

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

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

**MEMBERS ABSENT:** Porter

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

**VISITORS:** Tim Bunsey, Chillicothe Rd.; Liz Manchester, Manor Brook Dr.; Maureen Olden, Manor Brook Dr.; Heidi Baumbart, Paw Paw Lake; Linda Mandau, Chillicothe Rd.; Ralph Richard, Chillicothe Rd.; Greg Kanzinger, W. Bel Meadow Ln.; Lisa Shannon, Kent; Mike Baldwin, Archdale Ave.; Jon Mattson, Fox Trail; Elke Neumeyer, Sugarbush Ln.; Chris Tropf, Sugarbush Ln.; David Giordano, Fox Trail; Mary Kay O'Toole, Foxhall Dr.; Bob Royer, Manor Brook Dr.; Chris Smith, Fox Lane

Mayor called the Regular Council meeting to order and led the Pledge of Allegiance. Fiscal Officer read the roll. Nairn made a motion to approve the minutes from the February 25, 2019 Council meeting, seconded by Canton. Voice vote - ayes, all. Motion carried.

Galicki introduced Officer Michael Baldwin, School Resource Officer (SRO) for Chagrin Falls Exempted Village Schools and read Baldwin's biography. Baldwin stated he viewed his position as a partnership with South Russell Village (SRV) Police Department and expressed his appreciation for their support. He addressed overall district planning, which included ALICE Training, which had been conducted at each of the schools, first with the teachers and then the students. The purpose of training was to be proactive. Subsequent to the training, he observed awareness in the students. Baldwin introduced Lisa Shannon, Assistant Superintendent for Chagrin Falls Schools, and Greg Kanzinger who has been involved with the construction of the Intermediate School and serves on the school board. The Mayor introduced Mary Kay O'Toole, who also serves on the school board.

Lisa Shannon stated that Officer Baldwin was purposeful and thoughtful and visible to students and staff. She thought the students had responded well to him in developing and building relationships with students and staff. She introduced initiatives that the district was undertaking, to include Positive Behavior Intervention Support (PBIS). This program focuses on creating positive school environments that support student learning. The district also conducted a study regarding school-based therapies by bringing mental health professionals and services to the district.

Kanzinger provided an update on the construction of the Intermediate School. The project should be completed by July 1<sup>st</sup>. The dedication will be September 13<sup>th</sup> at a community open house. A tour was offered to Council on work days after 3:00 p.m.

Heidi Baumgart, Paw Paw Ln., asked the SRO what residents could do to support the program. Baldwin advised that he was a resource for the teachers and schools, and that residents could be supportive of the district.

Shannon added that the public could subscribe to the monthly Super News, which provided a great deal of information.

Bob Royer stated that having an armed officer in the schools could cause alarm for the students. It seemed to Royer that Baldwin was doing a good job neutralizing this by demonstrating that the Police, Fire, and EMS were there to help and protect. Baldwin acknowledged the value of the connection with the students.

**MAYOR'S REPORT:** The Mayor distributed a map, Exhibit (1). He stated that Council would be taking a vote shortly to apply for a \$450,000 Section 319 grant from the Ohio Environmental Protection Agency (EPA), which involved the Manor Brook Development. The Mayor referred to the map to describe the flow of the stormwater. The purpose of the grant would be to fund a project to capture and hold the stormwater at the northwest corner of Manor Brook Dr. and Chillicothe Rd., extending the stream to 1,400 feet with rock channels. He explained that there were three huge culverts under Manor Brook Dr. that could handle the water, but it would not be good to send the water all at once to Fox Run. The proposed stream enhancement would enable the water to be held and slowly released.

Engineer Haibach referred to the hand-out, indicating the location of the primary stream channel. There was an issue on the east side of Chillicothe Road where in a large rain event, the water could not get across the road quickly enough which resulted in flooding the ditch, right-of-way, sometimes the road, and often the residences. He conducted a drainage study and was surprised by the results. The culvert to the north was sized properly, but the existing 12" culvert to the south identified on the map needed to be a 30-36" culvert because there were two drainage areas that converged there. The Village needed to replace this culvert, but once replaced, water would convey more quickly from the east side to the west side. The Engineer said that it would be most responsible to improve the stream that would receive this water. He said that currently it was eroded and needed to be widened and restored to enable it to slow and control the water. Without doing this before replacing the culvert, problems would be caused for residents of Fox Run, Sugarbush, and Chelsea Court. It would also further degrade the stream/ditch running through the Manor Brook property. The main idea of the grant was to turn the stream into a much more natural, gently sloping stream with rock channel protection.

Ralph Richard, Chillicothe Rd., asked what the timeframe would be for the project. The Engineer said he would like to replace it this year, and that there was money allocated to replace the culvert but he did not think it would be responsible to replace it before addressing the downstream restoration. Richard stated that he understood this, but it did not address the erosion that had massively affected his front yard. He reported that he had erosion 30 feet from the

culvert and his front yard was a mess with wide cracks and his driveway was also a mess. Richard added that he could not afford to replace the apron of his driveway until the water problem was fixed. The Engineer agreed that it would be a waste of money to fix this now. He stated that realistically, the Village would be looking at a 2020 construction date.

The Mayor stated that the deadline for the grant was March 15<sup>th</sup>. The Village will find out in July if it is receiving the Ohio EPA grant. He added that it takes a year to prepare for the project, and 2020 would be nice.

Chris Smith, Fox Ln, reported he also has an erosion problem. He asked if a 36-inch culvert could accommodate the stormwater. He was concerned that more water would be coming onto his property. The Engineer said that during a small to medium sized rain event that Smith would see the flow spike more quickly. During a big rain event, there would not be a difference because it would all be flowing through the north culvert. Smith asked for clarification about what was meant by retaining water. The Engineer stated that the Village would take a straight stream and stretch it out, grade it, and put rock into it to slow the velocity of the water. Smith asked the Engineer if he was familiar with the Venturi Effect and stated that when the stormwater came out of the culvert as a large volume of water, it would come into a second culvert which would tighten up again and increase the speed of the flow. This would result in much more erosion on his property than he has now. The Engineer said that in a large rain event, the water flattens out. The proposed project would eliminate the water that gets built up on the east side of Chillicothe Rd. The retention of that volume of water only influences a five-year to a fifteen-year rain event. After that, it has already built up to the point where it touches the stream to the north and is coming through at the same velocity. Smith added that the pipe to which the Engineer referred backed up as well. The Engineer agreed that it does. Smith referred to the map and stated that there needed to be a retention ditch. The Engineer said that in a large enough rain event, it would continue to do this. Unfortunately, the Engineer could not design for an infinite storm event. Smith stated that with the water under control upstream, he would hate to see problems downstream. The Engineer said the goal is to slow the velocity down. Smith said it is the increased velocity upstream that affects his property with erosion. The Engineer said the grading would remain the same on Smith's property. He reiterated that with the proposed method of allowing the water to spread out to a wide area and then narrow it to a narrow ditch/stream it would pick up velocity and begin to erode. The Engineer agreed and said the velocity downstream unfortunately would not be any less than it is now but should not be greater. Smith urged Council to think about the project to ensure there would not be more damage. The Engineer said that there would absolutely be more damage just by the nature of streams. Smith clarified that he did not want to see one problem get fixed only to cause another. He asked who was liable if the Village fixed one set of problems and caused more problems for someone else. The Engineer explained that the stream that was to be enhanced was on private property. Smith reiterated he did not want to see more problems caused, and that his home was his life investment. The Engineer stated that he would like to extend the stream enhancement down to Chelsea Court. Smith asked if the Engineer had come to see the erosion in his yard. The Engineer stated he had. Smith added that his property had also been hard hit. His opinion was that it was going to get hit harder with the proposed stream enhancement. The Engineer acknowledged Smith's concern.

Chris Tropf, Sugarbush Ln, asked where the small culvert fed. The Engineer said it took the water from the east side of Chillicothe Rd. in a straight line and connected to the “L-shaped” drain. She asked about the retention pond consideration. The Engineer stated that there were two retention pond issues considered on the main stream behind the houses on the east side of Chillicothe Rd. The cost would be several million dollars, which did not include purchasing land required for the retention basins. It may still be a consideration for the future, according to the Engineer, but was currently out of grasp.

Elka Newmeyer, Sugarbush Ln., pointed out that Hidden Lake, where all the water flowed, is currently the retention pond. All the erosion is being caught in the lake, causing it to fill quickly. She hoped there would be a plan in place to address the damage that had been done upstream. An attendee added that water was not only being collected from Bel Meadow through the stream, but also from everybody downstream. She added that with the addition of giant culverts, that water is also being sent to Sugarbush. Another gentleman offered that there were businesses that had put in raised parking lots that caused more water to run north onto Chillicothe Rd. to the 12-inch culvert. He questioned why the Village allowed this. The Engineer assured the gentleman that this was not the case and pointed out that every new house built in the Village worsens the stormwater issues because of the roof, paved driveway, or any hard surface. The Engineer said that the Village required the business to put in a retention pond that would collect the difference in impervious area from what was there before to what is there now. The gentleman stated that the retention pond was mounded so that the runoff had to run down the driveway and off the parking lot to Chillicothe Rd.

David Giordano, Fox Trail, advised that he lives next door to Chris Smith and had the creek running in front of his house under his driveway. He referred to the July 4<sup>th</sup> rain event and said he watched his stream go from 18 inches to 10 feet across. His concern was the flow rate and how it would be affected once the project was complete. He also asked for the phases of the project to be explained. The Engineer said the flow rate would be affected two different ways. With only the culvert replacement and no stream improvements, during the smaller rain events, the stream would rise more quickly; the flow rate would increase more quickly. After a statistical 15-year storm, the smaller culvert would be completely backed up, and the stream would touch the stream to the north and all the water would flow through there. He clarified that he was referring to the bigger pipe. A participant stated that there had been two enormous events which put two feet of water in her basement twice. She stated that the Village had to start planning for the big events. The Engineer stated he understood and sympathized but did not have the design data available. Another participant pointed out that there were two points currently where the water could come through and said that the larger pipe already acted as a restriction because it filled up the ditch and controlled the water coming out of it. A participant pointed out that the water had been backing up in the ditch for years, and now it was full of sediment, and did not drain as a result.

Giordano clarified that in the smaller events the flow would increase, and he could expect to experience more erosion. The Engineer said erosion was a function of velocity and volume. The velocity (flow rate) would remain the same. Regarding the phases, the Engineer said that what would be achieved through the stream restoration on the Manor Brook property would be very helpful. The Sugarbush residents were concerned about erosion and sediment, and the stream

restoration would help prevent this. He would expect a decrease in sediment for the Sugarbush neighborhood. With a good partnership between the Village, land owners, and the funding agencies, he would like to continue the project downstream.

Smith asked for the Engineer to come to Fox Run to discuss methods of decreasing erosion. The Engineer said he would and that he had come three times in the last six months.

The Mayor explained that if the Village were awarded the grant in July, an engineering firm would be hired, which would instruct the Village on the project. He thought that the firm may see something that would be helpful to Fox Run and the plans could be adjusted. The Mayor explained that the Engineer was presenting a conceptual plan to obtain funds for the project.

Based on the concerns expressed by the residents present at the meeting, Carroll asked the Engineer about the future phases of the project. The Engineer said that this would be the Village's pilot project and that the Village had not executed a project like this. However, he had been involved with similar projects in other communities and spoke of their effectiveness. He explained this project would serve as a 'proof of concept' and then look at some of the harder hit areas downstream and concentrate efforts there. Carroll offered that it was important to maintain focus and not create more problems for the residents.

The Mayor explained the general concept and anticipated inviting the residents back in a year to discuss details of the project. He thanked the Manor Brook community and Thomas and Thomas Realty for their cooperation.

The Solicitor recommended that to avoid any appearance of impropriety, any Council member who is a resident of the Manor Brook development should recuse themselves from the vote. The Mayor stated this would mean the vote would be down to three people. The Solicitor added that per the Village Ordinances, a majority of the members present was required. Nairn questioned whether she needed to recuse herself since she was a member of the Whitetail HOA, and the Solicitor confirmed that she did.

Carroll made a motion to allow the Mayor to submit the Section 319 grant for the Manor Brook/Thomas and Thomas area. Schloss seconded. Voice vote – ayes, all. Motion carried.

Carroll made a motion to approve the agreement with Thomas and Thomas so that the Mayor could sign the agreement to work with the Village through the planning process, seconded by Galicki. Voice vote – ayes, all. Motion carried.

Carroll made a motion to approve the Mayor to sign an agreement with the Manor Brook/Whitetail HOA to work with the Village to apply for the grant, seconded by Galicki. Voice vote – ayes, all. Motion carried.

Carroll made a motion to go into recess at 8:23, seconded by Schloss. Voice vote – ayes, all.

Meeting resumed at 8:28.

**FISCAL OFFICER:** Fiscal Officer distributed her monthly report. Nairn asked about the delinquent rent on the Village's rental house and asked if the rent had been received. The Fiscal Officer said it had not been received and that the tenant hoped to have it by March 12, 2019. Nairn asked about the March rent payment and pointed out that technically the tenant was two months behind on his rent. This was of concern to Nairn. The Mayor said he had only been late once before. Carroll disagreed and stated that the tenant had been late several times before, just not as late as he currently is. Fiscal Officer stated that the due date used to be the 15<sup>th</sup> of the month, but the tenant was having difficulty meeting this date. The Mayor and Building Inspector agreed to change the date to the 22<sup>nd</sup> of the month. The tenant is now having difficulty meeting this deadline. The tenant hopes to have last month's rent by March 12<sup>th</sup> or sometime during the week. With the March rent due, the tenant hoped a family member would loan him the money. Carroll asked with whom the Village had the original lease agreement. The Fiscal Officer explained it was with the tenant's parents, who are now deceased. The agreement has become month to month. Carroll asked the Solicitor what action the Village could take. The Solicitor did not know what the terms of the agreement were since there was nothing in writing. The Mayor said he had a file on the rental house in his office. He thought there was something in writing. The Solicitor asked why the agreement had not been put in writing. The Fiscal Officer explained there had been discussion of selling the rental house, and not having a lease would have left options open for the Village. The Mayor suggested that he and the Solicitor review the rental file and then he would speak to the tenant. The Solicitor clarified that the tenant was delinquent not only in last month's rent but this month's as well. Nairn added that there would also be a late fee of \$100.. Carroll stated this may open the door for a discussion of the Village divesting itself of the property and referred to previous discussions of the property in relation to Cemetery expansion.

The Mayor stated that Council voted to go out for bids for the Engineering Contract. He advised that he, the Finance Committee Chair, and the Street Committee Chair would meet to oversee the process.

Carroll stated that regarding Hocevar's charges, he felt Hocevar has been very fair in helping the Village and had no issue with his billing.

The Fiscal Officer stated that the State Auditor would be at the Village on March 18<sup>th</sup> and the audit would last two weeks.

The Fiscal Officer reported she attended the State Auditor's Conference. The Governor is trying to increase the audit charges, so the State Auditor is trying to come up with a different way of billing audit costs to keep costs down for the municipalities. The top priorities of the State Auditor were identified as Sunshine Notices and records keeping. This will be part of the audit and the Village will be graded on its compliance. The resulting grades will be posted on the State's website. She advised the importance of timely notification of committee meetings for posting Sunshine Notices as well as taking and maintaining minutes at these meetings. Carroll asked how they would assess public records. The Fiscal Officer stated it would be done through examination of the meeting minutes, notification of the press, and posting of meetings on the Village calendar. Nairn clarified that every committee should have minutes, and the Fiscal Officer verified that the committees should always make sure someone is taking minutes. The

committees could keep the minutes for their records or give them to the Fiscal Officer who would then be responsible to have them for the Village record.

Fiscal Officer added that the Auditor is also cracking down on the Purchase Order policy, so she is glad the Village put a good policy into place. She reminded Council that before the April 8<sup>th</sup> Council meeting, there will be a Public Hearing regarding the Streamers at 6:45 p.m.

**FISCAL AUDITOR:** The Fiscal Auditor distributed his report. As of February 28, 2019, the fund balances, which he arrived at independently from the Fiscal Officer, match the Fiscal Officer's fund balances to the penny. He addressed fund balances. For February, the Village was up \$357,000 and for the year \$277,000. Two reasons for this were that it was a big month for real estate tax and the playground donations. The ambulance fee income was reflected as a credit against the bill. \$17,633 was spent on the fire and ambulance fees, when in fact it should have been \$31,172. He would change his report to reflect that the Village received \$13,867 in ambulance fees for tracking purposes. The Fiscal Auditor added that the Building Department has received a lot of construction deposits. He clarified that this is not the Village's money, but increased balances as reflected on his report.

**FINANCE COMMITTEE:** Nairn made a motion to approve the fund balances, seconded by Schloss. Voice vote – ayes, all. Motion carried.

Nairn advised that the Finance Committee had a meeting scheduled for March 22, 2019.

Nairn offered kudos to the Fiscal Officer for saving the Village an additional \$746 by contracting with the insurance consortium. She added that the Village would also receive a Safety Grant for \$1,000 as well as a free property evaluation and 90 minutes of free legal counseling.

**SOLICITOR:** The Solicitor reported receipt of a letter from Jim Flaiz, the Geauga County Prosecutor, regarding the recovery of the erroneously distributed tax funds by the County. Flaiz indicated that there would be no recovery sought for the funds.

The Mayor acknowledged the Solicitor's work with the Section 319 grant application process. The Solicitor reported that there was some confusion with the actual EPA application the Village would be signing. One of the documents provided by the Mayor did not contain the revised narrative. She wanted to be sure the correct application form was signed.

**ENGINEER:** The Engineer compiled the Pavement Condition Index (PCI) rankings for the roadways and estimates for the next five years of road programs. These were provided to the Street Committee and he welcomed feedback. Galicki advised the matter could be discussed at the next Street Committee meeting on March 20<sup>th</sup>. The Engineer said the Village could start getting the 2019 Road Program out to bid in spring. The Engineer was also notified that as part of the Annual Stormwater MS-4 permit, Laura Schrieber, EPA, would be auditing the Village on its stormwater best management practices on Tuesday, March 19<sup>th</sup>. She required documentation which the Engineer was able to compile. He would be present for the inspection. The Mayor anticipated she would find violations, and the Engineer added that the EPA was very particular.

Carroll asked which roads the Village was planning to repave. Galicki advised that they were highlighted on the list distributed by the Engineer. The Engineer explained that he evaluated the roads last fall, and there may have been changes over the winter. He added that the Street Commissioner evaluated the roads as well. The Engineer said the worst of the roads were Ashleigh, Kensington, Sheerbrook, Maple Hill, the Bel Meadow twins and so on.

**STREET COMMISSIONER:** The Street Commissioner stated that the improvements by First Energy in their ability to centralize power outages and restore power to outlying areas with new technology through South Russell has been helpful. He submitted a month-end report and added that the Street Department has been doing its Stormwater Management Program and prepared the annual report due April 1<sup>st</sup>.

As the Engineer explained, the EPA was coming to do an audit. He stated that they would be looking at the facility to ensure that rules were being followed. Street Commissioner spoke with neighboring communities that had been audited and surmised that violations would be found with the Village, but that everyone has them. He did not foresee any big problems and the Village would receive notice of what needed to be corrected.

Street Commissioner added that regarding the end of winter, the salt supply is still good.

The Mayor stated that with First Energy, it was important for residents to call during power outages, so First Energy would know the extent of the outage. The reporting also helps them to prioritize.

**STREET COMMITTEE:** Galicki stated the Street Committee met on February 21<sup>st</sup>, and there were no significant issues or concerns at that time. The next meeting was scheduled for March 20<sup>th</sup> at 7:00 a.m. during which the road program would be discussed.

**BUILDING COMMITTEE:** Schloss reported that the Building Committee met a few times over the last two weeks with Dave Hocevar and Kris Wilson, who provided him with the “lowdown” on how the department operated. He met with Hocevar and Chief Rizzo the previous week about two problematic houses, one on Bell Rd. and Fernwood Dr. and the other on Maple Ridge Dr. and Bell Rd. With the input of the Solicitor, he stated there are ordinances to rectify the situations. Schloss said Hocevar would be composing letters to both parties to get the issues resolved. Schloss said the Building Committee would meet in the next few weeks when Porter returned.

**POLICE CHIEF:** Chief Rizzo had nothing to report.

Carroll asked if the East Washington Street calls had been reduced since the closing of the Cleveland Clinic Urgent Care. Chief said they had been reduced substantially. He said typically the calls now come during business hours. Carroll asked if the Lantern made up for this reduction, and the Chief agreed. If the Cleveland Clinic calls, the fire department responds but not the police unless it is something significant.



**SAFETY COMMITTEE:** Galicki reported that the Safety Committee meeting was held on Tuesday, March 5<sup>th</sup> at 8:00 a.m. Chief Rizzo, Sgt. Pocek, Officer John Zippay, Nairn and Galicki attended. Pocek and Zippay provided a presentation on the Vintage Car Show that will take place in the Village this summer. The event will be a fund raiser for the family of an Ohio State Highway Patrol Officer who has a child diagnosed with leukemia. Approval will be sought of Council to utilize the Village Campus in late July or early August for the event. A presentation will be provided to Council prior to calling for the vote of support.

The Safety Committee was updated on the radio project and associated grant, and the first round of radios had been ordered as of March 6<sup>th</sup>. Another order will be placed subsequent to receipt of grant funds. The Chief also provided the committee with information about the ten-count Grand Jury indictment of the suspect in the Sal's Place breaking and entering case, 5210 Chillicothe Rd. The next meeting is scheduled for April 2<sup>nd</sup>.

Galicki added that he was in the process of investigating the billing for fire and emergency services. He has reviewed the contract and did not observe a provision to increase fees, nor did it specifically address the direct or indirect billing. A conversation with the service provider and potentially the billing agency will be necessary.

**HUMAN RESOURCES COMMITTEE:** Galicki advised that Human Resources (HR) Committee was determining the date of its March meeting, which should be in the next seven to ten days. It was Galicki's understanding that the Mayor wished to attend this meeting.

**PROPERTY COMMITTEE:** Canton stated it was time to look at the wind blinds at the Village Park Pavilion. Council earmarked \$1,000 for them. He would be meeting with the Parks Committee in the near future to obtain company names to contact.

The Mayor stated that Randy Glorioso would be attending the Council Meeting on April 8<sup>th</sup> to present the \$1,425 donation from the Dad's Club/Jaycee Texas Hold 'em event.

**PUBLIC UTILITIES:** Carroll stated that there was no report but that he and Schloss would be meeting the following week to discuss topics which included trash hauling. Carroll deferred to the Fiscal Auditor who explained that there was an issue of the ratification of the Geauga Trumbull Solid Waste Management proposal to pass an ordinance that made changes which the Solicitor was currently examining. An invitation was being extended to the organization to explain the proposal to Council at the April 8<sup>th</sup> meeting.

**ORDINANCES:** Carroll introduced a Resolution of Appreciation for Bryan T. Kostura for Service to the Village of South Russell. Carroll moved to waive readings and declared an emergency, seconded by Nairn. Roll call – ayes, all. Motion carried. Carroll made a motion to adopt, seconded by Canton. Roll call – ayes, all. Motion carried. **Ordinance 2019-12.**

Nairn provided a third reading of an Ordinance requesting the County Auditor to certify to the Taxing Authority the total tax valuation of the subdivision and the dollar amount of revenue that would be generated by a specified number of 2.75 Mills and declared an emergency. Nairn made

a motion to adopt, seconded by Carroll. Roll call – ayes all. Motion carried. **Ordinance 2019-13.**

Galicki provided a third reading on an Ordinance amending appendix D, the job descriptions of the Village's Employee Handbook. Galicki made a motion to adopt, seconded by Carroll. Roll call – ayes, all. Motion carried. **Ordinance 2019-14.**

Carroll provided a second reading of an Ordinance amending chapter 1012 of the Codified Ordinance of the Village of South Russell “use of public ways and design guidelines for small cell wireless facilities and wireless support structures” and declaring an emergency.

Nairn introduced an ordinance transferring \$840,000 from the Income Tax Fund as follows: \$250,000 to the Safety Fund; \$200,000 to the Operating Fund; \$175,000 to the Street Maintenance Fund; \$200,000 to the General Fund; and \$15,000 to the Park Fund and declaring an emergency. Nairn made a motion to waive further readings, seconded by Carroll. Roll call – ayes, all. Motion carried. Nairn made a motion to adopt, seconded by Carroll. Roll call – ayes, all. **Ordinance 2019-15.**

**BILLS LIST:** Nairn made a motion to ratify the February 27, 2019 Bills List in the amount of \$58,932.82, Carroll seconded. Voice vote – ayes, all. Motion carried.

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

Carroll addressed the Clemans Nelson time study regarding the Building Department. Galicki stated that on review of the contract, there was a question about the inclusion of job descriptions in the proposal, which had previously been addressed by Clemans Nelson. The estimated cost to the Village would be reduced from \$5,000 to \$4,600 after removing the duplication of service. Carroll addressed the benefit to having an independent third party examine the Building Department but acknowledged that spending time in the department by Council Members would also be helpful. Canton suggested Council vote on it. The Mayor stated that it was a \$21,000 part-time secretary, who was given two minutes at the 3-11-19 Special Council meeting. He said Council members had yet to have her sit in front of Council and talk about her job. The Mayor thought the time study might be a good idea, but Council should at least sit down with her face-to-face. He felt this was their job as leaders to make decisions. He added that department has not had a Building Inspector since December 2018 and has not had a Board Secretary since October. The Mayor continued that Wilson has picked up all of these jobs, and as a courtesy, Council owed her time to talk about her job. Frankly, Council is paid over \$50,000 to be the leaders, and he thought to pay \$5,000 on a \$21,000 employee made him glad that Joan Demirjian was there to put it in the Chagrin Valley Times. Carroll stated the Building Department is a \$190,000 expense. He agreed that elected officials make some of these decisions, but he believed that the more information Council could obtain in an impartial way that separates personalities and feelings out of the issue in order to justify the actions of Council was more prudent. He reiterated that it would be beneficial for Council members to sit and observe the operations at the Building Department. He clarified that this was not a reflection on Wilson but will be done with the overall department. Carroll added that this provides transparency in looking at options that will help Council digest the larger issue. He added that Gates Mills and

Hunting Valley have a shared Service Inspector/Building Inspector, which may not work for the Village, but at least Council can get a better idea of work load and a true understanding to see what the model could look like. The Mayor said a month from now would be fine, but at least have Wilson come and sit before Council. He felt it showed courtesy to her. Galicki stated it had nothing to do with Wilson directly, but with the direction the Village chooses to take with respect to Building and Zoning department. He acknowledged there are a lot of opinions, personalities, and emotion wrapped up in the discussion about the future of the positions. The only way to divorce oneself from personal feelings is to get a third-party evaluation of the activity and a recommendation for the direction the Village should take with regard to going full-time, part-time, number of employees, level of activity, etc. He felt it would be money well spent, and although it would be a certain amount of dollars for that one position, the evaluation would actually be conducted for the overall effectiveness of the department. The Mayor said his impression was that Clemans Nelson was going to be observing Wilson, but now it was going to be the whole department. Galicki responded that it had always been the whole department. The Mayor thought it should be postponed for a month. Carroll stated that in order to make a proper decision in a timely fashion, it would be unwise to wait. The Council Meetings were limited before summer, although Special Council meetings could and should be held. He added that he still wanted to meet with the Bainbridge and Russell Zoning Inspectors and the Geauga County Building Department to continue to delve into the issue. This time survey would be one piece in the larger picture of identifying what the Village should do about the Building Department. Waiting could be done, but he thought it better to keep moving forward. He was supportive of including Wilson's input during the process. He concluded that it would money well spent to have an unbiased analysis enabling Council to make a proper and informed decision. Schloss added that when he had been in the Building Department recently, he had noticed more activity than he thought there would be. In all fairness to Wilson, Schloss thought Wilson should address Council and Council should observe her before having the audit. However, he stated he absolutely believed an audit should be conducted to aid Council in deciding how to go forward. Carroll made a motion to allow the Mayor to sign the agreement with Clemans Nelson up to \$5,000 for the purposes of the audit of the Building Department. Galicki seconded. Voice vote – ayes, all.

The Mayor reminded Council that on April 8<sup>th</sup>, meetings will be held for Properties Committee pertaining to recycling and trash and the Cemetery and a Public Hearing regarding Streamers. On April 22<sup>nd</sup>, there was to be a meeting about USGS and water quality, but the Mayor requested to postpone it.

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



William G. Koons, Mayor



Danielle Romanowski, Fiscal Officer

Prepared by: Leslie Galicki