



## Outlook

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### Streets Cmte, 1/10/25

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From Cavanagh, Ruth <RCavanagh@southrussell.com>

Date Sat 1/11/2025 2:28 PM

To Cavanagh, Ruth <RCavanagh@southrussell.com>; SRV streets <Streets@southrussell.com>; Galicki, Dennis <DGalicki@southrussell.com>; SRV Mayor <Mayor@southrussell.com>; Bell, Christopher <CBell@southrussell.com>; Berger, Christopher <CBerger@southrussell.com>; Canton, Gerald <GCanton@southrussell.com>; SRV fiscalofficer <fiscalofficer@southrussell.com>; SRV adminassist <adminassist@southrussell.com>; Porter, Mark <MPorter@southrussell.com>

The Sunshined Streets meeting was held January 10, 2025 at 11am. Attending were Mayor Koons, Council Galicki & Cavanagh, Streets Tim Young, Resident Todd Kruse. Called to order at 11:01am.

Young described plans: Clean out ditches near 1506 Bell, and on Fawn CT, cold-patching potholes (temporary), tree pruning along right of way, completed culvert work on Bell Rd.

The flag at South Park has been taken down until new stronger lighting can be installed. Masons have been informed.

Safe Routes bicycle/pedestrian ad hoc committee has asked that Village employ our Engineer to 'create' a Master Plan for a bike path. Tim Young described an alternative path that could border Alderwood. Problems of easement, purchase and maintenance were discussed.

Galicki questioned about the Go Green and Tire grants used for trash day? One is completed; the other in the works.

Service workers clothing & outer gear was discussed. Is Cintas under a contract with SRV? Streets looking at alternatives.

The SE & SW corner lots of Bell & 306 are being looked at for sprucing up. Young brought drawings, has given thought as to what might be done when weather breaks. Reminded that there is an attractive example at Miles & 91.

Respectfully submitted,  
Ruth Cavanagh Chair.

Sent from my Verizon, Samsung Galaxy smartphone

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## Streets meeting 2/24/25

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**From** Cavanagh, Ruth <RCavanagh@southrussell.com>

**Date** Fri 2/28/2025 7:32 PM

**To** Galicki, Dennis <DGalicki@southrussell.com>; Cavanagh, Ruth <RCavanagh@southrussell.com>; SRV adminasssist <adminasssist@southrussell.com>; SRV fiscalofficer <fiscalofficer@southrussell.com>; SRV Mayor <Mayor@southrussell.com>; SRV streets <Streets@southrussell.com>

Streets meeting called to order at 2:30 on February 24, 2025. Present were Tim Young, Bill Koons, Dennis Galicki & Ruth Cavanagh.

Discussion regarding the 2020 truck, which Streets Young states was upfitted & re-upfitted. Now has water in the hydraulic system, although it only has 512 hours of use. It is dumping 3X amount of salt as needed. Streets Young states the pump is forecast to fail at 1200 hours. Do we pay to re-upfit again? Galicki asked, Is it in the budget to replace? To repair? Estimates are needed.

Streets Young asked again for a PT Employee, Dept. was down to 2 during last plowing marathon. One on scheduled, paid vacation; one injured and needs surgery (3/7/25). Discussion followed. Galicki asked, could we start with a call-in CDL driver to help with plowing? Young replied not likely, based on fact that most surrounding Depts. are also searching for FT workers, yet needs are 9not being met. Mayor stated agrees with PT worker. Needs to be discussed with HR co-meeting in very near future.

Streets Young discussed current work being completed, including cold patching of rough Bell Rd. East, and other potholes. Dormant overhanging trees are being pruned back.

Discussion regarding upcoming Trash Days. Saturday, April 26, but Senior pickup begins Wednesday, April 23. There are worker time conflicts, Cavanagh to reach out to Bainbridge, Streets Young to ask Russell for worker assistance. TBD.

Bellwood HOA requested new street signs, Discussion, Young to follow up.

Cavanagh expressed great disappointment at learning Bell Rd. East not to be paved until 2026, per Mayor, NOACA and ODOT. Patching will continue.

Respectfully submitted,

Ruth Cavanagh

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**Streets Cmte. 3/13/25, 9:30 am.**

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**From** Cavanagh, Ruth <RCavanagh@southrussell.com>

**Date** Thu 3/13/2025 5:06 PM

**To** SRV adminassist <adminassist@southrussell.com>; SRV fiscalofficer <fiscalofficer@southrussell.com>; SRV streets <Streets@southrussell.com>; SRV Mayor <Mayor@southrussell.com>; Cavanagh, Ruth <RCavanagh@southrussell.com>; Galicki, Dennis <DGalicki@southrussell.com>; fox12kruse@gmail.com <fox12kruse@gmail.com>; dhocevar@outlook.com <dhocevar@outlook.com>

Meeting called to order at 9:30am., Present were Engineer Haibach, Streets Tim Young, Mayor Koons, Dennis Galicki, Ruth Cavanagh, Resident Todd Kruse.

Engineer stated SRV needs to rethink paving plan, in light of E. Bell Rd paving put off til 2026, per ODOT & NOACA. Streets Young stated Countryside is highest need; some repairs to Reseve Trail & Bellwood. Discussion of mill and fill. Continued monitoring of drainage problems on Reserve. Cold patch and cold flow ongoing. Continued attn to Chelsea Ct. Young stated 4 residents have asked for culvert work.

Young asked again about hiring a PT worker; combined HR/Streets mtg on 3/24 to discuss. Cavanagh to ride with Young to learn updates, next week.

Young stated tree pruning continues, hope to finish next week. Discussion about leaf pickup. Not feasible in-house. Included topics were Bag-leaf, Tree chipping. Galicki stated look to immediate needs, what is budget? Young replied some equipment at end of useful life. Frustration regarding cost to fix outdated trucks vs. upgrades.

Kruse asked how SRV budgets for Salt? Bids at lowest and best. Haibach stated, carry a balance, Young stated \$45/ton.

More discussion r/t tree chipping; Young stated could survey residents. Used example of Lowe's Greenhouse accepts Christmas trees.

Bellwood asked for new signs: Mayor stated when roads are done, new signs are installed.

Kruse asked why not connect Park Bathroom to existing sewers? Cavanagh stated Park Cmte. wanted restrooms like those in Geauga Park District.

Engineer Haibach briefly discussed Salt building specs, etc., need Bldg. Inspector Hocevar to weigh-in, plan meeting very soon.

Trash Day discussed: Dumpsters are ordered, Young has requested 4 persons to assist, due to current circumstances.

Respectfully submitted,

Ruth Cavanagh, Chair

Sent from my Verizon, Samsung Galaxy smartphone

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## JOINT HUMAN RESOURCES / STREETS COMMITTEE MEETING MINUTES

Date: March 24, 2025, 5:30 p.m. Village Hall

**Attendees:** Bell, Berger, Galicki, Cavanagh, Mayor, Street Commissioner, Police Chief, Fiscal Officer

**Visitor:** Todd Kruse

The meeting was called to order at 5:30 p.m. by Chairman Bell.

Street Commissioner (SC) said given the current circumstances his department is experiencing, he would like to look to add another full-time SD employee. The Village can grow that person into the role better and pass knowledge from the current guys who have been there a long time. He said two of the SD employees are looking at 8-10 years left of employment. Rather than kick the can down the road, something should be done now so that knowledge could be passed. This would also give him four guys to run two shifts and rotate the guys easily. Or if they are not available, he will have coverage.

Cavanagh said she and the Mayor felt the best solution would be to get a part-time person. She acknowledged the need for help, especially with plowing. The SC said that with the general ways the Village does business, he thought it was a better idea. When he first started, he noted that a lot of big projects got done like with ditching, but the maintenance and day-to-day operation suffered because there was not enough to go around. He supported hiring someone part-time and then moving them to full-time. Being that the CDL requirements are so difficult to obtain for a lot of people, the SC proposed setting it up as part-time until they achieve this, which creates a bigger pool from which to draw. Cavanagh asked why CDL's are more difficult to obtain now than in the past. The SC said that in the past, he could get his CDL within a week. This was in 2001-2002. Now, a temp must be obtained and then a school selected to provide the training which is around \$5,000 to \$6,000. There is class and driving time involved. It takes about 3 weeks of 8-hour school days to prepare for the state test and driving maneuverability test. Once this test is passed, a CDL can be obtained. He said the Village could pay for this, but the employee would have to sign with the Village. Then there would be a progressive step-down period where they would be responsible for some of those costs if they were to leave the Village within five years.

Berger asked for the status of the employee who is out on medical leave. SC said that prior to the surgery, the employee thought it would be six to eight weeks. Galicki asked if there was paperwork submitted by medical authority which talked about his anticipated return to duty. The SC said there was nothing and clarified that the accident took place at home. Berger thought the Village should have something from the doctor saying when the employee could return to work. The SC thought he should not return to work until he goes through a return to work physical. Both the employee's doctor and a Village doctor should say he is fit to duty. Berger agreed with Galicki that a note was needed stating the return date for planning purposes. This impacts the committee's decision on going forward with hiring another person for the department. Galicki shared that the standard practice is that there is documentation from a medical authority when the patient goes in and what the anticipated return is after. If that needs to be extended, there is generally additional paperwork addressing that. To Berger's point, Galicki agreed that the Village cannot effectively plan full-time or part-time equivalents without knowing the limitations of the current employee.

Bell raised the question of FMLA eligibility, and discussion followed to include paperwork regarding FMLA to be given to the employee as well as paperwork from the employee's doctor with an approximate return date, and a return to work physical. The FO said the Village has never dealt with FMLA before, but as a government agency, the Village is required to use it. Regarding requiring a physical examination of an employee to return to work, she stated past practice has been for any employee missing more than three days of work, they must bring

in a doctor's note stating they can return to work. If there is a question whether they could perform their duties, the doctor can be given the employee's job description and sign off that they can perform their duties.

Regarding hiring a part-time or full-time Street Department (SD) worker, there is currently only a job description for a FT worker, no PT worker. As such, there is no pay range for a PT worker. If the recommendation is to go with a PT worker, a job description would have to be drafted as well as a pay range. These would have to be approved by Council. Additionally, Council will need to approve running a help wanted ad.

The Mayor said the Village would need to justify adding another worker. The Village is four square miles, with 4,000 residents. He suggested getting survey results from OML on other comparable communities with generally the same size and make up and then go from there on what is needed. Galicki suggested engaging the Village's HR firm to determine if the Village is justified in hiring a part-time or full-time Service Department employee. This would remove opinion and hopefully have an experienced decision maker provide the Village with direction. He thought the Mayor had a good point. Berger asked the Streets Committee for their recommendation, and Cavanagh said it was an open discussion. The SC wants a full-time employee, but Cavanagh said she is good with part-time.

Galicki said he applauded the SC for forward-looking to say the Village has two employees that are probably here for only ten more years, but on the other side of that, although allowing for some time to get into the saddle is a great thing, he didn't think ten years was necessary to learn the job. A request for a full-time employee may be a little premature, and there was some work that needed to be done before arriving at a decision. Berger did not want to kick the can too far down the road since there is a need. SC said there is history that can be lost without training. It was discussed that work and issues should be documented in writing. There are three guys who take care of a little over a mile and a quarter each. To that point, Galicki offered that any kind of documentation that may be required in terms of work, issues, or problems should be documented in writing. Tribal knowledge, whether it is a business or a Village, is not the way to run the department. Although the SC agreed, he said that this was not the strongest point that he has seen so far. Galicki said that may be, but that may be the point where management takes on the documentation. The SC is taking on a fourth worker, whereas previously, the Village had a working Street Commissioner who ran the plows, etc. It seems like the SC is working himself out of that position so he can have port and starboard running guys on the street. It is not a bad idea, but if the SC is going to move himself out of the working Street Commissioner role, the administrative role could be taken on. The SC agreed and said that it is not so much a matter of him trying to remove himself as getting another line of defense to keep everything moving. The Mayor thought there was enough time before the next Council meeting to obtain the OML data. Galicki again proposed utilizing the HR firm, and the Mayor suggested doing both. Berger noted that there was expense involved with this and did not think it was an area of expertise of the HR attorney the Village had previously used. Galicki clarified that there might be somebody in the firm who can gather the data and make a recommendation. Berger thought three weeks was too long to wait and proposed having another HR meeting in 10 days so that the Village can start looking. Kicking it down the road three weeks may mean not having anybody for 6-8 weeks.

Bell and Cavanagh were interested in seeing the OML data. Bell also wanted to see an outline of the current team, their duties, where the stress points are, and how bringing in a fourth person justifies or solves these problems. Todd Kruse, 38 Ridgecrest Dr., added that other factors to include in the data of overall duties and things that Council asks for them. Kruse offered that he rode with the SC one night during snow plowing. He asked if any of the Council members had ridden with any of the guys while they were snow plowing and given that experience stated that Council needed to consider the quality of health into the expectations of the Street Department. He thought it was worth the money. Berger indicated that the OML information should be acquired and said the committees would try to move quicker and should call another meeting to discuss the findings. The Mayor thought the OML documentation could be obtained by the following day so that five or

ten comparable communities could be identified for comparison. A follow-up meeting date of April 7<sup>th</sup> at 4:30 p.m. was set for a joint Streets/HR Committee meeting.

Job descriptions were discussed, and Berger clarified that it was necessary to draft a part-time job description for the Street Department position as well as a pay range. This must be approved by Council. He proposed having this ready for the first meeting in April. Galicki asked where the funds would be coming from for this position. The FO explained that Council would need to approve the job description, set the pay range, and either amend the Street Department budget entailing giving up something for that position, or transfer money from the Income Tax Fund to the Street Fund.

Regarding Police Department business, the Chief discussed one full-time and potentially two part-time candidates for the open positions. He proposed having a joint HR/Safety Committee meeting and dates were discussed. April 7<sup>th</sup> at 5:30 p.m. was proposed. Berger requested the scheduling of an exit interview for the officer who resigned. The Chief stated that for the upcoming Council meeting, Council needed to acknowledge the resignation and ratify the ad for the newspaper. Berger added that either he or Bell would be present for the exit interview once scheduled. The anticipated resignation of another part-time officer was discussed. The availability of the School Safety Officer (SSO) for summer break was addressed as was the three-year contract for this position.

The status of the proposed policies for the employee handbook were discussed, and Berger said that for now they will just let them lie.

