

Town Hall

April 7,

2021

The Chair, Ms. Port, called the meeting to order at 2:30 pm. Trustee Gabram and Trustee Mueller were present. Trustee Assistant Melissa Palmer was present and Fiscal Officer Karen Walder was absent.

The following Department Heads were present: Fire Chief John Frazier, Road Superintendent Gene Layne and Zoning Inspector Shane Wrench.

**CLERK PRO TEM:** In the absence of a Fiscal Officer, Board of Trustees Chair Kristina Port appoints Jennifer Dorka to serve as clerk pro tem.

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

*Mr. Gabram made the motion to accept the minutes of the Special Meeting held on March 29, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**QUARTERLY REPORTS:** *Mr. Mueller made the motion to acknowledge receipt of the 1<sup>st</sup> Quarter 2021 departmental reports from the Fire, Police, Road, Facilities, & Zoning. Mr. Gabram seconded the motion and it passed unanimously.*

**ROAD PROJECTS RESOLUTION:** Mr. Layne stated that the Geauga County Engineer's office put together the specifications and bid packets for road projects. He stated that the bid packages are for the resurfacing of Water Fall Trail and Fedeli Lane, and the culvert projects on Hillbrook Lane East and Water Fall Trail. Mr. Layne stated that the estimates are within our budget.

*Mr. Mueller made the motion to approve Resolution 2021-10: A resolution which orders the resurfacing of Water Fall Trail and Fedeli Lane, adopts the plans and specifications, and orders that the project be let for bid. Mr. Gabram seconded the motion and it passed unanimously.*

*Mr. Gabram the motion to approve Resolution 2021-11: A resolution which orders the drainage improvements of Hillbrook Lane East and Water Fall Trail, adopts the plans and specifications, and orders that the project be let for bid. Mr. Mueller seconded the motion and it passed unanimously.*

**ROAD DEPT – ROAD MATERIALS BID AWARD:** *Mr. Mueller made the motion to award road material bids as follows:*

*Hot Mix #448 Type 1 to Cuyahoga Asphalt Materials for an amount of \$65.00 per ton as the primary supplier.*

*Hot Mix #448 Type 2 to Cuyahoga Asphalt Materials for an amount of \$56.00 per ton as the primary supplier.*

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

**ZONING DEPT:** Mr. Wrench stated that the first quarter was fairly productive; the township had 3 new houses being built. Mr. Wrench stated that Phase 2 Annual Report was completed. Mr. Wrench thanked the other department heads and Mrs. Palmer for their help with completing it.

Mr. Wrench stated that in last quarter that the Zoning Department was able to move upstairs. There was a lot of work that went into renovating the upstairs space; painting, new flooring, cameras, new locks rechambered to work with the current keys. Mr. Wrench stated that it came in about \$6,000.00 under budget.

**DISPOSITION OF PROPERTY: ADMINISTRATION CHAIRS:** *Mr. Mueller made the motion, at the recommendation of the Facilities Manager, to dispose of township property highlighted on the list entitled "Russell Township Administration, Disposition of Property" dated April 6, 2021, as each highlighted 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: ZONING CHAIRS:** *Mr. Mueller made the motion, at the recommendation of the Facilities Manager, to dispose of township property highlighted on the list entitled "Russell Township Zoning, Disposition of Property" dated April 6, 2021, as each highlighted item is not needed for public use, is obsolete, or is unfit for public use. Mr. Gabram seconded the motion and it passed unanimously.*

**FACILITIES:** Mr. Wrench stated that the mulch has been getting piled up over the years and majority of the window wells are covered. Mr. Wrench stated that CJ Landscaping submitted a proposal to remove the old mulch, plant more trees, and plant some boxwoods. They will be planting 2 Red Sunset Maples, 1 Weeping Cherry Tree, 18 boxwoods, and transplant a few shrubs. Mr. Wrench stated that the Road Department will be removing the existing trees. CJ Landscape will also move 4 x 4 zoning plaque and move it by the east door.

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Mr. Wrench stated that he got quotes from Graystone for the front walk. Mr. Wrench stated that the eastside door for the new Zoning Office has a step and is not ADA accessible and will have Graystone build a ramp. In addition to doing the ramp, Mr. Wrench had him quote for replacing the whole walk with the aggregate, which would match the side entrance. Mr. Wrench stated that the aggregate makes a big difference in the winter with the traction.

Mr. Wrench stated that Willowleaf will be restoring the existing sign at the Administration Building. Mr. Wrench stated he will be power washing it, replace any rotten wood, change out the "Clerk" sign to "Fiscal Office" and repaint it. Mr. Wrench stated this is a reserve fund item as well.

Mr. Wrench stated he has been in contact with an electrician and got a quote for the Town Hall to fit the building with LEDs and change out some fixtures in the kitchen and front entrance. Mr. Wrench stated this would go through the NOPEC Grant.

Mr. Wrench stated he had a plumber out to address the sinks. The iron has taken a toll on the sinks and toilets. Mr. Wrench stated they need to address the iron issue first and he has been in contact with Servisoft to get an estimate and will be reaching out to another company to get another quote.

Mr. Wrench stated he got an estimate from Judco for video surveillance signage for the recycling center. The signs are 4' x 2' and they are \$99 a sign for a total of \$198.00.

**LANDSCAPING PROPOSAL:** *Mr. Mueller made the motion, at the request of Facilities Manager Shane Wrench, to approve the removal & replanting landscaping plan for the Administration Building, per the proposal from CJ Landscape LLC, dated March 22, 2021, for an amount of \$6,476.00. Mr. Gabram seconded the motion and it passed unanimously.*

**CONCRETE WALK/RAMP PROPOSAL:** *Mr. Gabram made the motion, at the request of Facilities Manager Shane Wrench, to approve the installation of a concrete sidewalk & ramp at the Administration Building, per the proposal from Greystone Concrete & Supply LLC, dated March 15, 2021, for an amount of \$5,350.00. Mr. Mueller seconded the motion and it passed unanimously.*

**SIGN RESTORATION:** *Mr. Gabram made the motion, at the request of Facilities Manager Shane Wrench, to approve the refurbish & repaint the existing wooden sign at the Administration Building, per proposal number 1017 from Willowleaf Studios, dated February 24, 2021, for an amount of \$3,050.00. Mr. Mueller seconded the motion and it passed unanimously.*

**VIDEO SURVEILLANCE SIGNAGE:** *Mr. Mueller made the motion, at the request of Facilities Manager Shane Wrench, to approve the purchase and installation of video surveillance signs at the Recycling Center, per proposal number 2669 from Judco Inc, dated March 18, 2021, for an amount of \$198.00. Mr. Gabram seconded the motion and it passed unanimously.*

**DISPOSITION OF PROPERTY: FIRE MULES & PUMPER:** Chief Frazier stated he would like to put two mules, the 1988 pumper, a trailer and a few other pieces of equipment up on GovDeals. Chief Frazier stated that they are in the process of getting pricing for a new mule, since it's in the budget for this year.

*Mr. Mueller made the motion, at the recommendation of the Fire Chief, to dispose of township property identified on the email entitled "Gov-Deals items" dated April 6, 2021, as each item is not needed for public use, is obsolete, or is unfit for public use. Mr. Gabram seconded the motion and it passed unanimously.*

**PEKIN RD CULVERT EASEMENT: EOUV #2:** *Mr. Mueller made the motion to approve the Easement for Public Road Purposes between Russell Township and (EOUV) ERSTER OESTERREICHISCHER UNTERSTUETZUNGS-VEREIN, dated March 24, 2021, authorizing the execution of the easement, the recording of the easement for a cost of \$50.00, and the payment of \$230.68 to ERSTER OESTERREICHISCHER UNTERSTUETZUNGS-VEREIN. Mr. Gabram seconded the motion and it passed unanimously.*

**PEKIN RD CULVERT EASEMENT: EOUV #3:** *Mr. Mueller made the motion to approve the Easement for Public Road Purposes between Russell Township and (EOUV) ERSTER OESTERREICHISCHER UNTERSTUETZUNGS-VEREIN, dated March 24, 2021, authorizing the execution of the easement, the recording of the easement for a cost of \$50.00, and the payment of \$232.22 to ERSTER OESTERREICHISCHER UNTERSTUETZUNGS-VEREIN. Mr. Gabram seconded the motion and it passed unanimously.*

**ANNUAL RESERVE FUND TRANSFER RESOLUTION:** *Mr. Mueller made the motion to approve Resolution 2021-9: A Resolution to transfer the recommended Reserve Amounts for 2021, according to the Capital Reserve Study. Mr. Gabram seconded the motion and it passed unanimously.*

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**OHIO ASSOCIATION OF PUBLIC TREASURERS:** *Mr. Mueller made the motion to authorize reasonable and necessary expenses for two Fiscal Office staff members to attend the full OAPT Annual Fiscal Officer Training Program from June 14 – 18, 2021. Mr. Gabram seconded the motion and it passed unanimously.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED**

**DIG GRANT:** *Mr. Mueller made the motion to grant retroactive authorization for Trustee Kristina Port to sign and execute the application for the 2021 Drop-Off Improvement Grant through the Geauga-Trumbull Solid Waste Management District. Mr. Gabram seconded the motion and it passed unanimously.*

**CEMETERY: GERRI HECK:** *Mr. Mueller made the motion to waive the fees for one cemetery foundation installation and one future cremains burial for Geraldine Heck in appreciation of her 24 years of service to Russell Township. Mr. Gabram seconded the motion and it passed unanimously.*

**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 3:30 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Sustar