

RUSSELL TOWN HALL

June 2, 2021

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

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

**MINUTES:** *The Chair will entertain a motion to accept the minutes of the Regular Meeting held on May 5, 2021, as presented. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed unanimously.*

**MINUTES:** *The Chair will entertain a motion to accept the minutes of the Regular Meeting held on May 19, 2021, as presented. Mr. Gabram made the motion. Mr. Mueller seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT:** Road Superintendent Mr. Layne advised the Trustees that the fleet of plow trucks is down to seven, as one of the two backup trucks was sold. He also stated their current backup truck is 20 years old. He asked if it would be possible to move the purchase of a new plow truck from next year to this year. Fiscal Officer Walder noted that with the approval of the Mutual Aid Agreement, the Board might consider whether a second backup plow truck is still needed. The Board asked Mr. Layne to look into possible finance options.

**FACILITIES / ZONING:** Mr. Wrench advised the trustees that the lighting in the Town Hall has been updated, and the new ADA compliant sinks have been installed. He also said he is working with the Township's APA regarding the Spectrum contract for internet service for the Town Hall.

Mr. Wrench updated the trustees on the roofing quote he previously submitted. The roofer discovered that there was no insulation and all the wood sheeting need to be replaced and he just received a revised quote of \$25,880.00.

He advised the trustees that the insulation at the Administration Building as been completed, and the new sidewalk is in and just needs to be backfilled. Fiscal Officer Walder advised the Board that the drop-off next to the walkway presents a hazard for staff and visitors and requested that the backfill be completed as soon as possible.

The Zoning Department has submitted three variance requests for the next BZA hearing, and the Zoning Commission has started to look into the issues surrounding Airbnb in the township.

Mr. Mueller asked the Zoning Inspector to arrange a joint public meeting with the Zoning Commission, Board of Zoning Appeals, and the Board of Trustees.

**POLICE DEPARTMENT:** Chief Carroll advised the trustees that the department received a grant for ballistic vests. Mr. Mueller asked about body cameras for the officers, Chief Carroll advised that it is not mandatory at this time and would like to see if a grant becomes available to purchase the body cameras in the event that it becomes mandated for Police Officers to have them.

**FIRE DEPARTMENT:** Chief Frazier advised the trustees that the new Fire Engine is now in service and suggested a housing ceremony now that Covid restrictions are lifted.

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**FISCAL OFFICER:** Fiscal Officer Karen Walder advised the trustees that the 2022 proposed budget is completed, the binders are ready for pickup, and the proposed budget is posted on the township website. Mrs. Walder also thanked her staff and the Zoning Secretary for assistance in organizing the budget materials.

Mrs. Walder also thanked the County Auditor's Office for the information webinar they hosted about budgets, the role of the budget commission, carry over balances and the proposed change to the undivided local government funding formula.

Mrs. Walder also reported that the retroactive raises back to 1/1/2021, per the new Salary Schedule have been processed and eligible employees would receive two checks. She thanked her staff for the extra work they put in to complete this so quickly.

**ARP FUNDING:** Mrs. Walder advised the Board that the determination of Township eligibility for ARP funds has been transferred from the Feds to the State to determine and is still pending.

**ROAD PROJECTS CONTRACT:** *The Chair will entertain a motion to execute the contract with Chagrin Valley Paving for the Asphalt Resurfacing of Various Roads in Russell Township, approved as to form by the Assistant County Prosecutor. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed unanimously.*

**DRAINAGE / CULVERT CONTRACT:** *The Chair will entertain a motion to execute the contract with Northeast Ohio Trenching Service Inc., for the Drainage Improvements of Various Roads in Russell Township, approved to form by the Assistant County Prosecutor. Mr. Gabram made the motion. Mr. Mueller seconded the motion and it passed unanimously.*

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

#### **COMMENTS FROM THE PUBLIC WERE RECEIVED.**

The Board advised the public that there will be a shredding event in August.

Ms. Port gave an update on the DIG grant saying it was \$10,000.00 and there is a matching component. She would like to use the grant to put a fence around the recycling center. Trustees discussed the fence configuration and materials.

Ms. Port told the Board that she really likes the GGP webinars, and they have good information with great speakers. She will be undertaking some exercises on best ways to communicate with the Department heads.

The trustees discussed the proposed change to UDLG and that they have to consider what their vote will be. Mr. Mueller said he was against the change as it would cut out support for Township parks. The Trustees discussed the park's funding options. Mrs. Walder pointed out that the change would result in an increase in funding to the Township and recommended that the Trustees approve the measure. She also recommended that a representative from the Budget Commission be invited to the next Trustee meeting to address the Board's

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questions.

**EXECUTIVE SESSION:** *The Chair will entertain a motion to move into executive session to discuss the employment and compensation of public employees pursuant to ORC 121.22(G)(1). Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed unanimously.*

The meeting moved into executive session at 3:51 pm.

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

The meeting moved into regular session at 4:41 pm.

**POLICY MANUAL UPDATE:** *The Chair will entertain a motion to approve the updates for the Personal Policy Manual Parental Leave & Benefits section 7.15 (E) as recommended in email from Clemans-Nelson dated 5/14/2021. Mr. Mueller made the motion. Mr. Gabram seconded the motion and the vote was as follows: Mr. Mueller – Yes, Mr. Gabram – Yes, Ms. Port – abstain. The motion passed.*

**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 4:42 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka