

**RECORD OF PROCEEDINGS
REGULAR COUNCIL MEETING
MONDAY, NOVEMBER 8, 2021 – 7:30 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**

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

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

VISITORS: Joan Hollis, Alderwood Dr.; Greg Heilman, Chillicothe Rd.; Ruth Cavanagh, Paw Paw Lake Dr., Chris Bell, Annandale Dr.; John Buda, Leaview Ln. Meghan Walsh, CVT

The Mayor called the Regular Council meeting to order and led the Pledge of Allegiance. The Fiscal Officer read the roll. **Carroll made a motion to approve the minutes of the October 25, 2021, Regular Council meeting, seconded by Canton. Voice vote – ayes, all. Motion carried.**

VISITORS: On behalf of The Preserve of Chagrin Homeowners' Association (HOA), Joan Hollis, Alderwood Dr., asked for the status of the lidar study. The Engineer reported that it is pending the leaves coming off the trees. The Mayor would let Hollis know when it was scheduled. She also asked for the status of the swales/ditch maintenance. The Engineer indicated that he had the survey data and would provide the remainder of the information to the Village so that quotes could be obtained from excavating contractors. He said the work was imminently forthcoming. Carroll verified that all the agreements had been signed for the work, and the Engineer concurred. As far as the timing of the project, the Engineer said that working when the ground was frozen was most favorable. It will not be an easy job because there is no road near the location, which creates a process for accessing the area with equipment and removing materials. However, this would be up to the individual contractor to determine when the work would be done. Regarding the lidar study, Carroll asked how soon the information could be made available to residents, and the Engineer said the Village should have it within two to three weeks.

MAYOR'S REPORT: The Mayor thanked the voters who renewed the Road Levy and the Operating Levy.

The Mayor said the Lesyk photo presentation would be delayed until the meeting before Thanksgiving.

The Chagrin Valley Dispatch (CVD) celebrated the start of its television show on the Oxygen Network called 911. It airs on Saturday nights at 9:00 p.m.

The Mayor provided an update on the non-binding resolution for the Chagrin Valley Fire department. There was a recommendation to consider a binding resolution.

The Village went to court with a resident on Bell Rd. relative to cars, bikes, and parts on the property. The resident received a six-week extension.

The Girl Scouts want to do a clothing drive for Afghan refugees who are coming to Cleveland.

The Mayor connected with Give! Chagrin, which is a service group that had purchased a bench in the South Russell Village Park.

The Mayor stated that two Fridays ago, he, Dave Hocevar, and a representative from Aquadoc, who was hired by The Preserve of Chagrin HOA, looked at the swale behind the homes from 101 to 112 Alderwood relative to water issues.

The Mayor met with the Paw Paw Lake HOA, which is concerned about the quality of their water. After speaking to Hocevar, the Mayor stated that the Village will do 20 water samples through Bio Solutions to determine water quality. The United States Geological Survey (USGS) does not do this type of work. The Village did these years ago, and would now do them again.

Regarding the Parkland Lake dam, the Mayor met with a representative who was the lawyer for Solon who was involved with a bond issue. He recommended the Village get the Engineering study done first to decide if it wants to pursue a bond.

The Mayor watched silt being dredged from the Spring Valley Lake and said it was a huge operation and took four years to plan and finance.

The Sugar Bush dredging of its silt pond had been delayed but will happen this week. Snaveley will be doing the work, and the Village had agreed to pay for part of it.

The Mayor had not heard back from The Lantern to discuss a retention pond on their property between their south driveway and the Family Life Center.

Fox Run is going to propose and put on the agenda for their HOA meeting about a possible retention/detention pond on their property.

FISCAL OFFICER'S REPORT: The Fiscal Officer distributed her monthly report. She provided the budget worksheets but noted she was still waiting for information. This included the cost for benches at the park and a price for the Master Plan for the park. \$80,000 had been discussed for the Master Plan and for restrooms, but she did not know if this was a realistic number. The Engineer thought it was a realistic number. The Fiscal Officer was also missing the cost of the Mechanic Position training but left \$7,500 in the budget. The Village currently has six ongoing grants and projects which have spanned three to four years. This part of the budget had not been finished. She will have this to Council by the next meeting with the hope of getting the budget adopted. She asked that the budget worksheets be reviewed for additions or corrections before the next meeting. Once the salaries are determined, she will be able to input these numbers and get the final budget worksheets to Council.

The Mayor referred to the Net Income Tax Collection History portion of the Fiscal Officer's report and noted the tax collections are doing well this year.

The Mayor wanted to bring a number of charges on the Solicitor's bill to Council's attention. There was a charge on the Solicitor's bill for his inquiry about political signs because they were almost getting on the roadway. An email was sent to all the candidates to get their signs off the roadway. The Manor Brook project continues to draw a little money, and the total this year was \$2,744. Parkland Dam cost the Village almost \$4,000 to date in Solicitor fees and nothing had been done in a year. The Village also spent almost \$6,000 to deal with MC Art Studio. He

thought that the Village had covered itself well as far as the traffic pattern but added that patrons to the art studio are just coming in and parking wherever they want.

FINANCE COMMITTEE: Berger stated that minutes were distributed from the Joint HR Finance meeting, which he would defer to Nairn to discuss.

Berger made a motion to acknowledging receipt and approve the Credit Card Report, seconded by Carroll. Voice vote – ayes, all. Motion carried.

The next Finance Committee meeting is scheduled for December 7, 2021, at 8:00 a.m.

SOLICITOR: The Solicitor had nothing to report.

ENGINEER: The Engineer distributed a diagram of the proposed stormwater retention basin to be constructed on Village owned property south of the Village Hall campus. Typical retention/detention basins are sized for a 25-year storm event. The proposed detention basin is designed for a 100-year storm event, to accommodate the increased severity of storms. The location would be adjacent to Chillicothe Rd. and the size is roughly 300-feet by 300-feet. At peak capacity, the water in it could be up to six feet deep. He explained the impact the detention pond would have in terms of buffering for various sized storms. Although the detention pond would have significant capacity, it was designed to be shallow enough to be a mowable grassy structure that would look like a contoured lawn landscape feature.

The Mayor said that the Fellowship Church had done the same thing. The Engineer said that the Village's would be more regularly shaped to facilitate dual use options like athletic fields.

Porter asked when the last time was the Village had a 100-year storm, and the Engineer said that anytime the water overtops Chillicothe Rd., it was likely around a 100-year storm.

Carroll noted there was a big buffer between Kensington Green and the project, and the Engineer agreed and said it would be a 300-foot undisturbed buffer. Carroll asked whether the portion along Chillicothe Rd. would drop off or have a guardrail. The Engineer said the ditch would be maintained as is and beyond the ditch would be a five-foot tall berm.

Porter asked if the proposed project was south of the current restoration area, and the Engineer said yes. He explained that the inlet for the pond would be near the existing culvert that goes under the road by the dentist's office. It would be connecting to the existing culvert area. Regarding capacity and discharge rate, if it were to fill to its maximum depth of six feet, it would take 18 to 20 hours after the rain event to drain.

Canton verified that neither the cemetery nor homes west of it would be affected. The Engineer said they will be affected positively by not getting the rush of water that currently goes through.

Porter asked if it would be the size of Bullfrog Pond in Kensington Green, and the Engineer thought it would be close to that size.

Berger observed that there was a house south of the project that was closer to the project than the homes in Kensington Green. The Engineer said it was 100-feet from it. Berger asked what the impact would be, and the Engineer said there would be a 100-foot bumper between the edge of the

house to where they need to start cutting in. If the Village would want to plant screening features, it could. However, if a developer owned the property, the developer would be free to build on it as well. Canton asked if these homeowners had been notified, and the Engineer did not think they had. The Mayor said he would take care of this as well as notifying Kensington Green.

The Engineer reported that progress is being made on the Lake Louise Bridge. Reinforcing steel will be set in the coming week for the new bridge deck on the east side. He anticipated a concrete pour the following week. The only recent traffic interruptions had been the concrete pourers, and the Village had been proactive in notifying residents of potential delays. Porter asked for the completion date of the bridge, and the Engineer said it was Spring of 2022, but this was just supposed to be for miscellaneous grass restoration. He gave Union Industrial a lot of credit in keeping a nice tight work area and limiting silt, dirty water, and run-off, which had been a concern. The Mayor and Engineer discussed the timing of the project in relation to the Lake Louise swim lake.

The Engineer addressed the Road Program. Specialized Construction would be conducting asphalt base repair on areas he marked on Bel Meadow in the coming week. The next phase would be to chip seal and install an asphalt intermediate course on top of this in preparation for the surface course. Driveway transitions still need to be done, which would happen before the surface course is applied. The contractor will also be going to Fernwood Dr. and Chelsea Ct. to do the asphalt driveway transitions and the surface course as well. After this, the remaining work would then be surface course and miscellaneous base repairs throughout the Village.

STREET COMMITTEE: Carroll stated that there had been two HR/Street Committee meetings, and further discussion would occur in Executive Session.

Carroll asked the Street Commissioner if he had obtained the training information for the training he submitted with the budget. The Street Commissioner said nothing had been released about it. Carroll said he found that it would be possible to take the classes, but they are \$500, not \$4,000. Certification can be obtained in some areas, but it is not for heavy equipment training. It is related to police cars, fire trucks, etc. Carroll told the Fiscal Officer that the Committee would provide her with some training costs and did not suspect it would be \$7,500.

Nairn stated that she sent information to the Fiscal Officer concerning the cost of replacing the trees in the Cemetery. She added that this would be a good time to plant them and hoped the Fiscal Officer and Street Commissioner could address this.

BUILDING COMMITTEE: Berger stated that a Building Department Report was distributed. Additionally, he distributed minutes from two Building Committee meetings. This week marked the one-year anniversary for Ruth Griswold, the Building Department Administrative Assistant/Board Clerk/Assistant Zoning Inspector, and Berger expressed appreciation for her efforts and good work.

The next Building Committee meeting would be December 2nd at 8:00 a.m.

POLICE CHIEF: The Police Chief had no report.

SAFETY COMMITTEE: Porter distributed the Safety Committee minutes. Porter stated that one to two part-time patrolmen will be needed. **Porter made a motion that the Chief, Fiscal Officer, and Mayor be authorized to advertise for one or two part-time patrolmen for employment with the Village of South Russell, seconded by Canton. Voice vote – ayes, all. Motion carried.**

Porter asked the Chief to comment on the increased amount of mutual aid the Police Department had been providing. The Chief said that in general, the Village provides assistance to neighboring communities more than it receives it, but felt it was a good agreement to have.

The next Safety Committee meeting would be December 2nd at 7:00 a.m. in the Police Department. Canton thanked the Chief and his team for their work on Halloween.

HR COMMITTEE: Nairn reported that the HR and Finance Committees had met and the October 29th minutes were distributed. The minutes from the November 5th meeting will be distributed in the next Council packet. The committees continued to discuss the tiered salary system as well as issues with overtime. She would be requesting Executive Session to further discuss these matters.

PROPERTY COMMITTEE: Galicki had nothing to report.

PUBLIC UTILITIES: Nairn had no report.

PARK COMMITTEE: Galicki had no report.

ORDINANCES/RESOLUTIONS:

Carroll tabled the ordinance terminating the grant agreement between the Ohio Environmental Protection Agency and the Village of South Russell for the project titled Manor Brook Headwater Stream Restoration Project bearing Project Number 19(h)EPA-19 / SORUSS-FD31919 and authorizing the Solicitor to send written notice of termination to Ohio Environmental Protection Agency, seconded by Galicki. Roll call – ayes, Galicki, Nairn, Porter, Carroll. Berger and Canton abstained.

Berger introduced a resolution establishing a blanket purchase order amount limit as required by the Ohio Revised Code 5705.41(d)(3) and declaring an emergency. Berger made a motion to waive readings, seconded by Carroll. Roll call – ayes, all. Motion carried. Berger made a motion to adopt, seconded by Carroll. Roll call – ayes, all. Motion carried. **RES. 2021-69**

Berger introduced an ordinance authorizing the Mayor and Fiscal Officer to enter into an agreement with Thrasher, Dinsmore & Dolan to act as the Village's Solicitor for the time period January 1, 2022, through December 31, 2023, and declaring an emergency. Berger made a motion to waive readings, seconded by Carroll. Porter asked about the changes to the agreement, and Berger said that the Finance Committee proposed that Council adopt an agreement that accepts a plan allowing for 10 hours for \$1,600 per month and then additional billing at the standard rate of \$225. Carroll added that the committee also recommended that in order to keep the costs in check, questions should be directed to the Fiscal Officer prior to contacting the Solicitor. He provided the example of the issue with overtime where the Solicitor was contacted four different times by

four different people. It should have been handled differently. Nairn offered that this policy applied to employees as well as Council members.

Regarding Porter's question about changes to the contract, the Solicitor stated that she included providing legal advice and counsel to the Village Building Inspector and Engineer since she frequently receives questions from them. They are not employees, but they are unelected officials.

Carroll offered that it was helpful to have a breakdown of the costs.

Roll call – ayes, all. Motion carried. Berger made a motion to adopt, seconded by Carroll. Roll call – ayes, all. Motion carried. **ORD 2021-70**

Berger introduced an ordinance amending the Annual Appropriations increasing the Street Maintenance Fund expenses \$89,000 for Road Program expenses and declaring an emergency. Berger made a motion to waive readings, seconded by Carroll. Roll call – ayes, all. Motion carried. Berger made a motion to adopt, seconded by Carroll. Roll call – ayes, all. Motion carried. **ORD 2021-71**

Berger introduced an ordinance amending the overtime section of the Village Employee Handbook and declaring an emergency.

Berger introduced an ordinance amending the Pay Increases section of the Village Employee Handbook to include service bonus program and declaring an emergency.

BILLS LIST

Berger made a motion to ratify the bills list dated 10/29/2021 in the amount of \$15,519.52, seconded by Porter. Voice vote -ayes, all. Motion carried.

The Fiscal Officer referred to the Mayor's statement about having the wells tested and asked if he knew the approximate cost. The Mayor said it would be \$1,000.

Nairn asked for the status of the USGS contract, and the Mayor said he had called about a five-year contract but had not heard back.

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

Canton thanked the voters for passing the levies. He thanked the candidates for running and congratulated the winners. He said he attended the Veterans Luncheon and said it was humbling to be in a room with so many heroes.

Carroll asked if the fence erected by MC Art Studio was in accordance with the removable fence agreed upon by Council. It looked permanent to Carroll. The Solicitor said it was removable. The Mayor thought it could be removed in an hour.

Regarding the Whitetail HOA, Porter said he had not heard back from Peter Dougherty about the actual execution of the two agreements.

Nairn made a motion to go into Executive Session at 8:25 p.m. to discuss employee compensation, seconded by Porter. Roll call – ayes, all. Motion carried. Nairn invited the Fiscal Officer and Solicitor to attend the Executive Session.

Council came out of Executive Session at 9:17 p.m.


Berger made a motion to approve an increase in the pay scale of January 1, 2022, for 2.5% for full-time employees and 3% for part-time employees and acknowledge that there has been an increase in the healthcare cost premiums paid by the Village of 15.17% and in consideration of that significant increase, that reflects the amount of the raise for full-time employees, seconded by Porter. Carroll recommended adding the implementation of the service bonus to all full-time and applicable part-time employees, which was also taken into consideration for the 2.5% raise. Roll call – ayes, Nairn, Porter, Berger, Canton, Carroll. Galicki abstained. Motion carried.

Whether or not adjustments were needed to the pay ranges relative to the percentage raise was discussed.

ADJOURNMENT: Being that there was no further business before Council, **Porter made a motion to adjourn at 9:22 p.m., seconded by Carroll. Voice vote – ayes, all. Motion carried.**



William G. Koons, Mayor



Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki