

RUSSELL TOWN HALL

August 18, 2021

The meeting was called to order at 6:30 pm. Trustee Port, Trustee Gabram and Trustee Mueller were present Trustee Assistant Melissa Palmer, and Fiscal Officer Karen Walder were present.

The following Department Heads were present: Fire Chief John Frazier.

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on July 21, 2021, as presented. Mr. Mueller seconded the motion. The vote: Mr. Mueller – Yes, Mr. Gabram – Yes, Ms. Port - Abstain*

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on July 28, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on August 4, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

Ms. Port talked about the Engineers Office offering asphalt grindings. The board discussed how they are beneficial financially for road projects.

The board asked about the status on the truck purchase for the Road Department. Mrs. Walder advised that the supplemental appropriations need to be passed by the trustees before the purchase can moved forward, due to the board moving the purchase up a year.

Mrs. Walder advised the board that she is implementing a new form for the credit card sign out. During an internal audit she discovered an issue when credit cards are being signed out and not returned within the time that the credit card policy states. This new form will should be used any time someone wants to sign out a credit card for longer than the day or two that the current policy allows, and will have to be approved ahead of time by the Fiscal Office. If a credit card is not returned in a timely manner the card will be suspended until it is returned.

OHIO ASSOCIATION of PUBLIC TREASURERS: *Mr. Mueller made the motion to authorize the annual membership renewal for Russell Township in the OAPT Association of Public Treasurers, United States and Canada, through September 30, 2022. Mr. Gabram seconded the motion and it passed unanimously.*

OHIO ASSOCIATION of PUBLIC TREASURERS: *Mr. Gabram made the motion to authorize reasonable and necessary expenses for Jennifer Dorka & Karen Walder to attend the OAPT Annual Public Finance Officer Training Program in October, 2021. Mr. Mueller seconded the motion and it passed unanimously.*

Mrs. Walder asked the board to consider moving the regular trustee meeting on October 6 due to conflict with staff being available to take minutes due to attending the OAPT fall conference.

MEETING RESCHEDULE: *Mr. Gabram made the motion to reschedule the October 6, 2021 trustees meeting to October 5th at 10:30 am. Mr. Mueller seconded the motion and it passed unanimously.*

APT: INTERNAL CONTROLS TRAINING: *Mr. Gabram made the motion to authorize Karen Walder to attend the OAPT Internal Controls Certificate Training Program via webinar on September 9, 2021 for a cost of \$69.00 for APT US&C*

RUSSELL TOWN HALL

August 18, 2021

members. Mr. Mueller seconded the motion and it passed unanimously.

SUPPLEMENTAL APPROPRIATIONS 2021: Mr. Mueller made the motion to adopt the Supplemental Township Annual Appropriation Resolution 2021-21 to provide for the additional sums (SUPPL #3: a reduction of \$115,945.00) to be set aside and appropriated:

\$ 68,000.00 in 2031 Road & Bridge Fund

\$ 5,000.00 in 2111 Fire District Fund

\$ (20,000.00) in 4901 Misc Cap Project Fund

\$ (149,555.00) in 4904 General Reserve Fund

\$ (19,390.00) in 4907 Fire Reserve Fund

for the fiscal year ending December 31, 2021, as recommended by the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.

ROAD EQUIPMENT PURCHASE: Mr. Gabram made the motion to authorize the purchase of a new 2022 T370 truck per the email proposal, from Hissong Kenworth of Richfield, Ohio, for an amount of \$147,747.00, off the Sourcewell national bid, as recommended by Road Superintendent Gene Layne. Mr. Mueller seconded the motion and it passed unanimously.

ROAD EQUIPMENT PURCHASE: Mr. Mueller made the motion to authorize the purchase of a new snow plow from Henderson Products per the proposal dated July 27, 2021, quote number 149262, for an amount of \$13,221.00, as recommended by Road Superintendent Gene Layne. Mr. Gabram seconded the motion and it passed unanimously.

Mrs. Walder advised the board that our insurance provider, OTARMA, has sent a Cyber Underwriting application which requires us to identify the cyber security protection that the township has in place. The application is 17 pages and is full of technical detail. Mrs. Walder noted that the Township does not have an IT staff, and is pretty confident that this application will expose a number of vulnerabilities. She asked the board to approve the hire of an IT company to assist with completing the application, which is due on September 15th. Each department will need to fill this application out based on their cyber security programs. Mrs. Walder presented two proposals for IT companies and recommended that the board engage the County ADP group to assist the Township to complete the Application.

CYBERSECURITY UNDERWRITING APPLICATION: Mr. Mueller made the motion to authorize the engagement on a time and materials basis of ADP/Geauga County for an amount of \$50.00/hour per the email proposal dated 8/16/2021, for the completion of the mandatory cyber application required of all OTARMA members. Mr. Gabram seconded the motion and it passed unanimously.

ADP: DATA PROCESSING SERVICES: Mr. Mueller made the motion to approve Resolution 2021-22, a Resolution to Approve the Agreement with the Geauga County Automatic Data Processing (ADP) Board. Mr. Gabram seconded the motion. The vote: Mr. Mueller – Yes, Mr. Gabram – Yes, Ms. Port - Abstain

ADP: AUTHORIZE SIGNATORY: Mr. Mueller made the motion to authorize Fiscal Officer Karen Walder to execute the Agreement with the Geauga County Automatic Data Processing (ADP) Board, approved August 18, 2021 by the Russell Township Board of Trustees. Mr. Gabram seconded the motion and it passed unanimously.

RUSSELL TOWN HALL

August 18, 2021

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

Mrs. Walder advised the Board that the application for the ARP money made through the OBM grant portal was approved and the Township will be receiving the first payment this month.

Mrs. Walder advised the board that she received the final change order and payment request for the County Line Road Resurfacing Project and plans to have it ready for approval at the next trustee meeting.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

2022 BUDGET REVISIONS: Mrs. Walder asked the Trustees to advise her on what, if anything, they would like to do to address the concerns of the Budget Commission. Any voluntary reduction of millage or re-allocation of General Fund monies would need to be specifically identified so it can be submitted to the Budget Commission for the continued hearing on August 27, 2021. The board discussed many topics, including past budget commission hearings, the impact of COVID, the Township's ranking per capita for Road & Fire levies, the previous goal to have all departments be self-supporting, the impact of the County Line reconstruction project relative to other road paving initiatives, the status of the Old Fire Station and demolition costs, and the lack of communication regarding the new 1.9M Fire levy.

Mr. Gabram would like to see the money spent or transferred to a department in need so that the township doesn't lose any inside millage. The board also discussed the problem with budgeting for repairs of the Old Fire Station coincident with demolition of the Old Fire Station.

Mr. Mueller made the motion to request Fiscal Officer Karen Walder to amend the 2022 Russell Township Annual Budget for presentation to the Geauga County Budget Commission on August 27, 2021 as follows:

\$147,000 to be removed from General Fund Capital Projects (Town Hall Move)

\$ 78,000 to be removed from General Fund Capital Projects (Old Fire Station Raze & Remediation)

\$150,000 transfer out from General Fund to Police Fund to bring the Police fund's 2022 ending balance in line with recommended cash reserves

\$115,000 transfer out from General Fund to Road & Bridge Fund for Paving Projects.

Mr. Gabram seconded the motion and it passed unanimously.

RESOLUTION: OFS BUILDING & TOWER: *Mr. Gabram made the motion to approve Resolution 2021-25, a resolution to rescind Resolution 2020-19 passed on August 5, 2020, and resolving to demolish certain township personal property. Ms. Port seconded the motion.*

The vote: Mr. Mueller – No, Mr. Gabram – Yes, Ms. Port – Yes.

RESCINDING NEED FOR FIRE LEVY: *Mr. Gabram made the motion to approve Resolution 2021-24: rescinding Resolution 2021-19, previously adopted on July 28, 2021, which declared it necessary to levy a tax in excess of the ten-mill limitation. The rescinded levy was to be a continuing 1.19 mill additional levy for*

RUSSELL TOWN HALL

August 18, 2021

the Township Fire Department. Mr. Mueller seconded the motion and it passed unanimously.

BOARD OF ELECTIONS: LEVY REMOVAL FROM BALLOT: *Mr. Mueller made the motion to approve the removal of the continuing 1.19 mill additional levy for the benefit of the Russell Township Fire Department from the ballot for the General Election to be held on November 2, 2021. Mr. Garam seconded the motion and it passed unanimously.*

OPWC DIST 7 LOCAL INTEGRATING COMMITTEE BALLOT: *Mr. Gabram made the motion to elect the following three candidate and alternate teams to the OPWC District Seven Local Integrating Committee:*

Member – Patrick J Cavanagh, Auburn Township

Alternate – Scott Yamamoto, Hambden Township

Member – Josh Pennock, Painesville Township

Alternate - TBD

Member – Jeff Derthrick, Freedom Township

Alternate – Tim Pfile, Edinburg Township

Mr. Mueller seconded the motion and it passed unanimously.

ONEOHIO OPIOD SETTLEMENT RESOLUTION: *Mr. Mueller made the motion to adopt the Emergency Resolution 2021-23 to accept the terms of the OneOhio National Opioid settlement agreement. Mr. Gabram seconded the motion and it passed unanimously.*

ONEOHIO TRUSTEE AUTHORIZATION: *Mr. Mueller made the motion to authorize Trustee Kristina Port to act as the One Ohio Authorized Official and to sign the document entitled "OneOhio Subdivision Participation Form," on behalf of the Russell Township Board of Trustees. Mr. Gabram 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 and it passed unanimously.

The meeting was adjourned at 9:21 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka