

**City of Sunbury  
Regular Council Minutes  
January 7, 2026**

Mayor Joe St. John opened the Sunbury City Council (“Council”) meeting at 7:30 p.m., January 7, 2026, with a moment of silent prayer and then the Pledge of Allegiance.

Mayor Joe St. John administered the Oaths of Office to Damin Cappel, Nancy Crawford, Tim Gose, John Grumney, and Marc Long.

**ROLL CALL**

Those answering roll call: Damin Cappel, Cindi Cooper, Nancy Crawford, Tim Gose, John Grumney, Marc Long, and Joseph St. John. Other staff in attendance included City Manager Daryl Hennessy, Legal Counsel Dave Brehm, Clerk of Council Alyssa Graziano, and Deputy Police Chief Shawn Wade.

**MINUTES**

Motion by **Gose** and seconded by **Grumney** to approve the December 17, 2025, regular meeting minutes. Upon roll, 7 yeas; the minutes were approved.

**VISITORS**

There were no visitors who wished to speak to Council.

**COMMITTEE REPORTS**

Mrs. Cooper began by giving an update on the Parks and Recreation Committee meeting and introduced a guest speaker to discuss the potential removal of a significant tree located on the Square. Mr. Aaron Noblet, a consulting arborist, explained that his risk assessment of the large silver maple indicates it should be removed and replaced due to significant decay from improper topping in the 1990s, the tree’s age, and the species’ susceptibility to storm damage. He noted the tree’s history of large limb failures and emphasized that its location in a heavily used park creates a high risk to both pedestrians and vehicles, a conclusion supported by two other city foresters from neighboring communities. City staff will proceed with planning the removal of the tree.

Mr. Cappel reported that the Services Committee met and much of the discussion focused on implementing a quality-based selection process for consulting services, including an on-call list to improve efficiency and ensure qualified firms for projects. The committee also discussed fiber communication expansions in the Sunbury area and highlighted the updated 3B’s and K maintenance agreement with Berkshire and Berlin Townships, along with other project updates.

**POLICE REPORT**

Deputy Chief Wade reported that the holidays passed without major incidents and that one officer remains in field training, while Officer Brian Newsome has transitioned from part-time to full-time and is expected to be on patrol by mid-January following acclimation training. He noted the department has completed all annual in-service training, including training on ballistic shield and firearm utilization. He referenced the Chief’s year-over-year report comparing 2024 and 2025, highlighting increases in domestic calls, traffic crashes, and juvenile-related calls, which will be reviewed further during future division presentations. He also noted that radar sign data has been provided for Council’s review.

**ADMINISTRATOR’S REPORT**

Mr. Hennessy reported that the City will soon release an RFP for photography, videography, and graphic design services. He noted that the municipal building renovation, delayed by sewer repairs and permit issues, is now expected to have the lower level completed by the end of January/early February. The year-end zoning report shows approved zoning certificates for 271 housing units, with just under half single-family and the remainder from the Northport Place multifamily development. He also provided an

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update on the activities of the Joint Recreation District. To date, nearly 1,400 community survey responses have been received, with results summarized and presented at a mid-February community meeting. The upcoming community meeting will also solicit feedback on programming space within the community center and site selection criteria.

**ENGINEER'S REPORT**

Ms. Odebralski reported that the Columbus Street parking lot is nearly complete, with landscaping, seeding, and capstone installation to follow in the spring. She provided an update on the East Granville Street widening project, noting an upcoming meeting with ODOT to explore additional funding beyond the current \$4.2 million federal and \$1.25 million state allocations and discussion options for managing traffic during construction. She also highlighted a new traffic pattern at Cherry Street and North Miller Drive, designed to improve school traffic flow, which appears to be working well. Finally, she shared that she continues her participation in the Delaware Leadership program, focusing on topics like schools and social work, and will maintain her board membership with the Central Ohio American Public Works Association following completion of her year as president of the local chapter.

**RESOLUTIONS**

**RESOLUTION 2025.30**

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO PREPARE AND SUBMIT A GRANT APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION TO DEVELOP A SAFE ROUTES TO SCHOOL TRAVEL PLAN AND TO EXECUTE CONTRACTS AS REQUIRED**

Council conducted the second reading of the Resolution.

**RESOLUTION 2026.01**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT FOR THE MAINTENANCE OF A SEGMENT OF 3Bs AND K ROAD FROM US36/SR37 TO CHESHIRE ROAD**

Council conducted the first reading of the Resolution.

**RESOLUTION 2026.02**

**A RESOLUTION TO ESTABLISH A CYBERSECURITY POLICY FOR THE CITY OF SUNBURY**

Motion to Suspend the Rules by **St. John**, seconded by **Cappel**, upon roll approved 7-0.

Motion on the Resolution by **St. John**, seconded by **Cappel**, upon roll approved 7-0.

**ORDINANCES**

**ORDINANCE NO. 2025.36**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A TAX INCREMENT FINANCING REIMBURSEMENT AGREEMENT WITH SUNBURY DEVELOPMENT, LLC**

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Following the third reading of the ordinance, there was a motion to table the Ordinance by **St. John**, seconded by **Grumney**, upon roll approved 7-0.

**ORDINANCE NO. 2025.38**

**AN ORDINANCE AMENDING THE SOUTHERN BOUNDARY LANDSCAPE SCREENING PLAN FOR AN APPROVED PLANNED COMMERCIAL AREA DEVELOPMENT PLAN FOR THE MEADOWS AT SUNBURY APARTMENTS LOCATED AT 400 OVERLAND DRIVE, SUNBURY, OHIO.**

Motion on the Ordinance by **St. John**, seconded by **Crawford**, upon roll approved 7-0.

**ORDINANCE NO. 2026.03**

**AN ORDINANCE AWARDDING THE CONTRACT FOR JR SMITH PARK IMPROVEMENTS TO 2K GENERAL COMPANY, INC. OF DELAWARE COUNTY AND DECLARING AN EMERGENCY**

Motion to Suspend the Rules by **Cooper**, seconded by **Gose**, upon roll approved 7-0.

Motion on the Emergency by **Cooper**, seconded by **Gose**, upon roll approved 7-0.

Motion on the Ordinance by **Cooper**, seconded by **Gose**, upon roll approved 7-0.

**ORDINANCE 2026.04**

**AN ORDINANCE APPROVING THE COMMERCIAL SITE PLAN AND BUILDING APPLICATION OF UNITED DAIRY FARMERS FOR THE REDEVELOPMENT OF A NEW CONVENIENCE STORE AND FUELING STATION TO BE LOCATED AT 303 W. GRANVILLE STREET.**

Council conducted the first reading of the Ordinance.

**NEW / UNFINISHED BUSINESS**

Mr. Hennessy explained that the 2026 City Council rules include few changes, mainly updating titles to align with Charter revisions. He also noted a proposed change to consolidate the administrator, engineer, and police chief into a single city manager report, which will still include their updates and allow for questions as needed.

Motion by **Grumney** to approve the Council Rules, seconded by **Cappel**, upon roll approved 7-0.

Motion by **St. John** to enter into Executive Session, seconded by **Cooper**, upon roll approved 7-0.

Motion by **St. John** to Reconvene into Regular Session, seconded by **Gose**, upon roll approved 7-0.

Motion by **St. John** to appoint Mr. John Grumney as Council President, seconded by **Cappel**, upon roll approved 7-0.

Motion by **St. John** to appoint Ms. Liz Kooi to the Board of Zoning Appeals, seconded by **Cooper**, upon roll approved 7-0.

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Motion by **St. John** to appoint Mr. Matt Hochberg to the Sunbury Parkway New Community Authority and appoint Ms. Kris Heller and Mr. Dennis Willman to the Sunbury East Community Development Authority, seconded by **Cappel**, upon roll approved 7-0.

Motion by **Grumney** to appoint Mr. Marc Long as the Council representative to the Planning and Zoning Commission for a two year term, seconded by **Gose**, upon roll approved 7-0.

**ADJOURNMENT**

There being no further business for the Council, **Cappel** moved to adjourn. The motion was seconded by **Long**. Upon roll approved 7-0.

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**Joseph St. John, Mayor**

**ATTEST:**

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**Alyssa Graziano, Clerk of Council**