

**Mayfield Village Citizens Advisory Committee
Meeting Minutes
September 28, 2026**

The Citizens Advisory Committee met on Monday, September 28, 2026 at 7:00 p.m. at the Civic Center, 6622 Wilson Mills Road, Mayfield Village, Ohio.

<u>Present:</u>	Bob Haycox (Chair)	Marilyn LaRiche-Goldstein
	Robert Gessner	Rosemarie Fabrizio
	Joanna McNally	Monica Syracuse
	Althea Conti	Patti Ferris
	Lorry Nadeau	Sandy Batcheller

<u>Absent:</u>	Gerald Kasunic	Mark Granakis
	Maureen Washock	Miki Steigerwald

Also Present: Peter Gall, Council Representative
Steve Schutt, Council President
Marlene Zito, Resident
Diane Wolgamuth, Director of Administration

Approval of Meeting Minutes

Mr. Haycox opened the meeting and asked for a motion to approve the minutes from May 26, 2026. A motion was made and seconded and the minutes were approved as written.

Jasmine Prezenkowski – Heritage Home Program

Mr. Haycox introduced Jasmine Prezenkowski, the Heritage Home Program (HHP) Manager for the Cleveland Restoration Society (CRS). Ms. Prezenkowski thanked the Committee for allowing her to attend and reviewed in detail a PPT presentation, a copy of which is attached to these minutes.

Ms. Prezenkowski began by explaining the mission of the CRS as “preserving, protecting, and celebrating historic buildings and places that foster vibrant and inclusive communities.” She described that CRS has 48 participating communities and provides assistance for homes that are at least 50 years old. “So, currently homes built in 1976 or earlier.” Ms. Prezenkowski reviewed the free technical assistance that the HHP offers for residents, including giving impartial advice about home projects, both interior and exterior. HHP also connects homeowners with reputable contractors for home improvements or repair, and can provide guidance on a preservation approached to maintenance, repair or improvements.

Ms. Prezenkowski advised that representatives of HHP are construction specialists and will come to the home for a 30-minute site visit, free of charge. They can help determine project prioritization, recommend energy efficiency upgrades, and help with picking paint colors. Whether or not the homeowner selects a contractor through HHP, their

staff will review estimates both for the technical aspects and to advise if the quote is too high. She described that some homeowners are inexperienced with dealing with contractors and project estimates and find this service invaluable.

Ms. Prezenkowski described that the HHP website includes videos with helpful home repair information and online resources for projects. Site visits can be scheduled on the website as well.

Ms. Prezenkowski explained that HHP also assists with discount financing for home repairs or improvements. Loans are currently being offered through PNC Bank and interest rates are 0.5% below PNC's standard rates, determined on an individual basis. She explained that the HHP standards are sometimes higher than the Ohio Building Code standards and, because they are a preservation organization, they are not fans of vinyl siding or vinyl windows, making those items ineligible for financing through HHP. Ms. Prezenkowski described the types of items that are regularly funded, like cutting down or trimming trees, sewer tie-ins, generator installations, masonry work, electrical updates, interior or exterior painting, roof repair, and "we do tons of garages." She described that the minimum loan is \$10,000 and the maximum loan is equity dependent. HHP charges a 3.5% fee for any loan and handles the payment process with the contractor, reviewing the invoices, ensuring that permits are pulled and the contractor is carrying appropriate insurance.

Mr. Haycox asked if HHP vets the contractors and monitors their work. Ms. Prezenkowski said, "Yes, they go through an application process. We check references and keep our list up to date. We rely on feedback from our customers and will remove a contractor from the database if there is a problem." Mr. Haycox asked about help with zoning. Ms. Prezenkowski responded that any needed variances are generally handled by the homeowner or contractor but HHP is happy to review the submittals and will alert the homeowner if permits or variances are needed. HHP will also make sure the work passes final inspection and will do a final walkthrough and review before releasing the final payment to the contractor.

Ms. Prezenkowski reviewed some examples of completed projects included in her PPT. She asked if the members had any further questions. There were none and she concluded her presentation. Mr. Haycox thanked Ms. Prezenkowski for attending the meeting.

Hometown Heroes Banner Program

Mr. Haycox thanked Councilman Mark Arndt for coming to the meeting to discuss this potential new program. Mr. Arndt stated that good feedback had been received following the VOV article proposing the banner program. Ms. Wolgamuth advised that she had heard from 16 individuals interested in purchasing 22 banners. She spoke with Dale Fellows from Morgan Litho, the company that prints the banners for Mayfield Heights, Highland Heights, Lyndhurst, Willoughby, Painesville, the downtown sports teams, Playhouse Square and University Circle, stating, "I think this is the guy that we needed to talk to." Mr. Fellows provided the following preliminary information:

- Dealing with the utility is the biggest hurdle when starting a banner program.
- Cost is generally \$100 to \$120, depending on size, for full-color, double-sided banners.
- Banners last about two years and then begin to fade. Generally, there are no issues with tearing.
- Morgan Litho offers a variety of hardware—cost is about \$200, but the hardware will last for years.
- The Village is able to customize the banners and decide how much detail should be on them.
- Morgan Litho does not install the banners, but works with two companies that do.

- Digital photos are best. Their website has a program to help enhance the photos.
- Most cities hang the banners from Memorial Day through Veteran's Day.

Ms. Wolgamuth advised that Mr. Fellows is preparing more detailed pricing information, including the costs to install and remove the banners. She suggested that this information be reviewed before determining how much to charge for a banner. Ms. Wolgamuth stated that after reviewing the applications from other cities, most seem to be following the guidelines provided by Mr. Fellows, hanging the banners for the summer and, after two years, providing the banner as a keepsake to the family. Mr. Fellows provided examples of printed banners, which Ms. Wolgamuth distributed to the committee. She stated, "I initially thought we should limit the amount of information on the banner as it can be difficult to read while driving by, but if the banners will ultimately be given to the family, they may want that more detailed information. If the cost is the same, I don't see a downside to including it."

Mrs. Batcheller commented that she finds herself trying to read the banners while driving past them and it can be dangerous. She also suggested that the Village could look into company sponsorships for the banners to decrease the cost to the individual.

Ms. Wolgamuth advised that she received "Distribution Engineering Practices" from First Energy that describe the process, design requirements, etc. to attach banners to utility poles. A copy is attached to these minutes. After reading the document, she suggests that the Village pay an experienced third-party installer, given the many technical instructions and requirements that must be followed and the recent difficulties the Village has had with utility pole failures. Ms. Wolgamuth suggested that the next step is to determine the desired location for the banners in order to determine which poles are restricted, if clearances and pole loading is acceptable, etc.

Ms. Wolgamuth mentioned that there are currently flags and flower baskets on the utility poles at the center of town and the banners would take the place of those items, perhaps placing a banner on every other pole, with a flower basket or flag between. Ms. Wolgamuth showed a map with the location of utility poles on Wilson Mills and SOM Center Roads. She noted that the poles in the Village are not always uniformly placed or evenly spaced, and some are leaning. Following discussion, the committee agreed that the banners be placed along SOM Center Road only, from the center of town to The Grove and the Village's recreational area.

Ms. Wolgamuth provided a draft application that she had prepared and the committee members discussed and agreed upon the following:

- The banners will honor active, retired or deceased service members.
- There must be a Mayfield Village connection to be able to purchase a banner—a current or former Village resident or their immediate family.
- The banners will be displayed from Memorial Day through Veteran's Day.
- The banners will be displayed for two consecutive years and then provided to the person purchasing it.
- Photos must be of the Hero in a military uniform.
- The Hero must have served in one of the following branches of military service: Army, Navy, Air Force, Marines, Coast Guard, Space Force, Reserve or National Guard.
- Mr. Arndt will look into how difficult it is to obtain paperwork indicating active duty or honorable discharge. Mrs. Fabrizio suggested the Veteran's Administration might have information.
- Photo requirements will be determined after more information is received from Morgan Litho.

- If there are not enough poles on SOM Center Road to accommodate all banner requests, they will be held until two years pass and the poles are again available for new banners.

Ms. Wolgamuth stated that she would update the application and hope to have more information for the next meeting.

Council Report

Mr. Gall reported on the following:

- Council passed a one-year moratorium on the construction of data centers.
- The Parkview Pool heater is being fixed so the pool will be warm again next year.
- Street striping is about to start.
- Council has been receiving complaints from residents about speeding. Mr. Gall stated, "The Police Dept. has been doing details on specific streets so please report speeders so your street can be added." Mr. Gall added, "Many neighborhoods do not have sidewalks and it can be unnerving to walk in the street, but we all like the Village aesthetic and don't want to add signs or speed bumps to the neighborhoods."
- Senior Snow Plowing has been approved and is underway.
- A First Energy representative attended a recent Council meeting and advised that all outages should be reported. "Don't count on your neighbor to report." Mr. Arndt added that residents should also report if a pole is leaning or there are vegetation issues.

Other Matters

Mr. Haycox asked if the Village's code is sufficient regarding e-bikes. Mr. Gall advised that when the e-bikes are on the sidewalk, they cannot have their motor engaged. He added that they are meant to be driven on the street anyway, not the sidewalk.

Mrs. McNally stated that she does not want to ride her e-bike on the street and finds it impossible not to engage the motor as the bike is very heavy. She feels that it is not realistic to tell people they cannot engage the motor. She suggested that the Village consider dedicated bike lanes if they want people to ride e-bikes in the street. She asked if the rule is the same on the trails. *[Post-Meeting Note: Class 1 and 2 E-bikes are permitted to be used on the bike trail down SOM Center Road and the Greenway Trail, with the motor engaged. Class 1 and 2 E-bikes are permitted on sidewalks, but only without the motor engaged.]*

Mr. Haycox asked if there will be a public meeting about the potential rezoning of Progressive's Campus 3 property. Ms. Wolgamuth advised that a public hearing is required following the second read of legislation regarding any rezoning and before the third read. The developer would like to get the rezoning on the May 2027 ballot, so likely the public hearing will be in January or February.

Mrs. McNally asked about the Illuminating Company leaving equipment on lawns when they installed all new fiber optic on her street. Mr. Arndt suggested that she call AT&T. Ms. Conti related a similar experience that damaged her lawn mower. She called but got no assistance. Mrs. Fabrizio stated that she called AT&T when fiber optic was installed on SOM Court. Mrs. McNally responded that she did not think every person should have to call. Mr. Gall responded that it is a smart thing to do. The more complaints they get in an area, the more likely they are to come back.

Mrs. Syracuse asked if there is any news about the former CVS space. Mr. Arndt responded that he believes the landlord may split up the space. Mrs. Batcheller mentioned that the Nature Company is closing due to the owner's retirement.

Mrs. Nadeau stated that she went to the 9/11 ceremony at the First Responders Memorial. She thought it was wonderful and very emotional. She suggested that perhaps holding the ceremony in the evening would attract more attendees.

Ms. Wolgamuth advised that following recent comments about the tennis courts, budget pending, the Recreation Director plans to repaint one tennis court for 4 pickleball courts and the other two tennis courts will be used exclusively for tennis.

Mr. Haycox congratulated Mrs. LaRiche-Goldstein and her husband Art for being named this year's Outstanding Citizens by Mayor Bodnar.

There being no further business, the meeting was adjourned at 8:20 p.m.

Diane Wolgamuth

Director of Administration

HERITAGE

HOME

PROGRAM

SINCE 1992

Cleveland Restoration Society



Our Mission:

Preserving, protecting, and celebrating historic buildings and places that foster vibrant and inclusive communities

One way we help preserve our legacy of older and historic housing

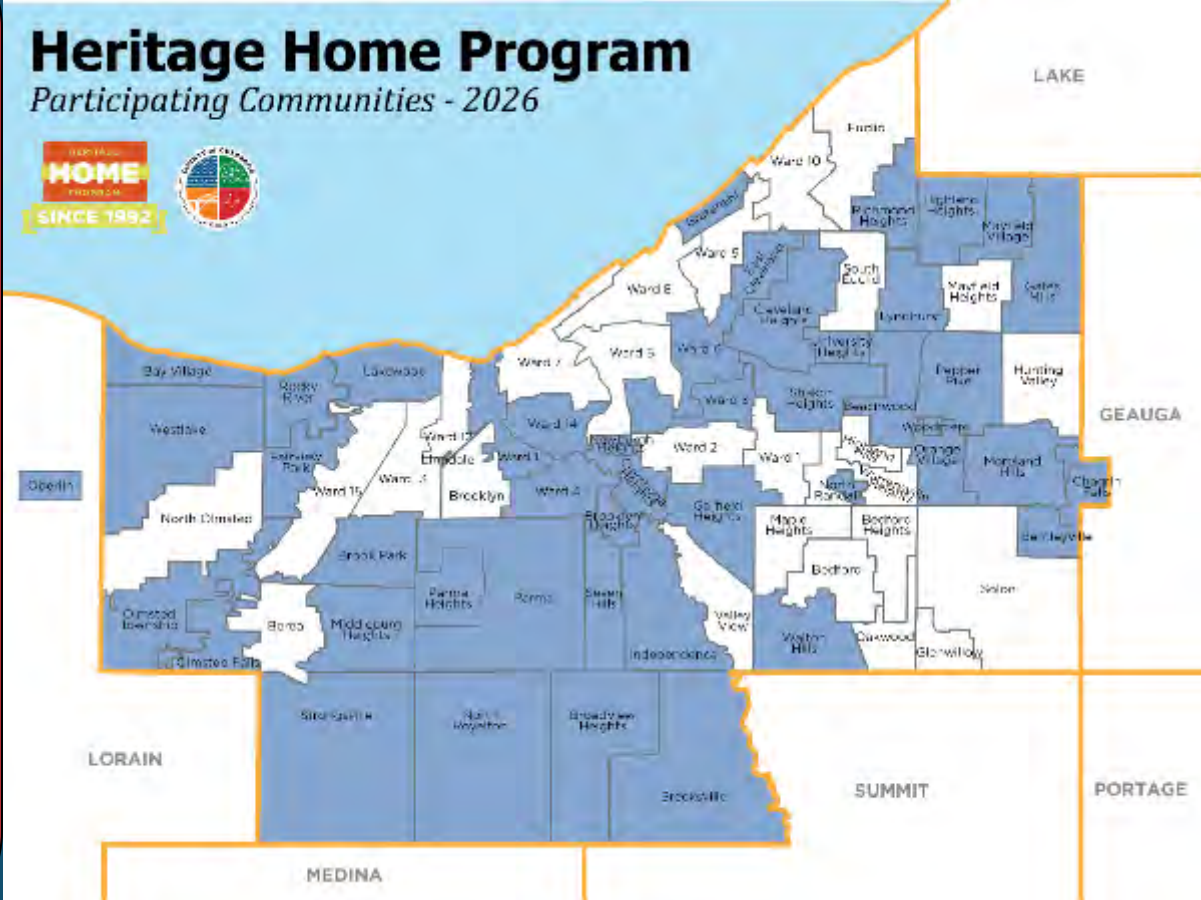


- ✓ Positive Reinvestment
- ✓ Increase Property Values
- ✓ Investor Confidence
- ✓ Neighborhood Stability



General Eligibility Requirements:

- House is at least *50 years old* – it does not need to be “historic”
- House contains 3 units or less and is zoned as residential
 - Condos qualify!
- House is in a participating community



What does the Heritage Home Program do?

1. Free Technical Assistance and advice on home maintenance & improvement projects

2. Discounted Financing Services and Homeowner Representative Services



What is Technical Assistance?

- Impartial Advice
- Connections with resources for home repair
- Guidance on preservation approach to maintenance, repair & improvements



Site Visits

- 30-minute consultation to discuss any potential projects or issues
- At your home, phone calls or video chats with a construction specialist



Color Consultation

Help with picking colors appropriate for any age home



BEFORE



AFTER

Contractor Resources

- Provide contractor names
 - Included as part of site visit process
- Review estimates



Restoration Guidance

BEFORE



AFTER



Assistance with finding resources
for a restoration project

Preservation Toolbox

Online resources for home repair projects



CLEVELAND
RESTORATION
SOCIETY

Preservation Toolbox

[Painting Your Old House](#)

[Home Maintenance](#)

[Sustainability & Preservation](#)

[Researching Your Old House](#)

[Hiring a Contractor](#)

[Greening Your House](#)

[Windows](#)



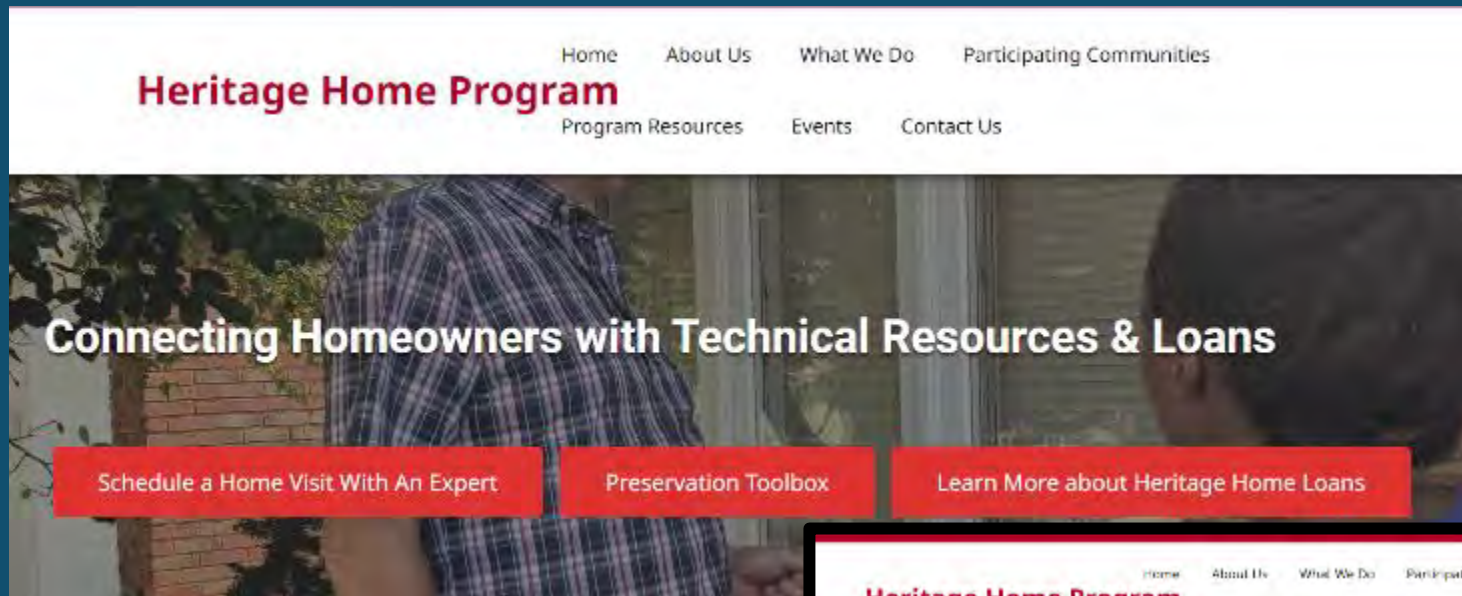
Preservation Toolbox

A Homeowner's Resource Center



Heritage Home ProgramSM Website

WWW.HERITAGEHOMEPROGRAM.ORG

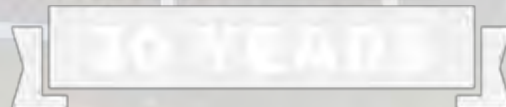


- Schedule a site visit
- Minimum Design Standards
- Upcoming Events
- Loan applications

A screenshot of the 'Schedule a Site Visit' form on the Heritage Home Program website. The form has a white background with a red border. It features the same header as the homepage. The main heading is 'Schedule a Site Visit'. Below it is a section titled 'Schedule a Site Visit Online' with a paragraph of text: 'Talking with our construction specialists is a great way to get advice on a home repair or renovation project! Our Construction Specialists can give you advice on your projects.' This is followed by another paragraph: 'We are currently offering virtual options as well as in-person visits from our construction specialists due to current health concerns and restrictions.' Then, a paragraph: 'If you are interested more in applying for a loan, please see our Loans page or contact our staff at 215-426-3116 for more information.' Next, a paragraph: 'Site visits are available for homes over 50 years old in participating communities that contain three occupancy units or less. If you are not sure if your home qualifies, please contact our staff.' Then, a paragraph: 'Call 215-426-3116 if you do not see the option to "Go to Scheduling Calendar" at the end of this form.' Finally, a question: 'Are you scheduling this site visit for a residential home that is either a single family, two-family, or three-family?' with two radio button options: 'Yes' (selected) and 'No'.

The background image shows a row of historic houses with various siding colors like blue, yellow, and red. A semi-transparent white rounded rectangle is centered over the middle of the image, containing the main text. At the bottom center, there is a logo for the Heritage Home Program celebrating 30 years.

**Technical Assistance is the
Heart & Soul of the Heritage
Home ProgramSM!**



Completing Projects

Heritage Home Program Discount Financing

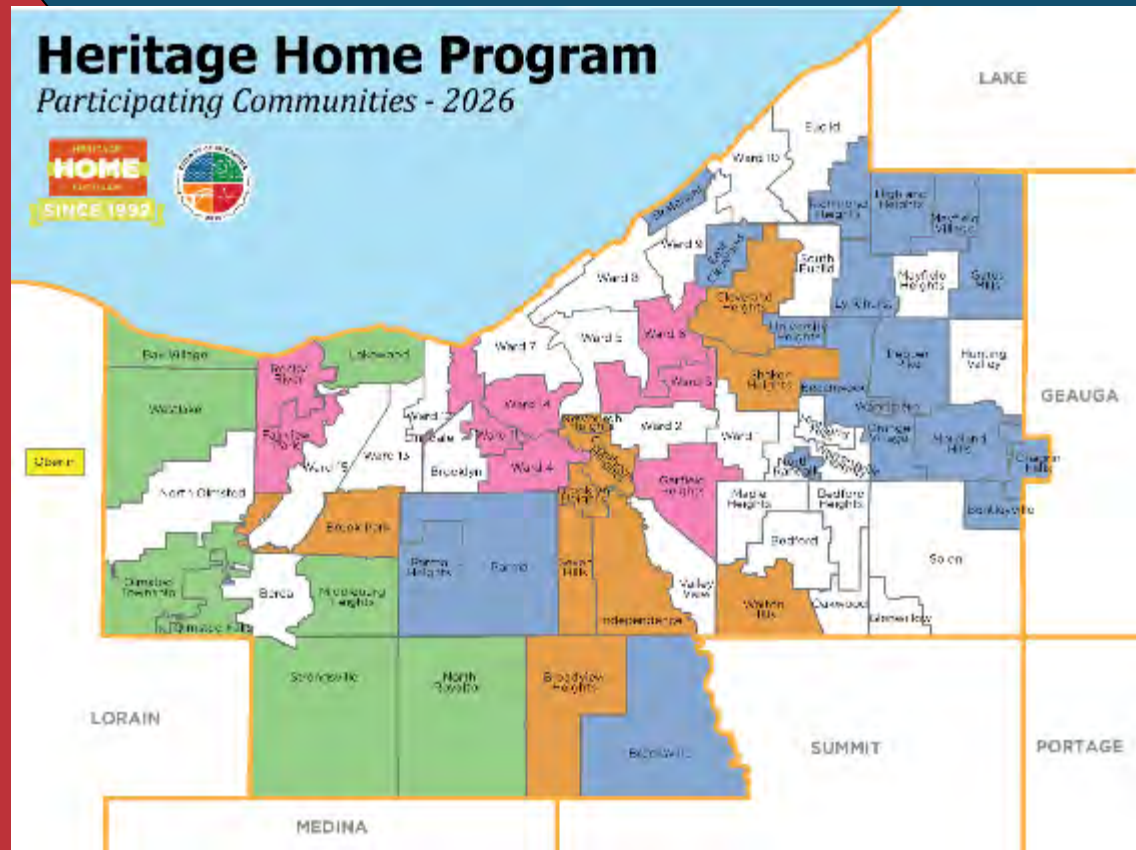
- 0.5% rate discount through partner bank
- Minimum design standards and project review
- Interior & exterior projects qualify

Homeowner Representative Services

- For homeowners self-financing
- Minimum design standards and project review
- Interior & exterior projects qualify

General Loan Eligibility Requirements:

1. Home is insured.
2. Has equity.
3. Current on property taxes.
4. Has one or less existing liens on the property.
5. Project has not started yet.



What Types of Projects Are Not Eligible?

- Vinyl Siding
- Vinyl Windows
- Luxury Items
- Non-built in appliances
- Pest Removal
- Landscaping (other than tree removal)
- Fencing
- Outbuildings (other than a garage)
- Projects in progress or completed



Guidelines for Additions

HERITAGE HOME PROGRAM

Parameters for Additions

We are committed to historic homes, but we know that updating them for modern living sometimes means adding more space. When considering additions, homeowners should seek to complement their existing home. Studies conducted by The National Trust for Historic Preservation have shown that historic preservation contributes to stabilizing neighborhoods. Historic preservation - and updates that are consistent with a home's historic qualities - generally has a positive effect on property values and is directly linked with sustainability and the green building movement.

Additions typically approved for the Heritage loan may include:

- Rear additions not visible from the street
- Small bump-outs on the side or rear of the property
- Enclosing of existing side or rear porches
- Dormers

CONSIDERATIONS

Layout

- Retain the essential form and integrity of the original property

Placement

- Minimal change to the primary/front elevation
- Additions to a rear elevation or secondary/side elevation are more likely to be approved than additions to the front of the property

Design

- Maintain existing window patterns, symmetry, etc. where possible
- Preserve roofline of existing structure

Massing

- Should maintain existing (or lower) roofline
- New addition should be secondary to existing structure

Scale

- Addition not to exceed 50% of current home's square footage
- Commonly approved additions are 20% of original square footage or less

Compatible Materials

- Preserve significant existing materials on home
- Match new materials to original as closely as possible
- Materials need to comply with HHP requirements for eligibility - no vinyl products may be used

PROCESS FOR HOMEOWNERS

- Schedule a site visit to have an introductory conversation about what can be funded with the Heritage loan
- Each project is subject to an internal design review with trained HHP staff
- Final approval cannot be made without completed drawings - architect fees can be reimbursed if loan is approved
- Complete loan application with lending institution - see HHP information packet for application process
- Work should not begin until you receive any and all design review board approval and permits
- If project exceeds maximum loan amount homeowner will need to escrow the balance of project funds

For more information visit www.heritagehomeprogram.org or call 216-426-3116



Additions are an approvable project, but they require extra review.



Applying for an addition? We need drawings!

Application Process

- **Optional site visit or virtual consultation prior**
- **Obtain written estimates for approved projects**
- **Submit application with written estimates to HHP + Initial Bank meeting for eligibility and rate.**
- **HHP staff review application and estimates for program compliance**
- **Once HHP Approves, start formal bank application.**

Application Timeline

- **At HHP – 1-2 weeks depending on season. If updates or changes are required, it may take longer.**

Before Work Begins: Specialty Process

- **Funds must be deposited in escrow and HHP Fee paid**
- **HHP acts as escrow administrator for your funds**
- **Escrow and Construction contracts signed between you, your contractor, and our office**

Contractor Requirements

- **Contractors submit proof of insurance and liability.**
- **Contractors must pull permits before payments on labor.**

During Work

- **Payments are made from our office directly to your contractor/supplier (with YOUR approval)**
- **Limits on deposit/first payment if labor has not started.**
- **10% retainer held on all payments with labor until project completion.**

Contractor Requirements

- **Submit detailed invoices.**
- **Submit changes orders for any updates/changes to the project costs.**

Heritage Home ProgramSM Loan FAQs



- **0.5% rate discount**
- **Minimum loan amount = \$10,000**
- **Max borrowing capacity based on equity**
- **5-30 year term**
- **No income limits**

- **Two lending products available. Discount is applied to the fix rate portion.**
- **No prepayment penalty**
- **Funds are escrowed with the Heritage Home Program**
- **Homeowner meets bank lending guidelines**
- **Loan is based on equity**
- **Minimal fees:**
 - **Bank Fees**
 - **HHP Program Fee - 3.5% of loan total**

Heritage Home ProgramSM Loan FAQs

A Heritage Home Program information packet has a chart detailing the loan information and fees for communities that have the loan available.

Details and Fees	
	PNC Bank
Loan Amount	Minimum \$10,000
Interest Rate* (Fixed rate, interest/only available)	0.5% discount for the Fixed Rate Portion of the Home Equity Line at the time of closing or for the Fixed Rate Home Equity Loan
Term	5-30 years
Loan To Value	Up to 89%
Pre-payment Penalty	None
Income Limits	None

*Interest rates are reviewed regularly by bank and may change. Interest rates and terms noted above are current as of 7/1/2026.

*There are two loan products available offered, the Choice Home Equity Line of Credit (CHELOC) and a Home Equity Loan (HELoan). The interest rate discount is only applied to the fixed rate portion of the loan borrowed at the time of closing. Products and Programs are subject to change at any time.

Heritage Home Program Financing Program Fees	
HHP Admin Fee [^]	3.5% of the Loan Total [^]
HHP Admin Fee is not automatically added to financing; it must be requested or paid out of pocket by homeowner. Homeowners should request it at the bank unless they are prepared to pay it out of pocket. The Fee must be paid before work can begin.	
[^] For Homeowners who would like to act as their own General Contractor there is an additional Owner GC Fee at 1% of the loan total. Please see our Owner GC Handout for more information.	

Finishing a Project

1. Final city inspections completed and passed (if required)
2. HHP final walkthrough/review
3. Retainer/final payment released to contractor

Enjoy your home!



BEFORE



AFTER



Projects from the past!

Exterior Painting



Before

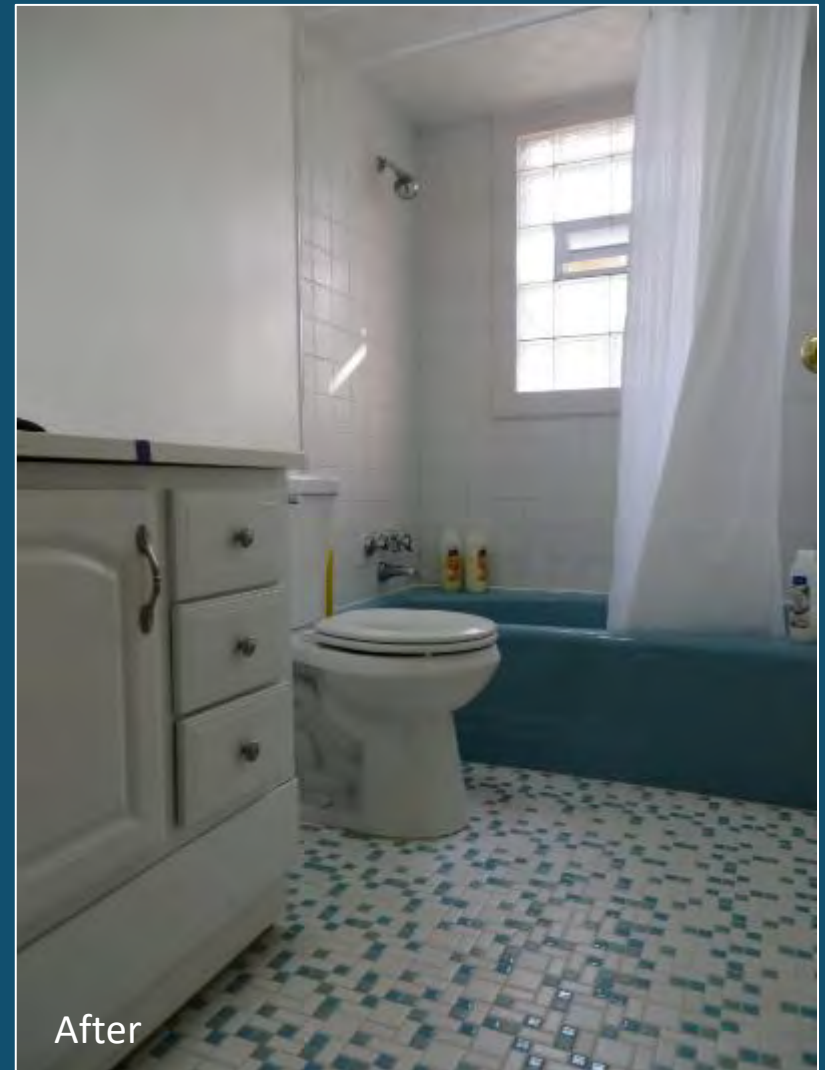


After

Furnace Replacement



Bathroom Remodel



Garage Conversion and Addition



During Construction

Garage Rebuild



Solar Panel Installation



Over 30 Years of Reinvestment in the Community!

Over 32K Technical Assists Completed

2,900+ Loans valued at \$143.7M

Available to residents in 43 communities



For more information, please contact:

Heritage Home Program Staff

216-426-3116

hhp@heritagehomeprogram.org

Our Staff:

HHP Assistant: Ava

HHP Associates: Christian, Linda, & Shannon

HHP Escrow Associate: Pamela

HHP Manager: Jasmine

HHP Construction Specialists: Dean & Doreen

Seasonal Staff: Binne, Dean I., Micah, & Arthur



Thank you!



DISTRIBUTION ENGINEERING PRACTICES

TEMPORARY ATTACHMENT OF VERTICAL BANNERS & FLAGS ON FEOC POLES

EP# 01-261
PAGE 1 of 12
DATE 11/04/22

1.0 PURPOSE

Allowing temporary¹ installation of applicant-owned banners and flags on FirstEnergy Operating Company (FEOC) wood and non-painted steel poles is discretionary, subject to local management approval. If these installations are acceptable to local management, this practice will provide uniform guidelines for determining when banners/flags attached to FEOC-owned and jointly owned or jointly used poles are suitable to the FirstEnergy Operating Companies.

2.0 SCOPE

Although FEOC management may approve these types of installations, it is not the Company's preference to promote them.

Horizontal banner installations (i.e., pole-to-pole) **shall not** be permitted on FEOC-owned poles or poles with attached FEOC facilities due to their increased risk of liability issues, mechanical damage, and/or degradation of reliability.

If vertical banners or flags are acceptable to local management, they shall only be permitted on a temporary basis, normally a contract period should not exceed twelve months.

Vertical banners and flags that positively represent community, civic, service, or similar groups located locally throughout FEOC's service territories may be allowed, if approved by local management, and all other design requirements are met. Other banners and flags related to business entities, for-profit groups, personal interests, political interests (e.g., candidates, parties, events, or issues), or that do not meet the minimum design requirements **shall be prohibited**.

FEOC does not permit requests for electrical service usage for lighting or other purposes to be combined with these banner/flag attachments.

All selected structures that can accommodate the proposed banners/flags attachments shall meet current code and clearance requirements without any additional "make ready" work by the FEOC. FEOC will deny any requests that need additional "make ready" work.

This engineering practice does not address placing signs on FEOC poles (refer to *FE Distribution Engineering Practice 01-260*) or placing decorative lighting (e.g., Christmas lights) on FEOC poles refer to *FE Distribution Engineering Practice 01-262*. Furthermore, all other installation requests for decorative items, such as flowerpots, on FEOC-owned or jointly owned/used poles shall be denied unless required by law (e.g., DOT regulation, local franchise agreements, or other local laws) or are required by other specific agreements.

3.0 PROCESS (REFER TO PROCESS FLOW CHART)

3.1 Customer Service – Customer Submits Application & Provides Contact Information

When an applicant is ready to submit their request, they should contact the FEOC Call Center to start the process (preferred way). The Customer Service Representative (CSR) will take necessary information and e-mail all requests to Corporate Joint Use at corpjointuse@firstenergycorp.com. Refer to Customer Network (FE SharePoint

¹ Typically, temporary is defined as twelve months.

DISTRIBUTION ENGINEERING PRACTICES

TEMPORARY ATTACHMENT OF VERTICAL BANNERS & FLAGS ON FEOC POLES

EP# 01-261
PAGE 2 of 12
DATE 11/04/22

Site) general procedure *Posting Signs/Banners on Utility Poles – MD, NJ, NY, OH, PA, WV.*

The following information should be included in the e-mail:

- Describe the scope and general location of the request,
- Organization or political entity name and associated sponsors,
- Business Partner (BP) name and number,
- Customer Tax ID number,
- Contact information: name, telephone/fax numbers, and mailing address, e-mail address,
- CSR shall provide the caller with the telememo number and advise the number should be referenced when contacting the Company.
- Determine the Agreement Type (choose below):
 - If political entity – need to provide name of the third-party installer, who will be responsible to sign the agreement.
 - If civic organization – need written permission from affected political entity.

3.2 **Applicant - Requests Initiated Elsewhere**

External Affairs, Corporate Joint Use Group, or Engineering Services can also process the initial applicant requests for banners/flags. They should record the necessary information (as listed in Item 3.2) and forward the information to the Corporate Joint Use Group.

3.3 **Corporate Joint Use Group – Socialize Information**

Corporate Joint Use Group shall socialize banner/flag request information among the other involved groups (i.e., External Affairs and Engineering Services).

3.4 **External Affairs – Approve Purpose & Content**

External Affairs shall review the submitted information to determine if the flag/banner's purpose and content meet FE's minimum requirements. If denied, External Affairs shall contact the applicant to inform them. If accepted, they will inform the Corporate Joint Use Group.

3.5 **Corporate Joint Use Group - Information Packet & Request for Attachment Data**

If accepted by External Affairs, Corporate Joint Use Group shall prepare and send to the applicant the FirstEnergy Banner/Flag Request Process, an Attachment Data packet, and a blank copy of the Agreement² templates so the applicant can review the terms and conditions stipulated in the Agreement. The FirstEnergy Banner/Flag Request Process and Attachment Data packet includes general information, attachment rules, as well as instructions on how and what specific details to provide FEOC concerning their proposed banner/flag installation so that a pole-by-pole technical review can be accomplished promptly.

² Political Entity (Muni) or Civic Organization.

DISTRIBUTION ENGINEERING PRACTICES

TEMPORARY ATTACHMENT OF VERTICAL BANNERS & FLAGS ON FEOC POLES

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3.6 Applicant – Provide Information Response

Applicant shall read the provided information, gather data, then promptly return all requested attachment data to the Company. Note: incomplete or inaccurate information may delay acceptance of the request.

3.7 Engineering Services - Technical Review of Attachment Data

The assigned Engineering Services representative shall assess the applicant's attachment data, field conditions, and when necessary, provide applicant follow-up.

Engineering Services will review each proposed attachment structure for conformance to NESC and FEOC requirements.

Engineering Services shall determine the following:

- Poles are acceptable (type, size, condition, and avoid restricted poles),
- Banners/flags are acceptable (max. size, material, and sponsor),
- Mounting height and hardware are acceptable,
- Clearances are acceptable (power, communications, and ground),
- Pole owners/licensors are correct,
- Banners/flags do not obstruction vision,
- Pole loading is acceptable (including wind loading).
- Verified that existing JU attachers have provided their concurrence with the proposed banner/flag attachments.

Engineering Services shall verify, correct, and provide missing data on the following:

- Poles Locations,
- Pole details,
- Pole contacts.

If the proposed plans are, in part or fully refused, the Engineering Services representative shall notify the applicant promptly to explain our pole-by-pole reasoning.

The list of attachments, which passed technical review, along with other supporting information shall be forwarded to the Corporate Joint Use Group.

3.8 Corporate Joint Use Group - Prepare Agreement

Upon notification that the applicant passed technical review, the Corporate Joint Use Group shall prepare the appropriate Agreement (political entity (muni) or civic organization). Corporate Joint Use Group shall provide the necessary data listed in Appendices A and B of the Agreement). Once completed, the Corporate Joint Use Group shall e-mail the Agreement to the applicant for their approval and signature (e-signature is acceptable).

3.9 Applicant – Signature

Applicant shall sign the Agreement and return it to the Corporate Joint Use Group.

DISTRIBUTION ENGINEERING PRACTICES

TEMPORARY ATTACHMENT OF VERTICAL BANNERS & FLAGS ON FEOC POLES

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3.10 Corporate Joint Use Group - Signature & Release for Construction

Upon receipt of the applicant signed Agreement, the Corporate Joint Use Group shall e-mail the Agreement to the Director, Distribution Engineering Support (Thomas Pryatel) for his signature³ and date. Then one copy of the fully executed Agreement shall be e-mailed to the applicant along with a notification so that they may proceed with the installation (i.e., hang their attachments on FEOC poles). One copy of the fully executed Agreement shall be retained by the Corporate Joint Use Group for internal records.

3.11 Applicant & Installer

After receiving FEOC's written approval to proceed, the contractor/installer shall install the attachments following all safety rules, regulations, and precautions. All safety precautions shall be observed and adhered to when installing, maintaining, and removing banners, emphasizing safe work practices, and maintaining proper clearances from electric and communication facilities as specified in the current edition of the National Electrical Safety Code (NESC) and OSHA work requirements (e.g., ten-foot rule when an unqualified worker is working near energized facilities).

It is preferred that the contractors/installers provide a daily early morning courtesy call to the local FEOC detailing when and where work is to be performed that day and person in charge contact information.

After work is completed, the applicant shall notify the Corporate Joint Use representative that all work is completed.

4.0 DESIGN REQUIREMENTS

Temporary vertical banners and flags may be installed on FEOC's poles, if they comply with the minimum requirements as detailed below:

4.1 Pole Type – banners and flags may be installed on FEOC's wooden or non-painted metallic poles (e.g., aluminum street light poles.) Fiberglass poles shall be excluded since metal banding can damage the fiberglass. Painted steel poles shall also be excluded since the banding can damage the pole's finish, which may lead to premature rusting.

4.2 Other Poles to Avoid – The following poles shall be avoided:

- Poles with electrical risers (e.g., primary, secondary, streetlight, or services laterals),
- Poles with equipment-control cables (e.g., capacitors, reclosers, or voltage regulators),
- Poles that are currently under construction,
- Poles with the proposed attachments that will **not** meet code requirements without physical modification,
- Poles classified as "two-pole conditions," or

³ Electronic signature.

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- Poles classified as "Priority" or "Priority-One."

