

**RECORD OF PROCEEDINGS
SPECIAL MEETING – 2022 BUDGET WORK SESSION
MONDAY, OCTOBER 4, 2020 - 5:30 P.M.**

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

OFFICIALS PRESENT: Fiscal Auditor Lechman, Fiscal Officer Romanowski, Chief Rizzo, Street Commissioner Alder

The Mayor called the meeting to order.

Building Department

Berger stated that significant changes for the Building Department from 2020 include \$13,000 for a part-time Zoning Inspector. The Fiscal Officer explained that since she was not given budget numbers, she used this year's budget numbers and Berger would need to adjust them. Berger estimated that the Zoning Inspector would earn \$30 per hour at four hours per week which would be \$6,000 to \$7,000 per year. Carroll noted that an additional 2% should be included for employee benefits, and the Fiscal Officer explained this would be included in the OPERS line item and she would do the computations.

The Budget for the Fire Prevention Officer would be \$5,250.

The Building Secretary Position was not filled at the time of last year's Budget Work Session, which would be a significant change. This includes healthcare and associated employment taxes.

The Inspection Services line item – the maximum on the agreement signed with Inspection Solutions was \$48,000 for 2021, and Berger recommended that it not exceed that number for 2022. The Fiscal Officer advised as of the end of August, \$32,125 had been paid to Inspection Solutions.

Regarding office supplies, the budget was \$3,000 and to date \$2,100 had been spent. Berger advised that file cabinets were needed and had not been put in the budget yet. The Fiscal Officer said the purchase may be possible for this year by adjusting the line items within the budget.

The 2022 request for the Building Department would come in at \$175,000, which would be lower than the 2021 estimate.

Nairn asked why there was a budgeted amount of \$1,000 for gasoline, and the Fiscal Officer explained it is serving as a placeholder for when the Village has a Building or Zoning Inspector who will utilize the Village vehicle in the performance of his/her duties.

Properties

There was discussion about Village properties. A reduction in utilities expenses was noted. The Fiscal Officer explained that this could partially be attributed to the Village switching to LED

lighting in some of the buildings. Galicki wondered if it could also have been due to the reduced use of the buildings during COVID, and thought this should be considered.

There was a request for flooring in the garage of the Police Department, which is reflected in the Service Fund. For 2021, the budget for the Service Department was \$19,700 and in 2022 the Fiscal Officer put \$17,750 in anticipation of garage bay doors. Galicki asked if this included the door that currently had a tarp in front of it, and the Fiscal Officer did not know because the list provided by the Street Commissioner was not detailed.

Regarding Village Hall upkeep, \$3,000 had been spent to date this year. Porter asked about the elevator, and the Chief explained it had been repaired at the request of Council instead of being replaced. The Fiscal Officer explained that according to the five-year plan, the furnace and water heater were scheduled for replacement, but were currently having no problems. The Village has a contract with Auburn Heating for \$1,600 per year to maintain the furnace.

There were no changes to the Service Fund.

Police Department/Safety Fund

Porter stated the major change to the Safety Fund would be for the potential purchase of two cruisers. Porter said it looked like the Village would be getting one. The Chief stated that it was discussed by Safety Committee that two would be purchased. He explained that the Police Department has two cars approaching 100,000 miles. The two 2018 vehicles are up for replacement. He recommended against using them as a trade in because the Village could make more money on GovDeals for the cars due to the current used car shortage. The 2014 Village administrative car could be traded in and replaced by the 2017 vehicle. Porter summarized that there would be two new hybrid cruisers.

Regarding equipment, \$65,000 would be for body cameras and License Plate Reader (LPR) system.

Prosecutor fees would be increasing.

Building maintenance and repair would be \$5,000.

Porter stated that the pay for full-time officers would go from \$640,000 in 2020 to \$847,000 in 2022. The Fiscal Officer explained that these were just estimates at the 3.5% that Elected Officials give, and it is ultimately a decision by Council. The Chief explained that part-time staff may increase.

The Chief applied for a reimbursement grant in the amount of \$40,536 for body cameras. In the event the department does not receive the grant, he budgeted \$20,000 to get a partial body camera shipment for the officers to share. Carroll indicated that all the officers should have one and clarified that the Chief had included the total amount in the budget regardless of the grant. The Chief concurred.

