

**Public Utilities Committee Meeting
Friday, February 21, 2014 – 8:00 am**

Present – Mark Porter, Mike Carroll, Fiscal Officer Romanowski

Proposed Ballot Review-

- Mark will modify ballot language to include verbiage to the effect of agree to proceed with sewer extension recognizing it could cost approximately \$27,000+ and can be put on tax bill for 20 years. Tap in fees are extra, etc.
- Once Danielle receives revised language, she will revise the ballot accordingly.

Addresses/Streets to be included:

- Maple Hill, Paw Paw, Sun Ridge, Willow Lane, Bell Road
- Reviewed Bell road addresses 800-1508 (even numbered), 1405-1541 (odd numbered) are to be included
 - Mike verifying addresses with county GIS
 - Mike will identify area on map to be distributed to Council prior to Monday's meeting

Publicizing informational meeting:

- Chagrin Valley Times - \$250 for ¼ page ad
 - (Sample) - Village is considering extending sewer lines to the neighborhoods of Maple Hill, Paw Paw, Sun Ridge, Willow Lane and Bell Road. An informational meeting will be held DATE at Gurney School at TIME to discuss information on both sides of this issue.
 - Review prior advertising for reference
- Newsletter – target distribution date of March 20th
- Village website

Distributing sewer/septic information:

- All information distributed by Village will be on Village letterhead
- The website will contact up-to-date, factual information on the subject
- Information distributed by the Village will be factual information only, no opinions

Speakers/Presenters at informational meeting:

- Senator Eklund, Department of Water Resources, Health Department
 - Mark will contact to set up presenter for meeting once date is set
- Chagrin River Watershed, Realtor
 - Mike will contact to set up presenter for meeting once date is set

Informational meeting dates:

- 4/3 – first choice
- 4/10 – second choice
- 4/2 – third choice
- 4/9 – fourth choice
- Danielle to contact Chagrin Schools and try to book date
 - Let committee know as soon as date is booked with school

Ballot:

- Ballots will be mailed day after the informational meeting
- Ballots will be opened as they are received
- On April 18th, the Village will identify who hasn't turned in a ballot
 - Certified letters will go out to affected residents who have not yet voted
- May 2nd – deadline date for ballots to be postmarked or dropped off at Village Hall.
- May 12th – Council will have official decision on sewer initiative based on votes

Ballot Tracking List –

- Danielle to prepare tracking list for ballot distribution, receipt and vote.

Number of residences effected –

- Mike counted 212 houses that would be included in the voting process
- Of that – 153 letters will need to be mailed since Lake Louise vote is already tallied

Rules for the vote:

- One vote per household
- If household members don't agree, first (and only) ballot counts
- Once a vote is cast – there are no changing the vote
- If someone loses their ballot, after verification that vote hasn't yet been cast, a new ballot can be issued and submitted

Share with Council prior to Monday's Council meeting:

- Revised ballot and envelope
- GIS map with affected addresses highlighted
- Written timeline and details

Amendment:

- Prepare amendment to the motion passed at the 2/10 Council meeting