

**RECORD OF PROCEEDINGS
REGULAR COUNCIL MEETING
MONDAY, DECEMBER 10, 2018 - 7:30 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**

MEMBERS PRESENT: Canton, Carroll, Galicki, Nairn, Porter, Schloss

OFFICIALS PRESENT: Fiscal Officer Romanowski, Fiscal Auditor Lechman, Building Inspector Heilman, Police Chief Rizzo, Street Commissioner Johnson, Solicitor Matheney, Engineer Haibach

VISITORS: Ralph Burr, Foxhall Dr.; Gary Dole, Maplehill Dr.; Kate Jacob McClain, Foxhall Dr.

Mayor called the Regular Council meeting to order and led the Pledge of Allegiance. Fiscal Officer read the roll. Canton made a motion to approve the minutes from the November 26, 2018 Council meeting, seconded by Nairn. Voice vote- ayes, all. Motion carried.

Ralph Burr of Kensington Green addressed Council regarding the discussions by Mayor and Council concerning stormwater proposals. Burr complimented the Mayor and Council for the information reported in the South Russell Village Winter Newsletter indicating that the Village decided to build a retention pond in the vicinity to alleviate the flooding problem. He added that this remedy alleviated the strain on the Kensington Green Homeowners Association (HOA). He also pointed out that a resident of Chagrin Lakes informed Burr that much of the stormwater the south side of the Chagrin Lakes neighborhood encountered was from the Lantern and the Wembley neighborhood. Furthermore, in the meetings Burr had attended regarding the stormwater issues, the discussions involved water travelling from the Village Hall area into Chagrin Lakes. Burr questioned whether the Engineer had studied these additional areas. He mentioned this for Council's consideration, and again thanked Mayor and Council on behalf of the residents of Kensington Green.

Mayor stated that the Village was given a 319 Grant for \$188,000 but Council had not yet decided if they will accept the grant. Due to the opposition of residents of Kensington Green, the Village was considering two alternative options. Instead of filtering the water on the .4 acre in Kensington Green, the Village proposed doing so at the leach field behind the Police Station, or possibly in a small stream in South Russell Village Park. The two alternatives were to be presented to the Ohio Environmental Protection Agency (EPA) for approval, and then Council would decide. If the Ohio EPA declined both proposals, then the Village would turn its attention back to utilizing the .4 acre in Kensington Green. Prior to this, approval would be required by 71 of the 105 homeowners of Kensington Green to use the property. The decision on this matter would be made at the January 28, 2019 Council meeting. Burr stated that it seemed, then, that the information contained in the newsletter was very confusing. He stated that during the Kensington Green HOA stormwater meeting on November 11, 2018, there was a question about a flow analysis relative to the water coming from Kensington Green into the vicinity of Village

Hall to determine if the proposed catchment pond for Kensington Green would in fact solve the problem. The answer residents received from Kim Brewster of the Chagrin River Watershed Partners (CRWP) and the Mayor was that no engineering analysis had been done. He felt the residents would welcome this information. The Mayor stated that the decision was made to create the retention pond based on practices around the country and the two located on The Lantern and the Dr. Brian Hivick, DDS, properties. Retention ponds are a standard way of catching water. Burr asked whether the discussion was about catching water or solving the problem. The Mayor stated that the Village was attempting to solve the problem by catching the water behind Village Hall, holding it, and then slowly releasing it into Chagrin Lakes. Burr stated that the engineers were probably aware that before asking anyone to spend this much money, it would be vital that the solution being applied would solve the problem. Burr stated that if there were not an understanding about the amount of water moving through the area into a catchment pond, it would be spending money for the sake of spending money. The Mayor stated that it was necessary to just trust the Ohio EPA and CRWP, who had done this type of work throughout the State of Ohio. A company was hired to analyze the situation and it produced this proposal to the EPA, and the grant was thus issued. The Engineer clarified that the Village has done no detailed design. The Village engaged CRWP to take a "stab in the dark" to determine if the Village could get money to address the stormwater problem. The Village submitted an application that contained loose details of the idea and goal, and based on this submission, funds were granted. He further stated that there were no specific details for this project. The Mayor stated that it was possible that whenever the contract was awarded, the contractor may look at the .4 acres at Kensington Green and decide that it would not work. Basically, the Village had been awarded the grant and has two and a half years to solve the problem.

Galicki stated that as a point of clarification, Mayor indicated that Council did not vote to accept the grant. He cited the Council Minutes of November 12, 2018 whereby Canton made a motion to accept the Ohio EPA section 319 grant and Porter seconded it. The acceptance was provisional in that the Village must receive in writing from the EPA a notice that the grant was secured without Kensington Green's involvement, and the project was to be started and completed on Village property. The minutes addressed objections to the acceptance of the grant by Carroll and Galicki. The roll call vote indicated aye votes from Porter, Canton, and Schloss and the nay votes were Carroll, Galicki, and Nairn. The Mayor broke the tie vote with a vote to accept the grant, and the motion carried.

Mayor explained to Burr that at this point, Council must allow the Mayor to send the contract with the alternatives to the Ohio EPA. In the event the Ohio EPA does not accept either alternate proposal, the Village would then go back to Kensington Green. He said EPA contacted the Village to determine whether it would be taking the grant, and that the Village would have two and a half years to complete the project. The Mayor clarified that the grant was really for \$112,000 and that the Village had to contribute \$75,000. He reiterated that by late January, the Village should be in receipt of the EPA's decision, and if neither of the proposals were acceptable, then the Village would return to Kensington Green for a decision. Burr stated that it was regrettable that there would not be another newsletter to clarify the information before it was accepted because the Mayor's letter clearly stated that "the grant will allow the Village to build a retention pond south of Village Hall to slowly release the water to Chagrin Lakes, reducing damage done to the infrastructure of Chagrin Lakes." He said it did not say that Kensington

Green was still a part of the project. He believed that if Council wanted to be totally honest with the residents who read the newsletter, all pertinent information should have been stated. Burr came to the Council Meeting to compliment Mayor and Council on making a wise decision that would preclude upsetting many residents and would utilize Village property. The Mayor stated that the Village applied for the 319 grant so that the Village did not have to pay for the entire project. Burr stated he was disappointed that the Mayor was not more forthcoming in the announcement. The Mayor stated he wrote the letter and pointed out that it stated that Council would vote to accept or reject the grant.

The Mayor stated that Council had not decided to accept or reject the grant. Burr stated that it sounded like the Village was accepting a grant for a specific solution to the problem, namely a retention pond on Village property. Based on the Mayor's explanation, Burr stated this did not appear to be the case, that it might be built somewhere else. The Mayor explained that all the Village wanted to do with the .4 acres on Kensington Green, the leach field behind the Police Station, or the location in the park was to put in a wet meadow. Basically, this would be like the flowers seen on the interstates. This was all the Village wanted to put in on Kensington Green; just some flowers to hold back the water. Burr stated that this involved 104 homeowners and common property owned by each of these homeowners, as well as the EPA. Burr further explained that his understanding was that once an area was designated as a wetland, it was hellish to get the EPA to change this designation. Furthermore, the EPA could demand maintenance of the wetland. He believed it would be unfair to ask present and future residents of Kensington Green to agree to this obligation. The Mayor stated the Village would not know the specifics until the contractor determined how the project would be executed. Burr clarified that he was referring to the maintenance of the wetland and the Kensington Green HOA being answerable to the EPA. The agreement, according to the Mayor, would be for ten years, and if Kensington Green did not like the wetland, it could be mowed down. Galicki offered a point of correction, stating that once property is designated a wetland, it would be a wetland in perpetuity. The Mayor stated it was a "wet meadow." Galicki stated that a wet meadow is a wetland. The Mayor stated the agreement proposed to the Village would be for 10 years. Burr thanked Council for its time.

Katherine Jacob of Kensington Green requested to address for the record inaccuracies discussed at the November 26, 2018 Council Meeting about the original contract with Kensington Green. She stated that there is and was no contract with Kensington Green. There appeared to have been an agreement between the Village and one member of the Kensington Green Homeowner's Association (HOA), who lacked authority to bind any of the membership. It was her understanding that the one member terminated the agreement with the Village. She clarified that if there were an agreement, it was between one individual, not representing the HOA, who was personally liable for everything in the agreement. Kensington Green was never a part of the agreement, nor did they terminate an agreement. She also wanted to clarify the Mayor's statement that the agreement was only for 10 years and added respectfully that this was misleading. Pertaining to the agreement with the one member of the HOA and the Village, it provided for a conservation easement or other covenant on land to run with the land, which she understood to be necessary in order to secure the grant funds. This would extend beyond 10 years. Coupled with provisions in the agreement that it provided for an ongoing maintenance beyond the 10-year period, while the Village might be done with the project in 10 years, the

Kensington Green HOA would be stuck with it. Jacob stated that it was of concern to her and seemed the Village was pushing the project through. She referenced the statement by the Village Engineer that the proposal was a "shot in the dark," and said she felt the process was mismanaged. The Village was not demonstrating good practice in the methods used to obtain these funds. She requested that the Kensington Green portion of the 319 grant be taken off the table, and added that she believed many of her neighbors agreed. The Mayor stated that everything mentioned by Jacob had been finished. Jacob responded that she was trying to clarify the record. The Mayor stated that if the Village approved the project, then directions would be provided to the Village on how to proceed. At that point, what would be needed of Kensington Green would be determined. The Village might want .4 acre, 2 acres, or .6 acre. Then it would be up to the Kensington Green HOA to agree or disagree to providing the land. Jacob stated she understood the process and explained that her concern was that the Village pursued the funds before getting the HOA's approval when the project involved private property and whereby the private property owner would have been required to maintain the project indefinitely. She added it was poorly constructed. The Mayor stated he would agree to disagree with Jacob. He believed that Kensington Green could take a piece of land that was not viable, improve it with the wet meadow, and give Kensington Green a chance to do something for its neighbors at no cost. Jacob countered that it was not without cost to the HOA because there would be maintenance costs. The Mayor stated the extent of the maintenance would possibly mean someone weeding it one day a year. Jacob questioned whether, in the event of a catastrophic flood immediately following the installation of the wet meadow, would the Village indemnify Kensington Green in the event a Chagrin Lakes resident sued Kensington Green HOA. She felt this was opening a door unnecessarily. The fact that the Village and its engineers had not originally considered an option on Village property was inexcusable. During the November 11, 2018 Kensington Green HOA stormwater meeting, Kim Brewster said CRWP was told not to consider the property behind the Police Station for the project. It made no sense that private property was being considered over public property, and the private property owner was never actually brought in to agree with the proposal. She hoped that this was not the way the Village regularly conducted business.

The Mayor stated a company was hired to determine solutions to the stormwater issue resulting with this project as its recommendation. If the grant were accepted, the Village would be advised by the contractor as to its recommendations. Then the Village would approach Kensington Green and explain the issue. Galicki asked the Mayor to confirm that the grant had been accepted. Porter disagreed and stated it was "condition precedent." The grant had not been accepted yet, and he would prefer the Kensington Green property not be involved. He preferred for it to be on Village property as discussed. He advised that the Mayor was not authorized to accept the grant until such time as written notification was received from EPA regarding the alternatives. Galicki asked why, then, was the motion introduced to accept the grant and asked the Solicitor to clarify. Solicitor stated that there was a condition in the motion and without the condition going forward, there would be no grant. The Council accepted the grant subject to the conditions discussed. Carroll added that these conditions would be the alternates not including Kensington Green. He further clarified that the grant would only be accepted if the project were allowed in either of the two alternate locations. Kensington Green submitted a letter backing out of the agreement with the Village. The status of the grant was currently pending written guidance from the EPA. Carroll suggested that if the EPA does not allow the use of the

alternates, the grant would not be accepted. Jacob asked if Council would agree with this because at the previous Council meeting, the Mayor stated that if the EPA declined the alternative options, he would pursue using the Kensington Green property. She asked if Council would make a clear statement to the contrary. Carroll asked the Solicitor to verify that Council agreed to accept the grant only if one of the two alternatives were supported by the EPA. The Solicitor stated that this was correct. Carroll further asked the Solicitor that if the EPA stated that the Kensington Green property alone satisfied the requirements of the grant, would this mean that Council would not accept the grant because it did not meet the two alternatives identified in the motion. The Solicitor stated yes, but that it would still be possible to begin the process anew and correctly with Kensington Green. Council would need to decide this. In sum, if the conditions of the motion were not met, there would be no acceptance of the grant. Carroll added that the only possible way to do this would be to resubmit the application subsequent to obtaining approval by Kensington Green HOA. It would make sense to reapply for the grant if the approval for use of the common property was approved by Kensington Green HOA, the Village still required the property, and good measurables had been obtained. Jacob clarified that this would be a different grant application. Porter stated that was correct. Carroll stated it would be a different application or a stay on the current one until such time that Kensington Green would agree to it. Carroll stated as a councilman, if Kensington Green did not want it, he would not want to force it on them.

Canton stated he proposed the motion and voted for it because of the conditions. He would have opposed it without the conditions. He wanted to open the door for the money. Jacob stated it would make sense if it could be done on public property and could help residents. The Mayor stated that is why two alternatives were proposed. Carroll stated he could see where the article may have been confusing, and he apologized. He stated that for the future, the Village would try to use the alternates and if those did not work, then it would be back to the drawing board. The Mayor stated that when the hysteria died down and the Kensington Green HOA realized this project involves .4 acre that residents were unaware of or did not care about, and if they had a chance to hear it rationally presented to them, he was confident he could get 71 votes. It would be a chance to do a good deed for its neighbors at no cost to Kensington. Burr stated that if the Mayor chose to propose this to the Kensington Green HOA, then it would be incumbent upon him to ensure that the residents understood and that there would be no harm and no foul to anyone in Kensington Green presently or in the future; that there would be no expense to Kensington Green HOA. The Mayor stated it should not. Burr stated that "shouldn't" would not cut it. The Mayor stated the Village did not know yet, until a plan was proposed by the contractor. Burr stated that despite the Mayor's belief otherwise, it was unlikely the Village would get the necessary approval from this neighborhood knowing that there was the potential of a lien on ownership to maintain the wetland now and in the future.

The Mayor stated that if the proposals were rejected by the EPA, and the Village pursued Kensington Green, the Village would ask to see the contract. The contractor would specify what was necessary and what would be required of Kensington Green. He believed the Village was probably six months away from this point of the contract. Burr stated that when this occurred, the Mayor needed to be very clear on all of the specifics so that when the residents were making their decisions, they could make them with all of the information. The Mayor stated that this was the reason the first line of his letter in the newsletter read, "accept or reject the grant."

Carroll stated as the Village moves forward, the questions presented would be addressed and identified at future meetings, if the alternatives were not accepted.

MAYOR'S REPORT: The Mayor stated that 2,176 people in South Russell voted in the recent election which equated to 1.5 people per household. The Police Levy had nearly an 80% passage rate. The Chief would be attending the Geauga County Emergency Operation Plan on December 16, 2018.

In the month of December, it would be necessary to bring in \$185,904 to match the income tax brought in last year through the Central Collection Agency (CCA).

The Farmers' Market group continues to meet. There has been discussion of remaining at the Village Hall parking lot or changing location to the South Russell Village Park.

The Texas Hold 'em tournament held by Chagrin Valley Jaycees and the Dads' Club was held.

Porter and the Mayor viewed the property at the corner of Chillicothe Rd. and Bell Rd. This would be part of the Properties Committee report.

The Mayor stated that he would be conducting a tour on December 11, 2018, at 10:00 a.m. for members of Council who wanted to look at the stormwater situations around the Village. The tour would include the proposed playground and the 319 grant sites.

The Mayor had been in contact with Northeast Ohio Areawide Coordinating Agency (NOACA) and was told the Village was not too small to obtain NOACA funds to pave Bell Road east. He was also told that if the Village was considering putting in a path, it should be included in the proposal. He hoped the Village was years away from paving Bell Road east.

The Village is eligible for a \$1,500 sponsorship grant for 2019 from the Northeast Ohio Public Energy Council (NOPEC).

Bryan Kostura and David Ondrey have been invited to attend the January 28, 2019 Council Meeting so that Council could recognize them.

The Mayor spoke to Pete MacDonald from the Western Reserve Land Conservancy, about the South Russell Park. Due to scheduling the meeting was postponed.

An Executive Session would be required for possible litigation and property acquisition.

Nairn asked whether a Mayor's Report had been emailed to Council. The Mayor stated it was not.

Canton asked when the Mayor expected to know about the proceeds from the Jaycee/Dad's Club fund raiser. The Mayor did not know.

FISCAL OFFICER: The Fiscal Officer distributed her monthly report to Council (Exhibit (1)). She also distributed the 2004 Stormwater Study Council discussed at the November 26, 2018 Council Meeting.

FISCAL AUDITOR: The Fiscal Auditor distributed his report dated November 30, 2018. He advised that his fund balances matched Fiscal Officer's balances to the penny. Regarding balances, the Fiscal Auditor stated the Village was still up \$185,000 with one month left in 2018. Although a deficit was budgeted for the year, there was a chance the Village might end the year close to even. Notable revenues for November included ambulance fees, which were in the form of a credit. Village income tax appeared to be on target. Real estate tax and income tax are important sources of income for the Village, and it appeared they would be on target. The Mayor asked for a year-end projection, and Fiscal Auditor thought the Village would be slightly in the black.

Carroll asked if the Village did hard billing for ambulance service. The Fiscal Officer explained that previously, South Russell Village residents were not liable for the portion of the bill not covered by insurance. Fiscal Officer explained that Chagrin Falls Fire Department changed its policy without the knowledge of the Village. They are currently hard billing residents. The Fiscal Officer suggested this should be addressed in the contract renewal process. Carroll stated that he reviewed the contract and did not see this reflected in it. Fiscal Auditor asked if the Village could reimburse residents who were hard billed. Fiscal Officer and Carroll stated the issue needed to be addressed with the contract renewal. The Fiscal Officer said the contract is up for renewal at the end of next year. She advised that her efforts to address this with the Chagrin Falls Fire Chief at the last contract renewal produced no results. She stated that it needed to be addressed by the Mayor or Council. Mayor stated he would speak to them.

Porter made a motion to accept the Auditor's Report as written. Carroll seconded. Voice vote – ayes, all. Motion carried.

Porter made a motion to approve the credit card bills submitted by the Fiscal Officer and that they be reimbursed as noted. Seconded by Nairn. Voice vote – ayes, all. Motion carried.

FINANCE COMMITTEE: Porter stated the Finance Committee did not meet in December. The next meeting will be in early January 2019. With the 2019 pay raise, the Village Pay Ordinance for Council members would exceed the pay range.

SOLICITOR: Regarding the small cell wireless facility legislation passed by Council in July 2018, the Federal Communications Commission's (FCC) ruling will be in effect on January 13, 2019. It pertains to fees, certain applications, and shot clock. Legislation would be ready for Council to pass in January. It is permissible to retroactively pass the legislation. Porter asked if Ohio was pursuing litigation against the FCC with the new policy, and the Solicitor stated it has not.

Solicitor will also have an Ordinance amending the personnel policy just to the extent of the compensation policies under pay period and work schedule. She specifically addressed the Police Department change to 12-hour work shifts.

ENGINEER: The Engineer has been working on the Pavement Condition Index (PCI) of the Village's roads. The Street Committee can expect to receive the evaluation as well as recommendations and preliminary estimates from the Engineer in January 2019. The Engineer hoped to receive and close out the contract with Burton Scot. The final invoice had not been received but would be in the amount of \$16,913.20. The total for the 2018 Road Program was \$329,016.95.

The Mayor stated that he and the Engineer met with the homeowner who had flooding three times in seven years. The homeowner met with his realtor and builder and was meeting with the Village to discuss compensation for the stormwater damage. The Mayor stated the Engineer handled the situation well, and that the Village would not be held responsible.

STREET COMMISSIONER: The Street Commissioner turned in a month end report. He advised that concrete repair was being done in front of Village Hall due to improved weather.

Orange Village and Moreland Hills recently purchased a storm sewer camera. They would like some practice with it and may do some camera work in Kensington Green to check the storm sewers for blockages and assist in finding the location of the tie-ins. Some of the residents found collapsed pipes coming from the houses and a lack of clean-outs was noted.

The Mayor stated that there are eight houses along Kensington Circle that had water issues after the July 4th storm. The Village put some dye in one of the downspouts and found that the house was connected to the storm sewer. Another resident paid \$12,000 to have his problem fixed. It appeared that all eight homes on the Circle were connected to the storm sewer system. There was a question as to why the eight houses had flooding.

STREET COMMITTEE: Street Committee met December 4, 2018. Due to the mild weather, the salt supply is more than adequate. There will be a salt order after the first of the year for \$44.63 per ton.

The 1998 snowplow truck has a leaky cylinder, which will be replaced the first of the year for approximately \$400.

BUILDING INSPECTOR: Building Inspector submitted a month end report. She interviewed a potential Board Secretary on December 10, 2018. A committee interview of the candidate is pending.

The owners of the new house that had grading issues were given until mid-January 2019 to provide an approvable final as-built. She hoped they would comply with it.

BUILDING COMMITTEE: The Building Committee met December 6th. Porter stated that a new candidate for the Board Secretary was discussed as well as other topics. He proposed that the committee meet January 11, 2019 at 8:30 a.m. The Committee will interview the candidate again at that time so that a recommendation can be made to the Mayor for the potential hiring of the individual subject to the confirmation of Council.

Another topic discussed was the amendment to a Village Ordinance regarding flags that indicate that a commercial establishment is open for business. Porter stated several business owners had approached the Village over the last few months asking if an "Open" flag could be used. In conjunction with the Building Inspector, the Committee thought of modifying the definition of "streamer" in the zoning ordinances to carve out an exception for an "Open" flag. This would apply Village wide. Nairn thought it was a great idea and liked the consistency in having uniform 3' by 5' flags. She also thought this would be supportive of the Village's businesses. She questioned if 'Village wide' included private individuals having garage sales, for example. Porter stated it only applied to commercial establishments. Porter said the committee would also consider Galicki's suggestion that pictures of permissible flag displays be available.

Carroll said he supported the proposal but wondered whether Council could suspend the amendment and then make it permanent in January 2019. Porter stated this would be a lengthy process because of how things are defined. If Council were amenable, Porter would utilize its emergency powers to modify the definitions. The Mayor and Building Inspector would then be able to notify the commercial establishments about the change.

The Solicitor stated that Council could not do this amendment by emergency measure. She advised that it would be necessary for Council to use the amendment process in the zoning code because it would be an amendment to the definition and regulation for signs. Porter stated it would just be for the definition. Flags of this size fall under the definition of "streamers." No other part of the zoning code would be changed. Building Inspector advised that a public hearing was required to change the zoning code. The Solicitor stated that the requirements included a change in definition. It would have to be initiated by Council, then go to Planning Commission, and then there must be a public hearing. Porter stated that Council would introduce it and Solicitor stated it would then go to Planning Commission. Once it was returned to Council, Council would then hold a public hearing.

Porter introduced an amendment to the zoning ordinance, specifically the definition of streamers set forth in 115, the definition of streamers to add a sentence that would read, "a flag not to exceed three feet by five feet indicating a commercial establishment is open for business shall not be considered as streamer."

Porter asked the Building Inspector about her current status with Electrical Safety Training. Building Inspector stated that she received a letter from the State of Ohio last April saying that for her certification for Electrical Safety Inspector she would need to pass the two required exams. It stated she had approval to sit for the two exams. She subsequently found that she was sent the letter in error. Instead, she was given Electrical Safety Trainee, which meant that over the next year, she was required 100 hours of continuing education in Electrical. Then she would have to obtain 100 additional hours of continuing education in the following three years. She would also be required to pass the two exams. She would be working under the supervision of David Hocesvar but would be able to do some electrical inspections with this. Building Inspector stated she was comfortable with doing some but would not open a panel. She planned to pursue this, and the certification would be good for six years. Carroll asked whether the Building Inspector could also get her training and experience under a different individual. The Building Inspector stated that Hocesvar was willing to supervise her, regardless of whether he was a

Village employee, he would still be able to do this. She said if someone else would agree to take her, she could work under that individual. Porter confirmed that Hocevar could do this and did not need to be employed by the Village.

POLICE CHIEF: Saturday, December 1, 2018, was the annual Shop with a Cop program. This year ten children from five families were sponsored. The program was well received. Nairn assisted with wrapping for the fifth year.

The Chief reported that there was an incident at Sal's Place over the weekend. A suspect was identified, and the police were working to obtain information for a search warrant. They would also be in contact with the prosecutor's office.

SAFETY COMMITTEE: Safety Committee met December 4, 2018. A resident attended, Patrick Flannery, with concerns about speeding in Chagrin Lakes, specifically on Maple Springs. He believed drivers were using this as a shortcut to avoid the light on Bell Rd. Although the Chief said there were no other complaints by residents, a speed box would be set up to collect data.

Applications for the full-time officer position would be received through December 21st. After January 1st, the applications will be reviewed, and interviews conducted.

Security cameras for the Village campus and picnic pavilion were discussed and are being recommended. There were currently cameras at Village Hall and the Police Station, and the Committee believed the other buildings should have them as well. The purpose of a camera at the Pavilion would be to prevent vandalism and should be placed in a vault. The Chief felt he could complete the project for about \$500. Canton asked if there were cameras on the Bell Market Express gas station, and Chief said there were and added that this footage was utilized in identifying the suspect's vehicle in the Sal's Place break-in.

Nairn relayed that South Russell Police assisted in locating a missing person in a neighboring community.

She further explained that there was new vacation watch software, and the South Russell Police would be able to log information through the computers in their vehicles. The software would generate a report for homeowners and would streamline the vacation watch program.

HUMAN RESOURCES COMMITTEE: Galicki reported that the Human Resources (HR) Committee met on December 6, 2018 at 7:00 a.m. Carroll was unable to attend due to a family emergency. A draft memo for the Physical Examination Incentive Program for Village employees was reviewed and would be distributed to employees.

The employee time tracking system with Paychex would begin January 1, 2019. Information on its implementation will be disseminated as it is received. Google Timesheets would be initially maintained until the Paychex system was solidly in place.

The Clemans Nelson Salary Comparison was received the evening prior to the HR meeting. It was distributed to the Mayor, Council members, employees who had requested it, and Department Heads as well. Payroll verification, the job descriptions, the Clemans Nelson Payroll comparisons, and position descriptions were still under review by Clemans Nelson at the time of the HR Committee meeting. HR Committee had questions about position descriptions and are awaiting a response from Clemans Nelson.

PROPERTY COMMITTEE: Canton advised that the Park Committee would be meeting at Village Hall on December 11, 2018 at 6:30 p.m. to discuss the proposed playground, weather station, and possible relocation of the Farmers' Market.

Porter stated that he and the Mayor toured the two buildings at the corner of Chillicothe Rd. and Bell Rd. The property is currently for sale for \$379,000. The seller would like to sell both properties as one unit.

PUBLIC UTILITIES: No report.

ORDINANCES: Porter introduced an Ordinance amending the Village's Pay Range Ordinance by revising the pay range for Council and declaring an emergency. Porter made a motion to waive further readings. Seconded by Carroll. Roll call – ayes, all. Porter made a motion to adopt, seconded by Nairn. Roll call – ayes, all. **Ordinance 2018-44**

BILLS LIST: Porter made a motion to ratify the bills paid on November 29, 2018 in the amount of \$12,3372.01, Nairn seconded. Voice vote – ayes, all. Motion carried.

NEW OTHER: Porter, Schloss, Canton, Carroll, Galicki, and Nairn had no new business.

Carroll made a motion to go into Executive Session to discuss possible litigation and property acquisition. Porter seconded. Roll call – ayes, all.

Mayor stated Council was out of Executive Session at 9:16 p.m.

ADJOURNMENT: Being that there was no further business before Council, Carroll made a motion to adjourn, seconded by Nairn. Roll Call - ayes, all. Motion carried.



William G. Koons, Mayor



Danielle Romanowski, Fiscal Officer

Prepared by: Leslie Galicki