

**RECORD OF PROCEEDINGS  
REGULAR COUNCIL MEETING  
MONDAY, FEBRUARY 11, 2019 - 7:30 P.M.  
MAYOR WILLIAM G. KOONS PRESIDING**

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

**MEMBERS ABSENT:** Schloss

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

**VISITORS:** Kate Jacob McClain, Foxhall Dr.

Mayor called the Regular Council meeting to order and led the Pledge of Allegiance. Fiscal Officer read the roll. Carroll made a motion to approve the minutes from the January 27, 2019 Special Council meeting, seconded by Porter. Voice vote- ayes, all. Motion carried. Nairn made a motion to approve the minutes from the January 28, 2019 Special Council meeting, seconded by Canton. Voice vote – ayes, all. Motion carried. Galicki made a motion to approve the minutes from the January 28, 2019 Regular Council meeting, seconded by Carroll. Voice vote – ayes, all. Motion carried.

**MAYOR'S REPORT:** Mayor stated the Village had received the signed Whitetail Homeowners Association (HOA) agreement indicating a willingness to cooperate with the Village's Manorbrook Stream Enhancement project, (Exhibit (1)) Carroll advised the contract had been amended to include the replacement of trees on Manorbrook Dr. Galicki noted the amendment appeared in paragraph 14, subparagraph C. Carroll stated that the replacement of the trees was not related to the project or the 319 grant. Given the Village had received the agreement just prior to the meeting and the issue did not need to be addressed until March 15<sup>th</sup>, the Mayor asked Council to hold off on it. Porter stated that in the first paragraph of the document, he noted that the Whitetail HOA granted the easement for one of the four properties involved in the proposed project. Porter advised that the Village would need easements for the other three areas from the Master Association. The Solicitor stated that one of the parcels was owned by the Whitetail HOA, and the other three were listed in County records as belonging to Thomas and Thomas. The Mayor added that the Solicitor revised the agreement as well and that the Whitetail HOA had not yet seen these changes. Carroll said that it appeared the HOA prematurely signed the document. The Mayor stated that the Chagrin River Watershed Partners (CRWP) advised that they did not object to the Village handling this portion of the project with the Whitetail HOA. He further stated that the signed agreement showed intent by the HOA. Galicki asked for clarification about whether the document actually granted any easements, or whether this would have to be separate correspondence. The Solicitor stated the latter was correct.

The Mayor relayed that he spoke to Jim Flaiz, County Prosecutor, and asked for his assistance in getting the County Auditor to remove Thomas and Thomas from the County records as owner of the corner property on Manorbrook.

The Mayor distributed and reviewed the 2018 annual Hazmat report, (Exhibit (2)). He said it was a great example of regionalism. Carroll added that Hazmat and East Tech cover almost half of Cuyahoga County with exchange of services eliminating additional costs.

**FISCAL OFFICER:** The Fiscal Officer distributed her monthly report. She advised that Council needed to set a hearing date for the possible zoning code change regarding streamers and a 30-day notice would be necessary. The Mayor suggested having the streamer meeting April 8, 2019 at 6:45 p.m. All agreed. The Fiscal Officer asked whether the March 25<sup>th</sup> Regular Council meeting would be changed. Porter, Carroll, and Nairn stated they would be unavailable on March 25<sup>th</sup>. The Mayor stated the meeting should be cancelled. The Mayor suggested cancelling the May 27<sup>th</sup> Council meeting as well as that is the Memorial Day holiday.

The Fiscal Officer reported that the second quote for a generator was obtained. The Portman Electric quote previously discussed was \$20,150, and the Shepp Electric quote came in at \$18,125. Council had no objections going with Shepp Electric for the lower cost.

Regarding income taxes, the Fiscal Officer noted that the date to submit income tax estimates had changed back to January as it previously was before the State stepped in and changed it. The Mayor added that at the last Mayor's meeting, Governor DeWine's new regional representative was given an ear full about local government and income tax.

Fiscal Officer stated that the open positions for the Village's Tax Board of Review were advertised in the paper, online, and in an eblast. She has had one response thus far. The Mayor asked about the deadline and said he had three people who would do it. The deadline is February 28<sup>th</sup>, according to the Fiscal Officer.

**FISCAL AUDITOR:** The Fiscal Auditor reported that fund balances matched the Fiscal Officer's to the penny. Interest is currently over 2.5% and is inching upwards. Balances declined by \$80,000 since the beginning of the year which is generally the lowest of the year. With the receipt of real estate tax money and income tax, the balances should increase over the next few months. January was a high month for the Building Department registration fees. He explained that on his report, he listed the ambulance fees and income tax as "Net" whereas the Fiscal Officer is required to report in "Gross". The Fiscal Auditor advised that the Village had planned to end the year \$450,000 in the red. Fiscal Auditor explained that in recent years, the Village had done better than expected and added that it was good to be conservative when budgeting.

**FINANCE COMMITTEE:** Nairn made a motion to approve the fund balances, Porter seconded. Voice vote- ayes, all. Motion carried. She stated the next Finance Committee meeting would be February 22, 2019 at 8:00 a.m.

**SOLICITOR:** The Solicitor had nothing to report.

**ENGINEER:** The Engineer reported he is continuing to work on recommendations for this year's Road Program. He has been delayed by the unexpected time commitments necessary with planning for the Manorbrook Stream Enhancement project. He plans to provide Council with revised Pavement Condition Index (PCI) numbers and recommendations for the 2019 Road Program.

The Engineer reported that he was scheduled to meet with the Lake Louise HOA representative, Joe Ferenczy, on February 12, 2019 at 7:00 p.m. to coordinate the spillway work the HOA has planned with the Lake Louise Bridge project. The Mayor stated that at the Lake Louise HOA meeting on February 11, 2019, a comment was made that if something major occurred with the spillway, the grant to replace the bridge could be postponed until 2020. The Engineer agreed that this was possible but would require the Village to file an extension with the Geauga County Engineer's Office, which administers the Ohio Public Works Commission (OPWC) grant request funds. His preference would be to do the project this year. The Engineer advised that the HOA was required to have the man-made structure inspected every five years. In conjunction with the inspection, there was a recommendation that the HOA was not in compliance with current standards and needed to make the spillway more structurally sound. The Engineer wanted to know the specifics about this issue. Carroll asked who would be responsible for these repairs, and the Engineer said the HOA was 100% responsible. The Village only owns the road that goes over the top.

**STREET COMMISSIONER:** The Street Commissioner submitted a month end report and stated his department had been dealing with weather and equipment issues. The Street Commissioner stated he has been gathering information for the February 25<sup>th</sup>, 10:00 a.m. annual Stormwater meeting.

**STREET COMMITTEE:** Galicki stated the Street Committee had nothing to report.

**BUILDING COMMITTEE:** Porter stated the Building Committee had no report. Schloss would be calling a meeting for the committee to speak to some zoning inspectors. The Mayor stated he was going to call a Building Committee meeting for Monday, February 25<sup>th</sup> at 9:00 a.m. when Schloss would be available, but it was then determined Porter would be unavailable. Carroll suggested it take place before the Council meeting. The Mayor stated that frankly he did not want people at this Building Committee meeting. Carroll offered that the last meeting regarding the issue took place at 6:00 p.m. just before the Regular Council meeting and he thought it would be appropriate to have all of Council present since it is an important matter. He added that it was important to have input not only from Council members, but also from residents who may have an interest in participating. Porter stated his recollection was that the Mayor or the chair of the committee could call such meetings. Carroll stated three members of Council could call a Special meeting and added that it would be a Special meeting for this purpose. Carroll further explained that if there were going to be a meeting about such an important topic, i.e. whether to keep the Building Department, transition it to Zoning, etc., Council should make it conducive for all Council members to be present as well as members of the public who wished to attend. Carroll stated that the suggestion of scheduling the meeting otherwise would not be displaying the transparency and openness Council should exhibit. Porter

said he thought that was fine and felt Building Committee Chairman Schloss should set up the meeting.

The Mayor stated he did not want a big public meeting when he wanted to talk to committee members - that was why he did not want to push for a big public meeting. Carroll stated there was an open public meeting with the Architectural Board of Review (ABR) on January 28, 2019 to discuss the Building Department, and Carroll wanted to know the difference between that meeting and the proposed meeting. Porter stated that the difference was that some of the Council members expressed a desire to attend, which created a Sunshine situation where it had to be advertised. Carroll advised that given that it would be a committee meeting, it had to have a Sunshine Notice. Porter stated this was true, and anyone could attend. He added that if more than three Council members were to attend, there would have to be notice more in advance. Carroll pointed out that the rule was the same in either case; Solicitor confirmed and added that the meetings required 24 hours' notice. Carroll reiterated that given the importance of the topic, an effort should be made to schedule the meeting conveniently for as many Council members and the public as possible. It is an important issue that should not be taken lightly, nor should it be closed off to public comment. Porter stated that he did not think this would occur with a meeting time and date that both Committee members and interested members of the public could attend. Carroll concluded that he would suggest to Schloss that the meeting take place before the February 25<sup>th</sup> Council meeting at 6:00 p.m.

The Mayor stated that the lack of Building Inspectors and building permits was an agenda item at the Mayor's meeting. Paul Kowalczyk, the Building Inspector for the Village of Moreland Hills and Pepper Pike, gave a presentation. The Mayor of Moreland Hills confirmed that Kowalczyk is swamped and this was an issue.

The Mayor stated that at the last Council meeting, there was a discussion about the omission of two roof inspections. Upon his research, he said one roofer did not get a permit and the other one did and there was an inspection. The Mayor wanted to make it clear that Village personnel did not blow it.

The Mayor displayed updated Building Department statistics for the end of 2018, to include permits and revenue. He explained that the combined salaries for the Building Inspector and Dave Hocevar would have been \$101,000. Income for the Building Department was \$63,000. If the Village closed the Building Department, it could save \$38,500. The Mayor added that although he did not know the salary of a Zoning Inspector, he speculated that if Shane Wrench, Russell Township Zoning Inspector, was shared with Russell Township, each would pay \$25,000. In this case, the Village would be looking at \$13,500. This would be keeping the Building Department open as a Zoning Department. He explained this was how he saw the numbers.

The Fiscal Auditor asked the Mayor where the Village would be getting the \$63,000 of income. The Mayor explained this was the Building Department Income from 2018. Fiscal Auditor advised that \$39,500 was budgeted and wanted to know if the Mayor was referring to deposits, because the Village had to pay those back. Carroll added that these are numbers that really need to be determined because just based on the previous report, the Building Department was

\$100,000 off. The Fiscal Auditor thought there might be some deposits tied up in the \$63,000, and with salaries there would be additional costs like healthcare and pension. The Mayor said that his numbers reflect some of this in paying half the cost of a Zoning Inspector. Carroll added that the Zoning Inspector might not be eligible for healthcare depending on whether he/she were part or full-time. The Fiscal Auditor said that unless the person was a contractor, there would be additional costs.

Porter stated that the Mayor's figures did not factor in the secretary. Porter said the Building Department currently has a secretary, but if the Building Department were closed, her position theoretically would be eliminated. He added that she could become the Board Secretary. The Mayor thought that if the office remained open, someone should be there 24 hours or more per week. Carroll advised that depending on how that department is set up, there would be office expenses, etc. The budget sheet broken down by the Fiscal Officer showed all the costs including the fees and in closely examining the numbers, that department appeared to cost \$100,000 or \$120,000 to run. Porter recalled that the numbers were a lot higher and added that the number was in the minutes from the previous meeting. He quoted that the revenue brought in through fees and permits was \$49,000 and said if the Building Inspector cost \$100,000 and Hocevar cost \$24,000, that would be subtracted from the funds it takes in. Carroll added that he had not considered the return of the deposits which might be built in to the figures. Porter thought the \$63,000 included deposits. The projection for 2019 was \$189,000 for the cost of the Building Department. Porter stated that right now, Hocevar was taking care of Building Department business and has revoked the termination of his agreement - he will be working until May 31<sup>st</sup>. Porter provided four possibilities for the Building Department; hire a new Building Inspector either full or part-time or hire a full or part-time Zoning Inspector. Carroll added the possibility of sharing personnel. The Mayor said that at the Mayor's meeting, none of the Mayors were willing to share. He added they were afraid of having personnel stolen by other municipalities.

Nairn stated that she did not see that Moreland Hills and Pepper Pike were an apples-to-apples comparison with the Village of South Russell. Moreland Hills has wide open spaces, and Pepper Pike does not have as much. She asked what type of building the Village was anticipating in 2019. The Mayor said there would be continual remodeling and possibly the building of one or two houses. Nairn said this did not compare to Moreland Hills and Pepper Pike. The Mayor explained that his comparison revolved around the fact that the Building Department issued 320 building permits and Moreland Hills issued 466. Galicki asked whether this was 320 building permits or simply permits which included building, zoning, and restrictions. Nairn stated they were lumped together. The Mayor reiterated that the Village issued 320 and Moreland Hills issued 466. The population of Moreland Hills is 3,500 people and the Village of South Russell has 3,800. Moreland Hills is seven square miles and South Russell is four square miles. The Moreland Hills Building Department cost \$266,000 per year to run. South Russell Building Department cost \$150,000 per year. The Mayor stated that Moreland Hills employs a part-time Building Commissioner, full-time Building Inspector and full-time secretary, so the budget is \$266,000. Porter added that in terms of large houses, Council should not forget the Epprecht's house, and the Ashley Development which has recently been completed. Aside from comparing the communities, Carroll recommended that Council examine the numbers, opportunities, and potential avenues; including County services.

**POLICE CHIEF:** The Chief submitted a month-end report. The Police Department has implemented the new 12-hour schedule. Compared to last year's numbers, the Police Department was down 163 part-time hours for the month of January, which was a substantial decrease. He advised the schedule was working well.

Porter asked about the road rage incident that occurred recently. Chief explained that it began in Mentor, ran through Kirtland, Chesterland, Russell Township, and ended up in the turning lane of Chillicothe and Bell Roads. The two individuals then exited their vehicles and had a physical confrontation in the intersection. The primary aggressor was cited for disorderly conduct.

**SAFETY COMMITTEE:** Galicki stated the Safety Committee meeting was held at South Russell Police Department on February 5<sup>th</sup>. The Chief reported on the progress of the hiring process for both the full and part-time positions. After conducting background checks on candidate Wilson, it was decided not to proceed with the candidate. It was the recommendation of the Safety Committee for Council to appoint Candidate Ben Milroy for the part-time patrolman position and Officer Eric Kimball for the full-time vacancy created by Officer Kramer's upcoming retirement. Galicki requested that these Officers be sworn in at the upcoming Council Meeting. He added that Officer Kramer's last day would be Friday, March 22, 2019 and he would be retired on May 3, 2019.

Galicki also reported that all radio equipment relating to the tornado siren had been updated and/or repaired. Regarding the 420 MHz repeater system at the Chagrin Falls Armory radio tower on East Washington Street, the Village may have to assume its maintenance expense if the Chagrin Falls Fire Department were to abandon the system in the future. He explained that certain Fire Departments are transitioning from this system and this may become a future concern. Carroll asked why the 420 MHz was used, and the Chief explained that it is used in the activation of the Fire Department pagers. If the Fire Department were to upgrade to the 7X system, the 420 MHz system could be abandoned. The Chief further explained that if this were to happen, the Village would need to maintain it because it is the primary activation method of the tornado siren. He advised that there is no current timeline for Chagrin Falls to abandon this frequency.

The Mayor appointed Eric Kimball as a full-time police officer and Ben Milroy as a part-time police officer. Galicki confirmed the appointment of Eric Kimball and Ben Milroy as full and part-time officers respectively. Nairn seconded. Voice vote - ayes, all. Motion carried. The Mayor and Council agreed to swear in the officers at the February 25, 2019 Regular Council meeting.

**HUMAN RESOURCES COMMITTEE:** Galicki advised that Clemans Nelson would be attending the February 12, 2019 at 1:00 p.m. Human Resources (HR) meeting, and would be available to discuss and answer questions about job descriptions, pay scales, etc. The Mayor asked if salary schedules would be distributed at the meeting, and Carroll stated that the original descriptions had been provided, but there would be a general review at the meeting.

The Mayor asked about the status of the new Paychex system. The Fiscal Officer advised that the Village would give the system 60 to 90 days.

**PROPERTY COMMITTEE:** Canton addressed the proposed memorial park at the corner of Chillicothe and Bell Roads, and asked Council if there were any questions. Carroll asked what it would look like, the costs, and about the flags that line Bell Road. Canton stated that the aluminum poles would cost between \$600 and \$650 each, and six would be needed. Carroll asked if this included proper illumination. Canton said it did not. The Mayor stated there was already proper illumination on the American Flag. Nairn stated that if there were a flotilla of flags, one small light would not suffice. The Street Commissioner said that each flag would have a light. Carroll was interested in the plan and expense. Canton asked if there was a part of the project that Council could act on presently. The Mayor stated no. He thought Council would want to hammer out the details. The Mayor also wanted to be sure the committee had all looked at Moreland Hills' flag display as an example. Canton asked if the display in Newbury had been viewed by members of Council, and Nairn stated she had. Canton advised that this was what he envisioned. Porter stated that the preferred display would be the corner placement of six flagpoles with the American flag in the middle like that of Moreland Hills. The Village would then not line Bell Rd. for Memorial and Veterans Day. He estimated the cost would be \$4,500, which would be reduced by donations by the VFW and the American Legion. Carroll asked if the Village would still have the "Show Your Colors" donation program. Porter thought this program could be discontinued. Carroll suggested that this might help sustain the display. Porter added the program could be kept open and donations used to maintain the site. Nairn asked about landscaping. Porter stated that the Committee was planning on beautiful landscaping and would consider utilizing the services of Craig Cawrse at a clearly negotiated amount.

The Mayor stated he liked the idea of putting 192 flags down Bell Road, East Washington, and Chillicothe Rd. and he liked the idea of a Memorial Park. The Mayor he did not want to mix the two issues. Porter advised that Council controls the money and decides what to do, but he thought the opinions of the residents should be considered. The Mayor thought if the flags were not up for Memorial Day weekend it would be wrong.

Canton deferred to Porter to discuss the status of the playground financing. Porter stated that it would be necessary to amend the appropriations to reflect the total cost of the playground. A transfer of money would then have to occur from the Income Tax Fund to the Park Fund. Carroll asked if the donation had been received, and Porter stated it had not. The Fiscal Officer explained that she could not cut a purchase order without being in receipt of the funds. The Village had certification from the State indicating it would be receiving the \$23,391 grant. Monies had not been received from the Tripp family, the Dad's Club, nor Council Members who had committed funds. The Fiscal Officer further explained that the money had to be in the fund, and the appropriations amended for the expense. She reiterated that this could not be done without the donation. The Mayor stated that the money from the Tripp family might be provided on February 12<sup>th</sup>. The Mayor met with the Tripps on February 8<sup>th</sup> but did not have the Village's Tax ID number to give them. Porter stated that it is necessary to show the expense and then transfer money, and then the Fiscal Officer could cut the purchase order. The Fiscal Officer added that she could do this once the money was in the fund. Carroll asked exactly what the purchase order was for. The Mayor replied \$120,000. Porter stated he would modify this as \$108,000 to the contractor. The other \$12,000 was for the site preparation. He continued to explain that the Fiscal Officer needed to have this reflected as an expense on the Village books

before being able to cut the purchase order to the contractor. According to Porter, at the same time, the Tripps would donate their money and ask the Fiscal Officer whether she had cut the purchase order. Porter stated that if Council acted immediately, the Fiscal Officer could tell the Tripps that she had and then they would provide their donation. Carroll asked what would happen if they did not provide their donation. The Mayor stated that they will. He said if they don't, the Village would miss the deadline and the price would increase 15% and the Village would be out. Carroll stated he had difficulty cutting the purchase order on a handshake agreement. There was no contract with the Tripps stating that they would provide these funds. Porter stated that the Village had a claim for promissory estoppel. He explained the legal term to mean that the Village could take legal action if the donors failed to provide the promised funds. The Mayor stated that if the Tripps provided a check by February 13<sup>th</sup> and the Village had the ODNR check, the \$108,000 purchase order would be covered. The Fiscal Officer stated that theoretically she could not amend the appropriations without having the money in the fund, and currently, the money was not in the fund. Porter stated that he planned to amend the appropriations the following day, and the Fiscal Officer again explained that this would not get the money in the fund which is the first necessary step, but only amending the expenses. She stated that when she received the check, she would write a letter to the County Auditor's office asking them to put the amount into the Village's fund as unexpected funds. The Mayor stated that by February 13<sup>th</sup> the Village should have the Tripp's donation. Porter explained that he would be making a motion to amend the appropriations and then doing income tax transfers, which would allow the Fiscal Officer to proceed with accepting the donation, getting certification from the county, and moving the project along. Carroll added that he would ask would be that no purchase order be cut until the check had been received from the Tripp's, deposited, and cleared. Porter thought this was fair. He clarified that it was not a lack of trust, just an acknowledgement that things happen. The Fiscal Officer asked if Council passed the legislation, would she be able to hold it until the money was received. Solicitor stated she could.

**PUBLIC UTILITIES:** Carroll stated that the plan to address the trash pick-up issue would be to reach out to the various homeowners associations (HOA) to determine what arrangements each currently had and to determine the interest in having a single South Russell hauler. The Mayor added that he spoke to Lorraine Sevich and told her she was on the agenda for the February 25<sup>th</sup> Council Meeting; he advised she should be taken off the agenda. Carroll stated she could stay on the agenda, and Council could provide her with an update. The Mayor suggested she be taken off the agenda.

The Mayor stated that Spectrum was supposed to send a survey to the Fiscal Officer on February 5<sup>th</sup>, however it has not yet been received. He also stated he received two phone calls from residents encouraging the Mayor to go after Spectrum.

**ORDINANCES:** Porter introduced an Ordinance to amend the Village 2019 Appropriations increasing Park Fund expenses by \$120,891 and declared an emergency. Porter made a motion to waive readings. Canton seconded. Roll call – ayes, all. Motion carried. Porter made a motion to adopt, seconded by Canton. Roll call – ayes, all. Motion carried. **ORD 2019-08.**

Porter made a motion to amend the appropriations for 2019 to include an Income Tax Fund transfer of \$12,000 to the Park Fund and declare an emergency. Porter made a motion to waive



readings, seconded by Canton. Roll call – ayes, all. Motion carried. Porter made a motion to adopt, seconded by Canton. Roll call – ayes, all. Motion carried. **ORD 2019-09.**

Galicki introduced an Ordinance amending Chapter 414 of the Codified Ordinances of the Village of South Russell to enact new subsection 4014.13 of the Codified Ordinances “Unfolded Stop Signs at Intersections of State Route 306 and Bell Road during power outage of traffic control signal” and declaring an emergency. Galicki made a motion to waive readings, Carroll seconded. Roll call – ayes, all. Motion carried. Galicki made a motion to adopt, seconded by Carroll. Roll call – ayes, all. Motion carried. **ORD 2019-10.**

Galicki introduced an Ordinance amending Appendix D of the Job Descriptions of the Village Employee Handbook.

Nairn introduced an Ordinance requesting the County Auditor to certify to the taxing authority the total tax valuations of the subdivision and the dollar amount of revenue that would be generated by a specified number of 2.75 mils.

**BILLS LIST:** Nairn made a motion to ratify the January 30, 2019 Bills List in the amount of \$666.68 and approve the February 13, 2019 Bills List #1 in the amount of \$42,326.81 and the February 13, 2019 Bills List #2 in the amount of \$571.93, seconded by Carroll. Voice vote – ayes, all. Motion carried.

**NEW OTHER:** Galicki, Nairn, Porter had no new business.

Carroll asked if the hard billing issue with Chagrin Falls Suburban Fire Department had been explored. The Mayor stated it had. He explained that hard billing was when Fire Department would really go after someone. For example, if someone were taken by ambulance and it cost \$600 or \$700 and was not covered by insurance, the department would go after this person two to three times in an attempt to get paid. If it did not get paid, the Fire Department would bill them directly. With soft billing, if an individual had Medicare or coverage like this, the Fire Department would send a couple of letters and then let it go. Carroll said that he thought as a Village, hard billing was not done. The Mayor said he did not know. The Fiscal Officer advised that the Village used to do soft billing for years, but then Chagrin started hard billing several years ago. Carroll stated the Village does not have to hard bill. He checked with Life Force and found there is no requirement to hard bill. Chagrin Fire Department made this change without a motion of Council, and Carroll wondered if this was something Council wanted to do to the residents. Council had been unaware of the practice until a resident brought it to its attention. The Mayor proposed the issue be referred to the Safety Committee. The Fiscal Auditor stated that originally the Village did hard billing because of a Medicare requirement. Relative to the payment of taxes, the Village was able to soft bill, and he agreed that the change was made without the knowledge of the Village. The Auditor added that with soft billing, the idea was to allow the patient’s insurance to provide coverage if possible, and then forgive the resident the balance. Galicki asked whether billing was currently initiated by the Chagrin Falls Fire Department. The Fiscal Officer replied that the Fire Department does the billing through Life Force Management. Carroll explained that Life Force then provides the Fire Department with a

statement of the status of payments and the Fire Department has the ability to decide whether collection should be pursued.

Canton stated that he would be representing Council at the Annual Chagrin Valley Jaycee Award Banquet this month and hoped to be receiving a check from the Dad's Club for the playground. The Mayor stated that Canton would be getting something from the Jaycees, but he did not know about the Dad's Club. He added that since Canton was representing the Village, he would be attending for free.

At 8:45 p.m., Carroll made a motion to go to Executive Session to consider the employment of a public employee, Porter seconded. Roll call – ayes, all. Motion carried.

Council reconvened from Executive Council at 9:29 p.m.

Porter proposed an Ordinance to modify the Village of South Russell Employee Handbook, specifically the medical insurance section, page 22 of the Village of South Russell Employee Handbook to modify and change the first paragraph that currently reads, "all employees working over 30 hours per week are eligible to participate in the Village's medical insurance plan. Benefits begin on the first regular workday," to modify that to read, "all full-time employees defined as those employees who routinely work 40 hours per regular work week, for the purposes of health insurance benefits, are eligible to participate in the Village's medical insurance. Benefits begin for full time employees as herein defined on the first regular work day." He made a motion to waive readings and declare an emergency, Carroll seconded. Roll call – ayes, all. Motion carried. Porter made a motion to adopt, seconded by Carroll. Roll call – ayes, all. Motion carried. **ORD 2019-11**

**ADJOURNMENT:** Being that there was no further business before Council, Porter made a motion to adjourn, seconded by Carroll. Voice vote – ayes, all. Motion carried.

  
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William G. Koons, Mayor

  
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Danielle Romanowski, Fiscal Officer

Prepared by: Leslie Galicki