**RECORD OF PROCEEDINGS**

**SPECIAL MEETING – 2019 BUDGET WORK SESSION**

**TUESDAY, OCTOBER 2, 2018 - 5:30 P.M.**

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

**Building Department**

Building Inspector reviewed her budget and stated basically it is the same as last year. Fiscal Officer said she added a Safety line item for $1,000 per the Building Inspector’s request for safety newsletters, dues, etc.

Porter asked if the Building Inspector saw a lot more time or money to be spent on the Building Secretary or Board Clerk, both of which are part-time. Building Inspector said she is figuring those budgets exactly where they are now; Building Department Secretary is working three days per week and it’s working well. The Board Clerk amount is a guess, but she hopes $10,000 would cover that expense.

The $3,000 for computer expenses include the maintenance agreement for the software which is about $1,600 per year. The Building Secretary’s computer is on its last leg, so something will have to be done with that computer next year.

Building Inspector said she is studying for her certification, but it will be a while yet before she gets it; probably 2-3 years. Once she gets the certification, she will be spending a lot of time getting continuing education hours. She needs 30 hours for each certification every three years. Her first year of electrical inspector certification, she will need 30 hours of continuing education to get the full certification. Porter clarified with the Building Inspector that given the time it will take to get the certification, the Village will be using Dave Hocevar for inspections for at least the next 2-3 years. Carroll asked how many electrical inspections Hocevar does per month, Heilman responded a rough estimate is maybe 15-20.

It was hoped that the roof on the service building and landscaping at Village Hall will be done in 2019. The roof at Village Hall should be done before the end of 2018.

The Building Department copy machine is slow and is not color, but it works for now. Building Inspector said she has an inkjet printer where she can do color prints. If she has a big color job, she brings it to Village Hall to copy.

Porter asked if Building Inspector saw the Building Secretary going full-time in the near future; she replied, “probably not”. What they have now is working well. The current Building Secretary is very efficient, and it is working well. If that department gets more responsibilities or if more developments go in in the Village, those would be the only reasons she could see needing more hours. Building Secretary is at 24 hours per week. She would like more hours, but if she goes over 32 hours, then she is full-time.

Porter asked if she saw the Building Secretary picking up any inspection abilities, Building Inspector replied, “No, I don’t see that - not at all.”

Carroll asked if there is any plan for the broken concrete in the Village Hall parking lot to be repaired. Building Inspector said she put $25,000 into the budget for properties which was really for the service building roof. She is concerned there is nothing in the budget for the landscaping around Village Hall.

Building Inspector said for the other properties and the rental house; furnaces, hot water tanks, etc. should be in good shape.

Regarding the tenant in the rental house, he has been late in paying his rent lately. He is supposed to have the check to the Village by Friday, 10/5. The rent due date was changed from the 15th of the month to the 22nd to accommodate the checks he receives, but he has been late past the new due date. There is a $50 late fee. They are good tenants as far as living-condition wise.

Fiscal Officer stated this year the hot water tank was replaced, and gutters had to be repaired at the rental house for a total of approximately $3,000. Taxes went up $1,000. The Village mows the property, but they do not plow it.

Kostura suggested the Village budget for doing a lot split on that property in 2019 and get it done in the event that sometime in the future the Village wants to sell the property, it would be ready. There was discussion about possibly selling the property in the future or tearing down the house and saving the property for future cemetery expansion. On a good year, when there aren’t many maintenance issues, the Village can make approximately $5,400 on the rental house, this year if the Village is lucky, it will make $3,500. As property taxes continue to increase, the amount the Village makes is reduced. If the house is torn down, the Village would not have to pay property taxes.

Carroll asked at what point does the Village cut its losses with the rental house. Kostura said the questions are whether the Village needs the property, wants the property or does the Village want to sell the property. The last appraisal was approximately $180,000. The Mayor said the Village put approximately $50,000 into the house in 2013 and in the past five years, the Village has received about $25,000 of that back in rental fees.

There was discussion about a possible land swap of the property with the red ranch in an effort to address water issues in the Village. Mayor has an inquiry into FEMA to see if the red ranch’s owner could get an application for assistance.

* Increase **legal fees** of the General Fund (A01) **$1,000** to cover a lot split of the rental house/cemetery property.
* Increase **rental house** expenses in Service Fund (A02) **$1,500**

**Police Department**

Police Chief said his department is not purchasing any cars in 2019. There were slight increases in a few line items. The only major issue in the budget is the radio project.

The radio budget will be $25,000 a year over the next four years to get the department up to speed on updating the radios. He will watch the purchases with Geauga County and Chagrin Valley Dispatch (CVD) and see if the Village can join them on their purchase and get a discount. Porter asked if there are any radio grants available; Chief replied there are not. Most of the grants are geared toward multi-jurisdictional agencies like CVD. He spoke to Motorola about possible grants and was told they haven’t seen any law enforcement agencies able to obtain a grant.

Carroll said those radios are expensive and law enforcement does not have an opportunity for grants. Chief said the 420 radios are used as backups and that is what they use to talk to each other car to car and to talk to the Service Department staff who are on their own channel. Kostura clarified the Chief is looking to get six radios per year for the next four years. He asked if it was $25,000 in addition to the regular $2,500 usually budgeted. Chief explained his regular budget was for radio repairs. He asked if that line item could be changed to “RADIO”, so he can use it for repairs, purchases, etc.

Chief said for the first group of radios, his department is going to hold on to the old ones instead of selling them, so they can have a backup set of radios.

Carroll asked why the department needs 24 radios. Chief replied that would give one radio per officer and would also put radios in the base station and all the cars. They purchased a newer style radio for the unmarked car in the changeover, so they are already in need of one less radio. Carroll questioned if the radios were for both part-time and full-time officers and whether each officer would have their own radio. Chief said that was correct. Chief said now they only have two radios for part-time officers. There is a challenge when there are two part-time officers working or there is an event, then they don’t have enough radios. Most of the full-time officers are on specialty teams too and they need to be able to take those radios home. Therefore, he is looking to equip all the officers with radios. There are nine full-time officers. Carroll asked if there could be a bank charger with the radios in it for the part-time officers, so when they come to work they just grab a radio. Due to the costs, this would help reduce the number of radios needed. Chief said he also considered in the event there was an emergency, the Service Department employees may need to be equipped, as well as possibly the Mayor, Council, Fiscal Officer, etc. If there is an emergency operation that takes place, there will be a need to equip more than just police officers. He said the Village is severely underequipped right now – there are only two spare radios. Chief said he is not opposed to the suggestion and will cut the number of part-time radios in half and have a five to six-bank charger. He can do that and make an adjustment to the grand total of the radios over the replacement period.

The Village is on the Multi Agency Radio Communication System (MARCS) network. This system allows the Village to communicate anywhere in the state of Ohio. The MARCS fees are picked up by Geauga County.

Given the discussion, Porter asked for clarification on the number of radios they were now talking about. Carroll said he wants the Chief to think about the radios and maybe he doesn’t need 24, maybe he could get away with 13-15 radios. At $5,000 each, that is a lot of money. Chief said that proposal makes sense and that won’t affect the full-time officers. He said there are five mobiles and a base station planned for the first year’s purchase; this can get the mobiles out of the way. Carroll asked if they had to have mobiles. Chief said they do because when they are on the channels with CVD, they have Russell Twp. and Bainbridge Twp. on alternate channels. Sometimes they have to listen to their portable with Chagrin Falls and will have to switch over to Bainbridge Twp. or Russell Twp. as they are working mutual aid. There are some communication challenges with being on CVD, but it is always easy to patch. The 2019 radio purchase will include mobiles and base stations and then from there the replacement schedule will be reevaluated to see what they need for the full-time officers. Chief would like the full request of $25,000 for 2019 and then they will start adjusting for the new plan.

For vehicle maintenance expenses, Chief said he struggled keeping within the budget this year due to prepping the vehicle to go to the Building Department. He left the tires on the unmarked car and the Building Department car. He just purchased all new snow tires for the vehicles.

Mayor said between radios and computers it is a total of $29,000. He asked if there were a good lightning strike, would this equipment be protected. Chief said in the Police Department building and Village Hall there are battery backups and surge protection on everything including the new phone system and the internet that runs that. There is a dedicated router for the phone system and the trunking unit; everything is fully protected from a lightning strike. The generator kicks on within minutes.

Regarding the tornado siren, the Chief said he has concluded that the radio inside controlling it is a mobile radio. He has a feeling that the receiver may be bad because it is not hearing dispatch. If he picks up the portable radio in the police station and hits the code, it fires every time – so there is a communication problem from dispatch to the tornado siren. If they try it on Saturdays, normally it doesn’t work the first time around. When they make a second attempt, that normally activates the test. All officers have been informed, if there is inclement weather they need to keep an eye on things and if necessary, they can use the portable radio to activate the siren if dispatch fails to activate it. The repair company is supposed to look at the siren this week to get it diagnosed.

Chief said the new traffic light company has been phenomenal and they have taught him how to program the school zone flashers. In his five-year plan he was going to include a complete and total upgrade of the intersection light. However, he received the proposal and a complete rework, poles, and everything, will cost approximately $150,000-$160,000. He recommends not even putting it in the five-year plan. He said there is currently a new controller and the pre-emption system is working. There are older loop detectors which are in the ground and are a constant failure. He said the Village can maintain the intersection light for a lot less money than it would cost to replace.

Chief said the Building Department has increased their activity with the prosecutor, but those costs are coming out of the Safety Fund. He asked if a line item could be added to the Building Department budget for prosecutor costs associated with that department. All agreed.

Regarding computers, his department is on track to replace a couple of desktop computers and some parts. He continues to push the 5-year plan back with some significant items because they are still functional. Video cameras in the cruisers are still operational since 2009. The replacement of one of those cameras is about $8,000, so he is doing his best to keep maintaining them.

Chief said security cameras were installed at the police station and Village Hall and asked if cameras are going to be installed at the service building. He said it would be good to track vehicles from the time they enter the Village campus until the time they leave. For the purposes of a security system, on the police building and Village Hall it is a system from Sam’s Club that cost approximately $500. There might be a little more involved with the service building security, but $1,000 would cover it. A security monitoring system would give complete access of entry and exit from the building, closer cameras on the fuel pumps and a camera on the salt dome. The Chief said he doesn’t have the ability to give a panic button – that would be an alarm system and would be costly. He said where the Building Department office is located, they can see someone approaching the building, they wouldn’t need a monitor or buzzer to let them in, but they could have a motion detector to alert them when someone is approaching. For $1,000 it is a safety/security thing and it would be money well spent. The cameras could also catch people cutting through the parking lot.

* Increase **Building Fund (A03)** expenses **$1,000** to a new line item for **Prosecutor**.
* Increase **Building Improvement** line item in the Service Fund **$1,000** for a camera system at the service building.

**Streets Department**

Upcoming projects include:

Lake Louise Bridge – 50/50 split - Cost to Village approximately $123,000

Drainage south of Village Hall – Cost to Village approximately $75,000

Chillicothe Road 36” culvert replacement – Cost to Village approximately $110,000

Regarding the cemeteries, the Street Commissioner recommended the Village look at care and improvement of the property and replacing some trees and adding new trees in the front.

There is a tree that needs to be replaced at the park and the pavilion needs to be stained to protect the investment. The Village did budget for some trash containers this year, so he will get those purchased in 2018.

Regarding the road program, the Street Commissioner said the roads are slowly falling behind. There have been different opinions and some on Council look at it one way and some who are looking to maintain a good standard of roads look at it another way. Carroll said he has been very adamant about the road program and what is done with the levy money. Street Commissioner said the road levy brings in about $220,000. Discussion ensued about the road program cost history. The proposed 2019 request includes $130,000 in the Street Maintenance fund and $220,000 in the Road and Bridge fund for the 2019 Road Program. Street Commissioner said the estimated cost for Ashleigh is about $260,000. With a $350,000 budget, it will cover Ashleigh and possibly East Belmeadow. East and West Belmeadow are each about $148,000. Carroll said he supported the road levy, and the Council minutes document that the original road levy was introduced as a stormwater/sewer/bridge levy, but the Village couldn’t do it that way, so the Village did a Road levy. Because of the water issues in the Village, which haven’t been dealt with yet, he was on board with doing a road levy with the understanding that whatever money is generated for the roads, would be reduced from the General Fund transfers for the road program and would be put towards addressing the stormwater issues for the community. Referring to the Mayor’s 2019 Budget Goals, a $550,000-$600,000 Road Program in 2019 wouldn’t leave any money to address stormwater issues. Carroll said he and other members of Council wanted a stormwater/road/bridge issue, but it wasn’t permitted, so they went after the road levy and that was what they supported. He said he made no bones about it and anyone he talked to, he explained that. The Village can continue the road levy at $300,000-$350,000 there is no problem with that, but the Village has to set money aside to address significant stormwater issues. If the stormwater issues are all addressed in two years, no problem – put the rest of the money towards the roads. But until the Village can identify and address the stormwater issues, it would be a disservice to the community that is being impacted to not adequately fund addressing those issues.

Street Commissioner said when promoting the road levy, the Village said it wanted to do a five-year road levy and cover five of the longest streets. Carroll said from Council’s standpoint they thought it was a good way to bring in funds for the roads so General Fund money would be available for stormwater issues with the understanding that $300,000-$350,000 would go towards roads, maybe up to $400,000 if necessary, but the stormwater issues need to be addressed. Carroll said as far as he is aware, there was no one on Council that came out and said the Village was doubling the road program.

Canton said he remembers a conversation about maintaining the longer roads. He said he understands the need to earmark money for stormwater, but the levy was earmarked for roads so that will definitely go towards roads – all agreed. He said the money that is usually earmarked for roads from the General Fund could go to stormwater – all agreed. Kostura said that was the decision when it was originally discussed. Canton said that was a discussion but asked how people from the community see that. They see a road levy that will generate $220,000 per year and they can research and see the Village spends approximately $325,000 - $350,000 per year, so they will most likely say that will be $350,000 + $220,000 for the roads. Canton said Council talked about stormwater amongst themselves. Carroll replied that if the public questioned him on that issue, he would tell them to pull the Council meeting minutes and read all the discussions that were held on the topic. Council attempted to do a stormwater/road/bridge levy, but it wasn’t permitted.

Galicki said the Village still has $220,000 to put into streets and that is promised by the levy. Some of the money that the Village receives in the General Fund that was formerly put to the roads, would be available to address stormwater issues.

Canton said it would be nice to help the residents with their water issues, but the Village has no responsibility to help if it is on private property. Galicki said there are two issues with water; surface water and sewer water. He said as a Village, there is some responsibility with the sewer water issues. He went on to say he believes there may be an infrastructure issue in terms of sewers that are sized to a 1970 South Russell Village. There has been a lot of development over the last couple decades and the infrastructure hasn’t changed. The Village is currently looking at surface water, but it is a two-prong approach.

Carroll said the Village addressed private property issues with Chelsea Court and is looking to spend Village funds on the common area in Kensington Green. The Village has had water issues and a study was done in 2005, but the can was kicked down the road. Roads are important, and he understands that, but on the other hand, the Village has an obligation not to kick the can down the road this time on the stormwater issues.

Galicki said maybe instead of putting a bandage here and a bandage there to address stormwater issues, maybe the Village has to get people engaged to do the big study to show what needs to be done on a grand scale. He is afraid the current approach takes care of one problem in one place where the Village thinks it is doing the right thing, but then finds out that change effects someone else. Mayor responded that the Village is addressing the problems that were spelled out in 2005 by CT Consultants. It was recommended to address 12 issues; the Village addressed 1.

Porter said he is thinking the person who lives on Chillicothe Road or Bell Road may say, “thank you for paving Ashleigh, but I still have water coming in my front door.” Porter suggested $350,000 for the road program and to put $200,000 towards fixing at least one or more of the stormwater issues. There is the Lake Louise Bridge coming up, the Chillicothe Road culvert job – those two together are estimated to cost approximately $233,000. The Village should fix some water issues and make it a little better and then proceed with water issues east to west.

Carroll asked if the Village would be better served by making a priority list to make sure the Village is addressing these issues in a sensible fashion.

The Mayor said the Village spent $1,000 at the Family Life Center and this year the Village hasn’t spent anything on stormwater, so it has $225,000 left. The Village is looking to address Ashleigh and then it will have to be paved. The culvert pipe under Chillicothe Road probably won’t get addressed until 2020. He stated the Village will probably spend the $75,000 for the drainage next to Village Hall, but when the new culvert goes in on Chillicothe Road, there has to be something there to catch the water. When the five-year levy is done, the Village will have excess money.

Galicki said the Village is referring to a stormwater study from 2004, but the architecture and makeup of the Village has changed since that time.

Carroll proposed that in 2019 the Village budget $350,000 for a road program and continue to work towards stormwater issues. In 2-3 years if it looks like the Village has a good handle on stormwater issues, then maybe the Village can put $600,000-700,000 towards a road program to get caught up, but the water issues need to be addressed first.

Porter said some money needed to be budgeted for stormwater because the Village will need to deal with this issue going forward. He would love to put $600,000 into the roads and do some big things, but the Village needs to deal with the water issues because it will undermine the roads if the Village doesn’t. He recommended the Village budget $250,000 for stormwater.

Kostura asked what the Village is budgeting $250,000 for. The project next to Village Hall is estimated to cost $75,000. The Chillicothe Road culvert pipe is estimated to cost $110,000.

Mayor said the Village needs a road program for Ashleigh and at least some repairs on Belmeadow because if those aren’t done, it can get a lot worse. Mayor said he would like to keep the money in the General Fund.

Porter said he would like to set the money aside and if money is there, the Village can proceed and do it. Porter said the Village told people that this is what it was going to do. The Village collected this money and the Village is obligated to fix these problems. He would like to put $250,000 aside as a place holder which might include the Lake Louise bridge. If the Village budgets the money, then it is there when it is needed. Stormwater is a Village responsibility and the Village needs to budget the money to address it. Porter said to budget $350,000 for the road program and $250,000 for stormwater.

Street Commissioner said it is estimated the Lake Louise bridge will cost $246,000 and the Engineer is going for a 50/50 split.

Porter said if the Village gets the grant, it will have a cost of $123,000. If the Village doesn’t get the grant, then the $250,000 could go towards the other two projects; the drainage next to Village Hall and the Chillicothe Road culvert.

Mayor said if the Village gets the grant then the Village does the bridge – that is $125,000 and then for the project next to Village Hall, that is $75,000, so that is a total of $200,000. The culvert would be another $110,000 for a total of $310,000. But the culvert won’t be cut under Chillicothe Road until the Village can get the okay for the land from Manorbrook. He said the Village needs to do Ashleigh and be prepared with Belmeadow. He said 2019 will be a big year because there will be the project next to Village Hall and then two big roads.

Fiscal Officer explained in the Street Maintenance Fund there is a stormsewer line item which is where the expenses for the usual stormsewer issues come out of. It was agreed to add another line item with stormsewer being where the regular expenses the Street Department uses to address storm**sewer** issues and budget that at $10,000. Add another line item storm**water** and budget $250,000.

Street Commissioner said the pickup truck was having problems last year and with it being a 2008, it is showing more problems. He said last year it was hoped to get another two years out of the truck, but he would like to move up replacing it to next year. It is estimated to cost about $37,000 with the plow, tow package, sprayed on bedliner and toolbox. The truck is a take-home vehicle for the Street Commissioner and is used for daily usage around the Village and plows all the parking lots of the Village campus. Use of the vehicle is the sole exclusive use of the Street Commissioner. When Street Commissioner is on vacation, the truck can either sit or be used at either his house or at the Village. Very seldomly does anyone else use the vehicle. Porter asked if the Street Department employees use the truck to plow the parking lots in his stead when he is on vacation; Street Commissioner doesn’t take vacation during snow season. Carroll confirmed Street Commissioner is the only one using the truck.

Kostura confirmed the $37,000 estimate for a new truck is the state bid price. Trade-in value is probably low.

Galicki said his issue on the use of the truck was the need for a new vehicle. He views it as a different category from the dump trucks. If it were available for use of all hands, he might weigh in one way and say the Village needs it. But if it is the exclusive use for one individual and not available for large Village use, then he says maybe it can wait another couple of years. He is trying to justify in his mind whether this is a justifiable expense.

Nairn asked if the truck had a red and white license plate and if so, is that allowed to be taken home. The answer was yes on both counts.

Galicki said the Building Inspector wanted a new vehicle, but she didn’t get a new vehicle, she got the use of an old police vehicle. He asked what the discriminator factor was for the Street Commissioner to get a new vehicle when the Building Inspector didn’t. Galicki said for what the Street Department uses the truck for, he questioned if the Street Commissioner needed a new vehicle. If it was for the greater good of the Village with a snowplow that could be used on the streets, that would be different. He said he felt the truck should be run until it dies and then address it at that point.

Mayor said it is an 11-year-old vehicle and it could die soon. The Village can leave the money in the budget and look at the issue in the spring after going through another winter and see if it can get another year out of the truck. With the old Building Department vehicle, the Village put new fenders on it, maybe the Village needs to put new fenders on this truck, but he feels this truck has taken a lot more wear and tear then the Building Inspector’s vehicle. Galicki said in terms of the wear and tear, he feels most of the wear and tear on the vehicle is from going back and forth to and from work everyday.

Carroll said the Village can budget for a truck and get the current truck through the winter and see how it goes. If, after winter, it seems like it is going to blow up, there would be money available to fix it or buy a new one.

It was decided to budget $40,000 for a new pickup truck in the Special Equipment fund which will be looked at and discussed in the spring of 2019. Carroll clarified that the Village is budgeting for it but that doesn’t mean it is going to be automatically purchased; all agreed.

Street Commissioner said regarding salt the proposed budget includes purchasing for 110% of the salt request. Of the total, $6,000 was budgeted to come out of the State Highway fund and $77,459 in the Street Maintenance fund.

On the Street Maintenance fund and State Highway, for the Salt/Cinders line item, those will be changed to “Salt” only.

Mayor proposed that the Village bring in another part-time summer helper. Street Commissioner said the Village is currently spending approximately $17,000 for outsourced mowing and if the Village were to do the mowing inhouse with one or two part-time employees, the mowing could be done in house and still have the access to the workers the other 3 days of the week. The question is if the Village wants to continue outsourcing the mowing.

Carroll asked why outsourcing the mowing was started. Mayor replied that the Village didn’t want $24/hour skilled employees mowing grass. Street Commissioner said there are three workers that have to work in vacation time. Usually during the summer, he is short-staffed so that is why he brought in a part-time worker to assist with labor when his department is short a worker. Carroll asked if the current part-time employee did any grass cutting. Street Commissioner replied, “very minimal”, he was out working on storm sewers most of the summer.

Mayor said when he looked at candidates, there was really only one choice, so he is thinking it would be good if the Village could find another kid to work like a man. The part-time worker is permitted to drive the smaller vehicles and he could maneuver equipment down to the park. Kostura asked if his intent was to use the new part-time person to cut grass or for other things. If they are going to use him to cut grass, then money will be swapped out of outsourced lawncare and put into part-time wages. If they are going to use a new worker for other things and then still be cutting grass, that is something different. Mayor said his opinion is to still outsource the mowing. If the Village finds it has a good kid, he can do the trimming. The Village campus looked bad this year because they had the summer helper working like a man.

Galicki said at the same time, a $24/hour employee was weeding the Village Hall property. That is counter intuitive to the point just made in terms of not wanting a $24/hour employee cutting the grass. Mayor said he wants to continue to hire Chapin to do the outsourced lawncare. The part-time seasonal employee is a $14/hour employee but can do the work of a $24/hour employee.

Nairn questioned how much the part-time seasonal summer helper made this year – it was $12.50/hour. She questioned why he would jump to $14/hour; Mayor said because he is good.

Galicki said it was his understanding that last year that part-time kid was going to be a lawn keeper and that was going to cut down on outsourced lawncare expenses. Now the Village is outsourcing grass cutting and hiring more kids - he didn’t understand that.

Mayor explained the Village could have outsourced the lawncare and then had the kid do trimming or some of the other work. He said the Service Department staff chose to skip doing a lot of the maintenance and trimming because they could use the kid as a man and keep projects going. Street Commissioner said the last couple years the Village has been hit with a lot of culvert pipe replacements.

Mayor said his thought with an additional part-time kid is to bring him in and promise him 20 hours a week and maybe use him 40, but if it rains, he can be sent home. Street Commissioner said if the Village brings in another kid, it gives him some experience. With the current part-time worker going away to college, we don’t know how many more years he will be with the Village.

Carroll said when the Village added a part-time summer helper, the outsourced lawncare was at $21,000 and the part-time position was going to cost $4,000-$5,000. Grass cutting was expected to go down to $16,000 and the department would work within that $21,000 budget total for those items. Fiscal Officer said what was originally discussed is the Village was spending $21,000 to cut the grass and the Village was going to hire a part-time summer helper to cut the grass for $5,000 and not outsource the lawncare, saving the Village $16,000/year. Then that got changed to the Village would cut back a slightly on expenses of outsourced lawncare and hire the part-time helper.

There was discussion about outsourcing lawncare and cutting grass when it is too wet or too dry. Mayor said that is in the contract; the Village can tell the contractor not to cut because of rain or drought. The Village pays per cut.

Mayor said the Village would have to be careful with hiring two kids to work together because they could slack off and not work. Galicki said he hears the Mayor’s point about the part-time worker being a man, but there was a $24/hour employee weeding on his hands and knees. He is trying to get his hands around the value of that to the Village. Mayor replied hiring another part-time employee will get the full-time Village employees doing the big stuff. Galicki said the point is, they weren’t doing that. Instead there was a high school kid out on a job site and the guy getting a big wage was doing the weeding. It wasn’t saving the Village money and he questioned if it was the best use of the Village’s money. Mayor said on some Fridays that department had one adult and one kid working – they can’t get a lot done that way. Galicki said then that is a management issue of the vacation policy.

Carroll said he is okay with having the current part-time summer helper at $12.50/hour plus whatever raises will be applied to the Village next year. As for the additional worker and keeping the outsourced lawn service, he doesn’t see the cost benefit to that.

Kostura said he would be okay with the current part-time worker coming back to work for the Village next year; he did a fine job and could come back if he wants to. He doesn’t think it is a bad idea to have another part-time high school kid, but there has to be a tradeoff. The tradeoff is if the Village is going to hire a part-time high school kid, then that kid should do the grass cutting. Carroll agreed and said if the Village is going to have two part-time workers, then it cuts out the outsourced lawncare.

Mayor said he wants to be secure and keep the outsourced lawncare and add a $3,000 summer helper. If the kid leaves, then the Village is throwing a $24/hour guy on a mower. Carroll said history shows the Village is spending $24/hour for an employee to pull weeds versus the $12.50/hour employee anyway.

Porter said he is good with the one part-time kid and if he is overworked and the full-time guys are overworked, the Village can amend the budget and hire someone else.

There was talk about possibly having the part-time employee work in the winter and plow the smaller lots with the pickup truck which would allow the Street Commissioner to plow with a big plow truck.

Street Commissioner said if Council wants to have two summer helpers, then he thinks they would probably want to eliminate the outsourced lawncare; Mayor said, “No”. Porter said he is in favor of one summer helper and keeping the outsourced lawncare; Council agreed.

Carroll stated he wanted it to be clear about hiring a second person for summer help and there should be a Council discussion about amending the budget if the Village thinks it needs this next year.

Carroll asked if there was going to be open bids for outsourced lawncare for 2019. There was discussion of renegotiating with Chapin since the rates were significantly lower than all other vendors this year. Mayor clarified that the Village will not know what Chapin will propose, but the Street Commissioner speculated it would be approximately $17,000. Street Commissioner is waiting for the cost proposal from Chapin for 2019.

* Add a new line item **Stormwater** and in Street Maintenance Fund and **budget $250,000.**

**Cemetery**

Porter asked about replacing the dead trees in the cemetery. Nairn requested an estimate from Craig Cawrse for triple shredded mulch, tree replacement, and attention to the turf. Craig did not provide this as promised, thus, no dollar amount was available. Nairn was concerned about the condition of the turf and the Street Commissioner said this work could be done by the Village employees. There was discussion differentiating tree planting as a memorial and tree planting by the Village. Street Commissioner said there had been previous discussion to put in three pine trees. Nairn stated that she thought Cawrse was suggesting hemlocks that would grow to be a sound and sight barrier; this would mean more than three trees. Nairn stated that the grass and the dead trees needed to be addressed first, and Street Commissioner suggested increasing the budget to $3,000 total; Council agreed.

* Increase budget **$2,400** for **Misc/Other** for a total of **$3,000**

**Park**

Street Commissioner stated he wanted to budget $1,000 for the staining of the pavilion.

Canton said Fall Festival expenses came in under the budgeted $7,500 for 2018. He did not see a need to increase the budget for the Fall Festival for 2019. Galicki asked if there was a need to budget for a new banner; there is not. Carroll asked whether there was any need to add a second portable toilet as he felt there was a cleanliness issue this year. Kostura asked where this would be in the budget, and Fiscal Officer indicated it would be under “other”. Carroll stated $1,200 should be budgeted for either cleaning the toilet or adding another. Galicki stated he has never seen a pumper truck at the park emptying the existing portable toilet. Mayor suggested the service employees should check weekly to be sure it is being done.

Mayor asked about the 2018 budgeted screening at the pavilion and stated he believes installing that would be a mistake. Canton stated the screening was Ted Kruse’s “baby” and the Park Committee dropped the ball on this, but they still want it. Carroll stated they should be encouraged to spend it this year, because it may not be available in next year’s budget. Canton stated his priority would be installing the playground and then having a nice restroom facility put in. Porter asked if Canton wanted the $1,000 in the budget for the wind screen, and Canton said to keep it in. Carroll brought up that the screening job is $1,000 total, whether it is spent this year or next year, but it’s not a $2,000 job. Porter asked if there had ever been an estimate for the screen, and Canton stated that Kruse just said he checked on it. Mayor asked for the Geauga Park District to be consulted about screening and find out how long it lasts. Regarding the Fall Festival appreciation luncheon, Fiscal Officer asked whether it should stay in at $150. Mayor said it should. Fiscal Officer asked about budgeting for weed control. Mayor stated that Doug Bannerman should be consulted, and Canton said he spoke to him relative to the weeds. Porter stated there is no requirement to cut the field, or to hay. The Street Commissioner clarified that the Village is required to hay half of it every other year, which means half and half. Nairn asked whether taking the weeds off would pay for the staining, all agreed.

* **Misc/other:** Fall Festival $7,500, Maintenance $1,000 for staining, $1,000 for screening, $1,200 for toilet for either cleaning toilet or adding another, Fall Festival luncheon $150, Haying $3,000

**General Fund**

The Mayor wanted to correct the water monitoring line item and stated that the cost would be $11,400. The issue is that the United States Geological Survey (USGS) comes up to northeast Ohio four times a year and because Geauga County is not currently going to use USGS services, the Village will bear the entire cost of their travel and accommodations. Carroll asked whether it would be worthwhile to have USGS do a presentation for the Village again since there are new council members. Nairn was unaware of what the well monitoring entailed. Porter explained that there are wells around the Village, including Kensington Green, that get the underground water levels monitored. The findings over the years reflect steady water levels, but Porter explained that he supported the contract last year because of the unknown water usage of The Lantern and the resulting effect on the water levels in the Village. Galicki stated that to date, The Lantern has struggled to increase its occupancy, so the full effect on the water levels may not yet be known. Mayor suggested that a presentation can be done when USGS comes up for their first quarter 2019 trip, for which the Village will likely have to pay for their lodging too. Galicki asked if the Village must commit to a contract with USGS before they will come up for a presentation. Porter suggested the Village keep the contract with USGS for a couple more years, because The Lantern is currently at 38% occupancy. Carroll asked the Mayor to reach out to USGS to ask them to do a presentation. Mayor said he will check with USGS to determine their schedule. He speculated that with a change in the County Commissioners, Geauga County may go back to monitoring wells. Kostura suggested that the Village consider not having all four wells monitored. There was discussion that three of the four wells required USGS to visit, but that the fourth has a solar panel and is monitored online. Fiscal Officer stated that USGS just provided the contract for renewal and it is in the Council packets. She stated that in the past, the Village told USGS that it required a presentation before considering entering into the agreement. She suggested that the Village again ask them to explain what they do before agreeing to the contract. Carroll, Nairn, and Porter agreed.

Fiscal Officer explained her budget request and reported that the Village will be audited next year, and $6,000 has been budgeted for audit costs.

She explained that the Village’s payroll company, Paychex, has an automated time and attendance system which she is looking into. It integrates timesheets with payroll, vacation/sick/comp time tracking and has a plethora of reports available. She will review it with the Mayor and the HR Committee, but would like to get it into the budget so if it is approved, it can go into effect at the beginning of the year.

Nairn asked why the village was paying $2,700 to the Board of Elections. Fiscal Officer explained this is budgeted in case the Village were to put something on the ballot which would require a payment.

Fiscal Officer stated that the Medical Mutual health insurance renewal rates were received, and it was a 1.19% increase.

Mayor suggested that the Village should consider budgeting $1,500 to give every employee who has a physical $100. He thinks this would be good preventative medicine. They would have to show documentation verifying the physical. Galicki asked if this would positively affect the rates, and the Mayor stated it would not. Fiscal Officer explained that the annual physical is covered under the insurance plan, so the employee doesn’t pay anything for it. Porter stated the purpose of this program would be to identify health issues of an employee before they progress and would then have an impact on the health care premiums. Fiscal Officer stated the employees can’t be forced to participate. Carroll and Porter thought this program was a good idea. Galicki speculated that it would not serve as an incentive and would be used by those who would typically have an annual physical anyway. Porter added this would apply to the 16 full time employees. Kostura asked if it would be a permanent line item in the budget at $1,600 a year, and stated if it isn’t, then he didn’t see the point. Porter said the Village can try it for a year and if no one claims it, then that is the answer. Carroll said it might encourage employees who don’t get physicals to get them, so he supported it. Fiscal Officer stated she would put this under health care line item at $100 per full time employee per fund.

Fiscal Officer reviewed the proposed Income Tax Fund budget and adjustments made for non-sufficient funds and the adjustments line items.

Fiscal Officer explained the Village currently has an open purchase order (PO) from 2014 for the Bell Road project. There is a balance available of $14,000 on it, so she can pay next year’s $9,200 loan payment on that PO. However, she would prefer to close the old purchase order and open a new one. It will come out of the same fund, it just won’t come out of an old budget. It was agreed to close the old PO and open a new one for $9,200 in 2019. Porter stated that this brings up the issue of the State loan. The Village is paying $9,200 a year, interest free, for 19 more years. Porter stated he previously thought the Village should pay off the loan, but after the discussion of storm water, roads, etc., he thinks it is best to continue the $9,200 interest-free loan payments for the next 19 years. All agreed.

Mayor discussed his proposed list distributed to Council. He referred to a Federal Emergency Management Agency (FEMA) grant and said he sent the Engineer’s report to FEMA about the northeast section of the Village where the Engineer said it would cost $750,000 to put in a pond. Mayor did not think the Village would get the grant money from FEMA. Carroll clarified that this was for the hazard mitigation grant.

The Mayor said in October the Village may get some money for the park, as well as funds for the Engineer. He also asked for $212,000 for the culvert and to clean up Manorbrook. He thought these funds would not be received until November, if at all.

Regarding stormwater, the Mayor said the first problem is the area behind Kensington Green, and the second is catching the water from Chillicothe Road. The third one could be where the north pond of The Lantern flows through seven yards into the Maple Springs pond. He suspected that there may be two stormwater issues, but the Village will continue to pursue the Section 319 Grant and $75,000 a year. Nairn asked whether the Maple Springs/Chagrin Lakes situation has improved at all. The Mayor stated it has been greatly improved. A pipe was installed on the Federated Family Life Center property which allows the water to flow from the Family Life Center to Chagrin Lakes. They get the same amount of water but over a longer period of time. At the north pond, the water flows through seven yards to the pond on Maple Springs. The issue was discussed with Chagrin River Watershed Partners (CRWP) and that may be a source of money. Council further discussed past stormwater issues and costs associated with damage by residents. Mayor reiterated that the Village will probably have three stormwater issues, but it might take five or six years to get them done.

Carroll stated that the Ambulance and Fire contract will expire at the end of 2019, which means a new proposal will be given to the Village for 2020, 2021, and 2022. Carroll stated that the Village should expect a proposal no later than June/July because historically they have come in November/December with an increase. Out of respect for the Village’s budgetary concerns, the proposal and explanations need to be received earlier rather than later. Nairn has asked that the proposal be received by Labor Day. Carroll will reach out to ensure that the ambulance and fire company is doing due diligence. He explained that The Lantern has an effect on the Village’s contract for service impact fees. Carroll said it is possible to work with and educate The Lantern staff about proper use of the system which could help with the Village’s costs since the Village pays per call. Kostura asked if the ambulance fee is being passed on. Carroll explained that the Village gets some of this back, but with fire costs it does not. The Mayor stated he would like to meet with the Fire Department in April and explain everything. Carroll asked that he be allowed to ask for the data and organize it as he has done in the past relating to the calls for service counts and response times. The Mayor stated he set up a schedule of presentations he never followed through on, and suggested USGS come in early 2019, and then have the Fire Department come in April. They can tell Council what they do, but not necessarily talk about money. Fiscal Officer stated it would be good to know at that point if the contract costs will go up significantly for purposes of filing the Tax Budget in July.

Fiscal Officer stated there was nothing budgeted for landscape around the building. The Mayor suggested putting in grass and then waiting until spring to get a plan from Craig Cawrse. The Mayor does not think the Village should spend any money on the landscaping this year.

Galicki asked about the proposed playground and soccer fields at the park and whether these should be taken to the ballot for the residents to decide. Porter said he felt it could go either way or could be addressed by a survey; or the Village could do it by authority. Galicki said it would be good to see how the community feels about the proposals. Porter stated that with past proposals, the individuals making the proposals have been asked to come back when they are ready to proceed with funds and plans. Fiscal Officer asked what would happen if someone raised the money and made plans for proceeding, and then Council rejected the project. She asked if there should be a more formal process for approval before proceeding on these types of proposals. Mayor stated that the Village would probably have a community meeting to address the park proposals.

Mayor asked about the issue with Ross Golden and the water. Galicki stated that Mr. Golden signed a contract as a representative of Kensington Green with the CRWP. The Mayor stated, “signed a contract?” Galicki stated that he called Kim Brewster from the CRWP, and asked for a copy of the contract, which he had not yet received. The Mayor volunteered that he had a copy in his office; he did not think it was a contract. Galicki advised that for any public use of the Kensington Green property, 90 days before the issue, a written notice has to go to the homeowners. Then a vote is required before there is an alternate use for any of the public lands. Mayor stated that knowing the residents of the neighborhood, they would never agree. Galicki advised that Council should not consider the $77,000 for the budget. He is concerned that the Village has not obtained the approval of Kensington Green to go forward with the grant. The Mayor stated that letters of support were requested of Kensington Green, Dr. Rosenthal, and Chagrin Lakes. No letter was received from Chagrin Lakes, but a letter of support was received from Kensington Green. Galicki stated that Mr. Golden was not empowered to unilaterally say that the development supports the contract. Any agreement by Mr. Golden would be null and void because he didn’t follow the bylaws to solicit the input of the residents of their opinion of public use of common land. The Mayor asked whether there had been a street representative meeting. Porter stated that the policy depends on whether it was characterized as maintenance or construction. Galicki stated he believed it was any alteration of the use of common lands. If that common land is turned into wetlands, under current guidelines, they will be wetlands in perpetuity. Porter agreed. Galicki stated that due diligence would dictate that someone needs to explain this to the Kensington Green homeowners. Carroll asked whether Kensington Green would allow a project similar to the one at the Federated Family Life Center or utilize Bullfrog Pond as a solution instead. Galicki referred to the CRWP presentation to Council where the representative stated that a solution could be found with Bullfrog Pond, but that was not what their charter is - they deal in riparian issues. Kostura clarified that Bullfrog Pond was not an Environmental Protection Agency (EPA) sponsored project and would not have been supported by this grant. Carroll stated that the Bullfrog Pond solution may be less expensive. If the Village was already considering spending $75,000, this might be a simpler, cheaper solution that doesn’t have as big an impact on the Kensington Green common areas. Galicki heard from some residents who expressed concern about the Village turning the property into wetlands. Porter stated that there was a Kensington Green Homeowners Association meeting on October 3rd.

* **Water monitoring** – correct and change to $11,400
* **Health care** – budget $100 per full-time employee per fund for getting annual physical

Meeting adjourned at 9:08 p.m.

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William G. Koons, Mayor Danielle Romanowski, Fiscal Officer