- 4.3 Material - Banner and flags material shall not be flammable or conductive.
- 4.4 Maximum Display Size - Vertical banners/flags shall be limited in size to maintain acceptable ground clearance. The total offset from the attachment of the support bracket at the pole to the outside edge of the banner shall not exceed four (4) feet (refer to **EXHIBIT A**).
- 4.5 Banner/Flag Sponsor Recognition - When a business entity or other restricted group (refer to Item 2.0) sponsors an acceptable public interest event that is requesting a banner or flag, the business entity may be given sponsorship recognition on the banner or flag. However, recognition shall not exceed ten (10%) percent of the total surface area (per side) of a banner/flag.
- 4.6 Offset - For wood poles with a banner, a one-foot offset should be maintained between the banner and the pole surface to maintain pole climbability.
- 4.7 Clearance (Electrical & Communication) - When no other attachers are on a pole, the maximum height of the banner or flag should be forty (40) inches vertical clearance (minimum) below the lowest secondary/service drop/streetlight/neutral conductor on the selected pole (refer to **EXHIBIT A**). If a 40-inch vertical clearance (minimum) is not available, the attachment shall be rejected.

When other attachers (e.g., communication companies) are on a pole, the maximum height of the banner or flag should be 12 inches vertical clearance (minimum) below the other JU attacher's conductor on the selected pole (refer to **EXHIBIT A**). If a 12-inch minimum vertical clearance (minimum) is not available, the attachment shall be rejected.

- 4.8 Ground Clearance - The bottom of the vertical banner or flag shall not hang lower than fifteen and a half (15.5) feet (minimum) above any surface subject to vehicular traffic, based on National Electrical Safety Code (NESC) requirements. When mounted over any surface limited to pedestrian traffic, a vertical banner or flag shall not hang lower than nine and a half (9.5) feet (minimum) above the sidewalk or ground.
- 4.9 Wind-Loading Relief - When required vertical banners should use wind slits or be attached to the pole using a flexible support system, which provides wind-loading relief. For example, FEOC has historically accepted the use of BannerSaver™ (Website) system or the BannerFlex (Website) system.
- 4.10 Mounting Requirements - The vertical banner- or flag-mounting bracket should be attached to the pole by means of a sturdy, rust-resistant, metallic banding (e.g., stainless steel or Aluma-Form "bolt-a-band"), which shall not damage the surface of the pole when it is tightened, and can be easily removed when needed (e.g., in an emergency).

Fasteners - Vertical banner supports, and flag holders shall not be attached to the pole with nails, screws, or bolts.

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- 4.11 Down Ground – When a bare down ground is attached to the pole, care should be taken to avoid direct contact with the ground wire by the metal banding or any metal mounting hardware. The banding shall be installed underneath the down ground wire. Additionally, the bare ground wire shall be insulated by wrapping it with several wraps of 600-volt electrical tape (minimum continuous overlapping wrap from two inches above to two-inches below the metallic banding or mounting bracket). If the down ground is used in an ungrounded delta or ungrounded wye primary system, the down ground conductor shall be also guarded (covered with ground-wire molding (per NESC)). When installation is complete, the ground wire and molding (if used) shall be firmly reattached to the pole.
- 4.12 Obstructions – When banner and flag are installed, they shall avoid conflicts with or obstruct the view of traffic, safety, and warning signs or lights.
- 4.13 Pole Loading – Pole loading (including wind loading), and subsequent ground line moment shall be determined for each unique banner/flag/pole configuration being contemplated. This is especially critical for metal poles. Refer to Engineering Practice 10-590, Pole Loading - Transverse (Wind & Conductor) Loads. Pole loading limits according to NESC requirements (including safety factors) shall not be exceeded. Refer to paragraph 4.9 to lower pole wind loading.

5.0 ATTACHMENT DETAILS - APPLICANT SUPPLIED INFORMATION

The Corporate Joint Use Group shall send an information packet to the applicant. This Section will review the instructions on how and what specific details to provide FEOC concerning their proposed banner/flag installation.

When completed the requested attachment data shall be sent to the Engineering Services office for their review. FEOC prefer that applicants submit all requested documents in a common electronic format. The applicant shall submit the following information, which is contained within the information packet, to Corporate Joint Use Group:

- 5.1 Total Number of Banners/Flags Attachments – Applicant shall provide the total number of banners/flags attachments being proposed. (Note: FEOC may limit the total number of banners/flags that can be reviewed without cost within a 12-month period.)
- 5.2 Timeframe – Applicant shall provide timeframe/duration of the attachments (If less than one year).
- 5.3 Political Permission Documentation – If required by the local governing political entity, the applicant shall first obtain written permission from the political entity before submitting their request for pole attachment privileges. As proof of validation, a copy of the signed and dated permission document (e.g., resolution) shall be sent to Engineering Services.
- 5.4 Banner/Flag Physical Properties – Applicant shall provide a physical description of **each** unique banner or flag that is to be attached to the FEOC poles. The banner/flag description should include the following characteristics: height, width, weight, type of

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material⁴, and if proposed, what type of wind loading relief will be provided (if any). If the attachment is a flag, added details should include the material composition of the flagstaff and its overall length, and angle that flag is to be mounted. A digital picture or artistic rendering of the proposed content to be displayed on the banner/flag shall also be provided.

- 5.5 Configuration – Applicant shall provide a description of **each** unique pole/banner/flag configuration being proposed (i.e., identify any structures with multiple attachments). Identify how the banners/flags are to be oriented (e.g., perpendicular, or parallel to the street, or single or side-by-side). Describe **each** unique surface over which the banners/flags will hang (e.g., ground, street, parking lot, or walkway) and the expected maximum height of objects passing beneath each banner/flag installation (e.g., pedestrian, cars, trucks, semis, large construction equipment, farm equipment, or railroad cars).
- 5.6 Mounting-hardware⁵ – Applicant shall provide the proposed mounting height as well as the manufacturer, description, and specification of the proposed mounting-hardware for hanging or supporting the banners/flags. If using a flag holder, include the angle at which the flag will be mounted. Provide a picture if available.
- 5.7 Pole Location Details – Applicant shall provide a description of the desired physical location of each banner/flag installation. The pole location details shall include the following: the closest street address, descriptive location of the pole (e.g., third pole south of Market St. on west side of Main St.), and its GPS coordinates (latitude /longitude, if available). When seeking installations in multiple locations on multiple streets, a map showing each installation location should be provided.
- 5.8 Pole Details - Applicant shall include pole characteristics such as pole owner, height and class of the pole, and year of manufacture, and pole numbers (if can be determined⁶). Also, if requested by the FEOC, include at least one digital picture of each proposed attachment pole. The picture should show the entire top-to-bottom unobstructed view of the pole.
- 5.9 Pole Contacts – Applicant should provide a list of all current pole contacts (e.g., telephone, CATV, fire signal, fiber optical cables, etc.) on each pole that is to be contacted. Poles not wholly owned by the FEOC will require additional approval from the pole owner (i.e., concurrence)
- 5.10 JU Concurrence - If installations involve the TelCo's jointly owned/used poles, the applicant shall obtain and submit proof of concurrence from all other parties to FEOC before FEOC can complete the application.

⁴ Material shall not be flammable or has conductive properties.

⁵ Mounting hardware shall not damage the pole.

⁶ Usually pole owner, height, class, year of manufacture information is branded into wood pole or that can otherwise be determined. Pole tag number should be attached to the pole.

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- 5.11 Worker – Applicant should identify who will perform the proposed installations (i.e., applicant's workforce, political entity's workforce, or third-party installer. Applicant shall verify the installer is trained and qualified for the work being proposed.

6.0 POLE OWNER/POLE LICENSOR

Engineering Services shall determine the pole owner/joint use status and the Pole Licensor.

6.1 Pole Owner/JU Status

Engineering Services shall determine the pole owner - whether FEOC owns the pole, the TelCo owns the pole, or FEOC and the TelCo jointly owns the pole (e.g., CEI territory and a small part of Penn Power). For those poles owned jointly by CEI or Penn Power, Engineering Services shall determine if the joint ownership is properly documented and what the established joint ownership height is for each of the proposed contact poles. For those poles owned by NJ or PA FEOCs, Engineering Services shall determine if the joint use attachments are properly documented.

6.2 Pole Licensor

The Pole Licensor, which may not be the pole owner, establishes the rules for attachment, is the ultimate approver of the temporary flags or banners installations, and is the collector of any Pole Attachment Fees⁷, if accessed.

- In CEI, for all poles owned by CEI (exclusively) or jointly owned poles where the proposed banner/flag attachments are above the agreed TelCo Maximum Construction Height, CEI is the Pole Licensor. For jointly owned poles where the proposed banner/flag attachments are below the agreed TelCo Maximum Construction Height, the TelCo is the Pole Licensor.
- In Penn Power, for all poles owned by Penn Power (exclusively) or jointly owned poles (e.g., North Pittsburgh TelCo) where the proposed banner/flag attachments are above the agreed joint use attachment height, Penn Power is the Pole Licensor. For jointly owned poles where the proposed banner/flag attachments are below the agreed joint use attachment height, the TelCo is the Pole Licensor.
- In Mon Power and West Penn Power communications attachments in the communications space, the TelCo is the pole licensor.
- In JCP&L Joint Use areas, the Telco is the pole licensor. For poles wholly owned by JCP&L with no TelCo attachment JCP&L is the pole licensor.
- In Met-Ed, OE, Penelec, TE, and Pot-Ed, the pole owner is the Pole Licensor.
- Note: If an attachment is split between two pole licensors areas on a jointly owned pole, the Pole Licensor with the higher percentage of the attachment shall become the Pole Licensor for that attachment.

⁷ Reoccurring fees go to the pole licensor. However, any make-ready fees go to the pole licensor or appropriate legal joint user.

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7.0 POLE ATTACHMENT AGREEMENT

Corporate Joint Use Group shall prepare the appropriate Pole Attachment Agreement.

When FEOC is the Pole Licensor and the pole attacher is a political entity (e.g., municipally, township, city, etc.) the ***Third-Party Installation Agreement for Placement of Flag or Banner Between <FEOC> and <Municipality Name> and <Installer Name>*** should be prepared and forwarded to the applicant for their signature and then returned to Corporate Joint Use Group.

When FEOC is the Pole Licensor and the pole attacher is a Civic organization the ***Third-Party Installation Agreement for Placement of Flags or Banners Between <FEOC> and <Civic Organization>*** should be prepared and forwarded to the applicant for their signature and then returned to Corporate Joint Use Group.

The selected Agreement shall be prepared and e-mailed to the customer for each request. Note: FE Corporate Legal Department has reviewed these Agreements and they should not be modified unless all proposed changes are reviewed and approved by FirstEnergy Legal Department and Corporate Director, Operations Services. These Agreements will not be preprinted or given a company form number.

- Pole Attachment Agreement – Appendix A (Attachment)

Corporate Joint Use Group shall provide a description for each approved banner/flag(s): Provide photo/illustration of proposed banner or description the physical properties (size, weight, material type, etc.) of each unique banner configuration as well as the mounting hardware to be used to mount the banner/flag to the pole.

Show the design/graphics of each unique banner.

- Pole Attachment Agreement – Appendix B (Attachment)

Corporate Joint Use Group shall provide a list of banner locations that include Company pole numbers, street address, and GPS coordinates.

- Signatures -

The Corporate Joint Use Group shall be responsible for obtaining all authorizing signatures. The Corporate Joint Use Group shall e-mail the completed Agreement to the applicant. The applicant should approve and sign⁸ the Agreement. The applicant shall e-mail the Agreement to Corporate Joint Use Group. The Corporate Joint Use Group shall then e-mail the Agreement to the Director, Distribution Engineering Support (Thomas Pryatel) for his signature⁸ and date. One copy of the executed Agreement shall be e-mailed to the applicant along with notification that the applicant may now proceed with their installation (i.e., hang their attachments

⁸ Electronic signature.

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on FEOC poles). A copy of the executed Agreement shall be retained by the Corporate Joint Use Group for internal records.

8.0 BANNER/FLAG ATTACHMENT RENEWAL OR TERMINATION

Prior to the expiration of the current contract period, applicant may request, in writing, the renewal of the Agreement for a subsequent contract period. If written request for renewal is not received by the FEOC within thirty days before the expiration of the current term, the Agreement shall terminate. The Agreement and any renewal will terminate immediately upon applicant's nonpayment of annual pole attachment fees.

The applicant would be subject to new/revised requirements, increased application fees or per pole attachment fees, and be required to sign a new Attachment Agreement.

If a renewal request is submitted, the local FEOC may, at its sole discretion, require the applicant to provide an inspection of each banner/flag installation by the FEOC to assure the continued integrity of banners/flags and associated pole-mounting hardware and that approved poles have not suffered any detrimental changes. The cost of these inspections shall be the sole responsibility of applicant.

The privileges granted in the Agreement may be terminated by the FEOC or the applicant upon thirty days written notice to the other party. In either case, the applicant agrees to remove all their banners/flags within thirty days. If the applicant has not removed all banners and associated equipment within 30 days, the FEOC has the option to remove all banners and associated equipment at the applicant's sole cost.

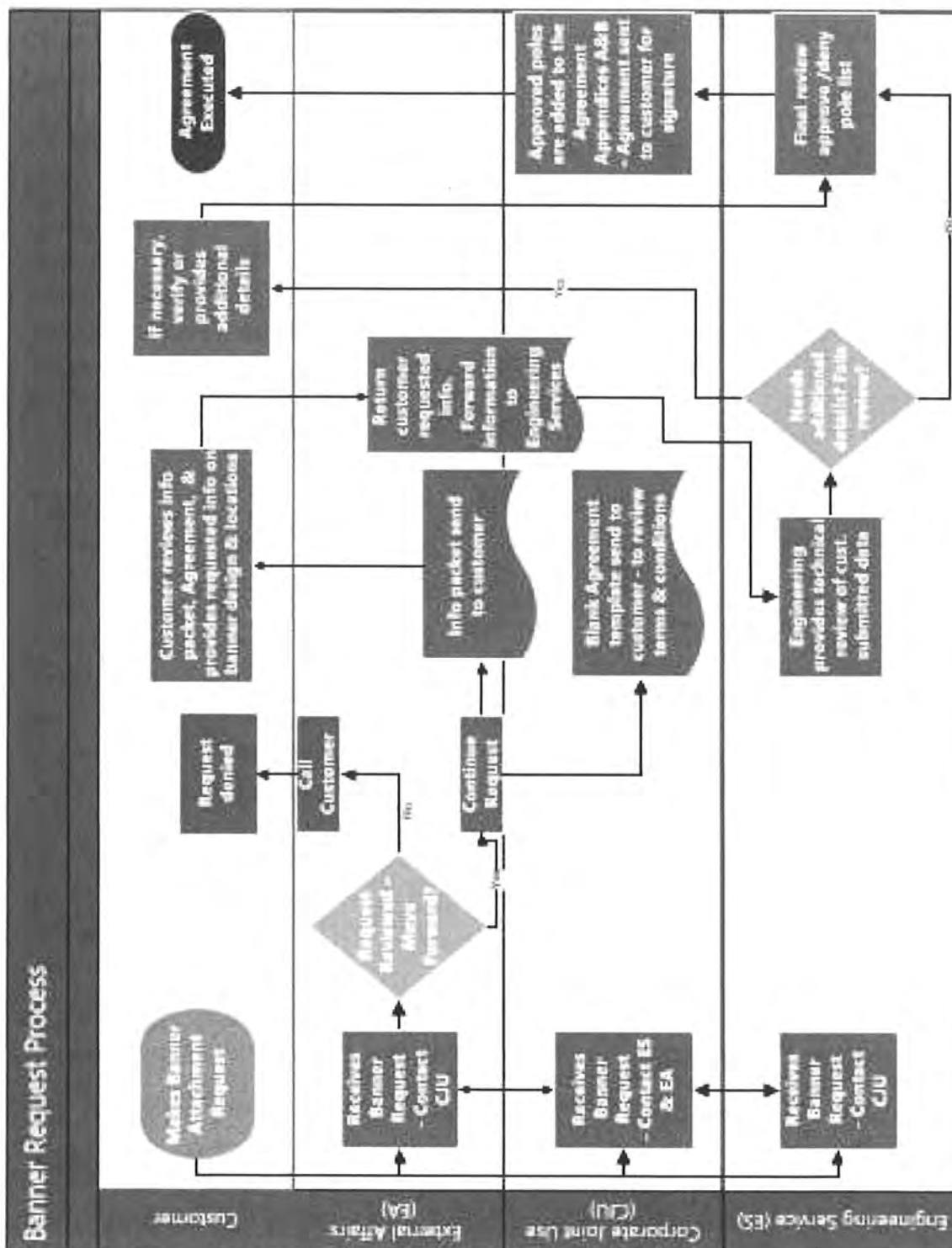
9.0 REFERENCES – CODE, AGREEMENT, & EXHIBIT

- NESC Rule 217A4: Attachments, decorations, and obstructions – “No attachment of any kind to a supporting structure of a utility line (including lighting and metering structures) shall be allowed without the concurrence of the structure owner. Nonutility attachments shall also have concurrence of the occupant(s) of the space in which the attachment is made.”
- Third-Party Installation Agreement for Placement of Flags or Banners Between <FEOC> and <Civic Organization> – [Linked File](#)
- Third-Party Installation Agreement for Placement of Flag or Banner Between <FEOC> and <Municipality Name> and <Installer Name> – [Linked File](#)
- Banner/Flag Attachment Requests FAQ ([Linked File](#))
- FirstEnergy Banner/Flag Request Process and Attachment Data ([Linked File](#))
- Customer Service Network Document – “Posting Signs/Banners on Utility Poles - MD, NJ, NY, OH, PA, WV” ([Linked File](#))
- Process Flow Chart ([Linked File](#))
- EXHIBIT A – TYPICAL VERTICAL BANNER INSTALLATION (see page 13)

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PROCESS FLOW CHART



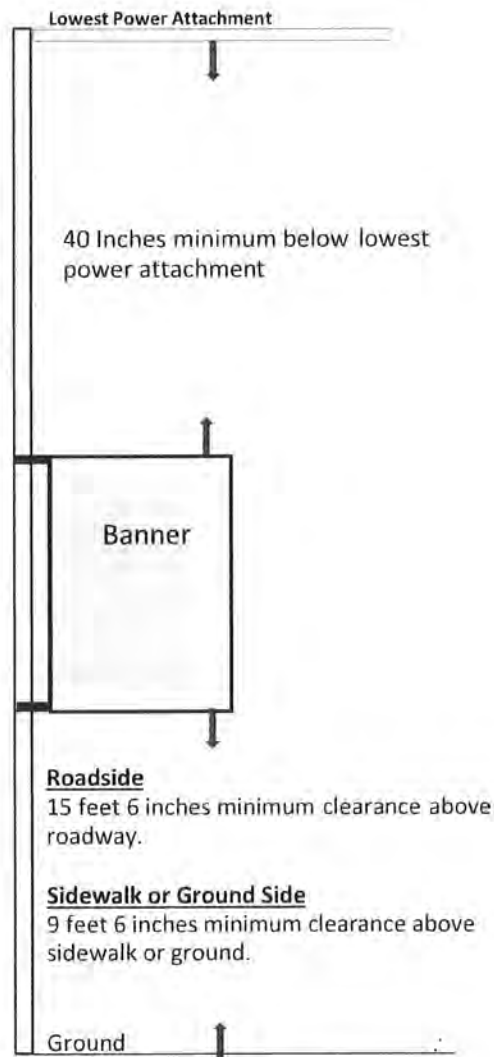
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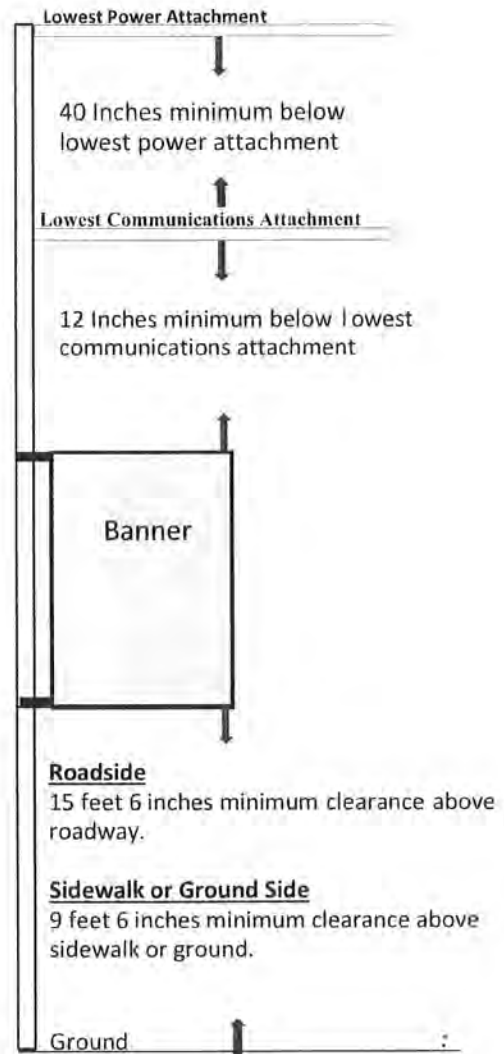
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EXHIBIT A - TYPICAL VERTICAL BANNER INSTALLATION & CLEARANCES

No Attachments Besides Power on the Pole



Attachments besides Power on the Pole



- (1) **Danger Warning:** Non-qualified workers shall maintain a minimum ten-foot clearance to all energized facilities. (Same for metallic ladder and tools which may become energized).
- (2) Use only wood poles or non-painted metal poles, which pass wind-loading requirements – no fiberglass poles or painted metal poles shall be used.
- (3) For Wood Poles - A one-foot offset should be maintained between the banner and the surface of the pole to maintain climbability.
- (4) Mounting brackets should be attached to the pole with a sturdy, rust-resistant, metallic banding (e.g., stainless steel) – never use nails, screws, or bolts.
- (5) If near a railroad or trolley rail, the horizontal clearance between the banner or its mounting hardware and the nearest rail shall be a minimum of twelve (12) feet.

Contact  morganlithobanners@gmail.com

All Hometown Heroes communications are managed through Gmail. Please add our email above to your contacts.

Orders  [Google Sheets](#) *A custom link will be sent to access the spreadsheet*

All banner order details are entered into our Google Sheets spreadsheet and we are notified through Gmail.

To input an order, please follow the blue header row as displayed in the diagram below and fill in the corresponding details in each column for each veteran.

Below are examples of what inputting a **new order (NEW)**, a **direct reprint (DR)** and a **reprint with changes (DR-C)** would look like:

#	Date Ordered	Reprint?		Hardware Needed?	Designation	Veteran's Name	Branch of Military	Era	Sponsor	UPLOAD PHOTO		City Approval
		Previous Year Printed	Edits?		In Memory Of / Thank You					Photo Type		
					Hard Copy					Digital		
NEW	2/18/2018		▼	Yes ▼	Thank You ▼	John A. Smith	U.S. Army	Gulf War	The Smith Family	☒	☐	☒
DR	3/2/2020	2018	No ▼	No ▼	▼	John A. Smith				☐	☐	☒
DR-C	2/24/2024	2018	Yes ▼	No ▼	In Memor Of ▼	John A. Smith				☐	☒	☒

New Order (NEW): Brand new banner; Skip the "Reprint?" column

Direct Reprint (DR): Banner has been printed previously, needs another print with no changes; no proof supplied unless requested

Reprint with Changes (DR-C): Banner has been printed previously, needs another print with changes; proof will be supplied

This sheet will be a continuous record of each banner order's details as well as date received, proof count, approvals, printing status and shipping/delivery dates.

Photos *Large, high-resolution photos are suggested*

Digital photos can be uploaded through the **"UPLOAD PHOTO"** link on the spreadsheet.

If a digital file is not available, we can still receive hard copy photos and scan them. You are welcome to mail them to our office or we can arrange pick up.

Proofing, Changes & Print Approvals

Proofs for each banner will be emailed as a PDF for approval or changes.

Changes can be sent through email or applied to the spreadsheet directly (we will be notified of each cell change).

Approvals must be confirmed in the spreadsheet by checking the **"City Approval"** column.

If you have any questions or need assistance, please don't hesitate to contact us!

216.881.0800 • 4101 Commerce Avenue, Cleveland, OH 44103 • morganlithobanners@gmail.com

Pole Banner Design & Size Samples



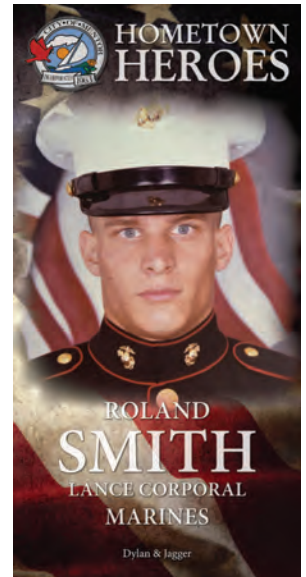
30"W x 60"H



30"W x 60"H



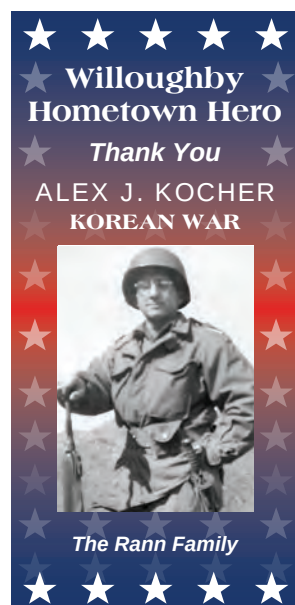
30"W x 60"H



24"W x 48"H



24"W x 54"H



24"W x 54"H



24"W x 54"H



30"W x 84"H