

TOWN HALL

July 7, 2022

The Chair, Mr. Mueller, called the meeting to order at 2:01 pm. Trustee Rambo was present, and Kristina Port was absent. Board Administrator Melissa Palmer and Fiscal Officer Karen Walder were present.

The following Department Heads were present: Police Chief Tom Swaidner, Fire Chief John Frazier, and Zoning Inspector Shane Wrench

The Pledge of Allegiance was said.

MINUTES: *Mr. Rambo made the motion to accept the minutes of the Special Meeting held on the morning of June 6, 2022, as presented. Mr. Mueller seconded the motion and it passed.*

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QUARTERLY REPORTS: *Mr. Rambo made the motion to acknowledge receipt of the 2nd Quarter 2022 Fire, Police, Road, Zoning, & Facilities reports. Mr. Mueller seconded the motion and it passed.*

US PROTECTIVE SERVICES QUOTE: FIRE MONITORING & SECURITY CAMERAS: Mr. Wrench stated this is an update from the last Trustee meeting. Was looking for more detail estimate and stated they did submit more paperwork regarding fire alarm panel. Stated they will replace detectors as needed. At the last meeting Mrs. Walder asked about just replacing everything instead of as needed, so Mr. Wrench reached out to US Protective Services but hasn't heard back yet. Mr. Rambo stated if we are getting a new panel, should just get new detectors as well. Mr. Wrench stated as far as security portion, he hasn't been able to talk to Mr. Layne about his thoughts for the system.

LICENSE PLATE READER AT RECYCLING CENTER: Mr. Wrench stated he spoke with the Township rep from First Energy regarding the LPR cameras on the poles and they can't be installed on the utility poles. Stated we could install regular cameras on the poles but would need to have a meter installed. Mr. Wrench stated they are already looking at another option on how to install the LPR cameras.

CABLE COMMUNICATIONS: Mrs. Palmer stated this was discussed briefly at the last meeting and in order to complete the phone upgrade for the IT project, a small amount of data cabling is needed and were waiting on paperwork and the signed contract. Mrs. Palmer stated that she does have that back. It was approved by the APA and certified for funds by Mrs. Walder. Mrs. Palmer stated she needed a not to exceed contract.

Mr. Rambo made the motion to approve the Agreement with Cable Communications Inc. for Data Cabling Services associated with the IT upgrades at the Administration Building & Road Garage in an amount not to exceed \$17,062.05, dated July 7, 2022, approved as to form by the Geauga County Prosecutor. Mr. Mueller seconded the motion and it passed.

RECYCLING CENTER: FENCE & GATE: Mr. Wrench stated he reached out to TRC for an updated quote because it's been 5 months since last quote, and it did come back \$800 higher. Mr. Wrench stated the fence will be roughly 144' of pressured treated pine to collect debris in the corner. Mr. Wrench stated this is eligible for reimbursement from the DIG Grant.

Mr. Wrench stated that the gate has almost doubled from 5 months, so he is currently looking for other quotes.

Mr. Rambo made the motion, at the request of the Facilities Manager, to approve the installation of a pressure treated pine privacy fence for the Recycling Center, per Estimate #59760 from TRC Landscape Services Inc., for \$11,900.00 dated July 5, 2022. Mr. Mueller seconded the motion and it passed.

STRYKER: Chief Frazier stated received contract back from Stryker for service agreement on the 3 life packs and 2 CRP machines. Chief stated that the APA sent it back approved as to form. Mrs. Walder stated she has not seen the agreement; Chief Frazier will forward to Mrs. Walder to review and will be tabled till next meeting.

FEMA RADIO GRANT MATCH: THEN & NOW PO: CHESTER TWP: Chief Frazier stated that in 2019 Chesterland applied for FEMA Grant for portable and mobile radios, which they received. Chief Frazier stated they have been installed and are operating. Chief Frazier stated that there was still about \$120,000 left from the grant. FEMA said they had the ability to spend it on certain items and was proposed to use it on fire gear, hose and radio computer. Stated it's \$18,000 in equipment and cost match is 10% of that.

Mr. Rambo motion to authorize participation in the amended FEMA Assistance to Firefighters Grant and to approve the cost sharing arrangement with Chester Township for the FEMA grant match funds. Mr. Mueller seconded the motion and it passed.

Mr. Rambo 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 \$1,825.37 to cover the Chester Township Fire

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Rescue Invoice #34-15 dated June 27, 2022, for an addendum to the cost sharing arrangement for the 2019 FEMA Radio grant. Mr. Mueller seconded the motion and it passed.

POLICE DEPARTMENT: Chief Swaidner stated that the Police Department parking lot is in the process of being repaved. Stated that his new vehicle has been ordered and should be getting it sometime between now and September.

ZONING DEPARTMENT: Mr. Wrench stated that a lot of complaints have been coming in and some environmental issues. Stated that Laurel Schools is coming in on Monday for the BZA meeting for their annual review.

Mr. Rambo asked Mr. Wrench for an update regarding the Airbnb and Mr. Wrench stated that the APA filed a complaint for injunctive relief with the court.

ROAD PROJECTS: OPWC AGREEMENT: Mrs. Walder stated there are a few action items regarding the paving projects for 2022. We have received the OPWC Grant Agreement, which will provide up to \$150,000.00 towards Pekin Road paving, which is 50% of estimated cost of the project. If the board accepts the OPWC Grant, then the recommendation from the County Engineer is to award the contract for paving to Karvo Companies. Mrs. Walder stated that because they we are coming up on the 60 day deadline to accept the paving contract, there is an additional action to extend the contract another 30 days. This will allow the Township and Karvo to get all the paperwork completed.

