

**RECORD OF PROCEEDINGS
REGULAR COUNCIL MEETING
MONDAY JANUARY 11, 2010 – 7:30 P.M.
MAYOR MATTHEW E. BRETT PRESIDING**

MEMBERS PRESENT: Binder, Flaiz, Koons, Porter, and Wolfe
MEMBERS ABSENT: Dishong
OFFICIALS PRESENT: Police Chief Wetzel, Building Commissioner Hocevar,
Street Commissioner Johnson, Solicitor Ondrey, Engineer
Foley, Fiscal Auditor Lechman, Fiscal Officer
Romanowski
VISITORS: Kathleen Klespies, Snyder Road; Gabrielle Schneider,
Blackford Drive; Thomas, John and Liz Sullivan, Silver
Springs Trail; Meaghan Diffenderfer, Lakeview Lane;
Bryan Kostura, Laurel Road; Mia Moore, First Energy

Mayor Brett called the Regular Council meeting to order and led the Pledge of Allegiance to the Flag. Fiscal Officer read the roll; Dishong was absent. Koons moved to waive reading and approve the minutes of the December 14, 2009 Regular Council Meeting; seconded by Wolfe. Roll call – ayes, all. Motion carried.

MAYOR’S REPORT: Mary Beth Wolfe, William Koons and Mark Porter, newly elected Council members, were sworn in by the Mayor. John Dishong was sworn in over the weekend as he was unable to attend the meeting tonight.

Mayor made the following committee assignments for 2010:

Building Department	Chairman James Flaiz Mark Porter
Finance	Chairman Jack Binder John Dishong
Human Resources	Chairman William Koons Mary Beth Wolfe
Properties	Chairman Mark Porter William Koons
Public Utilities	Chairwoman Mary Beth Wolfe Jack Binder
Safety	Chairman James Flaiz Mary Beth Wolfe

Streets

Chairman John Dishong
Jack Binder

Planning Commission representative will remain James Flaiz. The representative for Parks Committee will remain Mark Porter.

AD HOC COMMITTEE

Emergency Operation Planning

Chairman William Koons
John Dishong

Koons made a motion to approve the 2010 committee assignments; seconded by Flaiz. Roll call – ayes, all. Motion carried.

Mayor would like to amend the terms of the Parks and Cemetery Committees. These terms were initiated mid-year, however, the first appointment will terminate December 31st rather than the dates originally set forth in the motion. Porter made a motion; seconded by Koons. Roll call – ayes, all. Motion carried. Due to this change, Peter Calfee and Michael Hogan's terms ended December 31, 2009. While Ted Kruse and Lee Schiemann's terms will end December 31, 2010.

Mayor re-appointed Michael Hogan to the Parks Committee and appointed Bryan Kostura to fill Peter Calfee's seat. Koons moved to affirm; seconded by Binder. Roll call – ayes, all. Motion carried.

Mayor stated he would like to re-appoint Joe Franzese to a 3-year term for the Architectural Board of Review. Koons moved to affirm, seconded by Wolfe. Roll call – ayes, all. Motion carried.

Mayor re-appointed David Withrow to the Zoning Board of Appeals.

Due to some budgetary constraints, the Mayor said the plan for 2009 was to scale back and complete the year with no significant projects; that was accomplished, however, work continued on the following:

- Continued to work on the Maple Hill sewer vs. septic project
- Renewed a safety levy
- Implemented in-car video for Police Department cruisers
- Obtained grants for upgrading radios in Police Department and started upgrading equipment
- Completed an HR review with no significant issues
- Conducted a 5-year forecast for the Village of revenues vs. expenditures concluding expenditures are as lean as possible. Revenues may need to be adjusted or more strategic changes will need to occur with expenditures. Council's intent is to manage a balanced budget with no tax increases for residents.

- Continued vigilance in regard to income tax compliance.
- Provided more access to residents in a number of different ways through Parks, Village Hall campus and meetings with the Police Department.
- Finished change in ambulance billing process.
- Continued to work on re-establishing the cemetery.
- Completed a small landscaping project.
- Continued to replace Village entrance signs.
- Continued regular activities scaling back where possible.

Mayor reported that the infrastructure of the Village campus and all Village properties, including the rental property, are in good shape. Need to plan on addressing some issues for a long-term perspective.

Roads continue to be held to a high standard.

At the end of 2009, South Russell's account balance is approximately \$1.5 million including approximately \$65,000 in construction deposits. It was forecasted that there would be a deficit in 2009, but due to timing issues, the year was ended with a small surplus of around \$50,000. This is partially due to remaining as lean as possible.

From a financial perspective, the forecast for 2010 is reporting an operating deficit of \$100,000. There is potential volatility from a revenue perspective. The Local Undivided Government Fund (LUDGF) will probably come under attack due to the State's financial distress.

Overall, residents appear to be supportive and pleased with the Village.

Looking forward to 2010, it will be similar to 2009, forecasting no big projects. The plan is to:

- Continue to improve documentation, plan items and stay focused on the core deliverables that are offered to residents.
- Continue to work on aspects identified in the HR audit including finalizing job descriptions and holding training sessions for supervisory positions and employees.
- Address a few issues with the Parks Committee.
- Continue to evaluate centralized trash options.
- Move forward with a decision regarding the Maple Hill septic vs. sewer issue.
- Continue with the cemetery initiative.

The Mayor also feels it is important to develop:

- a CERT (Certified Emergency Response Team) Program, and
- a strategy to address the financial situation, primarily on the revenue side.

Mayor said that South Russell has a great team and he is looking forward to working together in 2010.

Mayor reported that he attended the Chagrin Valley Intergovernmental Council (CVIGC) meeting over the weekend. Representatives from Kent State presented possible training courses for public officials, as well as training classes for leadership roles, supervisory positions and employees. After the HR audit, South Russell has been working with Kent State to determine what training opportunities are available for supervisors within the Village. Since supervisory training would be similar for different communities, a regional training option might become available which could offer cost savings.

Efficient GovNow grants were also discussed at the CVIGC meeting. These grants are being offered to two governmental agencies and/or school system interested in working together to accomplish an economic development project or something that would result in long-term savings.

Also at the meeting, the Mayor or Trustee from each community gives an update. The vast majority spoke of financial challenges and their concern about personnel wages and healthcare. Significant changes are expected in surrounding communities.

In December a notice was received from NOPEC regarding grants to power our communities. NOPEC and First Energy entered into an agreement the end of last year to allow money to be funneled into northeast Ohio. Money will be distributed from First Energy Solutions to NOPEC and then back to the NOPEC communities. Twelve million dollars will be funded to NOPEC for infrastructure needs, economic development projects, or energy efficiency lighting programs. Grants are to be used for projects like energy conservation, renewable energy, energy education, economic development and general fund purposes. The minimum grant is \$50,000. South Russell should receive the grant form around February 1st. Grant forms are due back to NOPEC as early as March 1st. Money could potentially be distributed 90 days after that. Mia Moore, First Energy, stated that this is a very lucrative program for communities involved. Ms. Moore responded to Binder stating a new lighting project would be considered as long as it would be energy efficient. Ms. Moore asked Council to keep in mind the savings for LED lighting over traditional lighting is not as significant as once thought.

In 2009 South Russell received a request from CSA and CAA to look at the ten acres carved out for more active use on the Bainbridge side. The layout of this parcel of land is not optimal and would be costly to develop into ball fields. Western Reserve Land Conservancy has reached an informal agreement to consider moving the boundary lines.

The 2010 budget is finalized and has been distributed.

The Village is waiting for documentation regarding the agreement with the United States Geological Survey (USGS). South Russell is required to select one well. The representative from USGS doesn't feel the type of well chosen is significant. A decision will need to be made in the future.

Steve Latkovic will attend the next Council meeting to give an update on the Northeast Ohio Areawide Coordinating Agency (NOACA) agreement. The process of holding public sessions will begin to determine the best locations for these multipurpose paths.

The six-month moratorium for the septic legislation has been extended for another six months. Mayor sent an Email to Senator Grendell to see when a decision is expected. Wolfe and Flaiz stated their concern that South Russell needs to make a decision regarding Maple Hill. Mayor is interested in getting Senator Grendell's insight.

FISCAL OFFICER'S REPORT: Fiscal Officer stated that the 2006-07 year-end financials were filed in the GASB-34 format. In 2008 the report was compiled in both the regulatory and GASB-34 formats. The auditor has set up the GASB-34 template. Financials for 2008-09 will be completed in the GASB 34 format, which meets the State requirements.

In the fall of 2007, HB9 went into effect, which is the law that makes it mandatory for all elected officials to take Public Records training. The Fiscal Officer was named the designee at that time. A motion needs to be made to determine if Council will attend these sessions or if the Fiscal Officer will remain the designee. Flaiz made a motion to designate the Fiscal Officer as the designee for Public Records training; seconded by Koons. Roll call – ayes, all. Motion carried.

Fiscal Officer reported that the training sessions that the Mayor and some Council members attended was given by the Attorney General's office. Now the State Auditor's office offers these training sessions. The Northeast Ohio Clerks and Western Reserve Clerks Associations will be holding a training session given by the State Auditor's office at Mayfield Village on March 10th from noon to 3:00 p.m.

There are two resolutions that will be introduced tonight regarding general housekeeping issues: Advance of Taxes and Direct Deposits.

Fiscal Officer spoke to Central Collection Agency (CCA) earlier today regarding the letters that were sent to delinquent taxpayers. The letter was very successful.

Tax Administrator Romanowski stated that when the tax funds have been received, the deposit would be forwarded to Council or presented at the next meeting.

FISCAL AUDITOR'S REPORT: Fiscal Auditor reported that the CD matured on December 28, 2009. It rolled over into the checking/savings account. The money will remain more liquid in this account until a better option is found.

Fiscal Auditor's report will be available at the next meeting.

ENGINEER'S REPORT: Engineer reported that Joyce continues to work on the cemetery project. The contract documents are being finalized for the Road Program. Tentative advertising dates for the Road Program will be February 11th and 18th. February 26th will be the opening date and it will come before Council as early as March 8th.

BUILDING COMMISSIONER'S REPORT: Building Commissioner reported that an accessory structure was built on Fernwood that received two variances 2-3 months ago. The actual building is 4-1/2 feet higher than it's supposed to be. This will come before the Zoning Board of Appeals on January 20th.

The owners of the Marshall house on Bell Road will be going back to ABR next Tuesday. Plans are to relocate the house on the lot making it necessary for CT Consultants to review the site plans again. The official ground breaking ceremony is scheduled for Wednesday. The house has been downsized and some changes made to cut down on costs. This will be one of the few houses in the State of Ohio that is close to 100% "green".

Building Commissioner will be attending the Bureau of Workers' Compensation (BWC) meeting on Friday in Mentor.

POLICE CHIEF'S REPORT: Police Chief spoke about a recent taser deployment. The South Russell Village Police Department and Chagrin Falls Fire Department were contacted by parents having difficulty with an adult son possibly due to a lack of medications being administered. Officers and Fire/Rescue personnel responded. A decision was made that this individual needed medical treatment, but he resisted help. The taser was deployed, the young man restrained and he was taken to the hospital to receive treatment. The Mayor, Police Chief and the Safety Committee reviewed the incident to ensure policies were followed.

Police Chief stated that he has been looking for a part-time officer for the Police Department. A candidate has been chosen and the pre-employment process has been completed. The intent is to move forward with this at the next Council meeting.

Chief reported that a resident came into the Police Department complimenting the officers and gave a donation to the department. Chief forwarded the check to the Fiscal Officer.

STREET COMMISSIONER'S REPORT: Street Commissioner distributed his month-end report to Council. Snow removal equipment is holding up and more salt has been ordered.

Mia Moore, First Energy, asked that Council remind residents to keep snow away from transformers as best they can when shoveling.

SOLICITOR'S REPORT: Solicitor had no report.

COMMITTEE REPORTS: Wolfe stated that the Public Hearing for Centralized Trash would be on February 8, 2010, at 6:30 p.m.

Flaiz reported that the Planning Commission will be meeting Thursday, January 14, 2010, at 7:30 p.m. in Village Hall to discuss banners, possible zoning changes for the former Milbar property and wind turbine zoning.

Flaiz stated that the Safety Committee would continue meeting the third Thursday of every month in 2010 at 7:30 a.m in Village Hall.

Flaiz said timing for the replacement cruiser bidding process would be discussed at the next Council meeting.

Koons stated that in 2010 Council would be reviewing a couple of job descriptions at each Council meeting. It will be beneficial to review these prior to the meeting. The Building Department's duties will be discussed at the next meeting.

Koons distributed the Tax Board Abatement amendment.

Porter stated that the Parks Committee would be meeting within the next couple of weeks. An Email will be sent to Committee members, Mayor and Council when the date has been finalized.

ORDINANCES/RESOLUTIONS: Koons introduced a resolution for advance of taxes, declaring an emergency. Koons moved to waive readings; seconded by Wolfe. Roll call – ayes, all. Motion carried. Koons moved to adopt; seconded by Wolfe. Roll call – ayes, all. Motion carried. Ordinance No. 2010-01.

Koons introduced a resolution requesting direct deposit of tax funds, declaring an emergency. Koons moved to waive readings; seconded by Binder. Roll call – ayes, all. Motion carried. Koons moved to adopt; seconded by Binder. Roll call – ayes, all. Motion carried. Ordinance No. 2010-02.

Koons introduced an ordinance to amend Section 880.26, Abatement of Interest and Penalty, of the Codified Ordinances in the Village of South Russell.

BILLS LIST: Koons made a motion to ratify the bills paid on December 30th in the amount of \$41,975.89; seconded by Flaiz. Roll call – ayes, all. Motion carried.

Koons made a motion to ratify the bills paid on December 31st in the amount of \$13,574.42; seconded by Wolfe. Roll call – ayes, all. Motion carried.

NEW/OTHER BUSINESS: Porter made a motion to approve the Council Rules and Procedures; seconded by Flaiz. Roll call – ayes, all. Motion carried.

Wolfe reported that many responses have been received from the trash survey. Most residents, regardless of who they have for a carrier, are pretty happy.

ADJOURNMENT: There being no further business to come before Council, Wolfe moved to adjourn, seconded by Koons. Roll call – ayes, all. Motion carried.

Matthew E. Brett, Mayor

Danielle Romanowski, Fiscal Officer

Prepared by: Becky Peterson
c: My Docs/Word Docs/Council Minutes