Bell asked about the harassment training for employees. The FO said the presenter from Thrasher, Dinsmore, & Dolan would cost \$1,000 to \$2,000, and the Village would be able to record the training for future use. Bonnie Troyer, HR Strategies, would be \$2,500 for three sessions, two for the general staff, and one for leadership. Mansour Gavin would charge \$1,160 for what had been assembled. There would be an additional fee to integrate other materials and cost per hour for the training. Cavanagh asked if the Village wanted to do this to be above board or because it was mandatory. The FO said it was not mandatory but recommended training every one to two years. Bell asked about the training offered by PEP, and the FO said it was all online and the employees would do it individually. The committee had discussed initially doing the training in person. Bell proposed providing the presentation options to Council at the April 14<sup>th</sup> meeting and ask for their opinion. The Mayor thought the committee should just make a recommendation. Bell and Berger were not opposed to giving Council a chance to weigh in on it along with a recommendation.

The committee discussed finance and payroll software research. The FO described the Village's previous experience using Paychex for timekeeping as well as payroll. It was problematic on a number of levels. What the Village is currently doing works, but she will continue to explore other options. Berger asked how payroll taxes are currently done, and the FO said it is done by Paychex. He clarified that the Village reports employee hours and pay rates, and Paychex calculates the taxes, and then pays the employees. The FO concurred. Berger said that whatever system the Village decides to go with should continue this. The FO said finance software vendors will not take on this responsibility due to the liability. It is a real benefit of using Paychex because of the penalties for missing tax payments. Bell asked for clarification, and the FO explained that some of the financial software programs she has explored also have payroll and will do the accounting but will not pay the taxes. Bell inquired about the past problems with Paychex with timekeeping, and the FO and Chief explained problems with the system dealing with comp time and overtime variables. The committee further discussed the details of how payroll is currently done with Paychex. Berger explained that he was looking for a way to automate the portions of the process that are currently manually done. The Chief offered that the current system provides for two levels of checks and balances and has worked well. The FO advised that her priority is the financial software since her current system will no longer be supported as of December of next year.

Considering this, payroll is at the bottom of her list of priorities given the need for financial software. She hopes to have an answer about the financial software by April.

The FO addressed items the Mayor had for discussion which included back to work physicals, which were previously discussed, and NIMS training. She explained that the NIMS training is required if the Village would want to apply for preparedness grants but may not be required to get disaster money. Bell asked about the required frequency of training, and the FO said it is required just one time. Berger reviewed the levels of training and concluded that it is important to be aware of the layers of the response, whether it is local, state, or federal, and who is in charge. The FO added that it clarifies the terminology as well.

The meeting was adjourned at 6:22 p.m.

## Joint HR/Streets Committee Meeting Minutes

April 7, 2025, 4:30 p.m. Village Hall

**Present:** Chris Berger, Chris Bell, Dennis Galicki, Ruth Cavanagh, Mayor, Fiscal Officer Romanowski, Chief Rizzo, Street Commissioner Young

Bell called the meeting to order.

Cavanagh asked the Street Commissioner (SC) to explain what he felt he needed in terms of staffing. The SC said he wanted one guy to provide coverage for everything. Bell clarified that it would be a full-time position, and the SC concurred. Berger verified it would be one full-time person and that there was a job description. FO said that the discussion at the March 24<sup>th</sup> joint HR/Streets meeting was that the Mayor was going to reach out to OML to find out about comparable communities and their staffing. FO forwarded survey information she had from a couple of years ago as well. The Village's current salary schedule for a full-time laborer who is just starting out, it is \$25.87 per hour, which is \$53,800 per year.

Cavanagh asked if there were any interest in starting the person as part-time and moving the employee up to full-time and asked the length of time the probationary period is. FO said probation is 6 months. A full-time employee would start 5% below the approved rate for the probationary period. If they successfully pass probation, then they move up to the \$25.87 per hour. Berger asked if the SC had reviewed the job description to verify that everything he wanted was in it. The SC said it looked fine. Berger clarified that it includes CDL, etc. The SC said that maybe it should be worded to say that the candidate either has to have or obtain the CDL. Cavanagh then asked if that meant the Village would pay for the person's CDL. Berger asked what the current practice is, and the FO explained that the position requires the CDL. Berger verified it is the requirement of the job, and the SC said the laws have recently changed and it is something they should think about. The FO pointed out this would cost another \$5,000 to \$6,000. Berger was confused and asked if the job description was going to indicate the person is willing to get a CDL, and the SC said he would change the wording to state, "have or obtain a CDL," and put a time on it. Berger asked at whose expense this would be, and the SC said that some places say the employee must get it on their own, and others offer to pay for it but stipulate the employee must stay in the job or they have to pay it back. Cavanagh offered this is what she would suggest saying. Berger asked specifically how long it took to get a CDL, and the SC said it is 40 hours of class driving time. Berger asked if this meant the Village would be paying for the individual to be in school for two weeks. The SC said that when they come out of the school, they are 100%. Cavanagh verified that the Village would include a stipulation that if the Village pays, and the SC interjected that it could be paid over the course of five years, and every year it deletes down. He could get the verbiage from Independence. Berger asked if it was that difficult to find someone with a CDL, and the SC said that now it is because there is a group of people who are retiring, and it is becoming a problem. No one wants to get it because it costs money. Bell added that during the pandemic there was a shortage of hazardous materials truck drivers because of all the retirements. Berger asked the Chief about the Police Department's requirements for candidates, and he responded that they must have Police Academy Training. Berger verified that they do not have a CDL, but they have an equivalent certification. This is a baseline for the Police Department and is a different standard than what is being discussed. Berger continued to say that the Village's standard has always been for the candidate to already have a CDL before applying, but he was hearing the SC say that the Village would not be getting very many candidates.

Galicki suggested not making too many assumptions before casting the net. Berger said he was not ready to say that the Village would spend \$6,000 to get someone a CDL if the Village does not have to do so. The Village can start with the job description as it is and see what the Village gets. If they do not get any satisfactory candidates, then they can consider changing the requirements. The Chief suggested the verbiage, "CDL preferred" so as not to discourage someone without one from applying. Berger agreed and said Council could then decide whether it wants to offer compensation if they need to get a CDL. Bell said that if it is necessary for the Village to provide the CDL, he would prefer to wait until after the probationary period to make sure that an investment is not being made in someone who will not work out. Galicki agreed. If the Village were to opt to pay for a CDL, he would suggest including verbiage to say that the individual is expected to reimburse the Village in full for the costs. The SC explained that he had seen this arrangement where the amount would be prorated. After five-years, there was no further requirement. Berger observed that it would put the burden on the Village to chase the money.

The FO said that the payrates are based on the individual already having the CDL. If they are talking about training someone with no experience, Berger felt it should be a lower pay rate. Berger asked if the pay rate is provided with the job advertisement, and the FO said the pay range is. Berger advised that if a lower rate of pay were to be considered, Council would need to approve this. The FO added that the job description would also have to be approved. She suggested running the ad as is and seeing what responses were received. Berger stated that step one would be to run the ad with the CDL requirement and see what response is received. The SC said what the Chief said was great. Berger explained that if the Village uses this verbiage, it will be another week because a change of the job description would require Council's approval. Bell agreed that this made sense. Berger said that in the meantime, the committee should present and ask for Council's approval of an alternative job description without the CDL and at a lower rate so that if it is needed, the Village can advertise an alternative.

The FO clarified that the committee wanted her to run an ad this week for a full-time employee, which would mean Council would have to ratify the approval of the ad. Berger noted that another full-time employee is not in the budget, so the budget must be amended. Cavanagh asked about the status of the injured employee and was surprised to know that FMLA runs concurrent with sick leave. From personal experience, she was able to use her sick leave and then the FMLA started. She asked for an explanation. Bell said that a lot of times, the employee has to use the remaining paid time off (PTO) before using FMLA. Some places ask that the FMLA run concurrently with PTO, which is common. Cavanagh observed that the time would then run out. Bell agreed. The FO added that if the employee still had sick and vacation time on the books, it could still be taken but once this runs out, there would be no FMLA to hold the job. Berger offered that at the end of the 12 weeks, the employee should be in a position to decide whether they can continue in the job. That was the theory behind it.

Berger raised the question of the pay range for someone who needed to obtain a CDL, and wondered if it should be 20% less. Galicki asked the FO if in her research she found any municipalities that did not require CDL for the position. The FO did not ask for that data since it is typically required for the job. Berger noted that without a CDL, the person could not operate a snowplow or one of the big trucks and wondered if it was needed for the backhoe and loader. The SC said it was for vehicles over 26,100 pounds but said that in the event of ice and/or snow, they could drive the truck. Cavanagh pointed out that the Village would not want to hire anybody who is green because they would not be able to run any of the equipment. Berger asked what percentage of the job

related to the CDL. The SC said it is mainly snowplowing. Berger again asked what percentage of the job this would be. They would not want to go too low with the pay range. Cavanagh said they would not want to go under \$20. Berger thought \$20 per hour is the minimum. The SC thought it should be a dollar or two less than the starting pay. Berger explained that they would start 5% less as probationary employees. There also needs to be a pay incentive for the employee to get to the CDL. Bell stated that his only insight is that general warehouse labor is \$18 to \$21 per hour starting. Berger proposed \$22 per hour without the CDL. Once they have obtained the CDL, they get bumped to the starting level after the probationary period. \$22 per hour would be the range because the Village would not start higher if the individual did not have a CDL. He concluded that the ad would be run and retroactively approved at the April 14<sup>th</sup> Council meeting. Council would also be given an alternative job description for a probationary employee without a CDL at \$22 per hour with a requirement that they get a CDL after the six-month probationary period. Berger added that there will be a requirement that if the employee leaves before a five-year period, it is prorated.

There was discussion about whether the Village would be paying for the CDL. The SC thought the Village should pay for it and then prorate it down to keep the employee. Berger said it would be reduced by \$1,200 per year over the course of five years. The SC added that if the employee does not work out, they would have to pay it back in the five years. Galicki reiterated that this would involve chasing the money. The SC said it was a risk but said that the availability of drivers with a CDL is shrinking fast. Galicki said that if there is an arrangement to pay for the training and then the employee leaves, there would need to be an employee contract that stipulates that. Otherwise, there are no teeth in getting the individual to pay anything back. Berger said that even with a contract, it would have to go to court and the Village would incur costs. Additionally, what if the person is judgement proof and has no money. The SC thought that part of the interview process is judging the character of the candidate, but Galicki said unfortunately, in an hour interview, they are not going to figure out someone's character. Berger advised that the Village would not want a contract but remain an at will employer. Having the stipulation in the job description gives the Village something to fight about. Galicki offered that the final paycheck could be held to recoup some of the money. Berger thought this was the cost of having employees.

The FO verified that the ad will be submitted with what the Village currently has. Berger agreed and said the revised job description will be prepared for Council so that if they need to go to the next step, they can do it without having a Special Council meeting. Cavanagh asked if it would go on Indeed.com and the FO said it would along with the newspaper and NOSDA, surrounding municipalities, etc.

Regarding uniforms, the FO said that the Village's current policy does not address the matter. However the policy was adopted by Council, so she would need clarification. Bell asked the SC to explain the new uniform program. The SC said they are down to Arborwear and outfitting the guys with seven shirts and seven pants, and that is their uniform. Next year, they can get another pair or two of pants if they need them, and if not, every other year they would re-uniform. It would save the Village money instead of using Cintas. Bell noted that the policy currently states that shirts with the Village Logo are occasionally purchased for employees at the Department Head's discretion. The FO explained this was for other employees and for Service Department Employees the policy states that uniforms are supplied and should be worn unless permission is obtained by the Department Head. The FO asked if there was a dollar amount. The Police Department has a uniform allowance, and surrounding communities have a dollar amount per year. The SC stated this was for a clothing allowance, but that is not what is being discussed. Uniforms are different. Galicki advised that it is a clothing

allowance. The SC stated that clothing allowances and uniforms are very different because clothing allowances are paid to the employee for buying a jacket or new boots, for example. A uniform is what the employee wears to work every day. Right now, Cintas provides the uniform, and the Village pays for it. Instead of paying Cintas, they are going to take that money and just buy the uniforms outright. Galicki asked how this was different from the Police Department. The SC did not know how the Police Department works, and said the Village is not giving them cash. Their sizes will be taken, and they will be given their uniforms. Galicki asked what the dollar amount would be. The SC said the current quote would be about \$2,900, \$780 per man every other year. \$3,000 to \$4,000 vs. \$5,000 to \$6,000 with Cintas every year.

Berger clarified that under the new proposal, the employee is responsible for keeping the uniform clean and in good repair. The SC concurred. If they rip their pants, the Village will buy them a new pair of pants. They will have the option to launder them in the Service Department. Previously, they did not have Cintas wash their uniforms. A new policy was discussed. Berger thought it should state that uniforms will be provided as needed, with no more than \$1,000 every two years per employee. The SC did not want to be backed into a corner if the prices went up. Berger explained that policies can be amended, but he wanted to make the amount the Village expects to pay clear. The Village will decide what uniform items they get. The SC said that once Cintas signs the new agreement, they will pull back all the uniforms. Berger said that the Village will need to move forward to get the uniforms from Arborwear. Cavanagh asked if the Village logo will be on the uniforms, and the SC said that Arborwear can print the Village logo on the back of the shirt, but he is also looking at another shirt supplier for the cost for the safety yellow shirts with the logo on the back. Developing a policy was discussed and Berger confirmed that the uniform change needs to move forward.

Berger made a motion to go into Executive Session for the purposes of discussing compensation of a public employee pursuant to Section 121.22(G)(1) of the Ohio Revised Code and invite the Fiscal Officer, Mayor, Galicki, and the Chief to join, seconded by Bell. Roll call, ayes all. Motion carried.

The meeting reconvened at 5:22 p.m.

Berger made a motion to go into Executive Session for the purposes of discussing matters that are required to be kept confidential by federal or state law pursuant to Section 121.22(G)(5) of the Ohio Revised Code and invited the Fiscal Officer, Mayor and Galicki to join, seconded by Bell. Roll call, ayes all. Motion carried.

The meeting reconvened at 5:22 p.m.

Being there was no further business, Galicki made a motion to adjourn the meeting at 5:30 p.m., seconded by Bell. All in favor. Motion carried.

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**From:** Cavanagh, Ruth  
**Sent:** Friday, April 18, 2025 12:21 PM  
**To:** SRV adminassist; SRV fiscalofficer; SRV streets; SRV Mayor; Cavanagh, Ruth; Galicki, Dennis; Berger, Christopher; Canton, Gerald; Bell, Christopher; Porter, Mark  
**Subject:** Streets mtg 4/18/25

The scheduled, sunshined Streets Committee meeting was held on Friday April 18, 2025 at 9am, in the Streets Building. Attending were Tim Young, Ruth Cavanagh, Dennis Galicki, Chris Berger. Mayor Koons arrived at 9:35.

Young presented Agenda. Discussed:

- Berming Snyder Rd.
- Park restroom installed 4/17/25
- Grading dirt at Drone garage
- Clean up accumulation around salt storage
- Replacing SRV signs at borders--Insurance?

Details: Snyder Rd, west side needs stone, leveling of road to berm. Restrooms finishes will include more drainage surrounding the structure; Young to complete. Additional drains from Pavilion. Noted vents on new bathroom need straightened up. Park in general; R. Pausch touch up painting.

Trees for screening discussed in detail. Berger stated website offers baby trees-1 to 2 ft.- priced much lower if purchase 100, as example, then plant as needed.

Berger input regarding Financial planning to replace trucks. Asked for long-term spreadsheet on usage, life-expectancy of trucks. Young will do this. Big expense on 2020 salt truck repair of \$36,000, to ask Council approval. 2001 International can still plow, but not spread salt. Young would prefer purchase of multi-bed hook truck: Salt, Dumpster, Chip, Haul. He will execute his list.

Further Berger presented Job Description for additional Streets Maintenance Laborer-B, full-time. With or without CDL & time/money restrictions on either. Generalized discussion regarding necessity of another hire.

Discussion of Clothing policy and Boot policy. Exact clothes selected from Arborwear by Street Commissioner, men are fitted for size. Boot policy separate from clothes; Determine dollar amount and Present to Council.

Respectfully submitted,  
Ruth Cavanagh

Sent from my Verizon, Samsung Galaxy smartphone  
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**From:** Cavanagh, Ruth  
**Sent:** Thursday, May 15, 2025 3:20 PM  
**To:** SRV fiscalofficer; SRV adminassist; SRV Mayor; dhocevar@outlook.com; SRV building; SRV streets; Porter, Mark; Cavanagh, Ruth; Galicki, Dennis; ehaibach@verdantas.com; Berger, Christopher; Canton, Gerald; Bell, Christopher; Griswold, Ruth  
**Subject:** Salt dome bids/Streets mtg, 5/15/25

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

The Sunshined, scheduled Streets meeting was called to order at 12:02 pm., 5/15/25. Attendees were Mayor Koons, Tim Young, Engineer Haibach, Dave Hocevar, Mark Porter, Dennis Galicki, Ruth Cavanagh.

3 bids were received:

1-CMG contracting for \$509,000 plus add-ons,  
2-Blue Streak for \$780,000,  
3-Cold Harbor for \$1,398,000 plus add-ons.

Discussion ensued. Cavanagh asked why Salt dome failed? Engineer stated Dome shaped bldgs require use of a conveyor for loading Salt, which has been supplanted by use of various loaders. No longer need for a conical shaped Bldg, either.

The estimates do Not include demolition, as there is another year of Salt in current dome to be used, while new structure is erected.

Questions raised about adding electrical? Young stated 'Yes', at least to the wings of the Building. Possibility of using current pole box to go forward, TBD.

After reviewing the figures, CMG, 2000 ton storage, with add-ons of Electrical, 8" Concrete base, comes in approximately \$690,000. That is under proposed budget of \$775,000, and significantly less than the 2 other bids. Cavanagh moved for a vote of Streets Cmte plus Mayor to recommend CMG, Galicki 2nd, Ayes all for CMG.

Galicki asked Haibach when could CMG break ground, answered In the Fall. Mayor asked would it help to create a barrier to seal the concrete? Not likely with multiple scraping ongoing. Haibach stated there is a chloride-resistant admixture to add to the concrete mix that can be used. Young stated paint may be used on trusses. Mayor inquired about prevailing wage? Both Hocevar and Haibach stated Yes.

Following; Haibach lets CMG know, CMG will produce prints, then SRV reviews, goes forward with approval by full Council.

Haibach reviewed proposed Road program:

1-Countryside Estates: \$262,000,  
2-base repairs throughout SRV: \$57,000,  
3-Reclamite (includes Countryside): \$27,000.

Totals \$346,000. Discussion followed, Cavanagh moved to accept amount for Road program, Galicki 2nd. Ayes all. To be presented to open Council at May 27th mtg, then go out for bids. Meeting adjourned at 12:49pm.

Respectfully Submitted,  
Ruth Cavanagh, Chair

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**From:** Cavanagh, Ruth  
**Sent:** Friday, May 23, 2025 12:31 PM  
**To:** SRV adminassist; SRV fiscalofficer; SRV streets; SRV Mayor; Cavanagh, Ruth; Galicki, Dennis; Porter, Mark; Berger, Christopher; Bell, Christopher; Canton, Gerald  
**Subject:** Streets Cmte. Meeting 5/23/25

The scheduled, sunshined Streets meeting was held at S. Russell Village hall on May 23, 2025 at 9:01am. Attending were Street Commissioner Tim Young, Councilmen Dennis Galicki and Ruth Cavanagh. Agenda included Tax Budget figures for 2026, hiring another employee, changing vendors for uniforms, and truck repair for \$36,000.

All budget items were thoroughly discussed and budgeted. Readied to submit to Fiscal Officer Tuesday, for County review.

Those present discussed all possible hires, given the submitted applicants. To be further discussed with HR Committee joint meeting, Tuesday, May 27 at 6:30 pm. Interviews to be scheduled after that meeting.

Discussion about Streets uniforms/clothes. Verbiage needed to address a change in clothes provider, for the Handbook.

The repair for the 2020 International truck at \$36,000. was discussed. Motion to be made at upcoming Council meeting.

With all business concluded, meeting adjourned at 10:29 am.

Respectfully submitted,  
Ruth Cavanagh, Chair

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## **JOINT HUMAN RESOURCES / STREET COMMITTEE MEETING MINUTES**

**Date:** May 27, 2025

**Attendees:** Cavanagh, Galicki, Bell, Berger, Street Commissioner, FO

The meeting was called to order at 6:30 p.m. by Streets Chair member Cavanagh

### **I. Service Department Laborer applicants**

- Both committees, Mayor and Street Commissioner were previously given copies of applications and resumes from 19 candidates for the SD Laborer position.
- After review, the joint committees will conduct interviews on Thursday, May 29<sup>th</sup> and potentially Friday, May 30<sup>th</sup> with five of the candidates.
- All but one of the candidates have their CDL.
- If the applicant without a CDL is chosen to be hired, a new job description would need to be drafted and adopted by Council.
- Cavanagh will contact candidates to set up the interviews and let the FO know if an amendment needs to be made to the Sunshine notice. The interviews will be conducted by having a joint HR & Streets Committee meeting to go into Executive Session for the purpose of conducting job interviews for the Laborer position.

### **II. Uniform Policy**

- Street Commissioner distributed copies of a proposed uniform policy he drafted with the Mayor. They used the Police Department's policy as a template.
- There was discussion on whether sample policies from surrounding communities were obtained or the previously drafted policy prepared by Berger were used as a reference since service departments and police departments are not necessarily an equal comparison.
- The HR Committee and Streets Committee members will review the proposed policy and hope to have a recommendation to Council soon.

### **III. Miscellaneous**

- Street Commissioner reported the loader broke down at the end of the day.
- The employee that is out on medical leave will return to work on Wednesday, May 28<sup>th</sup> to perform light duty work of operating lawnmowers and driving vehicles. When there is no such work for him to perform, he will leave work and utilize his accrued time off.

The meeting was adjourned at 6:45 p.m.

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**From:** Cavanagh, Ruth  
**Sent:** Wednesday, June 4, 2025 11:35 AM  
**To:** SRV adminassist; SRV fiscalofficer  
**Subject:** Minutes 5/29 , 5/30

1. A Sunshined HR and Streets meeting was called to order at 3pm on May 29, 2025. Attendees were Councilmen Berger, Bell, Galicki and Cavanagh. Chris Berger moved Dennis Galicki seconded, to go into Executive Session for the purpose of hiring personnel, Ayes all.

Chris Bell moved, Chris Berger seconded to come out of Executive Session at 4:50 pm, Ayes all. Chris Berger moved, Ruth Cavanagh seconded, to adjourn meeting at 4:53 pm, Ayes all.

Respectfully submitted,  
Ruth Cavanagh

2-A sunshined HR/Streets meeting was called to order at 3:30pm on May 30, 2025, attendees were Dennis Galicki, Chris Berger, Chris Bell and Ruth Cavanagh. Chris Berger moved and Chris Bell seconded to go into Executive Session for the purpose of hiring personnel, Ayes all.

Chris Berger moved, Ruth Cavanagh seconded to come out of Executive Session at 4:40pm, Ayes all. Dennis Galicki moved, Chris Berger seconded to adjourn meeting at 4:50pm, Ayes all.

Respectfully submitted,  
Ruth Cavanagh

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**From:** Cavanagh, Ruth  
**Sent:** Monday, July 14, 2025 11:37 AM  
**To:** SRV adminasssist; SRV fiscalofficer; Galicki, Dennis; SRV Mayor; Cavanagh, Ruth; SRV streets  
**Subject:** Streets meeting 6/16/25

The scheduled, sunshined Streets Committee meeting was held June 16, 2025, called to order at 3:08 pm. Attending were Streets Young, D Galicki, Cavanagh, Mayor Koons, Engineer Haibach.

Young gave update on current work, culverts, patching & sink hole on Green Valley Dr., Morningside, Cascades Dr. Continued discussion about changing the uniform policy.

Haibach discussed crack sealing and Streets sweeping to be completed. More discussion regarding Hemlock/Fairview Culvert replacement; and how the Hazelwood storm sewer replacement will dovetail with the Culvert project.

General discussion about road program. Bids set to be opened 12 noon on Friday, July 11, with a recommendation ready for Council meeting on July 14, 2025.

Young stated his crew is looking forward to welcoming Ron Quinn.

Respectfully submitted,  
Ruth Cavanagh, Chair

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## Joint HR - Streets Committee Meeting

July 8, 2025, 3:00 p.m., Village Hall

**Present:** Streets Chair Cavanagh, Council Member Galicki, Council Member Berger (HR),  
Mayor Koons, Fiscal Officer Romanowski, Street Commissioner Young

Cavanagh called the meeting to order. She advised that the purpose of the meeting was to finalize the Uniform Policy for the Street Department. The Street Commissioner explained that he worked on the policy and proposed that every year the employees are given \$300 to choose items from the list used by Orange Village to replenish their uniforms. Cavanagh clarified that this draft is from June 16, 2025; the one the Street Commissioner and the Mayor developed because there was a previous policy drafted by Berger. Berger asked if the Village is providing a clothing allowance or purchasing clothes. The Street Commissioner explained that initially the Village will purchase and then after will provide a clothing allowance. The employees do not physically receive the money but will be allowed to go through a list used by Orange Village to identify items they want to get. What is being called an allowance will be \$300 annually, and the employees can spend up to that amount on items from the list. Once each employee indicates what they want, one order will be placed on one invoice. Berger asked how the process would work with a new employee. The Street Commissioner said that the policy allows for a \$1,171 one-time charge for the initial outfit paid by the Village and would be paid to one of the vendors from the list. He reiterated that the employees would not receive checks, money, reimbursement, etc. Berger concluded that in all cases, the Village is writing a check to a vendor, with the exception of the boot allowance, which is a reimbursement. The Street Commissioner concurred. The Street Commissioner felt that the distinction between the terms purchasing and providing would allow him to dictate that the employee replace worn items so that their uniforms are neat.

Galicki stated that the word uniform implies that they are all the same, but the policy did not reflect colors, styles, stock numbers, etc. for any of the items. The Street Commissioner indicated that the list used by Orange Village contains that information. Galicki noted that this list had not been provided to the committee. Instead of referencing Orange's policy, Galicki suggested having a policy specific to the uniforms of the Village of South Russell. He asked what colors were being considered, and the Street Commissioner indicated the items on the list were safety green or blue. Galicki clarified that this applied to shirts and pants, and the Street Commissioner said yes. Galicki did not see this as being uniform. The Street Commissioner clarified that the pants were blue, and the shirts were either high visibility yellow or blue. Galicki asked if the Street Commissioner was recommending the Village adopt Orange's policy instead of having one specific to the Village, and the Street Commissioner said yes so that they do not have to reinvent the wheel. The committee discussed the vendors. Berger stated it is the discretion of the Street Commissioner to decide the best place to acquire the uniform items. However, a description of the style and color should be included. The phrasing for the policy could be that the list of approved wear will change from time to time based on experience, review, need, etc.

Berger said that originally, the idea was to save the Village money, and he wondered if this policy would do that. The Street Commissioner said that the \$1,170 was the biggest number to initially outfit everybody. After the initial expense, it would be \$300 per year per employee, which would be \$1,500. It was discussed that it was a \$6,000 up-front investment and \$1,500 per year for replacements versus paying Cintas \$3,000 per year. It would take approximately two years to break even which Berger felt was reasonable.

The Cintas contract was discussed, and the Street Commissioner explained that Cintas agreed to get rid of their contract and take it down to rugs and shop towels. There would be no need to battle to get out of the contract. According to the Street Commissioner, the Cintas Representative was more concerned about losing a customer and was also willing to allow the Village to reduce the rug quantity.

Berger concurred with Galicki that a list was needed of the specifics of the uniform to include a description of the articles (i.e. work pants) and colors for each of the items. Galicki asked if the shirts would have the Village logo and said specificity was needed with the list. The Mayor stated that the Village does not do this for the police officers. The Fiscal Officer explained that the police have a list of specific pants, shirts, etc. that are approved by the Chief that they can purchase. Galicki added that additionally, it is specified where patches, badges, etc. are applied to the uniforms. Berger thought it was fair to add this to the policy. The Street Commissioner said that Orange has a screen press print on everything they get.

Galicki questioned why the Village cannot develop its own policy. The committee had been discussing the uniform policy for months. What is being provided to the committee is a lot of fluff, but no specificity. The Mayor indicated that there was nothing stopping Galicki from providing this, and Galicki responded that he is not the one who should be deciding what the Street Department wears. He wanted the Street Commissioner to put something together instead of relying on the Mayor to write a policy for him. He wanted to see what South Russell is going to do, not all the surrounding municipalities. The Mayor thought Galicki was micromanaging. Galicki thought it was ill advised to just let the employees randomly select uniform items. The Mayor said they knew specifically what they wanted. Galicki asked for these specifics, explaining that the committee had been asking the Street Commissioner for months to do this, and at this late date the committee was instead presented with what Orange does and vague details of who the vendors might be. This information was also requested previously by Berger after he provided a draft Uniform Policy. The Streets Commissioner clarified that he should order samples for Galicki's approval. Galicki said he was not asking for samples, but for a description of the uniform, stock number, etc. A description of a shirt, for example, should include whether there will be a logo on it and location of the logo on the shirt. If the uniforms are to be used exclusively for work at South Russell, he recommended that they have a South Russell identifier, so that the uniforms will not be used on side jobs. When the police do part-time jobs in another jurisdiction, they do not wear a South Russell patch on their sleeves. He felt sure that the vendor or supplier of choice could provide stock numbers of various pants and shirts.

Berger concurred that this was a fair request and that he had asked for this information previously. He had no problem with the initial expense and added that the yearly cost will change because costs go up. It will be the responsibility of the Street Commissioner to come up with a new starting number annually and to provide this number to Council in the form of a yearly price sheet. The Mayor did not think the committees wanted to get into the specifics of the quality of the shirts, patches, and logos. Cavanagh and Berger both expressed that they wanted the South Russell logo on the uniform. Berger explained that all that was needed was a line drawing of a shirt with a square identifying where the South Russell logo would go. The Mayor reiterated that they were micromanaging. Cavanagh asked if they were ready to make a decision. Berger thought they were spending a lot of time, but the relative dollars were not that great. If the Street Commissioner could get the committee a document with more specificity of the products, he would be prepared to go forward. Galicki concurred and said he was not concerned about the costs but wanted specifics of the uniform.

Cavanagh asked about the boot policy, and whether it was still \$250 per year. The Mayor said the boots were an issue. Berger told the Street Commissioner that he had spoken to the Service Department employees who were excited about getting the increase to \$250 per year for boots. Now the proposal is to increase it from \$250 to \$500, which did not seem to have been an issue for the employees. The Street Commissioner said it would give them the ability to buy two pairs of boots a year. Cavanagh clarified the boot purchase was a reimbursement. Berger said there would be a dress pair of boots so that when they have Cemetery events, they will have a clean pair of boots.

Cavanagh said that in summary, everybody wants to see what the uniforms look like so she will talk to Future Image and have them send her that information and she will distribute it to the committee. She hoped to have it by Friday so they can vote on it on Monday.

The Fiscal Officer noted that in the last discussion of the policy, references for part-time employees were to be removed, but they are still in the current version. There currently are no part-time employees in the department, but if there were, how would the amount provided for uniforms be decided? In the Police Department part-time reimbursement is based on the number of hours worked. The committee agreed this could be added when needed and should be removed.

The Fiscal Officer also pointed out that the draft policy states that uniforms are not taxable, but they are. She explained that according to IRS law, uniforms are subject to taxation. The Street Commissioner asked if this was only if they wore the uniform home and added that the police would be taxed if they wore their uniforms home. The Fiscal Officer said the police are taxed because they get an allowance. The Village will be purchasing the Service Department uniforms directly, but by IRS law, the clothing could be worn to the store, on a side job, etc., which makes it taxable. Boots are not as long as they are safety boots. The Street Commissioner proposed including in the policy that they are not to wear the uniform outside of work. The Fiscal Officer explained that if the employees came to work and changed into a uniform and then changed out of it at the end of the day before leaving, then it could be non-taxable. Just having a policy stating they are not allowed to wear it outside of work would not suffice. Berger thought the Street Commissioner was going after something that was difficult. The uniforms are a benefit, and he thought the taxes paid would be innocuous. The Mayor clarified the verbiage in the policy to reflect that the uniform items were subject to tax.

The Mayor suggested sending the policy to the Solicitor to have it ready for Monday's Council meeting and offered to do this.

The Fiscal Officer indicated that under 3 – General, first paragraph, "part-time Service Department Employees" should be removed. Additionally, the reference to the Employee Handbook should read page 14 because under Uniform and Clothing Allowance, the verbiage will be replaced with what is in the proposed policy. The Mayor asked if the Police Department policy is currently in the Employee Handbook, and the Fiscal Officer said it was on page 15. The Fiscal Officer indicated other necessary changes to the handbook to include removing the third bullet point and last bullet point containing the reference to part-time.

Cavanagh adjourned the meeting.

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**From:** Cavanagh, Ruth  
**Sent:** Thursday, August 7, 2025 11:08 PM  
**To:** SRV adminassist; SRV fiscalofficer; Cavanagh, Ruth; Galicki, Dennis; ehaibach@verdantas.com; SRV Mayor  
**Subject:** Streets Cmte. 8/7/25

The sunshined, scheduled Streets Committee meeting was called to order at 9:04am. Attending were Tim Young, Eric Haibach, Bill Koons, Dennis Galicki and Ruth Cavanagh.

Truck issues were discussed. 2020 Plow truck is being re-upfitted. 2001 truck can plow, but not stable to throw salt. Young is searching prices on new plow trucks.

Crack sealing roads has concluded.

One garage door has been approved for replacement, without windows. Will match what is there.

Young has spoken with Middlefield sign. New signs, similar to old ones, will cost \$1,100 each.

Haibach discussed speaking with CMG to break ground for the new Salt storage building. Young stated he has 1,500 ton of Salt waiting to be delivered, into new building, as Salt dome is already full.

Further discussion regarding 2025 road program. Haibach stated he has urged this forward. There will also be Reclamite applied on Chelsea Ct., Maple Springs, Woodside and Southwyck.

Young explained the need for a double culvert across from Manorbrook Dr., to alleviate water backing up into yards on 306 east yards .

Generalized discussion regarding trail changes that may occur.

Respectfully submitted,  
Ruth Cavanagh, Chair

Sent from my Verizon, Samsung Galaxy smartphone

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**Streets Committee Meeting Minutes**  
**Thursday, September 4, 2025, 10:00 a.m. in Village Hall**

Called to order at 9:09am.

Present: Koons, Haibach, Romanowski, Young, D Galicki, Cavanagh

Update from Young: Finished Culverts, 2 sinkholes, one significant. Enbridge Gas Co now 2 weeks late to come protect, non-responsive to many alerts.

Uniforms have been ordered for employees.

Engineer: Road Preconstruction meeting scheduled 9/11 at 1:00pm with Specialized Construction for Countryside.

CMG plans to break ground for Salt structure by late September. Eric has been in touch daily. They will submit a full plan set to Planning Commission .

3 SRV signs entry to be ordered. Middlefield Sign, \$1,100 per sign.

Jeff Pausch returned last week to full duty.

Garage doors replacement. To be ordered, with glass, discussion after hearing employees requested more natural light. \$7,297/ea. DG objected to doors with glass.

Mayor: Bell Rd. East, just planning questions.

Budgeting: FO discussed aspects of planning purchase of remaining Garage doors. To be done 2026. Further budget discussions.

There are 3 items that can be placed on the 'sell' list to GovDeals, with Council approval.

Discussion regarding dissatisfaction with last years' plowing. Galicki stated he knew of 6 complaints. Cavanagh had none.

Respectfully submitted,

Ruth Cavanagh

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**From:** Cavanagh, Ruth  
**Sent:** Wednesday, October 22, 2025 5:42 PM  
**To:** SRV adminassist; SRV fiscalofficer; SRV streets; Galicki, Dennis; Cavanagh, Ruth; EHaibach@verdantas.com; SRV Mayor  
**Subject:** Streets mtg, 10/7/25

The scheduled, sunshined Streets Committee meeting was called to order at 9:00 am on 10/7/25. Attendees were Tim Young, Dave Hocevar, Eric Haibach, Bill Koons, Dennis Galicki, Ruth Cavanagh and Nick Manfroni/CMG Construction.

Nick Manfroni, manager at CMG Construction, gave a description of plans for the building of the proposed Salt Structure. Detail was discussed regarding pouring concrete as cold weather arrives. Young reminded that SRV is committed to receiving 1500 Ton of Salt no later than April 30, 2026.

Haibach discussed current road paving process on Countryside Dr. The recycling is done, then the proof roll, followed by road base repairs in 2 more days. This will be followed by actual top coat of paving. If any product remains, it will go to patch areas on Bell Rd. East and Lakeview Lane.

Adjourned at 9:37 am.

Note: Streets met at 8:00 am with HR, to discuss policy for Call-outs for Weekend trash pickup at the park. Minutes to be combined into HR minutes.

Respectfully Submitted,  
Ruth Cavanagh

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**From:** Cavanagh, Ruth  
**Sent:** Thursday, December 4, 2025 1:05 PM  
**To:** SRV fiscalofficer; SRV adminasssist; Cavanagh, Ruth; SRV Mayor; Galicki, Dennis; SRV streets  
**Subject:** 3rd party review/Structurepoint meeting

A sunshined, scheduled Streets meeting was called to order at 11:30am on 12/2/25.

Attendees: Mayor Koons, Tim Young, Ruth Cavanagh, Dennis Galicki; Structurepoint group of Kelsey Morton, Aaron Montz, Mike Konrad.

As Project mgr., Morton discussed what Structurepoint's responsibility is as 3rd party review. While they prepare, there are always variables, such as elevation, ROW, quantity changes. All 4 SRV group asked questions. Young commented 'Concept to Completion' and Morton agreed. Cavanagh asked about 3rd party inception. Konrad answered ODOT required this for about the past year.

Billing is submitted to the Village, usually monthly invoices.

Next steps include getting a schematic proposal to Structurepoint, who refines it. Our Engineer then reviews. A motion will need to be made to accept Structurepoint at upcoming meeting on 12/8.

Meeting adjourned at 11:48am.

Note: Structurepoint was the only firm to respond to bid requests.

Respectfully submitted,  
Ruth Cavanagh

Sent from my Verizon, Samsung Galaxy smartphone

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**From:** Cavanagh, Ruth  
**Sent:** Friday, December 12, 2025 8:24 PM  
**To:** SRV streets; Galicki, Dennis; SRV Mayor; EHaibach@verdantas.com; Porter, Mark; Cavanagh, Ruth; SRV fiscalofficer; SRV adminassist  
**Subject:** Re: Streets meeting agenda, 12/11/25, 3:15 pm.

Attendees: Cavanagh, Young, Koons , Galicki, Haibach

Meeting called to order by Cavanagh at 3:15. Cavanagh asked Haibach about Walters Rd. Culverts deadline of 12/31/25; he spoke with Will Gaberle at OPWC, deadline now extended to February 28, 2026. Short discussion of Rankings with ODOT & OPWC. Further, Hazelwood storm sewer project application is done; estimated at \$610,000 and will start at Countryside border of Hazelwood, westward toward Walters Rd.

Haibach answered Koons questions about certifying the funds for the 2 projects at last Council meeting. Additionally mentioned concerns regarding Laurel Rd. residents backyards potential water issues.

Young discussed plowing, continuous since Thanksgiving, including last night and throughout today. There has been one complaint, several compliments. Cavanagh described riding along with Blair on 11/28; Koons rode with Ron on 12/10. Much different vantage point riding in a truck weighing 15 tons, loaded with salt and turning tight corners. Mailboxes that have been hit are repaired same day by our employees.

Replacement SRV signs will have pink trim repainted red, asap. Young tasked with getting info about those individuals that caused the signs demise, Also cemetery gate and tree replacement.

Koons explained that Structurepoint fee came in at \$32,000. Cavanagh asked if we could negotiate? Haibach suggested SRV ask for a breakdown of the tasks involved. Koons forwarded the fee info; he will follow up with Structurepoint. Galicki reminded all that Structurepoint was the only bid offered.

Young stated another 250 ton of Salt was delivered today.

Meeting adjourned at 3:53pm.

Respectfully submitted,  
Ruth Cavanagh

Sent from my Verizon, Samsung Galaxy smartphone

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**From:** Cavanagh, Ruth <RCavanagh@southrussell.com>  
**Sent:** Thursday, December 11, 2025 1:30:32 PM  
**To:** SRV streets <Streets@southrussell.com>; Galicki, Dennis <DGalicki@southrussell.com>; Cavanagh, Ruth <RCavanagh@southrussell.com>; SRV Mayor <Mayor@southrussell.com>; EHaibach@verdantas.com <ehaibach@verdantas.com>; Porter, Mark <MPorter@southrussell.com>  
**Subject:** Streets meeting agenda items, 12/11/25

--Immediacy of Walters Rd. Culverts, Delivery?  
Chance of completion in 20 days.  
--Plowing updates, Complaint(s)?  
--Status of new SRV signs color correction.  
--Status of accident/responsibility, follow up, for those destroying former signs. Contacted? Next?  
--Cemetery gate follow up?

See members at 3:15, Streets office.  
Ruth Cavanagh

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**From:** Cavanagh, Ruth  
**Sent:** Friday, December 19, 2025 1:20 AM  
**To:** SRV fiscalofficer; SRV adminasssist; Galicki, Dennis; Cavanagh, Ruth; SRV streets; Berger, Christopher  
**Subject:** Special Streets Cmte. meeting

The sunshined, scheduled Streets Committee meeting was called to order by Cavanagh at 10:00am on 12/18/25.

ATTENDEES: Young, Romanowski, D Galicki, Cavanagh, Berger, Koons

DISCUSSION: Two garage doors have had cables break within past few months. Replacements being sought as early as possible within budget framework.

Young stated he has three quotes:

--Action Door, \$45,723.

--J & L Door, 42,200

--Door Works, \$27,954

This is for 6 Street Department doors, installed. Door Works would need painted. Young was pressed regarding was this the exact same door as quoted by the other 2 companies? He stated the Specs given and replied, Yes. Cavanagh stated that Young needs to submit a picture of his expected door to Door Works, including listed Specs so there is no confusion.

Fiscal Officer stated nothing can be ordered until January 2, 2026. Koons asked about a letter of intent. Discussion concluded that a phone call carries the same intent.

SALT PAYMENT: Fiscal Officer stated that no proposed budget amount was included for buying Salt in 2026. Further, additional Salt was purchased last week to cover for the harsh storms continuing since Thanksgiving. The price of Salt raised from \$42/ton in 2024, to \$48/ton in 2025.

Fiscal Officer stated we will need to amend the budget to cover for the 2026 purchase. The Thanksgiving coverage will be paid for by taking money out of the Crack sealing budgeted monies, for a needed amount of \$9,488.

Shown were ODOT's map for prices per County for salt. This is sent to municipalities between July-September every year (for budget purposes).

Meeting adjourned at 10:36.

Respectfully submitted,  
Ruth Cavanagh

Sent from my Verizon, Samsung Galaxy smartphone

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