

Town Hall

August 5, 2020

Chairman Mueller called the meeting to order at 2:30 pm. Trustee Gabram and Trustee Port were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were present.

The following Department Heads were present: Police Chief Tim Carroll, Fire Chief John Frazier and Road Superintendent Gene Layne.

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on July 15, 2020, as presented. Ms. Port seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Mr. Gabram made the motion to accept the 2nd Quarter 2020 reports from the Fire, Police, Road, and Zoning departments. Ms. Port seconded the motion and it passed unanimously.*

ACCEPT DONATION: *Ms. Port made the motion, based on the Fiscal Officer's recommendation, to accept the donation of \$100.00 from Mrs. Catherine Winans, in memory of her husband Mr. Bill Winans, Sr., to the Fire Department. Mr. Gabram seconded the motion and it passed unanimously.*

Ms. Port made the motion to approve the use of the \$100.00 donation for the Fire Department at the discretion of the Fire Chief. Mr. Gabram seconded the motion and it passed unanimously.

GIFT CERTIFICATE ACCEPT DONATION: *Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, to accept the donation of 4 gift certificates to Burrito Express totaling \$40.00 from Rebecca & Casey Young to the Fire Department. Ms. Port seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$40.00 gift certificate donation for the Fire Department at the discretion of the Fire Chief. Ms. Port seconded the motion and it passed unanimously.

PARAMEDIC CONTRACT/TUITION LOAN AGREEMENT: Chief Frazier is requesting a tuition loan agreement for Casey McCarthy for Paramedic Program through UH Geauga Medical Center. Chief Frazier reported that he will be starting the program on August 28, 2020.

Ms. Port made the motion to enter into a Tuition Payment Agreement with Mr. Casey M. McCarthy for his 2020-2021 UH Geauga Medical Center Paramedic Program training and certification, approved as to form by the Geauga County Prosecutor's Office. Mr. Gabram seconded the motion and it passed unanimously.

POLICE DEPARTMENT: Chief Carroll reported that the vehicle that was ordered in March and was anticipated to be received the week of August 10 is further delayed. Chief Carroll hopes to receive the cruiser at the end of September or beginning of October.

Chief Carroll reported that they were awarded \$1,000.00 for the OTARMA grant he applied for in March for using Lexipol for their policy procedures.

Chief Carroll reported that West Geauga Schools will be going back on August 18th but will be remote-learning until September 8th.

ZONING DEPARTMENT: Mrs. Palmer reported that Dave Dietrich is coming in 2 days a week and Cathleen Birli has been handling phone calls and Mrs. Palmer is handling Mr. Wrench's emails.

SNOW & ICE CONTROL: COUNTY ROADS: Mr. Layne reported that County has been happy with the way Russell Road department as been plowing and would like to contract again for the 2020-2021 season. Mr. Layne said they will pay us \$31,361.64.

Ms. Port made the motion to approve the agreement entitled "Snow and Ice Control Agreement among Geauga County Board of Commissioners, Geauga County Engineer and Russell Township Board of Trustees" for the 2020-2021 winter season, approved as to form by the Geauga County Prosecutor's Office. Mr. Gabram seconded the motion and it passed unanimously.

BOB HALL CHIP SEAL INCREASE APPROVAL: Mrs. Palmer reported that she received an email from Mrs. Walder stating that this work was budgeted and appropriated at \$15,000.00, however the proposal came in at \$24,400 for Bob Hall Field. Mrs. Walder wants to know if the Trustees intend to approve the expenditure and if so, a funds transfer will be necessary. The chip/seal would be done by G.A.R. Paving.

Mr. Gabram made the motion to proceed with the asphalt leveling and chip/seal of the asphalt parking lot at Bob Hall Field, work to be performed by G.A.R. Paving based on their proposal dated March 23, 2020, for a cost of \$24,000.00. Ms. Port seconded the motion and it passed unanimously.

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FUNDS TRANSFER: *Mr. Gabram made the motion to authorizing the following transfer of funds: \$10,000.00, from Capital Account: Building, line item 1000-760-720-0000, to Capital Account: Improvement of Site Park Improvements, line item 1000-76-730-0610. Ms. Port seconded the motion and it passed unanimously.*

Ms. Port asked the department heads about COVID-19 precautions and basic screening. Chief Carroll stated that for the Police Department each employee takes their temperature at the beginning of their shift and record it. Chief Carroll stated he is constantly buying hand soap and sanitizer. Ms. Port asked if it was one person per car, but Chief Carroll stated no due to officers in training. Chief Carroll stated that each employee cleans their vehicle and desk space at end of shift and then new shift will clean again.

Mr. Layne said the Road Department does daily self temperature checks. They wipe down each truck everyday and if 2 guys have to be in the same truck at a time they wear masks.

Chief Frazier stated that the procedures haven't changed for the Fire Department. Each employee fills out a questionnaire at the beginning at each shift.

FO Q2 REPORT: Mrs. Walder reported that the Township's revenue was above 50% at mid-way through the fiscal year. Mrs. Walder reported that the Township's Gas Tax revenue is at 77% of our budget. Mrs. Walder reported that our recycling volume has gone up some even though we do not receive any revenue from it. She also noted the fiscal office employees continue to earn training credits via on-line class offerings.

Mr. Gabram made the motion to acknowledge receipt of the 2nd Quarter 2020 report from the Russell Township Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.

AMENDED CERTIFICATE: *Mr. Gabram made the motion to accept the Amended Certificate of Estimated Resources #1 for Russell Township for the fiscal year beginning January 1, 2020, as revised by the Budget Commission and dated February 18, 2020. Ms. Port seconded the motion and it passed unanimously.*

AMENDED CERTIFICATE: *Mr. Gabram made the motion to accept the Amended Certificate of Estimated Resources #2 for Russell Township for the fiscal year beginning January 1, 2020, as revised by the Budget Commission and dated May 18, 2020. Ms. Port seconded the motion and it passed unanimously.*

AMENDED CERTIFICATE: *Mr. Gabram made the motion to accept the Amended Certificate of Estimated Resources #3 for Russell Township for the fiscal year beginning January 1, 2020, as revised by the Budget Commission and dated July 6, 2020. Ms. Port seconded the motion and it passed unanimously.*

CARES ACT EXPENDITURE: Mrs. Walder reported that there are 2 resolutions for CARES Act expenditures. Mrs. Walder stated that these are based on templates provided by the County Prosecutor, Jim Flaiz, and include an assertion of necessity as to why the items were purchased. Mrs. Walder reported that the first Resolution 2020-18, is to approve items for the Police Department that were previously acted on at the last meeting, but using the new templates. The second Resolution 2020-20 is spending for the Fiscal Office/Administration. Mrs. Walder stated that the total amount for this resolution is \$5,732.60.

Mrs. Walder reported that at this time account 2903 has \$2,681.81 remaining and 2904 has \$60,362.21 remaining. However, the Fiscal Office has been keeping track of what has been bought and has identified around \$30,000.00 has been committed for spending.

Mr. Gabram made the motion to approve Resolution 2020-18, a resolution of acceptance approving CARES Act expenditures from the Police Department, with Assertion of Necessity and supporting documents dated August 3, 2020. Ms. Port seconded the motion and it passed unanimously.

Mr. Gabram made the motion to approve Resolution 2020-20, a resolution of acceptance approving CARES Act expenditures from the Fiscal Office/Administration, with Assertion of Necessity and supporting documents dated August 4, 2020. The votes as followed: Ms. Port abstained; Mr. Gabram yes; Mr. Mueller yes; and the motion passed.

BANK RECONCILIATION & FINANCIAL REPORTS: *Ms. Port made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for June, 2020, as submitted by Fiscal Officer Karen Walder. Mr. Gabram seconded the motion and it passed unanimously.*

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MILLER DODSON RESERVE STUDY: Mrs. Walder compared the 2015 study, for which the projected amount of replacements for all 8 areas was a little over \$5.2 million, to the 2020 study, for the same 8 areas, which increased by about \$1 million to \$6.2 million for replacements over the 40 year study period. Mrs. Walder stated that she has reached out to each department head to review the recommendations for their area.

ROAD PROJECT: CHANGE ORDER APPROVAL: *Mr. Gabram made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 8 to the County Line Road Project RC-0093-AC-2019, reflecting an addition of \$54,489.55 to the final contract cost, based on the document dated July 21, 2020. Ms. Port 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. 9 to the County Line Road Project RC-0093-AC-2019, reflecting an addition of \$7,865.00 to the final contract cost, based on the document dated July 23, 2020. Ms. Port seconded the motion and it passed unanimously.*

TRAX PAYMENT APPROVAL: *Mr. Gabram made the motion to approve the Pay Application No. 12 for the County Line Road Project RC-0093-AC-2019 in the amount of \$101,686.24 from Hunting Valley local funds and \$26,522.82 in Russell Township local funds for a sum of \$128,209.06 local funds to Trax Construction, Inc. Ms. Port seconded the motion and it passed unanimously.*

COUNTY LINE ROAD: OPWC DISBURSEMENT REQUEST: *Ms. Port made the motion to authorize Gary Gabram, Trustee, and Karen Walder, Fiscal Officer, to sign Appendix E, Disbursement Request From and Certification, Reconstruction of County Line Road, OPWC Project #DGU11, for Disbursement No. 8 in the amount of \$17,681.89. Mr. Gabram seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED

RECYCLING CENTER: Mr. Mueller reviewed 3 proposed signs at the recycling center. One would address littering and would list the section code regarding fines. The second sign would be a smaller sign saying the facility is under video surveillance. The third sign, would be near the electronics bin stating what is and isn't allowed. Mr. Gabram stated that the individual collecting the electronics is supposed to be putting a sign up indicating items. Mr. Gabram said that we are under no contract with them and if we would like to get rid of the electronics bin we can. Mr. Mueller stated that the next phase of would be to install a gate if signage doesn't help. Mr. Gabram asked how much this all would cost and Mr. Mueller indicated about \$10,000.00 total for everything. Mr. Mueller stated that he talked to Chief Carroll and they would like to have 2 more cameras installed inside the Old Fire Station to keep an eye on what's going on inside. Ms. Port stated that she applied for a \$2,500.00 Go Green Grant that could be applied to this project.

RENTAL PROPERTY: TERMINATION OF LEASE: Mr. Gabram stated that he talked to the Craun's about the termination of their lease. The original date proposed by the Trustees was November 1, 2020, but the Craun's asked if it could be extended till December 31, 2020 due to November being the middle of a busy time for their business. Also, Mr. Gabram reported the Craun's asked if they could retain a room. The Trustees agreed to extend their lease till December 31, 2020, but did not agree to letting them have a room. A certified letter informing the Craun's of the decision will be sent.

Ms. Port made the motion to modify the termination date for the Craun month to month rental from Oct 31, 2020 to December 31, 2020, and the Board authorizes Trustee Gary Gabram to execute and act as signatory for any documents regarding the Craun lease termination on behalf of the Board. Mr. Gabram seconded the motion and it passed unanimously.

RESOLUTION: OFS BUILDING & TOWER: Mrs. Palmer reported she prepared this resolution to alleviate some procedural difficulties that the Trustees had in a prior meeting, at which the Trustees passed a motion to halt the order to demolish the Old Fire Station. Mrs. Palmer stated that this resolution is required to rescind the resolution from 2019 and to not consider the Old Fire Station as obsolete.

Ms. Port made the motion to approve Resolution 2020-19, a resolution to rescind Resolution 2019-18 passed on December 6, 2019, and resolving to preserve and/or demolish certain township personal property. Mr. Gabram seconded the motion. The votes are as followed: Ms. Port yes; Mr. Gabram no; Mr. Mueller yes; and the motion passed.

OLD FIRE STATION ROOF: Mr. Gabram asked about a plan to repair the roof this year, but Mr. Mueller stated probably not this year but fairly soon. Mr. Gabram recommended that whoever they give the bid to do the roof that they will contact the structural engineer because the structural engineer referenced different ways to attach the roof. Mr. Mueller stated they have always talked about having a community center, and Mr. Mueller would like to start considering a foundation towards turning the Old

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Fire Station into a community center for the future. Mr. Gabram agrees with the concept but fixing or spending the money to refurbish the building is not worth the money because of having 8 garage doors to replace. Mr. Gabram feels the Trustees need to build a more maintenance free structure instead of putting money into the Old Fire Station.

OTA LEADERSHIP ACADEMY: *Mr. Gabram made the motion to authorize Kristina Port's attendance of the 2020 Federal Day webinar, sponsored by the Ohio Township Association Leadership Academy, on Monday, August 17, 2020, for a cost of \$25.00. Ms. Port seconded the motion and it passed unanimously.*

Ms. Port stated that she talked to Drew Esposito about a telework and quarantine policy and she suggested that if the Township doesn't have one in place we need to look into getting one. If telework is an option then it needs to be identified and if a job can't be telework have to come up with a policy. Ms. Port would like Drew to work with the Fiscal Office to update the Township's policy manual to include these 2 items. Ms. Port feels there needs to be more consistency through all the departments and a clear understanding of who can and can't telework. Chief Frazier said he has a policy with the department that they have to notify him if they will be traveling out of state and he will determine if they are essential or not when they come back.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

Mr. Gabram left the meeting at 4:02 pm.

Ms. Port made the motion to adjourn. Ms. Mueller seconded the motion and it passed.

The meeting was adjourned at 4:03 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar