

**RECORD OF PROCEEDINGS
REGULAR COUNCIL MEETING
MONDAY, JULY 14, 2014 – 7:30 P.M.
MAYOR MATTHEW E. BRETT PRESIDING**

MEMBERS PRESENT: Porter, Binder (arrived approximately 7:35PM), Carroll, Dishong, Koons, Kostura

OFFICIALS PRESENT: Fiscal Officer Romanowski, Police Chief Rizzo, Street Commissioner Johnson, Fire Prevention Officer Davis, Solicitor Ondrey, Engineer Haibach

VISITORS: Dick Baker, 103 Waverly Lane; Cynthia Nairn, Cemetery Committee; Molly Gebler, Chagrin Valley Chamber of Commerce;

Mayor Brett called the Regular Council meeting to order and led the Pledge of Allegiance to the flag. Fiscal Officer read the roll. Koons moved to approve the minutes of the June 9, 2014 Council meeting, seconded by Dishong. Roll call – ayes, all. Motion carried.

Dishong moved to approve the 2015 Tax Budget as presented, seconded by Kostura. Roll call – ayes, all. Motion carried.

VISITORS: Molly Gebler, Executive Director of the Chagrin Valley Chamber of Commerce, informed Council that the Chamber is present to help promote local businesses. She stated if there are any events being held in South Russell Village, they are willing to help with promotion of the event. The Chamber is starting to keep track of business vacancies so they can help get them filled. She stated when new businesses come to town, they will provide a ribbon cutting ceremony to which the press will be invited. The Chamber will have a “Mayors round table” breakfast meeting to inform the residents all of the business oriented things going on in the communities.

Cynthia Nairn attended the meeting on behalf of Cemetery Committee and said the Committee is trying to keep the cemetery as close to the mission statement as possible. She discussed some scattering garden concerns and said the Committee is making sure they meet all of the state requirements with EPA. The scattering/memorial garden will include brick pavers as opposed to granite, due to cost. These pavers will serve as a memorial and will be engraved with names.

Fiscal Officer discussed the idea of drilling a well so the Village doesn't have to run a water line from the rental house. The Engineer said that he spoke to Ayers Well Drilling about several options. The well would be used for watering the grass when it is planted and for watering the plants in the memorial garden. Engineer looked at a well vault option which would eliminate a well house on the cemetery property. This option would be \$1,000 more than the written quote for a total cost of about \$7,000 to install a well with the vault, but this expense was not budgeted for when the planning began. The Fiscal Officer added the software and computer was budgeted in Capital Improvements but she feels it should come out of the Operating fund. After discussion, it was decided to keep the software and computer in the Capital Special Land and Building fund as they are costs associated with starting a new cemetery.

The Mayor would like to start selling plots on October 1st and informed Council that the Cemetery Committee, Engineer and the Mayor will be holding a preconstruction meeting on Friday, July 18, 2014 at 7AM.

MAYOR'S REPORT: Mayor said the Bell Road west project has gone dormant due to some new requirements at the state level with an inspection process, which has taken more time than expected. They will be televising the pipe to look at the conditions and any issues will be corrected. This project is being controlled by the Ohio Department of Transportation (ODOT) so Council doesn't have much control over it. The Village would like to see the project completed by the start of school. Curbing will begin in the next week.

Mayor brought attention to several Village-owned building updates that have been planned including adding air conditioning to the rental house, reroofing and an additional bay at the service garage, reroofing and re-siding the Police Department and reroofing the salt dome. Not all jobs are quoted at this time but the Mayor did provide a quote for the air conditioning at the rental house from PK Wadsworth for \$3,700. Hocevar had recommended contracting with them since they have always been dependable for the Village in the past.

Koons informed Council of the renter's request to add air conditioning to the rental house. The Mayor said the renter is only interested in signing another lease if it is installed. The Properties Committee recommended installation of the air conditioning so that the Village doesn't lose the renter or rent money. If the renter decides to leave because of this, the Village would lose the same amount in about 3 to 4 months' rent as it would cost to install the air conditioning. Koons moved to approve the quote from PK Wadsworth for up to \$4,000.00, seconded by Kostura. Roll call—ayes; Porter, Carroll, Dishong, Koons, Kostura. Nay; Binder. Motion carried.

The Lantern of South Russell project has begun. There was an extensive amount of rain on June 25th that caused the silt fence to fail. The Building Department and Engineer acted quickly and instructed the contractor to add hay bales and additional siltation control to shore up the runoff. Muddy water flowed into Chagrin Lakes and caused some of the ponds to look very dirty. Ohio Environmental Protection Agency (OEPA) was contacted and reviewed the situation. The new erosion control plan that they now have in place seems to be holding up well.

The Planning Commission met last week. They reviewed the design of the Lantern of South Russell building and noticed the plans were changed somewhat from what was previously approved, so it will need to be reviewed and approved again by the Planning Commission. They have requested all of the changes to be presented to the Village and that the Fire Prevention Officer review the plans as well. A meeting has been scheduled for July 24th.

Mayor welcomed back the Fire Prevention Officer, Jim Davis.

Walter Sutliff has resigned from the Planning Commission. He served as a Board Member since 1983 and had a lot of experience with the many projects he reviewed. Steve Latkovic was appointed as Chairman of the Planning Commission at the early July meeting.

The Mayor would like to appoint Jim Flaiz to the Planning Commission to fill the vacant seat on that committee. Flaiz has a lot of experience with the Village as he served on Council for several years before he was elected the Geauga County Prosecutor. There are a few seats vacant on the Parks Committee as well. The Mayor would like to appoint Gary Brockett, who once served on Village Council, to the Parks Committee. Carroll asked if the openings were advertised or the Mayor just appointed to which the Mayor replied he appointed. Binder moved to appoint Jim

Flaiz the Planning Commission and Gary Brockett to the Parks Committee, seconded by Kostura. Roll call–ayes; Porter, Binder, Dishong, Koons, Kostura. Nay; Carroll. Motion carried

FISCAL OFFICER: The Fiscal Officer reviewed her monthly report distributed to Council.

Fiscal Officer has all of the documents for the Cemetery construction if anyone has interest in reviewing them.

Fiscal Officer brought attention to the Ekstein bill for a hydrology report at Lantern of South Russell. She explained the Village is supposed to get reimbursed from the developer for the invoice but the Village would have to pay the bill up front, therefore appropriations would need to be amended. The Mayor indicated that the Village should be reimbursed for most of the expense.

The Fiscal Officer asked Council to approve going into an agreement with Comp Management for group rating at a cost of \$2,475. It is expected the Village will save much more than that in premiums by being in the worker's compensation group. Dishong moved to enter into an agreement with Comp Management for \$2,475, seconded by Kostura. Roll call – ayes, all. Motion carried.

Fiscal Officer updated Mayor and Council about the Geauga Safety Council and informed them there is \$15 million available in grant money through Workers Compensation for safety items. She will look at items eligible for grant money. Carroll suggested the Fiscal Officer contact Chagrin Fire Department since they are looking at purchasing cots.

FISCAL AUDITOR: The Fiscal Auditor presented his report to Council and reported that he and the Fiscal Officer balance to the penny on all funds. He also reviewed the Village investments and said that income tax was up the prior month. The Village received homestead and ambulance fees.

ENGINEER'S REPORT: The Engineer spoke briefly about the 2014 Road Program. The contractors haven't provided a schedule yet but said they are hoping to start the project the first part of August.

Koons asked about the drainage and grading at the Lantern of South Russell. Engineer stated that at this point what they have in place works but it will have to be approved by the Planning Commission.

FIRE PREVENTION OFFICER: The newly appointed Fire Prevention Officer, Jim Davis, thanked Council for the opportunity to come back to the Village of South Russell. He resigned many years ago due to a promotion at his full time job but enjoyed working here. Davis has already hit the ground running and has met with the project manager of the Lantern of South Russell and has been planning for the circus at the end of July. He will be out of town Sunday but will have that day covered by another individual. He will be at the circus on Monday.

The Fire Prevention Officer stated he has been going through the files, which haven't been updated for a long time. The Building Inspector ordered new fire code books for the Fire Prevention Officer since the books were outdated. The plan review for the nursing home may increase some of the inspection hours this year but he estimates that he will need about \$8,500 annually for updating codes and the hours for inspections.

BUILDING INSPECTOR'S REPORT: Not scheduled for this meeting

POLICE CHIEF'S REPORT: Police Chief referred to his monthly report.

Chief said the Police Department has been reviewing updates to the duty room's floor, countertops and cabinets. He will be using some of the funds budgeted for the Police Departments siding and reroofing. A quote from A & E Associates came in at \$14,668.00 for the indoor project. Koons moved to approve the quote from A & E Associates for improvements to the Police Department for up to \$15,000, seconded by Kostura. Roll call – ayes, all. Motion carried.

The MDT's are installed and the Chief is working on installing the arbitrator cameras.

Koons asked about the warnings issued at the park by the Police Department. The total number of warnings and citations at the park during the month of June is 19 but these reports do not include the complaints received by the Village Office. The Officers are driving the cruiser through the park trails if the ground isn't wet.

The Village is utilizing the Police Department cameras to take pictures of the yards in the areas where we have road projects this year. This will help to cover the Village if any residents have issues with the work.

STREET COMMISSIONER'S REPORT: Street Commissioner referred to his monthly report.

Street Commissioner reported that the Geauga County Job and Family Services Summer Youth employee help has left the Village's employment.

The Service Department is working on installing the storage bins by the salt dome, storm sewer repairs and they will be completing some in-house road repairs that are separate from the road program.

Street Commissioner has been making needed updates to the website.

A timer was installed at the park pavilion so the lighting will turn on automatically in the evening.

SOLICITOR'S REPORT: There was a ZBA meeting last week and three variances were granted.

COMMITTEE REPORTS: Porter and Carroll had no report.

Dishong moved to approve the May Financial Statements as submitted, seconded by Kostura. Roll call – ayes, all. Motion carried.

Binder reported that Streets Committee will be meeting Friday, July 25 at 7:30AM and the Safety Committee will meet Thursday, August 14 at 7:30AM.

Dishong reported that Human Resources will be meeting Tuesday, July 15 at 7AM.

Dishong thanked the Fiscal Officer, Kostura and Lechman with all of the planning and hard work with the Finance Committee.

Koons reported that he will be meeting with the Building Inspector Wednesday, July 16 to review how the new changes to the Building Department are going.

Koons added that the Park Committee will meet Thursday, July 17 at 6:45PM. They would like to dedicate one of the picnic tables to Lee Schiemann, who was very involved with the Parks Committee but recently resigned. They will walk through the park with biologists this Thursday to observe the bobolinks before the rest of the park is mowed. The East Washington side of the park was mowed last week and the Western Reserve Land Conservancy is very unhappy. There was some miscommunication about when the park was to be mowed. Mayor specified that the individual that mows the park is now aware that he is not permitted to mow before August 1 unless the Village has a document that specifies otherwise. The Land Conservancy will be watching us with the circus set up.

The Mayor stated he was approached about displeasure with the Circus and the grass being cut too early. He told the individuals that the Village has already entered an agreement with the Chagrin Valley Jaycees to hold the circus at the park. The Village will make a determination after the event to determine if it is something they will do again in the future.

Kostura reported the Planning Commission met July 10, 2014 and they reviewed a request to develop a 16-acre piece of property. They will be looking at different issues for water and sewer. The property is on the border of South Russell and Bainbridge but the frontage is 42 feet as opposed to the required 60 foot. The proposed roadway would only need to be 24 feet wide but they need proper frontage for utilities. They will need to seek a variance before it goes is presented to the Planning Commission. Kostura reviewed several different options for the utilities. One option presented was extending the sewer line under the village park, which the Mayor felt would be an issue especially with the Land Conservancy. He asked Council to consider extending the sewer line and get back to him with their opinion. The Planning Commission required a study of the well on the property. Mayor specified this was an informal discussion with the developer and Planning Commission.

Kostura added the Planning Commission will meet on August 14 to review a request for a pizza shop on East Washington Street.

ORDINANCES/RESOLUTIONS:

Dishong introduced a resolution of appreciation for Mary Beth Wolfe. Dishong moved to waive further readings, seconded by Kostura. Roll call – ayes, all. Motion carried. Dishong moved to adopt, seconded by Kostura. Roll call – ayes, all. Motion carried. **Resolution 2014-30**

Koons introduced a resolution of appreciation for Lee Schiemann. Koons moved to waive further readings, seconded by Porter. Roll call – ayes, all. Motion carried. Koons moved to adopt, seconded by Porter. Roll call – ayes, all. Motion carried. **Resolution 2014-31**

Kostura introduced a resolution of appreciation for Janice DiMichele. Kostura moved to waive further readings, seconded by Koons. Roll call – ayes, all. Motion carried. Kostura moved to adopt, seconded by Koons. Roll call – ayes, all. Motion carried. **Resolution 2014-32**

Fiscal Officer went over some financial amendments that need changed by ordinance.

Dishong introduced an ordinance amending the General Fund increasing general expenses to \$4,350 and salaries/benefits \$4,000, Building Fund, decreasing salaries/benefits by \$30,000 and increase Building Fund general expenses by \$30,000; increasing Special Land and Building fund expenses by \$4,000; increasing Special Land and Building fund expenses by \$3,000; transferring funds to Safety Land and Building \$50,535, Safety Fund \$200,000, Operating Fund \$100,000 and Street Maintenance Fund \$25,000 from the Income Tax Fund; transferring to the Special Land and Building \$7,000; and increasing Special Land and Building expenses by \$7,000. Dishong moved to waive further readings, seconded by Porter. Roll call—ayes; Porter, Carroll, Dishong, Koons. Nay; Binder, Kostura. **Motion failed.**

Dishong introduced an ordinance amending the General Fund increasing general expenses \$4,350 and salaries/benefits \$4,000, Building Fund, decreasing salaries/benefits by \$30,000 and increase general expenses by \$30,000. Dishong moved to waive further readings, seconded by Porter. Roll call – ayes, all. Motion carried. Dishong moved to adopt, seconded by Porter. Roll call – ayes, all. Motion carried. **Ordinance 2014-33**

Dishong introduced an ordinance increasing Special Land and Building fund expenses by \$4,000. Dishong moved to waive further readings, seconded by Porter. Roll call—ayes; Porter, Carroll, Dishong, Koons, Kostura. Nay; Binder. Motion carried. Dishong moved to adopt, seconded by Porter. Roll call—ayes; Porter, Carroll, Dishong, Koons, Kostura. Nay; Binder. Motion carried. **Ordinance 2014-34**

Dishong introduced an ordinance to transfer \$7,000 to the Special Land and Building from the income tax fund. Dishong moved to waive further readings, seconded by Porter. Roll call—ayes; Porter, Carroll, Dishong, Koons. Nay; Binder, Kostura. **Motion failed.**

Dishong introduced an ordinance increasing Special Land and Building fund expenses by \$3,000. Dishong moved to waive further readings, seconded by Porter. Roll call—ayes; Porter, Carroll, Dishong, Koons. Nay; Kostura. Motion carried. Dishong moved to adopt, seconded by Porter. Roll call—ayes; Porter, Binder, Carroll, Dishong, Koons. Nay; Kostura. Motion carried. **Ordinance 2014-35**

Dishong introduced an ordinance transferring funds to Safety Land and Building \$50,535, Safety Fund \$200,000, Operating Fund \$100,000 and Street Maintenance Fund \$25,000 from the Income Tax Fund. Dishong moved to waive further readings, seconded by Porter. Roll call – ayes, all. Motion carried. Dishong moved to adopt, seconded by Porter. Roll call – ayes, all. Motion carried. **Ordinance 2014-36**

Porter introduced an ordinance transferring to the Special Land and Building \$7,000 (\$4,000 air conditioner and \$3,000 cemetery software and computer) from the Income Tax Fund. Dishong moved to waive further readings, seconded by Porter. Roll call – ayes, all. Motion carried. Dishong moved to adopt, seconded by Porter. Roll call – ayes, all. **Ordinance 2014-37**

Dishong introduced an ordinance increasing Special Land and Building expenses by \$7,000. Dishong moved to waive further readings, seconded by Porter. Roll call—ayes; Porter, Carroll, Dishong, Koons, Kostura. Nay; Binder. Dishong moved to adopt, seconded by Porter. Roll call—ayes; Porter, Carroll, Dishong, Koons. Nay; Binder, Kostura. Motion passed. **Ordinance 2014-38**

BILLS LIST: Koons moved to ratify the June 13, 2014 bills list #2 in the amount of \$47,751.68, seconded by Dishong. Roll call – ayes, all. Motion carried.

Dishong moved to ratify the June 30, 2014 bills list in the amount of \$12,433.87, seconded by Kostura. Roll call – ayes, all. Motion carried.

Koons moved to approve the July 15, 2014 bills list in the amount of \$64,081.60, seconded by Dishong. Roll call – ayes, all. Motion carried.

NEW/OTHER: Binder and Koons had no new business.

Carroll attended a class at the Department of Emergency Services for updating Emergency Operation Plans. He is in the process of updating the Village's plan.

Dishong brought attention to prior discussion about utilizing one trash hauler or suggested that Council limit trash pick up to only one day a week if Council doesn't go with only one company.

Kostura reported that Congressman David Joyce is holding a resource day on July 18th for Veterans. He asked that the information be added to the website.

Porter moved to enter into an agreement with CIMS for the Cemetery software, seconded by Dishong. Roll call – ayes, all. Motion carried.

Council would like two other quotes before providing approval to drill a well.

ADJOURNMENT: Being that there was no further business before Council, Dishong moved to adjourn, seconded by Porter. Roll call, ayes - all. Motion carried.

Meeting adjourned at 10:07 pm.

Matthew E. Brett, Mayor

Danielle Romanowski, Fiscal Officer

Prepared by Jennell Dahlhausen