

RUSSELL TOWN HALL

October 20, 2021

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

The following Department Heads were present: Police Chief Tom Swaidner, and Fire Chief John Frazier.

Fiscal Officer Karen Walder was absent.

Pledge of Allegiance was said.

6:30pm Swearing in Ceremony: Chief Tom Swaidner

Oath & Pinning by Timothy J. Carroll

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 September 1, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Mr. Gabram made the motion to acknowledge receipt of the 3rd Quarter 2021 departmental report from the Fire Dept. Mr. Mueller seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Mr. Mueller made the motion to accept the 3rd Quarter 2021 departmental reports from Police, Road, Facilities, & Zoning. Mr. Gabram seconded the motion and it passed unanimously.*

FIRE DEPARTMENT: Chief Frazier advised the trustees that the next step is to accept the grant, and that the equipment he wants to get is not on the state bid list so he will be going out to competitive bid for the equipment. The township will have a 5% match.

FEMA AFG GRANT: FEMA GO: *Mr. Mueller made the motion to authorize Fire Chief John Frazier to accept the 2020 Assistance to Firefighters Grant in the amount of \$153,866.67 in Federal funding via the FEMA Grants Outcomes (FEMA GO) system. Mr. Gabram seconded the motion and it passed unanimously.*

FEMA AFG GRANT: BID SPEC: *Mr. Mueller made the motion to authorize Fire Chief John Frazier to proceed with the preparation of the SCBA Unit and Face Pieces bid specifications as described in the FEMA AFG Grant Approved Scope of Work. Mr. Gabram seconded the motion and it passed unanimously.*

Trustee Port would like all the department heads to have ideas and written proposals for the next meeting on projects for the ARP funds.

FACILITIES: Mr. Gabram advised the Board on the progress of the Old Fire Station demolition project. Mr. Gabram advised the Board that there will need to be temporary lighting for the recycling center once the building is taken down, and he isn't sure on what that would cost. Trustees' assistant Melissa Palmer advised that the demolition of the building and the landscaping/lighting of the recycling center were two different projects, scopes of work, and funding.

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OFS SANITARY SEWER DISCONNECT: AUTHORIZED SIGNATORY: *Mr. Gabram made the motion to authorize Trustee Gary Gabram to sign the Geauga County Department of Water Resources' Agreement to Disconnect Sanitary Sewer Service for the Old Fire Station, Geauga County Parcel 26-705500, 14921 Chillicothe Rd, in preparation for demolition. Mr. Mueller seconded the motion and it passed unanimously.*

CAR STORAGE: The Board has to look into the tax exemption status of the Administration Building, and whether renting storage space would disqualify the building. They are not planning to rent space until they have an answer to that question.

Ms. Port made the motion to not rent garage space at the Administration Building for car storage this winter season, and to revisit this topic next year. Mr. Mueller seconded the motion and it passed unanimously.

SUPPLEMENTAL APPROPRIATION 2021: *Mr. Gabram made the motion to adopt the Supplemental Township Annual Appropriation Resolution 2021-29 to provide for the additional sums (SUPPLEMENTAL #4: \$225,000.00) to be set aside and appropriated:*

\$225,000.00 in 1000 General Fund

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

Ms. Port advised the Board that she has been in contact with Chase Bank about a loan for the extra cost of the storage building project and will be calling to discuss options. Ms. Port has also reached out to the OTA to see if they had any guidance on what the Trustees could do. Mr. Port asked the Board if they could recommend that if any funds are borrowed from department budgets that they will be paid back. Mr. Mueller said he is not changing any departments budgets without the Department Head present at the meeting.

TC ARCHITECTS: STORAGE BUILDING PLANS: *Mr. Gabram made the motion to accept the plans presented by TC Architects for the proposed Storage Building project. Mr. Mueller seconded the motion and it passed unanimously.*

TC ARCHITECTS: STORAGE BUILDING SPECS: *Mr. Mueller made the motion to accept the specifications prepared by TC Architects for the proposed Storage Building project and to authorize TC Architects to go out for bids, pending revisions by TC Architects, and pending review by the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.*

ROADS: PAYMENT APPROVAL: PAY APPLIC #1: *Mr. Mueller made the motion to approve Pay Application No. 1 for the Drainage Improvements to Various Roads, Contract CU-RUS-V-2021, in the amount of \$81,182.00 to Northeast Ohio Trenching Service Inc., as recommended by the Geauga County Engineer. Mr. Gabram seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED.

Ms. Port updated the board on a zoom call that she had with SimVay about I.T. services for the non-fiscal departments in the Administration Building and getting everyone on the same page.

Mr. Mueller would like to allocate four thousand dollars to have two bronze

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plaques made one for Police Chief Carroll and one for all past Police Chiefs.

EXECUTIVE SESSION: *Mr. Mueller made the motion to move into executive session to discuss the appointment, employment, & 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 7:45 pm.

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

The meeting moved into regular session at 7:48 pm.

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

The meeting was adjourned 7:50 pm.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka