

Town Hall

April 21,

2021

The Chair, Ms. Port, called the meeting to order at 6:32 pm. Trustee Gabram and Trustee Mueller were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were present.

The following Department Heads were present: Fire Chief John Frazier and Police Chief Tim Carroll.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on April 7, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Mr. Gabram made the motion to accept the 1st Quarter 2021 departmental reports from the Fire, Police, Road, Facilities, & Zoning. Mr. Mueller seconded the motion and it passed unanimously.*

FAITHFUL PERFORMANCE OF DUTY POLICY VS SURETY BONDS: Mrs. Walder stated the OTARMA representative indicated that since the Trustees passed a resolution in 2019, that the sitting Trustees that were ineligible at that time may be added upon request.

Mr. Gabram made the motion to authorize the Fiscal Officer to sign and execute documents related to the Faithful Performance of Duty policies, on behalf of the Board of Trustees. Mr. Mueller seconded the motion and it passed unanimously.

VACATION BUYBACK: *Mr. Mueller made the motion to accept the Memorandum of Understanding, signed on April 7, 2021, by local OPBA representative Michael McIvor, to approve payment for the equivalent of 120 hours of vacation for employee Vince Valerio. Mr. Gabram seconded the motion and it passed unanimously.*

BANK RECONCILIATION & FINANCIAL REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for March, 2021, as submitted by Fiscal Officer Karen Walder. Mr. Gabram seconded the motion and it passed unanimously.*

FISCAL OFFICER: Mrs. Walder stated she sent out the 1st quarter Fiscal Office report. She stated that the Township's revenues are at about 55% of annual expected revenue. She noted that we currently have \$1.3 million unencumbered in the general fund and about \$7.8 million unencumbered for all funds. Mrs. Walder stated that the cemetery revenue is just over \$9,000 for the 1st quarter and compared to \$750 for last year's 1st quarter. Mrs. Walder noted there are a number of training certificates and thanked Jessica Sustar for taking BWC classes to gain the Township's certifications.

Mrs. Walder stated that the Fiscal Office staff attended the Local Government Officials Conference last week and each earned a little over 10 hours towards the Fiscal Integrity Act requirements.

Mrs. Walder stated that the Fiscal Office received a new UAN computer from the Ohio State Auditor's Office. Mrs. Walder stated that her assistants set up and transferred data and then a few days later the system crashed, which it was a problem affecting many UAN users. It required them to wait for a fix and then had to re-transfer all the data and re-enter lost data when the system crashed. Mrs. Walder thanked Jessica and Jennifer for managing this process.

Mrs. Walder stated she sent to the Trustees a note from the Geauga County Budget Commission indicating that the Township can use the 98% collection revenue amounts for the 2022 budget. Mrs. Walder stated she asked the department heads for their 5 year capital forecast by May 1st.

COMMENTS FROM THE PUBLIC WERE RECEIVED

AVAILABILITY OF CRITERIA ARCHITECTS: *Mr. Gabram made the motion to approve Resolution 2021-12: A Resolution determining the availability of Criteria Architect firms. Mr. Mueller seconded the motion and it passed unanimously.*

CRITERIA ARCHITECT RANKING: Ms. Port stated that she sent the other Trustees forms that are used by the state as a template to help rank the 2 architects. The Trustees each shared their assessment and ranking, resulting in all in agreement that TC Architects would be the best fit for the Township. Mr. Gabram stated he will contact TC Architects to start the contract negotiations.

Mr. Gabram made the motion to enter into contract negotiations with the Criteria Architect firm ranked most qualified: TC Architects. Mr. Mueller seconded the motion and it passed unanimously.

RUSSELL TOWNSHIP PARK LAND STEWARDSHIP: Trustees discussed the proposed MOU and the feedback from our APA regarding the designation of the property as a public park. Mr. Mueller noted that the property has posted "park hours", Mr. Gabram noted that it is zoned "passive park", and Ms. Port asked whether ingress and egress through Chester Township would require some type of conditional use zoning permit. Ms. Port also noted that MOU has not been updated to reflect a 2-year Agreement. Mr. Mueller was in favor to sign the MOU over the APA's objections, however Ms. Port brought up the question of the Township's liability if they proceeded. Mr. Gabram recommended that the matter be tabled so that the zoning information could be sent to our APA and the 511 Park Board could revise the MOU to reflect the 2-year Term.

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LIAISON UPDATES/MEETING REPORTS: GCTA: Ms. Port reported that Jim Adams from the Geauga Mental Health and Recovery Services spoke on mental health. Ms. Port stated it was a positive topic.

ROAD PAVING FUND 2022: Mr. Gabram stated there are roads that really need to be addressed but were put off because of County Line Road Project and now the Township needs to play catch up. Mr. Gabram would like to propose for 2022 and 2023 to relocate \$250,000 from the General Fund back to the Road and Bridge fund to try and catch up on paving projects. Mr. Gabram said this is only temporary to try to catch up. Mrs. Walder reviewed the Road Department funding since 2016. Mr. Mueller would like Road Superintendent Gene Layne to be a part of this discussion and would like to continue this topic at the next meeting.

TOWNSHIP PROPERTY USE: *Mr. Mueller made the motion to grant permission for Paul Anderson, ODNR trainer, to use Bob Hall Field parking area on May 5, 2021 to obtain pedestrian access to the Chagrin River for stream habitat training purposes. Mr. Gabram seconded the motion and it passed unanimously.*

EXECUTIVE SESSION: *Mr. Mueller made the motion to move into executive session to discuss the employment and compensation of a public employee pursuant to ORC 121.22(G)(1) AND to confer with an attorney for the public body concerning disputes that are the subject of pending or imminent court action pursuant to ORC 121.22 (G) (3) AND to prepare for bargaining sessions with public employees concerning their compensation and terms & conditions of their employment pursuant to ORC 121.22(G)(4). Mr. Gabram seconded the motion and it passed unanimously.*

The meeting moved into executive session at 7:35 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 8:40 pm.

FIRE DEPARTMENT PARAMEDIC: *Mr. Mueller made the motion to approve the move of Mr. Jacob Ebright from EMT-I to Part-time Paramedic due to his successful completion of the Paramedic Program, effective May 1, 2021. Mr. Gabram 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 8:42 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Sustar