

Town Hall

January 20, 2021

Chair Port called the meeting to order at 6:31 pm. Trustee Gabram and Trustee Mueller were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were present.

The following Department Head was present: Fire Chief John Frazier.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on December 16, 2020, 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 December 31, 2020, as presented. Mr. Mueller seconded the motion and it passed unanimously.

QUARTERLY REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the 4th Quarter 2020 departmental report from the Fire Department. Mr. Gabram seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Mr. Mueller made the motion to accept the 4th Quarter 2020 departmental reports from Police, Road, & Zoning. Mr. Gabram seconded the motion and it passed unanimously.*

FIRE DEPT: Chief Frazier stated he went to Wisconsin early in the month to look at the new Engine. He stated it is now complete and has been shipped to Ohio to the dealership.

Chief Frazier stated from the recent snow storm it caused a lot of tree damage to the Fire Department property and he thanked Gene Layne and the Road Department crew for helping clean up all the trees.

THEN & NOW PO: *Mr. Gabram made the motion, at the request of Fiscal Officer Karen Walder on behalf of Chief Frazier, to approve a Then and Now Purchase Order in the amount of \$3,255.00 to cover Aladtec Inc Invoice #2020-3678 dated December 7, 2020 for an Online Employee Scheduling and Workforce Management System Subscription. Mr. Mueller seconded the motion and it passed unanimously.*

ACCEPT DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Robert W. Donahey of \$250.00 to the Fire Department. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$250.00 donation for the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion and it passed unanimously.

ROAD DEPT MUTUAL AID: Mr. Gabram stated he is trying to put together a package between Bainbridge Township, South Russell and Chagrin Falls for Road Department mutual aid. Mr. Gabram stated that the Ohio Revised Code allows you to loan equipment from Township to Township. Mr. Gabram received a proposed Agreement from South Russell Village and has requested review by our APA.

ACCEPT DONATION: *Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Robert W. Donahey of \$250.00 to the Police Department. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to approve the use of the \$250.00 donation for the Police Department at the discretion of the Police Chief. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Susan Baker of \$50.00 to the Police Department. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Mueller made the motion to approve the use of the \$50.00 donation for the Police Department at the discretion of the Police Chief. Mr. Gabram seconded the motion and it passed unanimously.

FACILITIES: CRAUN SPACE UPDATE: Mr. Gabram stated that he did a walk through and the space needs updating. Mr. Gabram proposed that Valley Painting remove the wallpaper, backing and glue, sand the walls, prime and seal the wall, paint the ceiling with one coat of paint, paint the walls with 2 coats of paint, paint 2 main doors and 2 closets. The estimate is for \$2,850 - \$3,900 – the variance based on how much time the wallpaper will take.

Mr. Gabram stated the next part is the removal of the carpet and new laminate flooring. The estimate from All-Seasons Remodeling Company includes a 10 yard dumpster, removal of carpet, clean and vacuum floor, install new floor, ¼ round molding for \$10,500.00.

Mr. Gabram stated they are working on the camera system and the new ramp has not been quoted yet. Mr. Gabram stated would also like to do some landscaping as well.

PAINTING SERVICES: *Mr. Mueller made the motion, at the request of Facilities Manager Shane Wrench, to approve the painting of Administration Building interior spaces per estimate #08-3101 from Valley Painting Company, dated January 18, 2021, for an amount up to \$4,725. Mr. Gabram seconded the motion and it passed unanimously.*

Town Hall

January 20, 2021

FLOORING SERVICES: *Mr. Mueller made the motion, at the request of Facilities Manager Shane Wrench, to approve the installation of vinyl laminate flooring in the Administration Building per proposal #113 from All-Seasons Remodeling Company, dated January 12, 2021, for an amount not to exceed \$10,500.00. Mr. Gabram seconded the motion and it passed unanimously.*

DISPOSITION OF PROPERTY: ZONING: *Mr. Gabram made the motion, at the recommendation of the Facilities Manager, to dispose of township property highlighted in yellow on the list entitled "Russell Zoning Department, Disposition of Property" dated January 8, 2021, as each highlighted item is not needed for public use, is obsolete, or is unfit for public use. Mr. Mueller seconded the motion and it passed unanimously.*

FISCAL OFFICE: *Mrs. Walder referred to an announcement that she sent out to the Trustees that the Township still has some funds available from the 2020 NOPEC Grant; about \$7,500. A request was sent out to department heads asking if there are any projects that could use this fund. Mrs. Walder stated the Township has until February 25, 2021 to submit a project.*

ROAD PROJECT: CHANGE ORDER APPROVAL: *Mr. Mueller made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 16 to the County Line Road Project RC-0093-AC-2019, reflecting a net reduction of \$60,187.40, for a revised Contract Value of \$3,818,323.15, based on the document dated January 8, 2021. Mr. Gabram seconded the motion and it passed unanimously.*

ROAD PROJECT: CHANGE ORDER APPROVAL: *Mr. Gabram made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 17 to the County Line Road Project RC-0093-AC-2019, reflecting a net addition of \$50,107.40, for a revised Contract Value of \$3,868,430.54, based on the document dated January 8, 2021. Mr. Mueller seconded the motion and it passed unanimously.*

TRAX PAYMENT APPROVAL: *Mr. Mueller made the motion to approve the Pay Application No. 16 for the County Line Road Project RC-0093-AC-2019 in the amount of \$48,679.71 from Hunting Valley local funds and \$33,198.17 in Russell Township local funds for a sum of \$81,877.88 local funds to Trax Construction, Inc. Mr. Gabram seconded the motion and it passed unanimously.*

TRAFFIC SIGNALIZATION: AMOUNT APPROVAL: *Mr. Mueller made the motion to approve continued participation in the ODOT Traffic Signal Preemption Project (PID 110882, GEA SR 087 02.73 Signals), necessitating a second payment in the amount of \$2,680.00 to the State for Russell Township's increased local share based on the prices submitted by the apparent bidder. Mr. Gabram seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED

GARAGE PROJECT UPDATE: *Ms. Port stated she has been in contact with our APA and the Township needs to advertise for a criteria architect. Ms. Port stated she was in contact with City Architecture to let them know the Township will be placing a legal ad for a criteria architect.*

LIAISON UPDATES/MEETING REPORTS: *Ms. Port stated that she would like to request that the Trustees bring a brief update/summary to the Board whenever they attend meetings for which they are the liaison, as to what the meetings were about so everyone is informed.*

PROPERTY RESERVATION REQUEST: BOB HALL FIELD: *Sean Gideon with the West Geauga Diamond Kings/Buckeye Baseball League spoke and is requesting to use Bob Hall Field on Tuesdays and Thursdays through August 2021. He stated that they do carry insurance and would comply with Russell Township's insurance requirements. Mr. Gideon stated he will talk with Kelly with the Baseball Federation on the logistics of the use of the field. Mr. Gideon does not have the exact dates yet of when they would be using the field, so the Trustees have asked him to get more definite dates and bring it back to them to discuss.*

EXECUTIVE SESSION: *Mr. Mueller made the motion to move into executive session to discuss the employment and compensation of public employees pursuant to ORC 121.22(G) (1). Mr. Gabram seconded the motion and it passed unanimously.*

The meeting moved into executive session at 7:29 pm.

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

The meeting moved into regular session at 7:34 pm.

ACCEPT ZC RESIGNATION: *Mr. Mueller made the motion to accept the resignation of Mark Mikolanis from the Russell Township Zoning Commission, effective January 20, 2021. Mr. Gabram seconded the motion and it passed unanimously.*

TOWNSHIP TRUSTEES

REGULAR

Town Hall

January 20, 2021

FIRE HIRE: *Mr. Gabram made the motion to hire Jarrod Fritz as a part-time Firefighter/EMT at the beginning rate of \$16.28 per hour, per Salary Schedule 32a, effective February 1, 2021, pending the completion of all paperwork with the Fiscal Office. 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 7:35 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Sustar