

Town Hall

March 17, 2021

The Chair, Ms. Port, called the meeting to order at 6:32 pm. Trustee Gabram and Trustee Mueller were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were present.

The following Department Heads were present: Fire Chief John Frazier, Police Chief Tim Carroll and Zoning Inspector Shane Wrench.

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on February 17, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to accept the minutes of the Special Meeting held on February 27, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Gabram made the motion to accept the minutes of the Special Meeting held on March 1, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on March 3, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Mueller made the motion to accept the minutes of the Special Meeting held on March 12, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.

DISPOSITION OF PROPERTY: POLICE: Chief Carroll made the recommendation to trade in the 2017 Ford Explorer/Police Interceptor for a 2021 Ford Explorer Police Interceptor from Nick Abraham, Elyria Ford. Chief Carroll stated that the Explorer has 92,970 miles. Chief Carroll stated that they gave him a quote for \$37,135.00 but offered an \$11,000.00 for a trade in. Chief Carroll would like to list the 2017 Ford Explorer on GovDeals with a reserve of \$11,000.00.

Mrs. Palmer stated that if the Explorer did not sell on GovDeals with the reserve price of \$11,000.00, it will proceed with the trade in with Elyria Ford for \$11,000.00.

Mr. Mueller made the motion, at the recommendation of the Police Chief, to dispose of the "2017 Ford Explorer/Police Interceptor Car #8120," as described in the letter dated March 11, 2021, as the item is not needed for public use, is obsolete, or is unfit for public use. Mr. Gabram seconded the motion and it passed unanimously.

DISPOSITION OF PROPERTY: RESERVE: *Mr. Mueller made the motion, at the request of the Police Chief, to set a reserve price of \$11,000.00 for the "2017 Ford Explorer/Police Interceptor Car #8120", approved for disposal on March 17, 2021. Mr. Gabram seconded the motion and it passed unanimously.*

POLICE VEHICLE PURCHASE, TRADE-IN & EQUIPPING: *Mr. Mueller made the motion to approve the purchase of a 2021 Ford Police Interceptor for the amount of \$37,135.00 from Nick Abraham-Elyria Ford of Elyria, Ohio, cost of document fees and 30 day tag included, less a trade-in of \$11,000.00 for the 2017 Ford Police Interceptor #8120, plus shipping, equipment purchase, removal & installation equipment & graphics by Hall Public Safety for a cost of \$13,813.91, for a final cost of \$39,948.91, per the March 11, 2021 letter from Chief Carroll. Mr. Gabram seconded the motion and it passed unanimously.*

MILEAGE CERTIFICATION: Mrs. Palmer stated that this represents a change in a mileage, which is a very minimal change and reflects actual field work done by ODOT. Mrs. Palmer stated that it went down by 0.005 miles.

Mr. Gabram made the motion to certify that Russell Township, as of December 31, 2020, was responsible for maintaining 55.455 miles of public roads. Mr. Mueller seconded the motion and it passed unanimously.

FISCAL OFFICER: Mrs. Walder expressed thanks to Jessica Sustar, who has been diligently taking BWC classes that allow the Township to retain our 2021 credits.

Mrs. Walder reported that she took an excellent class by Susan Willeke from the Ohio Ethics Department as part of the required training for elected officials per the Fiscal Integrity Act.

Mrs. Walder stated that she is working with the APA on a resolution to make the annual reserve fund transfers, which she should have for the next meeting.

Mrs. Walder stated that she did send around to the Board, the letter and Schedule B information from the Geauga County Auditor. She stated this allows her office to start the 2022 budget preparation. The Schedule B shows the expected revenue that we can budget from all of the tax levies. Mrs. Walder stated that, similar to last year, the Auditor recommends we budget at the 95% collection rate.

ROAD DEPT – SALT CONTRACT: *Mr. Mueller made the motion to authorize Fiscal Officer Karen Walder to act as agent in the name of Russell Township to participate in the Ohio Department of Transportation's Winter Salt Contract (018-22) for Road Salt. Mr. Gabram seconded the motion and it passed unanimously.*

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RESOLUTION 2021-8: ODOT SALT PURCHASE PROGRAM: *Mr. Gabram made the motion to approve Resolution 2021-8, agreeing to enter into the annual Ohio Department of Transportation Salt Purchase Program, authorizing the Fiscal Officer to execute the participation agreements for the Program, and authorizing the Road Superintendent to order supplies and materials as available and required through the program. Mr. Mueller seconded the motion and it passed unanimously.*

BANK RECONCILIATION & FINANCIAL REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for February, 2021, as submitted by Fiscal Officer Karen Walder. Mr. Gabram seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED

ROAD DEPT & LOCAL COMMUNITIES MUTUAL AID UPDATE: Mr. Gabram stated that the Mutual Aid has a few hiccups with each community. Mr. Gabram stated we had an issue with insurance but got that settled and changed the contract to make it work. Mr. Gabram said the hang up at this point is that each community has their own agreement however each community must execute the same agreement. Mr. Gabram stated that each community is relooking at the agreements and see if they can come up with one agreement.

TOWN HALL AUDIO/TECH UPDATE: Mr. Gabram stated that he has done a walk through with a company to work out the problems with the back feed and sound system and upgrade it. Mr. Gabram stated it will probably be a month or two before things get started.

SCRAP TIRE GRANT: Mrs. Palmer stated that the Township did get approved by Geauga Trumbull Solid Waste Management District for the scrap tire event. Mrs. Palmer stated that the grant is for almost \$1,900.00 and will pay for all off the fees and expenses associated with the event.

Mrs. Palmer stated they have scheduled the scrap tire event for August 14 between 9:00 am and 12:00 pm. Mrs. Palmer said that with working Mr. Layne, they have also set the date for the document shredding event for the same day to help minimize the labor expenses for the Road Department.

DOCUMENT SHREDDING CONTRACT APPROVAL: *Mr. Mueller made the motion to approve the agreement with Shred-It/Stericycle Inc for up to \$900.00 for the community document shredding event. Mr. Gabram seconded the motion and it passed unanimously.*

RUSSELL TOWNSHIP PARK LAND STEWARDSHIP: Citizen's Park District board members Roy Podojil and Perry Howland, along with secretary Maria Livers were questioned by the Board. Access to the parcel via right of way was discussed. Mr. Mueller offered history of the parcel purchase and covenants that restrict access. He noted that Trustees have never done anything with the property and said he has spoken with property owners of the private drive and they have no issue with using it for access. Ms. Port had a number of questions and concerns regarding the Citizens Park land stewardship. Ms. Port asked for a cost projection of planned projects and what the timeline would be. She wants to know what they are offering to the community in terms of educational programs and experiences. Ms. Port has concerns about access and parking. If a parking lot could be placed, Ms. Port wants to know who would be paying for that expense. She stated that liability and insurance need to be addressed. Projects for the Township, such as, signage, trail maintenance and violations need to be funded and needs to be explored further.

Following a spirited discussion, Trustee Gabram offered that a 5 year commitment is too long, and next year may see a change in the Board of Trustees, so he proposed a 2 year commitment. The MOU needs to go to the APA for review.

Mr. Mueller made the motion to approve the Memorandum of Understanding, signed on February 18, 2021 by the Russell Township Citizen's Park District Commissioners, regarding stewardship and management of the Upper Chagrin Preserve park, pending approval of the Geauga County Prosecutor with the amendment that it will be in effect for 2 years. The vote as followed: Mr. Mueller yes; Mr. Gabram yes; Ms. Port no; and the motion passed.

STRATEGIC PLANNING: Ms. Port stated that she would like to look into strategic planning for the Township in the future and has reached out to Kent State and Cleveland State with respect to looking at planning. She noted that the Board should have a five-year plan, just as Department heads are asked to do and explained that college students seek these kinds of engagements. Mr. Gabram stated that if this work is undertaken, he would prefer to have professionals help with the planning.

LIAISON UPDATES/MEETING REPORTS: Ms. Port that it's Sunshine week and the Auditor of State has a new Sunshine Law Handbook out.

Ms. Port stated that the OTA had a National Association of Towns and Township meeting she attended virtually for a week and she now has gotten all of her requirements from the OTA Leadership.

ATTIC INSULATION ESTIMATE: Mr. Wrench stated that Mrs. Walder was able to get an extension on the 2020 NOPEC funds. Mr. Wrench stated that he had someone come out and give him estimates on installation for the Administration Building. He gave Mr. Wrench 2 options, and first option would be covered by the NOPEC Grant. Mr. Wrench stated he would dig away from the vents and seal them. He will then reinstall and

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add an additional 3" to bring the R-value up to the R-49.

Mr. Mueller made the motion, at the request of Facilities Manager Shane Wrench, to approve the labor & materials for the application of loose fill fiberglass insulation of the Administration Building attic to an R49 value per the proposal from SonRise Spray Foam & Insulation, dated March 14, 2021, for an amount of \$5,460.00. Mr. Gabram seconded the motion and it passed unanimously.

OLD FIRE STATION ESTIMATE: Mr. Gabram stated yesterday that he received a call from the Road Superintendent. Mr. Layne was up at the Old Fire Station putting equipment away and noticed cement and a brick on the ground. He noticed above the one garage door that there were loose bricks. They put up barriers until they could get someone to come out and look at it. Mr. Wrench reached out to Ray Arnold Masonry and he came out looked at it. They asked Mr. Arnold what it would take to make it safe and he would chip out the lose mortar around the bricks, and retuck all the way around and replace the bricks. Mr. Gabram said that Mr. Arnold will only guarantee this fix till about November. Mr. Arnold stated that if there are any cracks under where he fixes it will start all over again. This will only be a temporary fix.

Mr. Gabram made the motion, at the request of Facilities Manager Shane Wrench, to approve a temporary measure to secure the west side of the Old Fire Station by removing loose mortar and brick veneer, and pointing new mortar, per the proposal from Ray Arnold Masonry & General Contracting, dated March 17, 2021, for an amount of \$2,500.00. Mr. Mueller seconded the motion and it passed unanimously.

EXECUTIVE SESSION: *Mr. Mueller made the motion to move into executive session to discuss the employment and compensation of a public employee pursuant to ORC 121.22(G)(1) AND to prepare for bargaining sessions with public employees concerning their compensation and terms & conditions of their employment pursuant to ORC 121.22(G)(4). Mr. Gabram seconded the motion and it passed unanimously.*

The meeting moved into executive session at 8:20 pm.

Mr. Gabram made the motion to return to regular session. Mr. Mueller seconded the motion and it passed unanimously.

The meeting moved into regular session at 8:41 pm.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

Mr. Gabram made the motion to adjourn. Mr. Mueller seconded the motion and it passed unanimously.

The meeting was adjourned at 8:41 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Sustar