

**RECORD OF PROCEEDINGS  
REGULAR COUNCIL MEETING (VIA ZOOM)  
MONDAY, AUGUST 10, 2020 – 7:30 P.M.  
MAYOR WILLIAM G. KOONS PRESIDING**

**MEMBERS PRESENT:** Berger, Canton, Carroll, Galicki, Nairn, Porter (7:32)

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

**VISITORS:** John Buda, Ray Schloss, Kelly Kimball, David Holzheimer, Greg Heilman, Giovanna Cantor, “Galaxy 7”, Elke Newmeyer, Jen Lyndall, Kyle Canter, Charles Hart, “97103506665”, Collin Cunningham, CVT

The Mayor called the Regular Council meeting conducted via the teleconference service Zoom to order. The Fiscal Officer read the roll. Porter was absent. Carroll made a motion to approve the minutes of the July 13, 2020 Tax Budget meeting, seconded by Nairn. Roll call – ayes, all. Motion carried. Nairn made a motion to approve the minutes of the June 13, 2020 Regular Council meeting, seconded by Canton. Roll call – ayes, all. Motion carried. Porter arrived at 7:32 p.m. Carroll made a motion to approve the minutes of the July 20, 2020 Special Council meeting for Stormwater, seconded by Porter. Roll call – ayes, all. Motion carried. Carroll made a motion to approve the July 22, 2020 Special Council meeting minutes, seconded by Nairn. Roll call – ayes, all. Motion carried.

Ray Schloss addressed Canton and Berger regarding the Building Department. He quoted the Chagrin Valley Times (CVT) article where Canton stated, “our Building Department plays a significant role in what makes this Village a special place to live.” Schloss asked Canton to clarify this statement. Canton stated that the Building Department, like the Police Department and all Village employees, together make it a very special place to live. Schloss thanked Canton. Schloss, who stated he had been vocal about the Building Department, referred to the revenue and expenditure statements for July 2020. He noted that it was running at a loss as it had been for 10 years. He added that it was \$16,000 in the red. Schloss had observed the activity of the Building Department and did not see the traffic flow. With so few building, zoning, and mechanical permits, he did not understand why the county would not want to take it over. Schloss reminded the members of the Building Committee they had a fiscal responsibility. He stressed that for 10 years the Department had been running at a loss amounting to almost \$1,000,000. Schloss had spoken to many people in the Village who had no idea why the Village had this Department in effect. He hoped that by September, Council would conclude that it did not need the Building Department, with the exception of Zoning. Schloss advised there was very little building going on in South Russell.

Canton stated he and Berger had conducted research, to include speaking to the county about a possible satellite office in the Village in case the county took over. Canton stated they were not enthusiastic about this idea or about taking over the responsibilities of the Building Department. They would receive all the fees, and the zoning and ordinances the Village has would belong to the County. Canton explained that the committee also explored contracting with a private firm for the Building Department.

He stated that there could be some new building, but that there is quite a bit of remodeling which will continue. Canton stated that like the Police Department, the Building Department provides a service that the committee feels is important.

Schloss stated he did not agree. The Mayor offered that he and the committee were willing to meet with Schloss but said Schloss' time was up. Schloss added that he had spoken to two of the County Commissioners who said the county would be willing to take over the Village's Building Department.

Carroll thanked both Schloss and Canton for their comments. He wanted to clarify that during a previous meeting with the county, county officials indicated taking the Building Department responsibilities would increase their workload but that it was something they were required to do. Additionally, while it was true, they would not enforce the Village's specific zoning, the Village would still have a Zoning Inspector to enforce the Village's zoning requirements. The matter had been investigated for over 18 months, to include having an independent consultant observe and make suggestions. Carroll stated that it must be a measurable and value-added service like the Police Department with two officers on duty at all times and the Service Department which maintains the Village's roads. While there are arguments to close the Building Department, there are also reasonable arguments to have a part-time Inspector. He understood Schloss' point and acknowledged the research done by the committee. Carroll believed that a full-time inspector was not needed and said there was value added as a part-time model as long as it were done with fiscal responsibility.

The Mayor suggested meeting with Schloss Wednesday at 9:00 a.m.

John Buda, Lakeview Lane, expressed concern with delegating permits to the county because the county had other priorities for the entire county. He was concerned about losing control of accountability. He felt the department should be adequately staffed to serve the residents and ensure adherence by the residents to regulations. If the Village were to continue to require permits for windows, water heaters, etc., he would not want to depend on the county to respond in a timely fashion. He questioned how the Village would facilitate issues with the county's response and did not think the county would be answerable without a written statement of its ability to respond. Buda did not see how residents would get accountability if the county were receiving funds and not providing service. He concluded that the Village had ordinances that were supported by the residents and there should be self-control of the inspectors and the department.

Nairn thanked Buda and stated that on January 4, 2019, she, the Mayor, and Porter met with the county and were told that if a request for inspection were made before 9:00 a.m., usually an inspection could be completed the same day. Nairn did not know about current staffing but wanted to relay what had been previously stated. Nairn asked Canton to clarify his statement about staffing. Canton stated he spoke to an individual in the county Building Department several weeks ago who told Canton that the department was understaffed and taking a hit financially.

The Mayor stated that Charles Hart with the United States Geological Survey (USGS) was present to discuss water wells. Due to technical difficulties, the Mayor stated he would postpone Hart's presentation until the September 14<sup>th</sup> Council Meeting. Carroll asked if a Special Council meeting could be held when Hart came to the Village for the inspection of the wells, but the Mayor explained that he just meets with Hart informally for the inspections. Carroll said to disregard his request.

**MAYOR'S REPORT:** The Mayor indicated that a LED Street Lighting Agreement was provided to Council from the Illuminating Company and required Council's approval at the September 14<sup>th</sup> Council meeting.

The Mayor thanked the Street Commissioner and Engineer for their assistance in looking at stormwater issues in the Village.

The Mayor reported that Northeast Ohio Areawide Coordinating Agency (NOACA) is planning out to 2022-23 and would keep in contact with them with the eventual Bell Road East project.

The Mayor advised he would be meeting with Heidi Baumgart, Paw Paw Lake, regarding strategies being used with employee evaluations.

Fire Inspections would be conducted at Gurney Elementary School and the Lantern in the next couple of weeks.

The Chagrin River Watershed Partners and other groups in Northeast Ohio are working with the "Hi Fi" group to install water sensors. Specifically, one would be installed on the culvert that runs into Sugar Bush Drive and would provide instant water level readings. There would be no cost to the Village and the devices would be used to determine where stormwater goes in Northeast Ohio.

Carroll asked the Mayor if Yoga in the Park had changed to Yoga behind the Police Department. The Mayor stated he was as surprised as Carroll to see the Yoga group there on Sunday. He was told it was a one-time event two weeks ago. The Mayor stated that Yoga in the Park would continue. He did not know about this event. Carroll stated that they should be doing this at the Park. He asked if Council would allow this and added that there should be no issues if participants were observing social distancing and following proper etiquette. Having it at the Police Department, however, would not be prudent. The Mayor reiterated he was surprised to see them there.

**FISCAL OFFICER'S REPORT:** The Fiscal Officer distributed her monthly report to Mayor and Council. Nairn praised the Fiscal Officer for her work in getting late fees and finance charges corrected from bills that the Village had not received.

Carroll expressed appreciation to the Fiscal Officer for participating in the Finance and HR Committee meetings while she was on vacation. Carroll acknowledged the work of the Fiscal Officer, stating that without her, Council's work would be more difficult.

Porter asked the Fiscal Officer if she had seen a trend in the Village Income Tax receipts over the last couple of months. The Fiscal Officer explained that there was no trend because the Village had been receiving advances based on previous years plus collections received. As the months are reconciled, the Village will receive the difference. She anticipated that by October, the Village should have a better idea of where it stands with Income Tax.

**FISCAL AUDITOR:** The Fiscal Auditor distributed his report for the month ending July 31, 2020. The total of all funds at the end of July were just under \$3.5 million dollars. The fund balances on his report matched the independently determined fund balances of the Fiscal Officer to the penny. The

interest rate had dropped considerably. Balances in July increased by over \$400,000, leaving the Village up \$437,000 for the year. This increase was due to the second installment of Real Estate Taxes. He concurred with the Fiscal Officer in the difficulty in gauging Income Taxes. Gas Tax receipts were strong, and the Headwater Grant was received as well as monies from cemetery plot sales.

