

ORDINANCE NO.	<u>2026- 23</u>	FIRST READING	<u>March 16, 2026</u>
		SECOND READING	<u>WAIVED</u>
INTRODUCED BY:	<u>MARK PORTER</u>	THIRD READING	<u>WAIVED</u>

AN ORDINANCE APPROVING THE TECHNICAL SERVICES PROPOSAL FROM CHAGRIN RIVER WATERSHED PARTNERS, INC. TO PERFORM THE ADDITIONAL SERVICES TO THE VILLAGE OF SOUTH RUSSELL ASSISTING, PREPARING AND SUBMITTING THE MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PHASE II ANNUAL REPORTING TO THE OHIO ENVIRONMENTAL PROTECTION AGENCY FOR THE 2025 FILING YEAR IN AN AMOUNT NOT TO EXCEED \$6,172, AND AUTHORIZING THE MAYOR TO EXECUTE THE PROPOSAL FOR SUCH ADDITIONAL SERVICES, AND DECLARING AN EMERGENCY.

WHEREAS, the Village of South Russell must annually prepare and submit the Small Municipal Separate Storm Sewer System (MS4) Phase II annual reporting to the Ohio Environmental Protection Agency (OEPA) to fulfill its obligations under the General National Pollution Discharge and Elimination System (NDPES) Permit No. OHQ000004 authorizing discharges of stormwater from the Village’s MS4;

WHEREAS, Chagrin River Watershed Partners, Inc. (CRWP) maintains a Memorandum of Understanding (MOU) with the Village of South Russell which describes CRWP’s assistance to the Village to fulfill its obligations under the General NPDES Permit No. OHQ000004 and although preparation and submittal of MS4 Phase II annual reporting is not included in CRWP’s basic services to the Village under the MOU, the MOU allows CRWP to provide additional services to the Village supported by grants and service agreements awarded to CRWP, if available, or through a service agreement at CRWP’s discounted member rate; and

WHEREAS, Council for the Village of South Russell desires to enter into a agreement for the additional services of CRWP to assist, prepare and submit the MS4 Phase II annual reporting to the OEPA for the 2025 filing year on behalf of the Village pursuant to the terms of the Technical Services Proposal, which is attached hereto and incorporated herein as **Attachment 1**.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the Village of South Russell, Geauga County, Ohio that:

Section 1. The Council of the Village of South Russell hereby approves the Technical Services Proposal attached hereto and incorporated herein as **Attachment 1** with CRWP for the additional service of CRWP assisting, preparing and submitting the MS4 Phase II annual reporting to the OEPA for filing year 2025 on behalf of the Village in an amount not to exceed \$6,172.

Section 2. The Council of the Village of South Russell hereby authorizes the Mayor to execute on behalf of the Village the Technical Services Proposal attached

hereto and incorporated herein as **Attachment 1** authorizing CRWP to assist, prepare and submit the MS4 Phase II annual reporting to the OEPA for the 2025 filing year on behalf of the Village.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees on or after December 2, 1975, that resulted in formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, Ohio Revised Code.

Section 4. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the Village and to enable CRWP to perform such additional service by the April 1, 2026 deadline; wherefore, provided it receives the affirmative vote of at least two-thirds (2/3) of all members elected to Council, this Ordinance shall be in full force and effect from and immediately upon its passage, otherwise it shall take effect and be in force after the earliest period allowed by law.



Mayor- Presiding Officer

ATTEST:



Fiscal Officer

I certify that Ordinance No. 2026-23 was duly enacted on the 16th day of MARCH, 2026 by the Council of the Village of South Russell and published in accordance with the Codified Ordinances of the Village.



Fiscal Officer



**TECHNICAL SERVICES PROPOSAL
VILLAGE OF SOUTH RUSSELL
MS4 PHASE II ANNUAL REPORT ASSISTANCE**

Background and Qualifications

Chagrin River Watershed Partners (CRWP) has a 29-year history as a statewide and national leader in watershed protection and restoration. We serve our 35-member communities, counties and park districts in the Chagrin and neighboring watersheds, and partner watershed organizations and communities across Northern Ohio. CRWP has secured or helped its members and partners secure grants for over \$62 million in projects to address flooding, erosion, and water quality challenges. CRWP, in conjunction with local and state agencies, develops and maintains model codes that local governments can adopt to maintain stream and wetland functions as land is developed, ensures site features and water quality issues are considered early in the development process, and supports stormwater management practices that minimize water quality impacts.

CRWP maintains a Memorandum of Understanding (MOU) with the Village of South Russell which describes our assistance to the Village to fulfill its obligations under the National Pollution Discharge Elimination System (NPDES) General Permit No. OHQ000004 authorizing discharges of stormwater from the Village's municipal separate storm sewer system (MS4). Preparation and submittal of MS4 Phase II annual reporting is not included in CRWP's basic services to our MS4 member communities, but our MOU with the Village allows CRWP to provide additional services to the Village supported by grants and service agreements awarded to CRWP, if available, or through a service agreement at our discounted member rate.

MS4 Phase II annual report services will be provided by CRWP's technical staff which will include Kevin Saracino (Project Manager), Josh Myers (Associate Director), and other technical staff with guidance and support from CRWP's Executive Director Heather Elmer. Additional information about CRWP's work can be found on our website www.crwpp.org

Proposed Services

Project 1: The Village of South Russell requests CRWP's assistance with preparation and submittal of MS4 Phase II annual reporting for the 2025 filing year. CRWP is available to assist with subsequent filing years upon request by the Village and upon annual renewal of our service agreement with the Village.

Tasks and Timeline:

1. Review the Village's Stormwater Management Plan. Coordinate with the Village Engineer, Fiscal Officer, building department, streets department, and other partners to obtain data necessary for the annual report. (January – March 2026)
2. Schedule, plan, and lead a meeting with Village representatives to review and confirm reporting data and next steps for finalization and submittal of the annual report. (February 2026)
3. Draft the annual report for review by Village representatives. Edit and finalize the report based on Village feedback. (February – March 2026)
4. Facilitate communication between the Village and Ohio EPA as necessary to clarify reporting requirements. (January – March 2026)
5. Assist the Village with submittal of the annual report, as requested. Annual reporting is due to Ohio EPA no later than April 1. (March 2026)

Fee and Rate

CRWP’s estimated fee to complete Project 1 is \$6,172.00. Fees will be charged at CRWP’s discounted member service rate, which is an average of \$90.76 per hour for the staff members who will be providing this assistance.

Technical Staff Qualifications

Kevin Saracino, Project Manager, joined CRWP in 2019 as an AmeriCorps Member and was later hired as full-time staff. During his time with CRWP, he has led development of Chagrin River Watershed Partners’ Speaker Series program as well as assisted with coordinating and delivering programs for community officials, stormwater professionals, landscapers, natural resource managers, volunteers, schools, and the public. He has conducted inspections of service facilities and has developed a training on Pollution Prevention and Good Housekeeping practices to assist communities with meeting Ohio EPA NPDES Phase II Municipal Separate Storm Sewer System (MS4) Permit Requirements. Kevin received his Bachelor’s degree in Biology from Kent State University in 2017.

Josh Myers, Associate Director, joined Chagrin River Watershed Partners in February 2018. He works with communities and Central Lake Erie Basin watershed partners on stream and wetland restoration, watershed protection, and stormwater management projects including project development, habitat assessments, watershed plan development, grant writing, and assisting communities with incorporating natural resource protections into their codes. Since joining CRWP in 2018, Josh has managed projects throughout the Chagrin River and surrounding watersheds worth \$2.9 M. Previously, Josh worked as an Environmental Scientist with a consulting firm in Indianapolis, Indiana. He also served as a Big Sky Watershed Corps Member with Cascade Conservation District and Sun River Watershed Group in Great Falls, Montana. Josh earned his Bachelor of Arts in Environmental Policy and Analysis with a Specialization in Restoration Ecology from Bowling Green State University.

Proposal Authorized By:



Village of South Russell Authorized Representative Signature



Date

Village of South Russell P.O. # (if any)