

**RECORD OF PROCEEDINGS
SPECIAL MEETING – 2021 BUDGET WORK SESSION
THURSDAY, OCTOBER 1, 2019 - 5:30 P.M.**

MEMBERS PRESENT: Koons, Berger, Canton, Carroll, Galicki, Nairn, Porter

OFFICIALS PRESENT: Fiscal Auditor Lechman, Fiscal Officer Romanowski

The Mayor called the meeting to order.

Police Department

Increase in new equipment for aging video camera systems in all the cruisers. The existing systems are approaching 12 years old and are starting to fail. The Village received them with a grant through the Geauga County Sheriff's office.

The current year is the last year in the 3-year agreement for the School Resource Officer.

The Chagrin Valley Dispatch (CVD) contract has gone down over the years due to more municipalities joining the CVD. As more members have joined, the smaller the piece of the pie the Village has to pay. CVD added new members and they streamlined the way they bill. The Village has received great service from CVD and they have assisted the Village with some technical computer supplies and support at a discounted rate. Chief said the cost is stabilized and he doesn't see it decreasing anymore at this point.

Valley Enforcement Group (VEG) costs have increased from \$8,000 to \$10,000. The Mayors met in December 2019 and made the decision to raise rates effective 1/1/20.

Vehicle maintenance went up due to changing the replacement tire schedule. The Service Department employees do a fair amount of the vehicle maintenance on the police cruisers which has kept costs lower than other departments in the area.

Weapon/Ammo line item has increased due to ammunition costs going up. Additionally, they are changing over one of their weapons to be less lethal and instead of shooting bullets, they will shoot beanbag rounds.

Replacing the traffic light at the intersection was discussed with a proposed cost of \$294,000 for everything, the preemption system for the emergency Village vehicles, the mast arms rather than the spanner wires which stretch and caused the traffic light to get caught on a wide load, sun shades around the light so people can see, pedestrian crosswalks and buttons. It would be state-of-the-art. Fiscal Officer explained the State Highway Fund money can be used towards replacing that light, however, the Village has talked about replacing a culvert pipe under Chillicothe Road and indicated they would use the State Highway money for that expense. She stated the Village Engineer has put in an application for a 50/50 grant. That item has not been put in the proposed budget since it is unknown if the Village will get the grant.

The Chief said if the Village can't do the whole project, he would recommend getting the underground systems replaced because they are deteriorating. The boxes in the ground are full of water. He said he believes the cost to do only the radar system and not the loop detectors would be about \$25,000 to \$35,000. He said you need a good line of sight for the radar to work appropriately, and the current setup does not allow for that good line of sight in order for the radar systems to work. Currently the light is malfunctioning when it rains.

The State will be paving Chillicothe Road from Rt. 87 to E. Washington Street in 2021 and it is probably advantageous to get the project done prior to the repaving. Additionally, the culvert near Whitetail is supposed to get done next year prior to the paving as well.

The Safety Committee will look into getting the speed limit on Rt. 306 reduced.

Vehicles headed southbound on Rt. 306 and turning left into the art studio on the corner are causing traffic to back up on Rt. 306. The idea of giving the art studio access to the Village parking lot for traffic control was discussed. Mayor said the Solicitor indicated that would be a liability issue.

Budget for the light project is at \$294,000 and then if the Village doesn't get the grant, it can hold off on the project or reassess it at that time.

COVID – Cares Act Funding Projects

Chief explained the proposed teleconference, streaming project for Council chambers. It would include installing two 80+ inch monitors for the purpose of projecting presentations or documents for teleconferencing and streaming meetings held in Council chambers on the internet. The project would include speakers, microphones, etc. and would allow Council and the public to interact. The Village received two quotes, one for approximately \$17,000 and the other quote was \$49,000.

Purchase the Fire Marshal a Samsung tablet at an estimated cost of \$600 for remote work.

Street Commissioner said it is his understanding that a new truck in the Service Department without upholstery or carpeting would qualify for Cares Act funding. Therefore, he would like to replace the Expedition with a pickup truck that will carry four people and also will have a utility box on the back to mimic the Expedition as it has a storage area in the back. The cost for a 2020 truck with these specs is \$55,847. There is currently a truck on a lot in the area, but word is out about the grant funding and there are other people interested in the truck. The toolboxes would be in the bed along both sides.

Fiscal Officer explained the COVID Cares Act funding and explained it would require legislation. She will look to have the legislation prepared along with the project list, costs, and reasons why it is eligible for funding for Council to pass at the 10/12/20 Council meeting. She explained that the encumbrance deadline was extended from 10/15 to 11/20. However, the money must be spent by the end of the year. She stated the Village has received the \$77,000,

and was notified the Village will be receiving approximately another \$135,000, but does not have it yet, and therefore cannot issue a purchase orders on it until the money is certified by the County. Since there were several items on the COVID project priority list before the truck, it was decided to hold off on the truck until the Village receives and certifies the additional COVID money before issuing a PO for a new truck.

Streets Department

The Street Commissioner stated the wish list from his department would start with a new plow truck at approximately \$150,000. The oldest the department has now is 22 years old and it has electrical issues. It does run, and it does break down, but they are able to keep it going. Street Commissioner estimated the Village could get \$10,000 - \$15,000 for the old plow truck.

His department is also looking at a loader. The current loader is a 2015 and it broke down on Trash Day. He said they are overworking it because it is undersized for the work they do with it. He said the Village could get \$40,000 for it on a trade-in. The net after the discounts and trade in would be \$88,000 to replace it. They would go with an upgrade in size and manufacturer. The Street Commissioner said the loader is used to load salt, and at the dump they use it to organize spoils and stack heavy, wet mud, move trees, grindings and debris around. The current loader holds 1.2 yards and the proposed new one would hold 2.0; so, over a ½ yard more. The current loader and the loader before it were smaller capacity loaders and were intended for use with Trash Day, but the Street Commissioner doesn't know if it makes sense to buy a smaller loader for one or two days of the year. He proposed the Village rent a smaller loader for Trash Days or get a demo for which the Village would be permitted 8 hours of use and if then pay for hours over that.

If he had to choose between a loader and a plow truck, Street Commissioner said he would choose the loader. He said the loader is used every day, 12 months of the year. The plow trucks are used in the wintertime. The Village has four plow trucks, ages: 1998, 2001, 2007, 2018.

The older Scag mower is a 2004, making it 16 years old. It has 960 hours on it. A new Scag mower is estimated at \$13,000.

A walk behind blower is approximately \$2,000.

At this time, Council is not inclined to get both a plow truck and a loader, which is over \$200,000 and the Village has other potential projects that are expensive.

It was decided to put a placeholder in the budget of \$350,000 for a standard 2021 Road Program and then see where the PCI ratings come in.

One potential wish list project for the Village would be a trail over the interurban railroad so people can get from the east end of the Village to the park.

The Street Committee recognized the need for the plow truck and the loader, but stated there are big-ticket items coming and the Village is not sure about the finances, with the impact of COVID. It was recommended to update and follow a capital replacement schedule.

Street Commissioner stated he was confident his department could keep the snowplow truck running.

When asked if the Street Commissioner thought his department could use a tire changer, Street Commissioner said the Village is getting them changed at a good price. He said officials could budget for it and he will spend time over the winter getting rid of things his department doesn't need and then he could figure out where he could put a tire changer.

The road striping budget is less for 2021 as the Village rotates between striping every stripe one year, and then the next year striping just the center line.

The Street Commissioner would like to paint the service building in-house. They may need to replace some of the wood on the shed as well.

Budget \$15,000 for a Scag mower and \$2,000 for a walk behind blower.

Cemetery

It was decided the Wage line item in the Cemetery budget was no longer necessary. Discontinue the Wage line item in the Cemetery fund and move the budget amount to the Misc/Other line item.

A new computer for the Cemetery will be purchased as the current computer is having issues. Given it is critical that these records are stored securely, a new computer will be purchased and used only for the purposes of the Cemetery. Budget \$1,000 for a new computer.

Annual Cemetery software updates \$650.

The brick wall in front of the Cemetery is 225 feet of brick and fence. The Village got a quote to plant 22 arborvitae trees at a cost of \$2,859. It was decided to order these trees in the 2020 budget after moving the wages budget to the Misc/other. Council will visit the Cemetery before the next Council meeting and then make a decision at the 10/12/20 Council meeting on where the trees will be located, inside the fencing or outside the fencing, or alternating between the two. If planted inside the fence, the Village will lose approximately 23+ gravesites.

Properties

There was discussion about Village properties needing some upkeep. Street Committee will discuss with Street Commissioner.

Building Department

The Inspection Services line item – the maximum on the agreement signed with Inspection Solutions could potentially be \$48,500 for 2021, so that line item should be changed to \$48,500 which is the max approved without Council approval.

The Village just began a search for an Administrative Assistant in both a part-time and full-time capacity. Until a candidate is chosen, the cost is an unknown. The current budget is \$13,000 for a Zoning Inspector and a Building Secretary is budgeted at \$31,000 for a total of \$44,000. The budget will be higher than that if the Village has to provide healthcare at approximately \$12,000 per year. Budget \$55,000 as a planning number for salary and healthcare benefits.

Project replacing the copier/printer in 2024.

Fire Prevention Officer will be moved from the General fund to the Building Department fund.

Fire Marshal (Prevention) officer budget \$6,000 as a placeholder in the Building Dept. fund.

Fire Marshal's membership, subscription service, tablet, etc. will be budgeted in the Building Department fund.

General Fund

Water monitoring/testing \$8,500

Chagrin Falls afterprom donation made in 2020 will carryover to 2021 due to COVID.

The increase in Solicitor fees was discussed. Finance Committee members will discuss and come to Council with a recommendation for Solicitor fees, how they should be budgeted and what their recommended budget will be for 2021. Mayor asked FO to find out from other clerks what other communities do and how they handle legal services.

The assessment line item remains at \$5,000, as the FO awaits official notice from the State whether the application for tax exempt status was approved.

The last time the website was updated was 2014 at a cost of approximately \$8,000. Due to technology advancements over the years, users have difficulties with utilizing all features of the website, such as the calendar, etc. on smart devices. The Village received a quote of \$8,100 to redo and update the website. She has also been in contact with the company updating the County website as the County offers website services to municipalities and townships within the county at a much-reduced rate. The FO will work with the Police Chief to review the County's offerings as well as other website proposals and then meet with the Finance Committee to make a recommendation to elected officials. \$8,200 is the proposed budget amount for website for the budget.

Show Your Colors line item is \$2,000 for 2020. Village flags are in poor shape. The Street Department should purchase \$2,000 in flags, poles, hardware, etc. in 2020. This line item will be budgeted \$2,000 again next year and move the line item to the Operating budget in 2021.

Service Fund

Service Building line item was increased \$5,000 to replace bottom panels of garage bay doors and paint the service building. Street Committee thought this was going to be done this year, rather than 2021. The Committee will verify with Street Commissioner.

Deferred Benefits

These are funds for employee retirement. There is one possible employee retirement in 2021.

Park

The Village received the grant from NOPEC for the Fall Festival, but there was no Fall Festival in 2020 due to COVID. That grant money would be applied to the 2021 Fall Festival.

The Park committee requested \$10,500 for the 2021 Fall Festival because the vendors prices have increased. The licenses they purchase from the State have increased. It was also suggested to get a rocket car.

There was discussion of having an SRV family movie night during the summer at an estimated cost of \$500 for a total of \$11,000 in expenses for a Fall Festival and a family movie night.

Mayor said NOPEC is hopeful they will be able to continue grants, but everything will be cut by one-third.

It was agreed to budget \$9,000 the Fall Festival and movie night in total.

It will also be necessary to budget for haying, trash bags, doggie bags, etc. Fiscal Officer will get those added into the Park budget.

The committee would like to set up a restroom facility fund where the Village starts putting aside \$10,000 per year for 3-4 years to have enough money to have a nice restroom facility and get rid of the portable toilet.

The idea of putting together a strategic plan for the park was discussed.

Lake Louise Fund

Mayor said he believes Lake Louise Bridge project will possibly start 2020 and carryover to 2021.

Miscellaneous

Mayor said the Village is going to have to review and update the Village's Zoning code. There will be a significant cost to that, and it may have to be considered in 2021.


With ODOT doing Chillicothe Road, there are two culverts that should be replaced prior to the paving. Mayor will get pricing on this from the Engineer so it can be included in the budget.

The Village had a land study done in 2005, and a water study done in 2004. The Mayor said if the Village is going to look at doing a strategic plan, they will need to look at land and water and getting a new study done for water issues. The Village will look to get costs on doing another water study.

The Street Committee will discuss some of the potential projects, loader, and plow truck. They will find out about the painting of the service building and garage bay doors and whether the Street Commissioner was planning to do this in 2020 or 2021. The committee would bring recommendations to Council.

The Human Resources Committee will meet and make a recommendation for salary increases once Village revenues, mainly from income taxes are better known.

Meeting adjourned at 8:02 p.m.



William G. Koons, Mayor



Danielle Romanowski, Fiscal Officer

Prepared by Danielle Romanowski