Porter asked when the Village would receive Liquor Permits. The Fiscal Auditor stated that they usually come in a lump sum later in the year and anticipated they would be near the budgeted amount.

**FINANCE COMMITTEE:** Carroll stated the Finance Committee met on Friday, August 7, 2020 to review the pay range and pay scales for the proposed full-time Building Department Administrator/Assistant Zoning Inspector/Board Secretary. The Fiscal Officer provided comparable data for the somewhat unique position. The committee also considered the historical pay rate for Laura Heilman when she held the position until 2014. Village employee pay increases were included. \$25 pay range was determined to be appropriate. The discussion included that the employee was not going to take health care as well as the employee's experience, and the committee concluded that \$25.00 per hour seemed appropriate. Carroll suggested that the pay band should be between \$22.00 per hour and \$30.00 per hour as the higher band. He explained that this flexibility was necessary in the event a future hire did not have the same amount of experience. \$25.00 would be the middle of the pay band and would provide flexibility. Carroll thought the impact on the Village would be negligible. While it would be an increase in benefits and pay, it would provide staffing for the office Monday through Friday to assist residents, which Carroll felt was important. He emphasized that the priority would be the value added to the residents, and not benefit to the person in the position. Berger concurred with the information provided by Carroll.

Carroll addressed the purchase of a new copy machine for the Finance Office. The Fiscal Officer obtained three estimates, and the committee agreed to a 'not to exceed' amount. The Fiscal Officer advised that the Village has purchased the copy machines because they typically last longer than the lease period of five years. She continued to review and compare the estimates as well as arrange demonstrations with the machines. The Fiscal Officer told Council that copying was currently being done with desktop printers, which was expensive with toner and ink. Carroll verified that the high quote was \$8,553. He stated that the copier was needed immediately, and the Fiscal Officer had money in her budget for it. No budget amendments would be required. Carroll made a motion to allow the Mayor and Fiscal Officer to enter into a contract for the purchase of a new copy machine not to exceed an amount of \$8,553, seconded by Berger. Roll call – ayes, all. Motion carried.

Carroll stated that the Finance Committee discussed having a petty cash option in the Building Department for postage since the Village credit card was not always available. The Finance Committee felt it was reasonable to have \$100 petty cash in the Building Department for purposes of mailings and business expenses related to the Building Department. The account would be regularly audited, and receipts must balance against the petty cash. The Solicitor asked if the fund would serve to reimburse any fees submitted to the Zoning Department. Carroll stated no that it would specifically be for postage. Berger stated that there was discussion at the Building Committee meeting that morning about the existence of Building and Zoning permits that were paid with cash. He added that the Building Department was not set up to take credit cards. The permits and fees must be paid in cash or check. There was a question of whether the petty cash could be used to make change. Berger stated that if the

position were to include the Assistant Zoning Inspector title, taking cash for a zoning permit would be a conflict. Berger stated there would have to be a hard and fast rule that change could not be made for a zoning permit to avoid the appearance of impropriety. Carroll advised that a simple fix would be to have any Zoning payments go straight to the Fiscal Officer or the Administrative Assistant. Carroll advised that there had never been a cash box in the Building Department, and the petty cash should be narrowly focused on direct expenses, not making change for permits. The Mayor suggested the Finance Committee work on the issue and report back in September.

Porter asked if the matter would be addressed by ordinance, and Carroll thought a direct policy would suffice.

**SOLICITOR:** The Solicitor had nothing to report. Carroll referenced the Solicitor's bill and asked for clarification of a charge for research of property acquisition and asked if it related to Paw Paw Lake. The Solicitor advised that she was tasked with looking at the options with Paw Paw Lake going from a private road to a public road. Appropriation was one of these methods and she researched it. It also included special improvement districts and special assessments.

**STREET COMMISSIONER:** The Street Commissioner submitted his monthly report.

**STREET COMMITTEE:** Porter stated the committee met July 1st and submitted the minutes. The Street Committee also met July 31<sup>st</sup> about Paw Paw Lake and submitted the minutes. Porter advised that the Street Commissioner recommended Shredding Day take place on November 7, 2020. The cost would be \$525. The vendor would be Shred It. Porter made a motion for the Mayor and the Fiscal Officer enter into an agreement with Shred It for purposes of providing shredding services to the Village on November 7, 2020 in the amount not to exceed \$525, seconded by Nairn. Roll call – ayes, all. Motion carried.

Porter stated that the committee discussed the 12 Forest Drive home with the pipe problem largely caused by the Village's efforts. The Street Commissioner obtained bids, the low bid being \$10,900 which was submitted by R&B Trenching. Porter stated that the matter was discussed with Council at the previous meeting. Porter made a motion to authorize the Mayor and Fiscal Officer to enter into a contract with R&B Trenching for the purposes of doing the pipe repair at 12 Forest Drive, seconded by Carroll. The Fiscal Officer advised that the appropriations would have to be amended at the September Council meeting. Roll call – ayes, all. Motion carried.

Porter addressed the Sugar Bush pond issue, stating that the Village had committed to approximately \$6,500 for the purposes of assisting in the dredging of the Sugar Bush silt pond. Kyle Canter, Sugar Bush Ln., stated that the community was getting the measurements between the silt level and the bottom of the rock bottom of the lake for about the first 100 feet into the lake where a lot of the silt had settled. Canter explained that the Engineer had offered to do the measurement to understand the volume of silt, and then the community would get the pricing organized for what this would cost. The Engineer completed this exercise, so a clear scope of work was available for obtaining pricing by Dave Ruckleman, whom the Street Commissioner recommended. They would also obtain two to three quotes of their own. Canter thought within two to three weeks, they would have a better understanding of the work and would then bring it back to Council for direction. Porter told Canter that he could present the information at the committee meeting at the end of August. Canter agreed to attend.

**ENGINEER:** The Engineer stated that the 2020 Road Program was well underway. The recycling had taken place on Sheerbrook Dr. Prior to the recycling, core samples were taken which revealed it was lacking a large aggregate. A one-inch thick layer of #57 limestone was put over the road ahead of the recycling machine producing a stronger mix. The recycled pavement was close to the elevation of the existing pavement. Two inches of fresh asphalt would follow. A joint would be cut in each of the drive aprons, which was explained to some concerned residents. He added that there is a brick driveway he still needed to address. Specialized Construction was expected at the end of the following week.

The Engineer stated he had been busy marking base repairs.

Canton relayed that he drove down Sheerbrook and spoke with residents who were happy with the work.

The Mayor asked the Engineer to explain the purpose of putting 60,000 pounds on Sheerbrook. The Engineer explained that this process involved testing the performance and quality of the pavement by rolling a 60,000-pound vehicle over it. It allowed for identification of areas that would require additional repair.

**BUILDING COMMITTEE:** Canton stated the Building Committee met August 10, 2020 at 8:00 a.m. The next meeting would be at 8:00 a.m. September 3. Regarding the Inspection Solutions contract, Canton made a motion to amend the following: eliminate the minimum commercial inspections; simplify payment schedule; under "Retainer Fee," in the contract, which reads, "certification for the department for non-residential buildings," to read, "certification for the department for non-residential buildings and residential; and this contract will take effect on the 10<sup>th</sup> day of August 2020. Berger seconded. Carroll asked if Council was giving Dave Hovevar a 50% pay increase. Canton stated that Hovevar had been with the Village in this capacity for about seven years without a raise. Canton added that Hovevar was a well-respected and sought out Inspector who held a number of licenses. Canton stated that this contract was comparable to his other contracts. Carroll stated that Council had not seen the other contracts and would be interested in seeing them. Regardless, Carroll questioned a 50% raise. Carroll suggested that at this amount, the Village should consider hiring a part-time Inspector who would be employed by the Village and not under contract. The Village currently paid a \$2,000 retainer fee and inspection fees. Carroll struggled with the size of the raise, and said it felt like the Village approached Hovevar about asking for a raise. What if the Solicitor or Engineer requested a 50% raise? The current rates of both seem reasonable as compared to others. With this increase, he thought the Village should look for a part-time Building Inspector and added that there were other Inspectors with certifications who were just as qualified. Carroll needed more justification for the 50% raise.

Porter clarified that it was a 50% raise for the residential inspections. Canton stated it would be for all inspections outside the retainer fee. It would be going from \$50 to \$75. Porter further clarified that the Village would be paying the same price for residential and commercial inspections. Canton stated this was correct. Porter stated that previously it had been \$50.00 for residential and \$75 for commercial. Porter stated that this meant Hovevar was not getting an across the board 50% pay raise, just a pay raise for residential inspections. Porter stated that if Ray Schloss was correct, that would amount to hardly anything. Berger added that would be because there aren't that many inspections. Porter stated if Canton is right, then it would be a lot, but to Carroll's point Council would watch and see. Carroll reminded Porter about addressing unprofessional remarks and stated what Porter said was disparaging

and sarcastic to a resident of the community and a resident who was a Council person and who worked on that committee. Porter advised he was on the committee with him. Carroll did not appreciate Porter being disparaging to one of the residents. Porter stated he was not disparaging at all. Carroll stated that it was absolutely sarcasm, and that Porter had made a comment about Galicki using sarcasm not too long ago. Porter stated he did not reference Pluto. Carroll told Porter to practice what he preached.

The Mayor muted Council and asked that discussion not be disagreeable. He redirected the discussion to the Inspection Solutions contract.

Berger reminded Council that in the new agreement there was a billing ceiling which was what had been paid to Hocevar the previous year of \$43,000 and took it to \$48,250, which was a \$5,250 potential increase without approval.

Carroll stated he would like to see the other contracts to compare the hourly rates and asked if Hocevar's rates with the other communities were the same. Canton conveyed to Hocevar that Carroll wanted to see the other contracts. Hocevar told Canton that the contract was comparable with his other contracts. However, he said the contracts were between him and the other locals. Carroll stated that unfortunately, they were public records, and believed the Village had a right to see the contracts. If Hocevar refused to provide the contracts, the Village would contact the communities and ask for them. The Solicitor concurred. Carroll further advised that if the Village were to find out that the proposed rates were not in line with the other contracts, it would be a concern because Carroll would not want to be perceived as the cash cow providing a disparate rate for inspections compared to the other communities.

Galicki asked if there would be consideration to withdrawing the motion until Council had an opportunity to review the other contracts. The Mayor stated that this had gone on long enough, and if someone wanted to do a public records request, then just do it. He said he wanted to provide some numbers to Council. Elected Officials receive a 3.5% pay raise every year. If Inspection Solutions had received this pay raise for the past six years, his retainer would have gone from \$2,000 to \$2,400 per month. The \$75 per hour for commercial inspections would be at \$92. Hocevar was not asking for an increase in the retainer or the commercial inspections, but only the residential.

Nairn stated she was growing concerned about the issue. She stated that the Village must provide the very best services to the residents. She found it difficult to go along with the proposal and disagreed that the issue had gone on and on. The changes were new, and she wanted to see a comparison with the other communities. It concerned Nairn that Hocevar would not provide the information requested.

Carroll asked if the contract would be effective immediately, and the Mayor stated it would take effect that day, August 10. The Fiscal Officer explained it was a motion and not legislation.

Galicki stated that given the lack of transparency, he would vote nay. Carroll stated that given the lack of transparency and the ability of the contractor now to dictate whether he would provide the other contracts when they were public record would make an aye vote inappropriate.

Roll call – Ayes, Porter, Berger, Canton. Nays, Galicki, Nairn, Carroll. The Mayor voted aye. The Mayor added that in 2009 and 2010 when the Building Department was not busy, the Village would rent Hocevar out for \$75 an hour, which was a fair rate then and is low now.

The Mayor clarified that he would like to make the meeting he offered to Mr. Schloss on Wednesday at 9:00 a.m. open to other residents, but to limit to one Council member so that it would not be an official meeting. The meeting would be first come first served for Council but open to the residents. Carroll asked the Solicitor to comment on this, and she stated to be careful with the first come first served and turning people away. The Mayor stated he would stay at the door and keep everybody (unintelligible 35:50). Nairn advised there would be a Property Committee meeting at Village Hall at that time, and the Mayor changed it to Friday at 8:00 a.m.

Carroll asked if the Building Committee discussed the change in proposed job title of Building Administrator. Berger stated this would be addressed under HR, and the term the Building Committee was considering was Building Department Coordinator as opposed to Administrator.

**POLICE CHIEF:** The Police Chief stated the Gov Deals auctions were successful, resulting in \$3,168.

The Chief advised that the Chagrin Falls Boosters approached him about the November Turkey Trot. In terms of COVID-19, the Chief advised that last year, there were 1,500 participants and 60 volunteers. Porter asked how social distancing would be accomplished, and the Chief said it typically was packed, and he did not think it was a good idea. He felt it should be cancelled due to the liability. Berger and Porter agreed.

Carroll asked the Chief for the status of the missing computer investigation. The Chief said it had been turned over to an outside agency and he had no updates.

**SAFETY COMMITTEE:** Canton stated the Safety Committee would be meeting September 3, 2020 at 7:00 a.m. Canton added that he agreed with the Chief regarding cancelling the Turkey Trot.

**HR COMMITTEE:** Porter reported that HR Committee held a joint meeting with Finance and the Building Committee in connection with staffing at the Building Department. The committees discussed issues regarding the Building Department Administrative Assistant/Board Clerk/potential Assistant Zoning Inspector. The minutes were distributed to Council.

Carroll asked Porter about the issue with the title and hours. Carroll advised at the HR meeting, the hours of 8:00 a.m. to 4:00 p.m. Monday through Thursday were discussed, with administrative time from 3:00 p.m. until 4:00 p.m. Friday, the hours would be 8:00 a.m. until noon on Friday with administrative time from noon until 4:00. This would allow for flexibility with hours spent at Board meetings. Porter stated that the HR Committee referred to the 8:00 a.m. until 3:00 p.m. as counter time and then 3:00 p.m. until 4:00 p.m. as administrative time. The counter time Friday would be from 8:00 a.m. until noon and then from noon until 4:00 p.m. would be administrative time to catch up with Board minutes and Zoning.

Canton added that the Building Committee agreed with these times. Porter also agreed with Carroll's suggested pay range of \$22.00 to \$30.00. Instead of having the title, Administrator, the HR Committee recommended keeping the title, Building Department Administrative Assistant/Board Clerk/Assistant Zoning Inspector. The job description would be amended as discussed to include assistant Zoning Inspector. Porter advised that although the title was lengthy, it was accurate and avoided legal implications of the administrator title. It also allowed for her to address zoning issues brought to the



Village's attention by residents. He clarified that the position was full-time with the appropriate benefits.

Regarding hours, Carroll addressed punctuality, and stated the door to the Building Department should be unlocked at 8:00 a.m. and shut at 3:00 p.m. Berger and Canton stated this would be the committee's expectation.

Nairn asked for clarification on how many non-counter hours there would be every week, and Porter replied 8. Nairn expressed concern about equity. She asked where the same block of time was for other employees where they could "catch up" and not have to answer the phone or greet the public. Nairn stated she was not comfortable with parts of the proposal. She advised that one of the Village employees took a five-day vacation the previous week and yet did work for the Village every day of it. Porter stated that no other Village employee had three job titles. Canton stated there was a difference between a salaried employee and an hourly employee. Porter stated that being full-time provided benefits that part-time did not, and it was a big step. The concerns were legitimate.

Berger addressed the necessity to build time into the schedule for the zoning aspects of the job that could not be done during counter time. Nairn thanked Berger for the clarification.

Porter reiterated that there was one person doing three jobs, which had not been done before. He clarified that the Fiscal Officer was dual hatted with Fiscal Officer and Tax Administrator. The Fiscal Officer added that she is also Clerk of Council. Porter stated that the Chief and Street Commissioner were also dual hatted, and it was new for the Village and would be monitored.

Carroll acknowledged that there were three job titles but added that it was being made full-time. He appreciated Berger's explanation of allocation of time. Carroll did not want to go down the slippery slope of saying that the current Building Department Administrative Assistant/Board Clerk had all these jobs and now would need a part-time employee to assist her. The expectation was that in 40 hours she would get the three jobs done without any problem. The Friday administrative time was to be used so that there was no overtime implication. Carroll had the understanding that there would be no overtime coming out of that office for any reason because there was flexibility built within the schedule. Berger stated this would be fair. He added that according to the employee handbook, there was the flexibility to create overtime rules by department.

The Mayor addressed the issue of employees working through vacations. The Mayor wanted to attend the next HR Committee meeting and said the Village did not want to be burning out its people.

**PROPERTIES COMMITTEE:** Nairn stated that the Properties Committee will meet Wednesday, August 12<sup>th</sup> at 9:00 a.m. in Village Hall.

The Mayor stated that Bainbridge Library offered its gazebo to the Village. It must be moved by September 18, 2020. Nairn clarified that it is called a Tea House and is a lovely structure.

Carroll asked that thought to be given to where it would be placed in the Village park.

**PUBLIC UTILITIES COMMITTEE:** Galicki stated there was nothing to report.

**PARK COMMITTEE:** The Park Committee met on July 21, 2020 and the minutes were distributed to Council. Porter commented that the Eagle Scout project sounded really good and asked what the timeframe would be. Nairn advised that Eagle Scout candidate Charlie Cimperman attended the meeting with an interesting display that he wants to construct for his Eagle Scout project. The project involves the role South Russell Village played in the Underground Railroad. The display will be in color, utilize historic photographs, be weatherproof, and contain many historical facts. It would be installed in the park for visitors to enjoy. Cimperman would like to attend the September Council meeting with his presentation. He would want to have it completed by the end of October 2020.

Benches and Trees were coming along beautifully. Situations with the trees throughout the Village will be discussed at the Properties Committee.

Nairn made a motion to cancel the Fall Festival planned for September 20, 2020, seconded Galicki. Roll call – ayes, all. Motion carried.

**ORDINANCES/RESOLUTIONS:**

Canton provided a second reading on an ordinance amending section 1024.09 of the Codified Ordinances of the Village of South Russell for inspection and cleaning of septic systems taking effect January 1, 2021.

Porter provided a second reading on an ordinance amending ordinances 2015-41, 2016-33, 2017-08, 2018-07, 2018-44, and 2020-07 by amending pay ranges for South Russell Village employees by adding a Building Department Administrative Assistant/Board Clerk/Assistant Zoning Inspector for the range from \$22.00 per hour to \$30.00 per hour and full-time status.

Porter made a motion to table the ordinance to create a job description of the Building Department Administrator based on the HR, Building Department, Finance joint Committee meeting of July 31<sup>st</sup>, seconded by Nairn. Carroll suggested removing the motion. Porter thought it would be best to table it and remove it at the next meeting because he did not like the Administrator title either. Roll call – ayes, all. Motion to tabled.

Porter introduced an ordinance amending Appendix D – Job Descriptions of the Village’s Employee Handbook amending the job description of the Administrative Assistant/Board Clerk to reflect that such position will be full-time and include Assistant Zoning Inspector.

**BILLS LIST:** Carroll made a motion to ratify the 7/15/20 Bills List in the amount of \$88,723.53 and the 7/30/20 Bills List in the amount of \$60,527.40, seconded by Porter. Roll call -ayes, all. Motion carried.

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

Porter asked if the Village would be charged for the bulbs with the new LED Lighting Agreement. The Mayor did not know but would ask the new representative. Porter saw this as a case of the customer paying and verified with the Fiscal Officer that the Village had not been paying for the bulbs in the past. The Chief advised that it would be a permanent fix, but several years ago he found in researching LED conversion of the Street Lights that a minimum of 12 LED’s would be required and cost \$395 each.

Carroll noted that the Fiscal Auditor's report had not been accepted and made a motion to accept the Fiscal Auditor's report as submitted, seconded by Berger. Roll call – ayes, all. Motion carried.

**ADJOURNMENT:** Being that there was no further business before Council, Nairn made a motion to adjourn at 9:26 p.m., seconded by Carroll. Roll call – ayes, all. Motion carried.

  
William G. Koons, Mayor

  
Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki