

Town Hall

September 16,

2020

Chairman Mueller called the meeting to order at 7:00 pm. Trustees Gabram and Port were present. Trustee Assistant Melissa Palmer was present and Fiscal Officer Karen Walder was not in attendance.

**CLERK PRO TEM:** In the absence of a Fiscal Officer, Board of Trustees Chairman Jim Mueller appointed Jessica Sustar to serve as clerk pro tem.

**MINUTES:** *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on August 26, 2020, as amended. Ms. Port seconded the motion and it passed unanimously.*

**HILLBROOK LANE EAST CULVERT:** Mr. Gabram stated that on Labor Day Hillbrook Lane East washed out about 8 feet deep. Mr. Gabram stated the Road Department had to go to the county to get a plate so traffic could get through. Mr. Gabram stated that the job is now completed and thanked the Road Department crew for all of their hard work.

**ROAD PROJECT: CHANGE ORDER APPROVAL:** *Mr. Gabram made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 10 to the County Line Road Project RC-0093-AC-2019, reflecting an addition of \$72,490.51 and an additional 6 calendar days to the final contract, based on the document dated September 4, 2020. Ms. Port seconded the motion and it passed unanimously.*

**TRAX PAYMENT APPROVAL:** *Mr. Gabram made the motion to approve the Pay Application No. 13 for the County Line Road Project RC-0093-AC-2019 in the amount of \$563,626.50 from Hunting Valley local funds and \$413,192.98 in Russell Township local funds for a sum of \$976,819.48 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 Form and Certification, Reconstruction of County Line Road, OPWC Project #DGU11, for Disbursement No. 9 in the amount of \$119,856.33. Mr. Gabram seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-30, a resolution of acceptance approving CARES Act expenditures from the Administration/Fiscal Office, with Assertion of Necessity and supporting documents dated September 14, 2020. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-29, a resolution of acceptance approving CARES Act expenditures from the Road Department, with Assertion of Necessity and supporting documents dated September 8<sup>th</sup> & 9<sup>th</sup>, 2020. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-28, a resolution of acceptance approving CARES Act expenditures from the Zoning Department, with Assertion of Necessity and supporting documents dated September 9, 2020. Ms. Port seconded the motion and it passed unanimously.*

**RESOLUTION 2020-31: BUDGET AMOUNTS & RATES:** *Mr. Gabram moved to approve Resolution 2020-31: a resolution accepting the amounts and rates as determined by the Budget Commission and authoring the necessary tax levies and certifying them to the County Auditor. Ms. Port seconded the motion and it passed unanimously.*

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

**COMMENTS FROM THE PUBLIC WERE RECEIVED**

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**RECYCLING: ELECTRONICS BOX:** Mr. Gabram stated that there is a box up at the recycling center that started for just electronics. Mr. Gabram stated that people think it was for everything and people were leaving mattresses, furniture, and trash. Mr. Gabram stated that either the Road Department or Mr. Wrench would have regularly have to go and clean it up and throw stuff away. The Electronics Box became an expense to the township in the form of labor and trash hauling costs. Mr. Gabram asked the board to help eliminate the problem, to approve the motion to have the electronic box removed.

*Mr. Gabram made the motion to approve the removal of the Electronics Collection Box from the Russell Township Recycling Facility. Ms. Port seconded the motion and it passed unanimously.*

**GO GREEN GRANT:** Ms. Port stated that the Township was approved for the \$2,500.00 grant through Go Green and stated this is something the Township could apply for every year. Ms. Port suggested that signage or a gate should be a priority. Ms. Port stated a gate would probably be helpful for when the recycling center is full so no one can get in and dump more but would also need signage stating closure. Mr. Mueller suggests that signage be put up first. Ms. Port said that the Township could get some signage from Geauga Trumbull. Mr. Mueller said he will follow up with Mr. Wrench about estimates on signage and would like to get them as quickly as possible.

**TOWN HALL CHAIRS:** Ms. Port stated that she got pricing on new chairs for the Town Hall. Ms. Port needed to know how many chairs that were needed. Ms. Port said the price range was from \$274 to \$369. Ms. Palmer indicated that they would need 5 high back chairs and 2 mid back chairs. Ms. Port said she would write up a requisition to submit to Fiscal Officer Karen Walder for payment approval.

**SHRED-IT:** Mrs. Palmer stated that she does not have a date yet because it took awhile to vet the contract. Mrs. Palmer stated that the contract has now been approved by our APA and certified by Mrs. Walder. Mrs. Palmer was hoping to have the event on October 17<sup>th</sup> but it may be pushed to the spring. Mrs. Palmer stated that this will be paid through a grant for community events from NOPEC.

*Mr. Gabram made the motion to approve the agreement with Shred-It/Stericycle Inc for up to \$700.00 for the community document shredding event. Ms. Port seconded the motion and it passed unanimously.*

**KEY VAULT:** Mr. Gabram stated that he would like for there to be a master key box to hold all of the extra keys. He stated that they need to be organized and in one location. The Trustees discussed it could be kept either in Mrs. Palmer's office or the Trustee's office. Mr. Gabram stated he will look into boxes and pricing on them.

**PEKIN ROAD EASEMENT:** Mrs. Palmer stated this easement was brought to the Township and has been discussed by Road Superintendent Gene Layne and Fiscal Officer Karen Walder in the past. Matthew Johns from the County Engineer's Office brought it to Mrs. Palmer for the Trustees to sign the payment to Susan Mickovic from the previous Pekin Road pavement project. Mrs. Palmer stated that is has been approved as to form by our APA.

*Mr. Gabram made the motion to approve the Easement for Public Road Purposes between Russell Township and Susan Mickovic, dated August 25, 2020, authorizing the execution of the easement, the recording of the easement for a cost of \$50.00, and the payment of \$298.38 to Susan Mickovic. Ms. Port seconded the motion and it passed unanimously.*

**TOWNSHIP OWNED LAND ACQUISITION BY ODOT:** Mr. Mueller stated that the Township can either sell or donate a small piece of land to ODOT at the northeast corner of SR 306 & SR 87 and they will pay us just over \$1,900.00. Mrs. Palmer stated it is only about 8 feet wide by 32. Mrs. Palmer stated that she talked to our APA if there were any advantages or disadvantages or issues of selling or donating the land. Our APA said in this case there really are no issues with selling this land because ODOT actually has the authority to just take the property if needed.. ODOT is being gracious with paying the Township for the piece of land. The Trustees would like to move forward and accept ODOT's offer of payment. The Trustees will review the ODOT land acquisition documents more carefully and send them to the

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Prosecutor's Office for review.

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

The meeting moved into executive session at 7:45 pm.

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

The meeting moved into regular session at 8:43 pm.

**APPOINTMENT TO THE ZONING COMMISSION:** *Mr. Gabram made the motion to appoint Mark Mikolanis for the remainder of the 5-year term on the Zoning Commission ending December 31, 2023. Ms. Port seconded the motion and it passed unanimously.*

**APPOINTMENT TO THE ZONING COMMISSION:** *Mr. Gabram made the motion to appoint Nathan Wynveen for the remainder of the 5-year term on the Zoning Commission ending December 31, 2021. Ms. Port seconded the motion and it passed unanimously.*

**PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.**

*Mr. Gabram made the motion to adjourn. Ms. Port seconded the motion and it passed unanimously.*

The meeting was adjourned at 8:44 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar