

Town Hall

March 3,

2021

The Chair, Ms. Port, called the meeting to order at 2:30 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, Road Superintendent Gene Layne and Police Chief Tim Carroll.

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

ROAD DISPOSITION OF PROPERTY: ROAD SIGNS: Mr. Layne previously applied for and received a grant to replace road signs throughout the township. Mr. Layne would like to properly dispose of the old signs utilizing GovDeals.

Mr. Gabram made the motion to approve the Road Superintendent's recommendation to dispose of township property identified in the memo "Disposition of Township Property", dated March 2, 2021, as each item identified in the memo is not needed for public use, is obsolete, or is unfit for public use. Mr. Mueller seconded the motion and it passed unanimously.

POLICE DEPT: Chief Carroll reported that Police Officers now can receive the Covid-19 vaccine.

FIRE DEPT: Chief Frazier stated that everyone had their first rounds of COVID-19 vaccine.

AMENDED CERTIFICATE: Mrs. Walder stated that the Budget Commission has certified just over \$14.4 million dollars for 2021 tax year, which is about a \$1.5 million more than 2020.

Mr. Mueller made the motion to accept the Amended Certificate of Estimated Resources #1 for Russell Township for the fiscal year beginning January 1, 2021, as revised by the Budget Commission and dated February 22, 2021. Mr. Gabram seconded the motion and it passed unanimously.

PERMANENT APPROPRIATIONS: Mrs. Walder stated that \$7.8 million is allocated for Permanent Appropriations. She stated that the whole \$500,000.00 for paving which was requested by the Road Superintendent has been included in the permanent appropriations, along with Departmental Reserve Fund spending, totaling about \$500,000.00. Mrs. Walder noted the recommended cash reserve in the amount of \$2.3 million for all Funds, however the General Fund's cash reserve is approximately 396% of the recommended amount. Mrs. Walder again encourage the board to consider suspending collection of some portion of inside millage or allocating funds to another department based on need.

Mr. Mueller made the motion to adopt Resolution number 2021-06: the Permanent Township Annual Appropriations for the fiscal year ending December 31, 2021. Mr. Gabram seconded the motion and it passed unanimously.

NEC GRANT UPDATE: Mrs. Walder stated that the Township was able to secure the remaining \$7,500.00 of 2020 grant funds. She stated there were two projects approved; \$1,500 for the Police Department and \$6,000 for the Administration Building for insulation. Mrs. Walder stated that the 2021 projects portal is open and encourages department heads to let her know of suitable projects.

LANDSCAPE ESTIMATES: Mrs. Walder stated that a proposal was secured was from CJ Landscape who has been providing us those services last year and did our snow plowing this year. Mr. Mueller asked if there was an increase and Mrs. Walder stated that it was about \$300 in total for 9 locations.

Mr. Layne stated that we have had excellent history with CJ Landscape. He stated that anytime he has had any kind of issue they jump right on it. Mr. Layne stated that we haven't had any issues and says they do a great job.

Mr. Gabram made the motion to approve the CJ Landscape LLC landscape maintenance estimate, dated Feb 9, 2021, for the 2021 season for the price of \$30,744.50. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Mueller made the motion authorizing Fiscal Officer Karen Walder to sign and execute the CJ Landscape LLC contract for 2021. Mr. Gabram seconded the motion and it passed unanimously.

REAL PROPERTY TAX EXEMPTION: ADMIN BLDG: Mrs. Walder stated that the township has been previously exempt from real estate taxes, except for spaces that were leased to tenants. Now that we have no more tenants, we can make an application to request tax exemption for the entire Administration Building.

Mr. Mueller made the motion to approve the application for Real Property Tax Exemption for the Township Administration Building, 8501 Kinsman Road. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Gabram made the motion to authorize Fiscal Officer Karen Walder to sign and execute the documents necessary for the township's application for Real Property Tax Exemption for 8501 Kinsman Road. Mr. Mueller seconded the motion and it passed unanimously.

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FIRE PUMPER PURCHASE: Mrs. Walder received documentation from the Fire Chief indicating the Fire Engine has been received and accepted. Per the terms of Lease Purchase Agreement there are a number of actions that the Board of Trustees will need to take in order to authorize payment. Mrs. Walder stated those are noted in Resolution 2021-07.

Mr. Mueller made the motion to adopt Resolution number 2021-07: finalizing purchase transaction details for the 2020 Quantum Fire Pumper. Mr. Gabram seconded the motion and it passed unanimously.

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

COMMENTS FROM THE PUBLIC WERE RECEIVED

MUTUAL AID UPDATE: Mr. Gabram stated that he has a meeting with the APA tomorrow regarding an issue relating to emergency declaration by the governor or the sheriff. He stated the intent is anything that they need help with that we go over township lines to help them. The Road Superintendent would have the ability to bring the equipment needed and has the ability to say no as well.

LIAISON UPDATES/MEETING REPORTS: Ms. Port stated that she attended the CRWP meeting on February 25. She stated they announced it was their 25th anniversary. She stated that they mentioned that 26 out of 36 member entities have already renewed their membership dues for 2021 and that accounts for 80% of their annual revenue.

Ms. Port stated that the Ohio Township Association has a Leadership Academy and they started that meeting on Monday, which Ms. Port signed up for. She stated it is part of the National Association of Townships. They address the federal level and extend invitation to township representatives to weigh in on certain items. Ms. Port stated that part of this academy is NATAT is the only segment she needs to complete before she has done her whole leadership criteria for certification.

DIG GRANT SUBMISSION: Ms. Port stated she has been working on the Go Green Grants, and explained there are 2 grants: one we applied for in 2020 which was the Go Green Grant for the recycling center, which is a reimbursement grant up to \$2,500.00. Ms. Port stated she submitted for the 2021 DIG Grant, which had a deadline of Feb 26, which is a \$10,000.00 grant with a 10% match. She stated she put in for fencing for the recycling center.

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). Mr. Gabram seconded the motion and it passed unanimously.*

The meeting moved into executive session at 3:13 pm.

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

The meeting moved into regular session at 3:33 pm.

WG COMMUNITY JOINT RECREATION DISTRICT: *Mr. Gabram made the motion to reappoint Mr. Ed Curtis to the West Geauga Community Joint Recreation District Board for the three year term ending April 2024. Mr. Mueller seconded the motion and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 3:34 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Sustar