Fire and Ambulance

The Fiscal Officer explained that the budget reflects a higher amount of \$433,000 than the contract amount of \$430,000 because the last payment of the year is the new rate for the next year. The contract is up next year. Carroll reminded Council to ask for the numbers from the Chagrin Valley Fire Department early.

The Fiscal Officer added that she included the \$69,800 for the donation to the Fire Department since Council passed the non-binding resolution. Porter asked if Council planned to give Chagrin Falls Fire Department \$69,800 next year. He was inclined to say yes. Berger explained that the Village was waiting for the escrow account to be established with exact terms of how the money was to be spent and/or returned to the municipalities should other monies be donated, etc. This would be a placeholder, and Berger felt the Village should defer the approval of the conversation pending the language of the escrow agreement. Carroll added that the Village is at the end of the contract, and there was a claw-back provision discussed in the event the Village decided on other services. In theory he supported the donation, but until an agreement was formalized, committing to it would be premature. Carroll agreed that it should be reflected in the budget as a placeholder.

Cemetery

The Fiscal Officer reported that the Cemetery had brought in \$15,000 this year. Berger questioned the \$8,000 under Miscellaneous/Other. The Fiscal Officer explained that this would apply to trees that needed to be replaced and routine purchase of gravel and stone for the foundations.

Park

Galicki indicated that the largest change to the Parks and Recreation Fund was for funds to replace the worn benches. Ted Kruse, Parks Committee, would be suggesting several options and depending on the cost, the proposed replacement cost may change.

\$9,000 was requested for the 2022 Fall Festival. The current total for the 2021 Fall Festival is around \$8,500.

Nairn requested that \$60,000 be added to the budget for restrooms in the park. The Fiscal Auditor asked if it would have running water, and Nairn said no, because the maintenance of this is very expensive and a lot of work. Berger advised he had a discussion with the Street Commissioner regarding the cost for having running water for the restrooms, and it was not that expensive. Porter asked if there would be electricity, and Berger relayed that the Street Commissioner felt this was not a big deal to do this. Berger asked if the line item would be put in the budget. Carroll suggested utilizing a reserve fund for this. Galicki thought the Village had been putting \$10,000 aside for the past couple of years for this purpose and Nairn concurred. Nairn stated that she was told by the Mayor that it would cost around \$50,000 for a restroom. She would rather increase the amount to \$60,000 and be more prepared for what it might cost.

Carroll addressed the issue of the strategic plan and land use plan for the park with regard to the placement of the restroom. Galicki advised that having a strategic plan developed for the park was favorably viewed by the Parks Committee. Carroll recommended including this cost in the

budget. The Mayor suggested considering \$80,000 for the restroom. He also recommended hiring the CT Consultants landscape architects to do the master study. He clarified that Council should consider between \$60,000 and \$80,000 for a restroom, master study, and the controlled burn. Carroll advised that in the Metroparks, the burns are done for free. Carroll stressed the need for a strategic/land use plan before placing a bathroom because it would be a shame to have to move the bathroom in five years because there might be a better idea for that location.

The Fiscal Officer asked if the Village would really be doing a restroom next year. She verified that Council decided to put \$10,000 per year into the fund and had transferred it from the Income Tax fund into the Park Revenue. She asked if the Village would be spending the \$60,000 to \$80,000 next year, or should only the amount to conduct the initial study be budgeted. Carroll indicated that by putting the money in a reserve fund, the project would not have to be done next year, but there would be a commitment to do it within a five-year period. The Fiscal Officer clarified that Council wished to set up a reserve fund for the park for the restroom and asked if the plan was to contribute all at once or yearly. Nairn and Porter said all of it at one time. Nairn suggested the study be conducted in January.

\$80,000 was designated for the strategic/land use/land management plan that includes the restroom, and controlled burn.

A question was raised about parking and the Mayor stated that the Engineer's estimate to expand parking was about \$75,000. He did not think the Village needed this. Carroll stated that perhaps the Council of today may not think more parking was necessary, but Council of the future might, and this would be where a strategic/land use plan would be important. Nairn asked if the Engineer's parking plan was presented to the Western Reserve Land Conservancy (WRLC), and the Mayor said it has not.

The Mayor stated that haying will be \$3,600 and is up \$300 from 2021.

Carroll addressed the memorial paver program in relation to the budget, but Galicki indicated that although the Parks Committee was in favor of the program, no further discussion had taken place. Carroll asked specifically if there needed to be a line-item for it. The Fiscal Officer said there might have to be one once the program was implemented and was bringing in revenue, which would cover the expense.

General Fund

The Fiscal Office explained that Canton asked her about the deferred comp. She indicated that there was one employee who was eligible to retire, so she put the money in the budget for a sick time buy-out.

Streets Department

Carroll questioned the Street Commissioner's \$7,500 request for travel and education. The Fiscal Officer said one was for \$5,000 for mechanical training and \$2,500 for other training, possible Confined Space Safety Training, but she was did not have a detailed list with specifics.

There was discussion about American Rescue Plan Act (ARPA) funds being used for the proposed detention basin stormwater project. The Fiscal Officer stated that the Village will get \$392,000 and the project estimate is \$480,000. Engineering must be added as well, which would bring it to \$520,000. The difference between the ARPA funds and project costs would be \$128,000.

Carroll asked the Fiscal Officer for the current vehicle maintenance totals, and she said they were \$15,000 as of the end of August. Carroll asked what the big increase would be if the work was being done in-house. The Street Commissioner explained it was for the tires for the loader. If the Village was keeping the loader, the price would be \$8,000 for four tires.

Carroll asked if there were any other big increases, because the estimate was \$31,000 and the department was at \$15,000 which was about half. The Street Commissioner explained that there were things he was holding back on just in case. Carroll asked how close the Street Commissioner would get to the \$31,000. The Street Commissioner offered he could move the tires to this year, and Carroll indicated that this would then make the amount closer to \$31,000 rather than \$39,000.

Salt would go from \$90,000 to \$37,000.

Carroll asked about year-to-date shop equipment expenses. The Fiscal Officer stated at the end of August it was \$3,100. Carroll said this was consistent with other years and asked the Street Commissioner if he was anticipating something big because he had the line as \$10,000. The Street Commissioner said this included a scan tool for the newer trucks, which would be \$4,000.

Regarding road striping, Carroll explained that every other year, the Village would stripe the yellow and then the white lines. This had been done for budgetary concerns. Carroll said that the yellow and white striping would now be done at the same time yearly. Therefore road striping is going up.

Carroll asked what the mechanical training was that the Street Commissioner had included. The Street Commissioner advised it is a week-long class that covers bumper to bumper on heavy trucks. Carroll indicated that Jeff Pausch is not ACE certified and explained that in working on emergency vehicles, this is important. Although he did not have all the information about this class, the Street Commissioner explained that it is in Reynoldsburg and costs \$4,000 with travel. He found out about it from the Service Director of Orange Village who sends his mechanic to this training every year. Carroll speculated that it might be the Emergency Vehicle Technician class, but he did not believe it covers loaders and dump trucks, etc. Porter said he was comfortable leaving the amount in the budget but wanted more information on what the class is and what certifications it provides. Council discussed the various types of training and the need to get recertified.

The Fiscal Officer verified that the only change was to make sure the Vehicle Maintenance stays the same at \$31,000. Carroll added that he would look into the education, and to put an asterisk by this.

The Mayor asked if there were any questions about the \$324,000 traffic signal and the \$429,000 for four culvert replacements under the State Highway Fund. The Mayor addressed the grant funding that would apply to these projects. The Fiscal Officer stated that the culvert grant would be approximately \$97,000 and the project would be \$243,000. For the traffic signals, the project was \$294,000 and Engineering added would be \$323,000 and the Village will be getting about half of the \$294,000, which is about \$150,000.

The Road Program was addressed. The Fiscal Officer explained that she was given no numbers for this and used \$350,000 for a typical Road Program and added \$115,000 for paving Washington Street. This totals \$465,000. The Mayor stated that the Village was going to do Lake Louise, Ridgecrest, and Garden Park, it would cost \$430,000, plus the \$115,000 for Washington Street. Porter suggested rounding it to \$600,000. The Fiscal Officer explained that with the \$600,000, part of it would be budgeted to the Road and Bridge fund and the remaining would be budgeted to the Street fund.

The Mayor addressed the line item of \$9,200 in the Special Road fund, and the Fiscal Officer explained that this was the Bell Road payment.

Regarding replacement of the Service Department roadside mower, the Street Commissioner determined that the department would maintain the one it had and withdraw the request for a new roadside mower. Carroll clarified that there was still a request for the replacement of the 52-inch Scag mower with a 61-inch at \$14,000. The list also included fixing 10 wooden park benches at \$6,000. The Street Commissioner wanted to go with the same benches that were around the playground. Galicki told the Street Commissioner that the Parks Committee had been discussing replacing the benches with a longer lasting composite material. He suggested reevaluating this line item in terms of the potential cost difference. The Street Commissioner stated that if there were vandalism to the composite, it could not be repaired where the playground benches have replaceable slats. Galicki would provide the Street Commissioner with prices from a variety of composite benches to use as a guide.

Regarding the park restrooms, the Street Commissioner said that through a Google search, he found that there were self-contained units where the company provides the plot of the foundation to put in with water and sewer lines sticking up and the building sits right on top. Porter asked the Street Commissioner for the best location for a restroom in terms of water, sewage, and electricity. The Street Commissioner thought it would be where the portable toilets are now. The drainage would not be a problem because there was a sewer nearby. Galicki relayed information provided by Ted Kruse to the Street Commissioner. If there were a pump house, it would be necessary to winterize it. These issues should be considered in relation to having water, electricity, etc. The Street Commissioner offered that it could be left open and heated. Galicki clarified that the Street Commissioner's proposal would be to heat it year-round. Kruse's opinion was that providing year-round services could cost in excess of \$100,000.

The Mayor directed the Street Commissioner to speak to the Engineer about the funds being designated for the master plan for the park. Included in the master plan would be a restroom, parking, and burn.

Carroll asked who would be responsible for cleaning the bathroom, and the Street Commissioner said that the inside was like stainless steel and porcelain and could be power washed. Carroll indicated that cleaning would have to be done daily and on weekends. These would be maintenance expenses that would need to be incorporated.

Special Land and Building


There was money remaining from the Northeast Ohio Public Energy Council (NOPEC) grant this year which would be put in an escrow account for next year. She budgeted \$15,000 and urged Council to think of energy saving projects the Village could do with these funds.

The Fiscal Officer increased insurance slightly due to increases relating to cyber security issues. Additionally, she increased the computer line item since the Village now has iCloud storage, IT services, and Microsoft subscription for all the computers.

The legal ad line item was increased due to the need to advertise the legislation twice instead of once as in previous years.

The Solicitor provided three contract options to control legal expenses. There could be other options and she was open to suggestions. She shared her ideas at the previous Finance Committee meeting. Berger asked for how much had been spent with the Solicitor to date. The Fiscal Officer advised it was \$96,000 as of the end of August. Berger stated this would be \$150,000 for the year. The Fiscal Officer indicated that there were grants and other matters like attending the Manor Brook meetings. She added that the Solicitor gets involved in a lot of things that cost the Village money that maybe she should not be involved in. Carroll added that it was noted that the increase in the Solicitor bills coincided with the change in administration, change in adding grants, and investigations that had been done. He stated that questions should be directed to the Fiscal Officer first before contacting the Solicitor. The Solicitor had been used for administrative tasks that could be done differently. However, there had been more work and more justification. For example, she did a lot of work when Council was looking at Building Department options. She also wrote a proclamation for someone that the Fiscal Officer could have written. The Fiscal Officer added that the Solicitor conducts a lot of research or prepares materials for matters on which Council takes no action. Six months later, the topic comes back up, and the Solicitor must pull it back out again. In the past, it was necessary to determine what road was being taken before involving the Solicitor.

Meeting adjourned at 6:51 p.m.


William G. Koons, Mayor


Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki