

Chairman Mueller called the meeting to order at 7:00 pm. Trustees Gabram and Port were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were also present.

PEKIN ROAD EASEMENT: *Mr. Gabram made the motion to approve the Easement for Public Road Purposes between Russell Township and Dwetta Santos and Ryan Radonich, dated October 30, 2020, authorizing the execution of the easement, the recording of the easement for a cost of \$50.00, and the payment of \$460.81 to Dwetta Santos and Ryan Radonich. Ms. Port seconded the motion and it passed unanimously.*

AMENDED CERTIFICATE: *Mr. Gabram made the motion to accept the Amended Certificate of Estimated Resources #6 for Russell Township for the fiscal year beginning January 1, 2020, as revised by the Budget Commission and dated November 2, 2020. Ms. Port seconded the motion and it passed unanimously.*

RESERVE FUNDS: *Mr. Gabram made the motion to approve Resolution 2020-47, a resolution requesting the establishment of four Capital Projects Funds, as recommended by the Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.*

SUPPLEMENTAL APPROPRIATIONS 2020: *Mr. Gabram made the motion to adopt the Supplemental Township Annual Appropriation Resolution 2020-48 to provide for the additional sums (SUPPL#6 \$1,593,819.00) to be set aside and appropriated:*

\$575,194.00 in 1000 General Fund

\$256,937.00 in 2031 Road & Bridge Fund

\$126,449.00 in 2081 Police Fund

\$376,952.00 in 2111 Fire Fund

\$256,937.00 in 2141 Road & Bridge Fund

\$50.00 in 2903 HHS Provider Relief Fund (PRF)

\$1,300.00 in 2904 Local Coronavirus Relief Fund (LCRF) for the fiscal year ending December 31, 2020, as recommended by the Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.

VISUAL ARMOR ADDENDUM: *Mr. Gabram made the motion to approve an Addendum modifying the Agreement originally made on September 17, 2018 between Russell Township Board of Trustees and Visual Armor Security. Ms. Port seconded the motion and it passed unanimously.*

The Zoning Inspector reported that before the Zoning Department can move to the first floor in the Administration Building, the space that was being rented needs to be updated. This will include removing wallpaper, painting the walls, removing the carpet, putting down new flooring, and updating the bathroom. There will need to be money in temporary appropriations for this project since it will be done during the first quarter of 2021. Mrs. Walder was requested to allocate twenty-five thousand dollars in temporary appropriations for this project.

CARES ACT EXPENDITURE: *Mr. Gabram made the motion to approve Resolution 2020-51, a resolution of acceptance approving CARES Act expenditures from the Road Dept, Fire Dept, & Admin Building/General Fund, with Assertion of Necessity and supporting documents dated November 16 & 17, 2020. Ms. Port seconded the motion and it passed unanimously.*

PUBLIC SAFETY POSITIONS: *Mr. Gabram made the motion to approve the following positions, whether full time or part time, as falling under the definition of "Public Safety position" as set forth in the guidance provided by the U. S. Treasury and the Ohio Office of Budget and Management: Police Lieutenant, Police Sergeant, Police Officer, Fire Captain, Fire Lieutenant, Fire Officer in Charge, Fire Paramedic, Fire EMT, Fire EMT-1. Ms. Port seconded the motion and it passed unanimously.*

CARES ACT EXPENDITURE: PAYROLL: *Mr. Gabram made the motion to approve Resolution 2020-46, a resolution of acceptance approving CARES Act expenditures, and authorizing the encumbrance for the reimbursement and/or expenditure of wages for Public Safety positions. Mr. Mueller seconded the motion and it passed.*

The vote: Ms. Port – No, Mr. Gabram – Yes, Mr. Mueller – Yes

CARES ACT EXPENDITURE: *Mr. Gabram made the motion to approve Resolution 2020-49, a resolution of acceptance approving CARES Act expenditures from the Fiscal Office, with Assertion of Necessity and supporting documents dated November 17, 2020. Ms. Port seconded the motion and it passed unanimously.*

CARES ACT EXPENDITURE: *Ms. Port made the motion to approve Resolution 2020-50, a resolution of acceptance approving CARES Act expenditures from the Fire Department, with Assertion of Necessity and supporting documents dated August 5, 2020. Mr. Mueller 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 October, 2020, as submitted by Fiscal Officer Karen Walder. Ms. Port seconded the motion and it passed unanimously.*

FISCAL OFFICER: Mrs. Walder expressed condolences to her assistant Jessica Sustar for the loss of two family members last week.

Mrs. Walder advised the Trustees that the Fiscal Office will be closed December 1st for training on end of year UAN procedures.

Mrs. Walder hopes to have all the options for the Healthcare renewal for the Trustees next meeting, and the Trustees will need to decide which major medical provider the Township will use in 2021.

At the next meeting Mrs. Walder will also be presenting the Trustees with new credit card provider recommendations.

The Fiscal Officer asked the Board if they would like to keep the extra cleaning in the Administration Building and the Town Hall after the new year. The Board decided that they would like to keep the extra cleaning as it's in the best interest of the residents attending meetings and the Township employees. Mrs. Walder will add the additional cleaning to the budget for next year.

Fiscal Officer Karen Walder excused herself from the meeting after her report was complete.

CLERK PRO TEM: In the absence of Fiscal Officer Karen Walder, Board of Trustees Chairman James Mueller appoints Jennifer Dorka to serve as clerk pro tem.

CITIZENS' PARK: The Board welcomed, Citizens' Park District Commissioners, Mr. Podojil and Mr. Howland to the meeting. The Park Board asked the Trustees if they would consider leasing Township owned land to the Park Board on a yearly basis so the Park Board could manage the properties. This would allow the Park Board to keep its local funding. The Trustees asked for a plan of what the Park Board would do with the property and how this would benefit the residents. The Park Board will attend the next Trustee meeting and then the Trustees will decide.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

STORAGE BUILDING UPDATE: Ms. Port gave a brief description of design-build vs construction manager. The Board discussed which option they would like to move forward with. Ms. Port and Mr. Gabram both would prefer the design-build method while Mr. Mueller wanted to go with the construction manager. Mr. Mueller told Ms. Port to proceed with the next steps for the project. Ms. Port is looking into a RFQ form that the Board can write. Then they need to advertise and get bids for the project.

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

The meeting was adjourned at 8:30 pm.

James Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Dorka