OPWC FINANCIAL ASSISTANCE: PEKIN ROAD: *Mr. Rambo made the motion to authorize Trustee Kristina Port to serve as the Chief Executive Officer, Certifying Representative, to act as authorized signatory on behalf of the Board of Trustees, and to accept the \$150,000.00 OPWC State Capital Improvement Program (SCIP) funding for the project entitled TR 144 – Pekin Road Improvements, OPWC Project No. CG18Z. Mr. Mueller seconded the motion and it passed.*

BID AWARD: ASPHALT RESURFACING VARIOUS ROADS: *Mr. Rambo made the motion that the project entitled The Asphalt Resurfacing of Various Roads, in Russell Township, Geauga County, be awarded to Karvo Companies, Inc., from Stow, Ohio, for the amount of \$949,514.00, as recommended by the Geauga County Engineer. Mr. Mueller seconded the motion and it passed.*

AGREEMENT to EXTEND CONTRACT EXECUTION TIMEFRAME: *Mr. Rambo made the motion to authorize the document entitled "Agreement to Extend Contract Execution Date," dated July 7, 2022, by the Russell Township Board of Trustees, for the contract RS-RUS-V-2022 between Russell Township Board of Trustees and Karvo Companies Inc., pursuant to ORC 153.12. Mr. Mueller seconded the motion and it passed.*

AUTHORIZED SIGNATORY: VARIOUS RDS: *Mr. Rambo made the motion to authorize Matt Rambo to serve as authorized signatory and representative on behalf of the Russell Township Trustees for the Agreement to Extend Contract Execution Date, for Project RS-RUS-V-2022, The Asphalt Resurfacing of Various Roads. Mr. Mueller seconded the motion and it passed.*

FO LAPTOP & DOCK PURCHASES: Mrs. Walder stated that the Board authorized Fiscal Office IT package last year included \$4,200 for 3 Dell All In 1 Computers. One was purchased last year for a little less than \$1,400.00. When it came time for Admin to buy computers, that same model was no longer available and replaced by a new model and those came in June. The Fiscal Office staff requested to instead go with a laptop with a docking station. At the time that the Admin bought their laptops, the price was about \$1,100.00 but from that time till now those models have gone to end of life. The new model is \$183.57 higher and puts it over the \$4,200.00 budgeted amount.

Mr. Rambo made the motion, at Fiscal Officer Karen Walder's request, to purchase 2 Dell Latitude 5530 laptops and 2 Dell Thunderbolt docks, per Dell Technologies' Quote No. 3000125001294.1, for a cost of \$3,166.62. Mr. Mueller seconded the motion and it passed.

Mrs. Walder stated that Medical Mutual is providing reimbursement for over-the-counter COVID-19 at home test kits. Mrs. Walder stated that she has the form if an employee needs one to submit.

BANK RECONCILIATION & FINANCIAL REPORTS: *Mr. Rambo made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for May, 2022, as submitted by Fiscal Officer Karen Walder. Mr. Mueller seconded the motion and it passed.*

COMMENTS FROM THE PUBLIC WERE RECEIVED

WRLC STEWARDSHIP LETTER: WEST RIVER DRIVE: Mrs. Palmer stated received an inquiry from Shane Wohlken regarding his visit to West River Drive. Visited a second time in June to reassess the properties he visited in the spring and see if same properties were still in violation. Mrs. Palmer stated that letters were sent to those same properties in 2016 for the same infractions. Mr. Wohlken would like to know what the Trustees want done, suggesting either another letter or carsonite markers on the edges of the properties. Mrs. Palmer suggests sending another a letter and if that doesn't work, put up carsonite markers. The Trustees agree with this suggestion.

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Mr. Rambo made the motion to authorize a second letter indicating that carsonite markers would be installed unless cooperation was achieved, in conjunction with Western Reserve Land Conservancy, to the owners of 8218 West River Drive, and 8236 West River Drive regarding the continued mowing, furniture, and lawn ornaments, on the conserved property at those addresses which violates the terms of the conservation easement on the West River I property. Mr. Mueller seconded the motion and it passed.

WRLC: SCHECTER LETTER REGARDING MOVING BACKSTOP: Mr. Rambo gave an update regarding conversation Pete McDonald had with Mr. Schechter. Mr. Schechter doesn't acknowledge that the dirt pile isn't on Township property but can't dispute it either. Claims it's only a small pile, which it is not. It has been piling up for years now. Mr. Schechter claims he doesn't have the ability to move it. The problem for the Township to try and move it, is we don't have access to it unless accessing it from Mr. Schechter's property or the neighbors. Mr. Rambo suggested that the Township could go to him and say the Township will remove the backstop, but the issue is the dirt is contaminated. A lien was also discussed. Would need to work with Western Reserve Land Conservancy. Mr. Rambo stated he will talk to Pete McDonald and possibly send a second letter to Mr. Schechter.

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

The meeting moved into executive session at 2:48 pm.

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

The meeting moved in regular session at 2:54 pm.

RETIREMENT: *Mr. Rambo made the motion to accept the retirement of Assistant Fire Chief John T. Bryan from the employ of Russell Township effective August 1, 2022, with congratulations. Mr. Mueller seconded the motion and it passed.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 2:57 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone