

TOWN HALL

July 7, 2021

The Chair, Ms. Port, called the meeting to order at 2:32 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 Police Chief Tim Carroll.

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

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on June 2, 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 June 7, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to accept the minutes of the Special Meeting held on June 8, 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 June 9, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to accept the minutes of the Special Meeting held on June 16, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on June 16, 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 June 21, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**QUARTERLY REPORTS:** *Mr. Mueller made the motion to acknowledge receipt of the 2<sup>nd</sup> Quarter 2021 departmental reports from the Fire, Police, Road, Facilities, & Zoning. Mr. Gabram seconded the motion and it passed unanimously.*

**SHENBERGER: AUTHORIZATION TO SIGN:** Mr. Gabram stated that he scheduled a meeting with Shenberger to check the Old Fire Station to make sure everything is stable and okay for our employees to get in there and work on an as needed basis. Mr. Gabram stated he is going to walk through the station and get a written report on the condition and recommendation on what the Township can do with the building.

*Mr. Mueller made the motion to authorize Jim Mueller to sign the Shenberger & Associates proposal, dated June 30, 2021 for consulting engineering work at the Old Fire Station on behalf of Russell Township Board of Trustees, pending certification of the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.*

**SPECTRUM (REVISED):** *Mr. Mueller made the motion, at the request of the Facilities Manger, to approve internet service for the Town Hall, per order #12586210 from Spectrum for \$72.98 month to month, with a \$99.00 installation charge, dated May 26, 2021, pending certification of the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.*

**SPECTRUM: AUTHORIZATION TO SIGN:** *Mr. Mueller made the motion to authorize Gary Gabram to sign the Spectrum proposal for internet service & installation on behalf of Russell Township Board of Trustees. Mr. Gabram seconded the motion and it passed unanimously.*

**GO GREEN GRANT CLOSE OUT REPORT:** Ms. Port stated that she did sign the report and submitted invoices to Geauga Trumbull Waste Management. Ms. Port stated that they did research the minutes and on October 21, 2020 that authorized her to sign documents on this grant.

*Mr. Mueller made the motion to accept the 2020 Go Green Grant Close Out Report as previously prepared by Shane Wrench and Kristina Port and submitted to Geauga-Trumbull Solid Waste Management District as the reimbursement request phase of the \$2,500.00 grant opportunity. Mr. Gabram seconded the motion and it passed unanimously.*

**GO GREEN GRANT FUNDS:** *Mr. Gabram made the motion to accept the \$2,500.00 gained from the 2020 Go Green Grant application process and request the Fiscal Office to deposit it as appropriate. Mr. Mueller seconded the motion and it passed unanimously.*

**ZONING AMENDMENT 2021-01:** *Mr. Mueller made the motion to accept amendment 2021-01 for Public Hearing. Mr. Gabram seconded the motion and it passed unanimously.*

**PUBLIC HEARING:** *Mr. Gabram made the motion for the adoption of the following: That the Russell Township Board of Trustees conduct a public hearing on the proposed amendment 2021-01 to the Russell Township Zoning Resolution as attached hereto on the 21<sup>st</sup> day of July, 2021, at 7:00 pm in the Russell Town Hall. Mr. Mueller seconded the motion and it passed unanimously.*

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Mr. Berry Rogers from the Zoning Commission gave a quick summary of what is in the new fencing resolution.

**FIRE LEVY:** Chief Frazier stated that the language has changed and that's why Chief Frazier would like to go with a new levy instead of a replacement. The new millage rate would be 1.19 mills and would generate \$354,601.00. Chief Frazier would use this levy to hire 4 full time Firefighter-Paramedics. Chief Frazier stated this levy would be put on the November ballot and start collecting in 2022.

*Mr. Gabram made the motion to indicate the Board of Trustees intent to levy a tax in excess of the ten mill limitation. This levy is a continuing 1.19 mill new levy for the Fire Department collecting in 2022 for the purpose of fire protection and other services. Mr. Mueller seconded the motion and it passed unanimously.*

**POLICE DEPT:** Chief Carroll stated this is his last meeting. He thanked the Trustees and thanked the Fire Chief John Frazier and Road Superintendent Gene Layne for their hard work and dedications with working with them over the years.

Chief Carroll stated that there is shipping issues with the new car and can expect it sometime in the fall and all other police projects are completed.

**RESOLUTION: CHIEF CARROLL:** *Mr. Gabram made the motion to adopt Resolution 2021-17: A Resolution of Appreciation for Chief of Police Timothy J. Carroll Upon his Retirement. Mr. Mueller seconded the motion and it passed unanimously.*

**ROAD DEPT:** Mr. Layne stated that he had nothing to report on.

Ms. Port asked Mr. Layne when replacing culvert work, why is plastic used sometimes and other times steel. Mr. Layne stated it just depends on the project. If it is low coverage you would use steel because it's stronger. Mr. Layne stated they prefer to use plastic because it can last forever, whereas, steel will last 30-40 years.

**ROAD PROJECT: TRAX CHANGE ORDER APPROVAL:** *Mr. Mueller made the motion to retract the previous approval dated 6/21/2021, of Change Order No. 18 & Final to the County Line Road Project RC-0093-AC-2019, reflecting additions of \$450.01, and reflection deductions of \$31,837,708.23, based on the document dated February 17, 2021. 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 May, 2021, as submitted by Fiscal Officer Karen Walder. Ms. Port seconded the motion and it passed unanimously.*

#### COMMENTS FROM THE PUBLIC WERE RECEIVED

**UDLG REDISTRIBUTION:** Mrs. Palmer stated she did send the letter to the Geauga County Budget Commission like the Trustees asked to her but has gotten no response. The Trustees have agreed to table this topic until the June 21<sup>st</sup> meeting when there will be a representatives from the Park Boards.

**ARP FUNDING:** Ms. Port stated that the ARP distribution from the state is allocated at 75% of your January 2020 budget. Ms. Port stated that the Fiscal Office has to go through a DUNS process and a portal to submit all information needed and verify the budget. Mr. Gabram stated to receive this money, it's going to be more difficult and more specific to what the money can be used for. Mr. Mueller suggests finding out what other communities are doing with the money so they know what is appropriate and have no bounce back.

**511 LEASE AGREEMENT:** Mr. Gabram stated that it is very close. Mr. Gabram stated that two lawyers got together and went over the agreement and stated that our APA is happy with the agreement.

**NOPEC COMMUNITY GRANT:** *Mr. Gabram made the motion to authorize Melissa Palmer to hire an ice cream vendor for the August 14 recycling events, using NOPEC Community Grant funds. 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 3:48 pm.