

**RECORD OF PROCEEDINGS  
REGULAR COUNCIL MEETING  
MONDAY, AUGUST 12, 2024 – 7:00 P.M.  
MAYOR WILLIAM G. KOONS PRESIDING**

**MEMBERS PRESENT:** Bell, Berger, Canton, Cavanagh, Galicki, and Porter

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

**VISITORS:** Kelly Estes, Kimberwick Ct.; Carrie Schloss, Hickory Hill Rd., Chagrin Falls; Sherry Gavanditti, Geauga Maple Leaf

The Mayor led the Pledge of Allegiance and the Fiscal Officer read the roll. **Bell made a motion to approve the minutes of the July 8, 2024, Council meeting, seconded by Canton. Voice vote – ayes, all. Motion carried. Porter made a motion to approve the minutes of the August 8, 2024, Special Council meeting, seconded by Canton. Voice vote – ayes, all. Motion carried.**

**VISITORS:** Kelly Estes, Kimberwick Ct., stated that she and Carrie Schloss are announcing the formation of a committee to gather interested individuals from the community to discuss and organize a process for safe pedestrian and bicycle transportation in South Russell. The committee will be called the Mayor’s Committee for Safe Bicycle and Pedestrian Transport. She proposed that the first meeting would take place on Friday, August 30<sup>th</sup>, at 8:00 a.m. in Village Hall and encouraged any interested individuals from the community to attend. Estes hoped for Council’s support in the mission to represent the voices of the community on the topic.

Cavanagh commented that Estes’ statement was very general and asked her to break it up. Estes explained the general goals as developing a safe bicycle and pedestrian access plan, engaging and learning from the community about bicycle and pedestrian safety needs, making recommendations to Council on the selection of bicycle and pedestrian projects to be submitted for State and Federal funding opportunities, collaborating to promote bicycling and walking as safe and healthy modes of transportation including Safe Routes to Schools, and assisting in the planning, operations, and maintenance of bicycle and pedestrian facilities in the Village. Porter asked if Estes was talking about sidewalks, and she said no.

The Mayor addressed the potential for the committee to become an ad hoc committee.

Carrie Schloss reiterated her interest was hearing the community’s perspective on the topic and bringing those thoughts back to Council.

**MAYOR’S REPORT:** The Mayor reported that this was the last meeting for the current Street Commissioner and described the hiring process for the new Street Commissioner. The Mayor stated he wanted to appoint Tim Young as the new Street Commissioner effective August 26<sup>th</sup> but subject to change and pending preemployment testing. The new Street Commissioner’s salary was discussed. **Bell made a motion to confirm the Mayor’s appointment of Tim Young as the new Street Commissioner for South Russell Village, with a salary of \$93,815 annually after his probationary period effective August 26, 2024, date subject to change per personal matters, and pending a successful background and drug screening, seconded by Porter. Galicki**

clarified that Young had accepted the position and was aware of the salary. The Mayor concurred that Young verbally accepted but had not signed anything yet. **Voice vote – ayes, all. Motion carried.**

Discussions continue about the billing formula for Chagrin Valley Dispatch (CVD), and the Village may have an \$8,000 increase. Cavanagh asked if the formula was based on population or calls, and the Chief explained that the model currently being discussed is complex with many variables. Berger questioned whether the increase approved by Council at the previous meeting had changed. The Fiscal Officer clarified that increases were not approved, and the matter was only discussed. The Chief clarified that the discussion pertained to a potential billing model that was ultimately voted down by CVD. Berger concluded that the Mayor would provide updated information at the September Council meeting.

The Mayor addressed the Manor Brook Homeowners' Association (HOA) Erosion Special Improvement District (ESID) project and provided kudos to a deputy auditor with the Geauga County Auditor's Office for straightening out some confusion. The Fiscal Officer clarified that after speaking to Kevin Butler, McDonald Hopkins, she learned that Manor Brook conducted and completed the project between Fall 2023 and January of 2024. The HOA asked McDonald Hopkins not to seek funding for them because the rates were too high, and they wanted to wait until the rates decreased. They went ahead with the work on their own but had not gotten back to McDonald Hopkins about seeking funding. The assumption was that the HOA paid the expense of the project and as a result, there was nothing for the Village to give to the county to certify for the residents' tax assessment bills. Even if they chose to have McDonald Hopkins get funding for them, it would not be done by the September 9<sup>th</sup> deadline to be assessed. If anything, it will go to the county next September.

The Mayor described the work the HOA had done. Cavanagh clarified that the ESID was approved but was not being used. The Fiscal Officer explained that the Village approved it, but the HOA asked McDonald Hopkins not to seek funding since the rates were high. Additionally, there is a matter of an allowable period for the residents to seek funding to reimburse themselves based on the Resolution passed by Council. If they seek it next year, that may be acceptable. For now, there is nothing for the Village to do. In the event they get the funding, the bank would give the Fiscal Officer the assessment to certify for the County Auditor.

The Mayor concluded that there was a communication breakdown between the Manor Brook HOA and McDonald Hopkins.

The Mayor complimented the Village's Illuminating Company representative for providing good communication about power restoration in the Village after the recent storm. The Street Commissioner and Police Chief relayed details of the storm cleanup and agreed damage was minimal.

Potential grants were discussed as well as the Eagle Scout projects, the wetland construction in the park, park mowing, disestablishment of the Rolling Ridge HOA, and KnoxBoxes.

The Mayor had discussions with the Russell Township Trustees about funding for the Hemlock Culvert. Porter clarified that Russell Township wanted to see plans and costs before giving consideration to approving half of the net cost. The Engineer explained that funding was requested

through Ohio Public Works Commission (OPWC) to replace the stormwater road crossing culvert, and detailed plans and specs were not necessary for this process. This is not done until the Village approves the project. If Russell Township is looking for a full plan set, the Village does not have this yet, and would not have plans until it had a commitment for getting the money from OPWC. The Engineer thought the Village would hear soon, possibly in September, about whether it would receive money for the project. He cautioned that the project could not be awarded until after July 1, 2025. Porter concluded that the Village will not have anything to give Russell Township other than forewarning them of the coming request. He added that it appeared the Trustees would support it, but they wanted an actual dollar figure. Porter would convey to them at the next meeting that the Village does not yet have the OPWC money and will not know the cost until it does. The Engineer countered that the Village will not know the real cost until after July 1, 2025, when the Village can award the project. Porter said he would communicate this to Russell Township. Cavanagh offered that the Village could just do its portion, but that would create a mess for Russell Township. The Engineer explained that it would not be possible to do half of the project.

**FISCAL OFFICER:** The Fiscal Officer distributed her report. Regarding the recent worldwide Crowd Strike issue, the Geauga County Automatic Data Processing (ADP) was on top of the situation and had all Village issues resolved by morning.

The Fiscal Officer reported that she has submitted appropriate documentation to make the corner lot tax exempt. If there is an issue, the Village has the option of combining the parcel with the other tax exempt properties owned by the Village.

Regarding legislation, the Fiscal Officer explained that one piece pertains to using the Gurney parking lot for the Fall Festival and another concerns an agreement with one of the vendors for entertainment. Regarding transportation to and from the Fall Festival, she did not have an agreement from the vendor, but \$175 deposit is required. If the event is rained out, the deposit will be applied to the following year.

She requested that articles be submitted for the last hard copy newsletter by August 29<sup>th</sup>.

**FINANCE COMMITTEE:** Berger stated that the Finance Committee will meet on Thursday, August 15<sup>th</sup> at 10:00 a.m.

**Berger made a motion to hold the Budget Work Session on October 7, 2024, at 5:30 p.m., seconded by Galicki. Voice vote – ayes, all. Motion carried.**

**Berger made a motion to approve the purchase of a laptop for the Chief estimated at \$1,600, seconded by Galicki. Voice vote – ayes, all. Motion carried.**

**Berger made a motion that Council approve the Credit Card Report of August 12, 2024, seconded by Porter. Voice vote – ayes, all. Motion carried.**

Berger reviewed the problem with the Adobe software subscription agreement with the indemnification clause to which the Village cannot agree. The Solicitor explained the Village's options to include contacting Adobe to notify them that the Village cannot indemnify per Ohio law and need to make the change to the agreement. She thought it was unlikely that Adobe would respond. However, she thought the Village could put Adobe on notice by executing the agreement

on paper, crossing off and initialing the indemnification and scanning it back to Adobe. She acknowledged that it was a DocuSign document which did not afford the option of crossing anything out electronically. The Solicitor also proposed passing legislation accepting the agreement but excluding the clause and expressly stating that the Village does not agree to the indemnification. Berger recommended printing the document, crossing off the clause, initialing it, signing it, and sending it back to Adobe to put them on notice. There was discussion between Porter and the Solicitor about the possibility of passing legislation identifying a specific amount to indemnify so that it could be appropriated. The Solicitor explained that there is no amount in the contract and likely would not be in accordance with the Ohio Attorney General's opinion. Technically, when there are changes to a contract, both parties need to initial the change, but this would be a way to put Adobe on notice. There was further discussion of alternatives to resolve the issue.

Porter introduced an ordinance authorizing the Mayor, Fiscal Officer, and Solicitor to generate a document for the purposes of obtaining Adobe Acrobat for the Village by modifying the current one provided by Adobe such that the indemnification provision has been deleted or crossed out, initialed by the appropriate public officer and signed and sent back to Adobe for that purpose. Porter made a motion to waive readings, seconded by Berger. Galicki asked how it will be possible to bypass the DocuSign requirements with the scanned version of the agreement. It will still be necessary to sign the document before it can be downloaded. He did not see how it would be possible to get around this. The Solicitor explained that the ordinance will be passed at the current meeting, and the DocuSign has not been executed, so it would be possible to say that Council acted before the agreement was signed and downloaded. Roll call – ayes, all. Motion carried. Porter made a motion to adopt, seconded by Berger. Roll call – ayes, all. Motion carried. **ORD 2024-71**

Berger asked that the Fiscal Officer report back at the September meeting about how the matter was handled and where the issue stands.

**SOLICITOR:** The Solicitor had nothing to report. The Mayor thanked the Solicitor for her email explanation of the indemnification clause issue with the Adobe software.

**ENGINEER:** The Engineer provided an update on the 2024 Road Program. Specialized Construction is in the process of completing Southwyck. There was a material issue, which the Engineer had observed, and Specialized Construction reported that the last two trucks of asphalt looked different. If there is an issue with it, it will be removed and redone. Porter asked about a completion date, and the Street Commissioner reported that as soon as they finish the area with the two trucks, it is completed. The driveways are all tied in, and everything is done. The Engineer added that there will still be miscellaneous base repairs to complete.

The Mayor complimented the Engineer because during the heavy rain, the Central Retention Basin worked as designed. The Engineer asked if there were any problem areas in the Village during the rain event, and the Mayor said the Manor Brook floodplain was working and the ditch from Bel Meadow was fine. The Chief added that there was an issue on Fox Trail at Bell Rd., but it was just the catch basin covered up with debris. The Engineer explained that the feedback after the big rain events is important in guiding the Village as it moves forward. The Mayor offered that the Street Commissioner commented that on Fairview, it was like a normal rain.

**STREET COMMISSIONER:** The Mayor noted it was the Street Commissioner's last official report. The Street Commissioner said he submitted his month end report for July. A

reimbursement grant check was received from the county for the dumpsters for Trash Day in the amount of \$3,500 and a check from Chagrin Falls Schools for the parking lot salt for \$2929.71. Last, the Chillicothe Rd. drainage project will start at the end of the week.

Cavanagh noted an item on the Street Commissioner's report about cleaning the two oil pits annually. The Street Commissioner explained that Geauga County Wastewater sent out a questionnaire and on it he reported that the Village has two oil pits that are cleaned periodically. However, they want a schedule of the cleanings and documentation when it is complete. The reason for this would be to prevent it from overflowing into the sanitary sewer.

**STREETS COMMITTEE:** Bell expressed his appreciation to the Street Commissioner for all he had done. Bell noted that included in the meeting's legislation is an agreement with CT Consultants for architecture design services for the salt structure, which will be \$19,000. The Engineer clarified that the purpose of this service is to obtain accurate quotes for design build. Alternate sizes for the building will be included.

Bell reported that the next Streets Committee meeting will be Thursday, August 15<sup>th</sup> at 7:30 a.m. in the Street Commissioner's Office.

**BUILDING COMMITTEE:** Bell advised that the committee met August 8<sup>th</sup> and the minutes are forthcoming. Although there would be a first reading of legislation for the Park Pavilion Reservation form, Bell explained that after review, fee structure discrepancies were noted and the Mayor had questions for the Solicitor about its content. Revised legislation would be presented at the September meeting. The next committee meeting will be September 12<sup>th</sup> at 8:00 a.m. in the Building Department.

**POLICE CHIEF:** The Chief advised that due to technical difficulties, he would provide his report in the coming week. The Mayor commented on the Wheels and Shields Touch a Truck event.

**SAFETY COMMITTEE:** Canton stated that the minutes of the July 11<sup>th</sup> Safety Committee meeting were distributed. The next meeting will be August 15<sup>th</sup> at 9:00 a.m. at the Police Department. Regarding the need for updates to the tornado siren, **Canton made a motion that Council vote and approve a radio upgrade to convert from analog to digital at the cost of \$5,720 to be done by a subcontractor and billed through CVD, seconded by Galicki.** Bell asked for clarification, and the Chief explained that currently the tornado siren is operating off a repeater on East Washington St. that used to be the Village's main communication source but has since been abandoned. The only item left on the system is the tornado siren, and CVD wants to move it to the new 800 digital network. **Voice vote – ayes, all. Motion carried.**

Canton explained that the Police Department requested to use the park and pavilion for upcoming Search and Rescue training. **Canton made a motion for Council to vote and approve the use of the park and pavilion from 8:00 a.m. to 1:00 p.m. on August 20, 2024, seconded by Galicki. Voice vote – ayes, all.** Canton commended the Chief for posting signs to inform the public of training that was occurring in the park the previous weekend.

**HR COMMITTEE:** Cavanagh made a motion to approve advertising for a part-time Administrative Assistant, seconded by Berger. The Fiscal Officer explained that the part-time Administrative Assistant who was hired to work as needed to cover for vacations for the Building

Department and the Administrative office no longer had time and needed to be replaced. **Voice vote – ayes, all. Motion carried.**

Cavanagh submitted minutes for the July 15<sup>th</sup> Committee meeting. She thanked Berger, Porter, and Bell for their involvement with the interviews for Street Commissioner, which were very time consuming and interesting. There were fabulous, qualified candidates. Cavanagh conveyed that the Street Commissioner would be missed.

Berger advised that the committee will be meeting Thursday, August 15<sup>th</sup> at 1:00 p.m.

Berger addressed the issue of a potential gap in oversight in the Street Department between the outgoing and incoming Street Commissioner. In the absence of a Street Commissioner, the responsibility would fall to the Mayor. Questions were raised about how the staff would know what to do, etc. in the event there was no Street Commissioner. The Mayor said his plan was to meet with the new Street Commissioner on Monday morning and then again on Friday afternoon, but otherwise to stay away to allow him to get established. Berger clarified that in the event there were a gap between the departure of the former and start of the new Street Commissioner, that the department head responsibility would fall to the Mayor. Berger wanted to be sure the Mayor was aware of this and inquire as to how the Mayor would manage the department. The Mayor said that it would be like the Building Department where there are already enough good people in place. He is not worried. The Street Commissioner advised he had shifted his vacation to enable him to work with the new Street Commissioner for five days. There will be a gap while he is on vacation prior to the new Street Commissioner starting. The Fiscal Officer said that it is permissible for the Service Department staff to contact the current Street Commissioner while he is on vacation, but not once he is retired for a period of time. Bell asked if it would be advantageous to have a foreman oversee the Service Department staff for those days, and the Mayor said yes. He further indicated that historically, the Street Commissioner provided a list of things to be done to the senior staff member. The Mayor said the foreman position had been discussed in HR, but never formalized. Berger specified that this arrangement would be acceptable as long as it was a formalized written process that can be followed in the event of the Mayor's absence. The Mayor would get something in writing to Berger tomorrow. He had it down that Jeff Pausch is the foreman. The Solicitor asked how long the gap will be. She explained that the statute states that the Police Chief is eligible for appointment as an interim Street Commissioner.

**PROPERTIES COMMITTEE:** Cavanagh deferred to the Chief to discuss the proposed garage for the drone vehicle. The Chief explained that there is a need to hire an architect to provide drawings. Three proposals were obtained and distributed to Council, the lowest of which was the Richard Beck Company at \$2,500. He added that there would be an electrical upgrade, which is a separate project. There was a brief review of the details of the electrical upgrade discussed at the last Council meeting, and the Chief added that the quote that was obtained for boring a 2-inch conduit from the utility pole to the Police Station would be between \$2,975 and \$3,275. The Chief stated that this would be for a heavier gauge cable from the transformer to the station. The Service Department will handle running the wires. The Street Commissioner advised that the Service Department could handle the excavation. **Cavanagh made a motion that the Chief can go forward with his electrical work for the garage addition at not to exceed \$2,975, seconded by Canton. Voice vote – ayes, all. Motion carried.**

Other Properties Committee matters included a quote of \$800 each for two new cement garbage cans for the park totaling \$1,603, Eagle Scout projects, the park wetlands project looking rough but in progress, the Mayor's request to hire temporary summer grounds help in 2025, and the potential to combine the corner property to lower the Village's taxes.

**PARKS COMMITTEE:** Cavanagh reported that there was legislation pertaining to the park restroom. **Cavanagh made a motion to revise the February and April motions to reflect the dates and times that the Chagrin Falls Cross Country Team will be utilizing South Russell Village Park and pavilion to be September 3, 2024, September 17, 2024, October 1, 2024, and October 8, 2024, from 3:00 to 6:00 p.m. instead of 3:30 to 6:00 p.m., seconded by Berger. Canton asked if this was the Middle School and the Mayor said yes. Voice vote – ayes, all. Motion carried.**

The Mayor asked Cavanagh to review the specifications for the restroom before it was ordered. Cavanagh stated it is the Double Rocky Mountain restroom. It will be Liberty Tan with vertical siding with a stone accent. Additional items that will add to the quoted \$111,751 are the solar light kit at \$1,200 and the solar fan kit. The Mayor thought it would be a total of \$4,800 extra in order to have a light and a fan in both restrooms. It would bring the total price to \$116,551. Canton asked about some benches pictured with the restroom and verified that these were not part of the package. Cavanagh asked how the increase would affect the legislation, and the Fiscal Officer suggested amending the legislation.

Cavanagh reported that there would be a park meeting soon and she reviewed the progress of Fall Festival planning.

The Mayor reported that Orange Village had a drone show at their festival, which cost \$10,000, but had to be held after dark. He planned to meet with the Solicitor to discuss specifications for hayrides. He is beginning to think that next year the Fall Festival may be different.

**PUBLIC UTILITIES COMMITTEE:** Berger reported that the committee will meet Thursday, August 15<sup>th</sup> at 8:30 a.m. Minutes were distributed from the last meeting.

#### **ORDINANCES AND RESOLUTIONS:**

Porter provided a third reading of an ordinance approving the proposal agreement between Impullitti Landscaping LLC DBA Artistic Solutions and the Village of South Russell in an amount not to exceed a total of \$14,862.10, for tree planting on Manor Brook mound in accordance with the approved landscaping plan submitted by CT Consultants, authorizing the Mayor and Fiscal Officer to execute the agreement on behalf of the Village, and declaring an emergency. Porter made a motion to adopt, seconded by Bell. Roll call – ayes, Cavanagh, Galicki, Porter, and Bell. Berger and Canton abstained. Motion carried. **ORD 2024-72**

Cavanagh introduced an ordinance to approve current replacement pages to the South Russell Codified Ordinances and declaring an emergency. Cavanagh made a motion to waive readings, seconded by Berger. Roll call – ayes, all. Motion carried. Berger made a motion to adopt, seconded by Cavanagh. Roll call – ayes, all. Motion carried. **ORD 2024-73**

Bell introduced an ordinance approving the project and fee proposal agreement between CT Consultants and the Village of South Russell in an amount not to exceed a total of \$19,000 for criteria architect services for a design build project delivery for new construction of a salt storage building, authorizing the Mayor, the Street Commissioner, and/or the Fiscal Officer to execute the agreement on behalf of the Village, and declaring an emergency. Bell made a motion to waive readings, seconded by Porter. Roll call – ayes, all. Motion carried. Bell made a motion to adopt, seconded by Porter. Roll call – ayes, all. Motion carried. **ORD 2024-74**

Cavanagh introduced an ordinance approving the quote and agreement between CXT, Inc. and the Village of South Russell for the Double Rocky Mountain Restroom delivery and set up for the Village park in an amount not to exceed \$116,551.00, authorizing the Street Commissioner to execute the agreement, ratifying the Street Commissioner’s execution of the agreement on July 24, 2024, and declaring an emergency. Cavanagh made a motion to waive readings, seconded by Canton. Roll call – ayes, all. Motion carried. Cavanagh made a motion to adopt, seconded by Porter. Roll call – ayes, all. Motion carried. **ORD 2024-75**

There was discussion about the not to exceed amount which needed to be identified for the Cintas agreement legislation. The Mayor suggested \$6,000. Bell introduced an ordinance approving the standard rental service agreement between CINTAS Corporation and the Village of South Russell for uniforms and facility services products in an amount not to exceed \$6,000, authorizing the Street Commissioner to execute the agreement, ratifying the Street Commissioner’s execution of the agreement on 7/16/24 and declaring an emergency. Bell made a motion to waive readings, seconded by Porter. Galicki expressed confusion about the wording of the ordinance about authorizing the Street Commissioner to execute the agreement and then “ratifying the Street Commissioner’s execution of the agreement.” Was Council authorizing something that was already executed? The Solicitor concurred. He understood that ratification meant approving after the fact but questioned authorizing the Street Commissioner to execute an agreement he had already executed. The Solicitor explained that it is necessary to do this by ratifying it. Roll call – ayes, all. Motion carried. Bell made a motion to adopt, seconded by Porter. Roll call – ayes, all. Motion carried. **ORD 2024-76**

Cavanagh introduced an ordinance approving the proposal agreement between Richard A. Beck & Associates, Ltd. and the Village of South Russell for architectural services for a detached garage in an amount not to exceed \$2,500 authorizing the Mayor and Fiscal Officer to execute the agreement and declaring an emergency. Cavanagh made a motion to waive readings, seconded by Porter. Roll call – ayes, all. Motion carried. Cavanagh made a motion to adopt, seconded by Porter. Roll call – ayes, all. Motion carried. **ORD 2024-77**

Berger introduced an ordinance amending the 2024 Annual Appropriations increasing Special Land and Building Fund \$92,620, General Fund \$1,600, Street Maintenance Fund \$10,000, and Safety Fund \$5,720 and declaring an emergency. Berger made a motion to waive readings, seconded by Galicki. Roll call – ayes, all. Motion carried. Berger made a motion to adopt, seconded by Galicki. Roll call – ayes, all. Motion carried. **ORD 2024-78**

Cavanagh introduced an ordinance amending Chapter 646 Parks of the Village of South Russell’s Codified Ordinances.



Canton introduced an ordinance approving the contract between Flower Entertainment, Inc. and the Village of South Russell for various services for the 2024 Fall Festival, authorizing the Mayor to execute the contract, and declaring an emergency. Canton made a motion to waive readings, seconded by Porter. Roll call – ayes, all. Motion carried. Canton made a motion to adopt, seconded by Cavanagh. Roll call – ayes, all. Motion carried. **ORD 2024-79**

Cavanagh introduced an ordinance approving the Facility Rental Application for Permit – Non-Auditorium for the use of Gurney School parking lot for the 2024 Fall Festival to be submitted to Chagrin Falls Board of Education, authorizing the Mayor to Execute the application, and declaring an emergency. Cavanagh made a motion to waive readings, seconded by Berger. Roll call – ayes, all. Motion carried. Cavanagh made a motion to adopt, seconded by Berger. Roll call – ayes, all. Motion carried. **ORD 2024-80**

The Mayor stated that the Power a Clean Future Ohio resolution had been tabled, and that he has a meeting with the organization on September 13<sup>th</sup> to get more information. Porter stated he was happy to leave it tabled for now.

**BILLS LIST: Berger made a motion to ratify the bills lists of July 15, 2024, in the amount of \$89,266.91 and July 30, 2024, in the amount of \$91,069.37, seconded by Galicki. Voice vote – ayes, all. Motion carried.**

**NEW/OTHER:** Canton, Galicki, and Bell had no new business.

Cavanagh expressed interest in attending the Ohio Municipal League Conference, but there had been discussion that she would need approval since she attended last year. Galicki asked Cavanagh for clarification about the requirement to obtain approval. The Fiscal Officer explained that the HR Committee is currently developing a travel policy, which has not been finalized. Berger explained that the draft policy states that if a Council member went to a conference previously, that member would go to the bottom of the list the next year to allow someone else the opportunity to go. If no one else wants to go, then it is available to the Council member to go again. Porter proposed making a motion to allow the Mayor, Cavanagh, and any other interested parties to attend. Galicki said he was interested. The Mayor advised it will be October 23-25 in Columbus.

The Mayor stated that the Geauga County Township Association has a table at the Geauga County Fair and needed volunteers to sit at the table.

**Porter made a motion for the Mayor, Councilman Galicki, and Councilwoman Cavanagh to attend the Ohio Municipal League Conference for two nights commencing October 23, 2024, in an amount not to exceed \$1,000 each for reimbursement purposes, seconded by Berger. Voice vote – ayes, all. Motion carried.**

Berger referenced an email notification for a 45-minute cyber security training. The Fiscal Officer explained it is an ADP webinar training and should be completed immediately.

**Canton made a motion to enter into Executive Session at 8:41 p.m. for the purpose of conferring with the Solicitor pending litigation involving the Village pursuant to ORC 121.22 Section (G) paragraph (3) requesting the Mayor, Fiscal Officer, Police Chief, and Solicitor be invited, seconded by Berger. Roll call – ayes, all. Motion carried.**

Council reconvened at 8:49 p.m.

**ADJOURNMENT:** Being that there was no further business before Council, Berger made a motion to adjourn at 8:49 p.m., seconded by Canton. Voice vote – ayes, all. Motion carried.

  
William G. Koons, Mayor

  
Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki