

**RECORD OF PROCEEDINGS  
SPECIAL COUNCIL MEETING  
MONDAY, OCTOBER 1, 2018 - 7:00 A.M.  
MAYOR WILLIAM G. KOONS PRESIDING**

**MEMBERS PRESENT:** Carroll, Galicki, Kostura, Nairn, and Porter

**MEMBERS ABSENT:** Canton

**OFFICIALS PRESENT:** Fiscal Officer Romanowski

Fiscal Officer read the roll; Canton was absent.

Fiscal Officer reported that at least three Council members called this Special Meeting and the newspapers were notified on Friday, September 28<sup>th</sup>, so the Sunshine requirements were met.

Mayor explained the purpose of the meeting is to determine the process of filling the upcoming vacant Council seat.

Carroll said he distributed the process that was followed the last time for filling a vacant Council seat. Fiscal Officer has received resumes and forwarded them to all elected officials. Carroll said in the past the Village requested a written response to a couple of questions and would like to use two of the old questions along with two questions the Mayor has suggested.

Carroll said he would like to have the Fiscal Officer forward the questions today to the residents who submitted resumes with responses due by noon on Friday, October 5, 2018. Those responses will be included in Council packets and Council can decide on four or five candidates to interview. Carroll proposed a Special Meeting on October 13<sup>th</sup> where elected officials will go into an Executive Session to conduct 30-minute interviews with a 15-minute break in between. After the interviews and discussion, Council will come out of Executive Session and can vote on an appointment on that date, because it has to be done in a public forum. Carroll said if Council takes a vote in the Special Meeting on October 13<sup>th</sup>, the Mayor could notify the person and tell them they would be sworn in on October 22, 2018. Council can wait to take the vote at the October 22<sup>nd</sup> Council Meeting and then hold another Special Meeting to appoint and swear in the new member.

Carroll said Canton would be available on October 13<sup>th</sup> for the Special Meeting and interviews, Kostura will no longer be on Council at that point, and Carroll felt the Mayor should be present and sit in on the interviews. Carroll said the appointment is a Council decision, but having the Mayor sit in on the interviews would be appropriate.

Porter said if a decision isn't reached on the 13<sup>th</sup>, Council can hold another Special Council meeting and take a vote between the 13<sup>th</sup> and 22<sup>nd</sup>, but Council would like to have the new person sworn in on October 22<sup>nd</sup> because technically if it goes beyond November 8<sup>th</sup>, the



appointment would be devolved to the Mayor and he believes Council prefers to do it themselves; Council agreed.

Galicki asked when and how the candidates get narrowed down. Carroll said the questions will go out to the applicants today with the answers due by noon on Friday, October 5, 2018. Council can review the replies over the weekend. At the October 8<sup>th</sup> Council meeting, Council can go into Executive Session to discuss the candidates. When they come out of that Executive Session, they can decide which candidates will get an interview. A Special Meeting will be held on October 13<sup>th</sup> and Council will go into Executive Session to do the interviews. When Council comes out of the Executive Session, they can vote on who they want to appoint. Mayor will notify the person to be appointed and then on October 22<sup>nd</sup>, the Mayor will swear her/him in.

Carroll reviewed the process. Fiscal Officer will send a letter out this day with four questions:

- Tell us three qualities you will bring to Council.
- Tell us three things South Russell Village can do to improve services to the community.
- What are some Council decisions you agreed with?
- What are some Council decisions you disagreed with?

These answers will be due by Friday, October 5, 2018 at 12 noon. Following receipt of the responses, the Fiscal Officer will put them together and forward the responses to Council for consideration. At the Council meeting on October 8<sup>th</sup>, Council will narrow down the candidates to potentially four or five to interview. Council will have a Special Meeting on October 13<sup>th</sup> where they will go into Executive Session to conduct interviews. Coming out of Executive Session on that day, Council will hopefully be able to decide and take a vote of who they will appoint to Council. At that time the Mayor will contact the individual and invite her/him to the October 22, 2018 Council meeting where he/she will be sworn into office. Nairn said it is important that the cutoff of 12 noon on October 5<sup>th</sup> be strictly adhered to. Nairn made a motion that the Village follow Councilman Carroll's plan to the "T", seconded by Galicki. Voice vote, ayes – all. Motion carried.

**ADJOURNMENT:** At 7:16 a.m. Carroll made a motion to adjourn, seconded by Nairn. Voice vote, ayes – all. Motion carried.

  
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William G. Koons, Mayor

  
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Danielle Romanowski, Fiscal Officer