

TOWN HALL

December 15,

2021

The Chair, Ms. Port, called the meeting to order at 6:35 pm. Trustee Gabram and Trustee Mueller were present. Trustee Assistant Melissa Palmer and Fiscal Officer Karen Walder were present.

The following Department Head was present: Zoning Inspector Shane Wrench.

The Pledge of Allegiance was said.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on November 3, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

*Mr. Gabram made the motion to accept the minutes of the Special Meeting held on November 15, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on November 17, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

**POLICE DONATION:** *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, to accept the donation of \$500.00 from Tony & Claire Paskevich to the Police Department. Mr. Gabram seconded the motion and it passed unanimously.*

*Mr. Gabram made the motion to approve the use of the \$500.00 donation for the police Department at the discretion of the Police Chief. Mr. Mueller seconded the motion and it passed unanimously.*

**AUTHORIZE GCEO ACCESS:** *Mr. Mueller made the motion to authorize the Geauga County Engineer's Office to make online application for funding on OPWC's WorkWise, to manage applications and project disbursements, and to close out project funds on behalf of Russell Township until this permission is revoked. Mr. Gabram seconded the motion and it passed unanimously.*

**AUTHORIZATION:** *Mr. Gabram made the motion to authorize Kristina Port to act as authorized signatory & representative of the Russell Township Board of Trustees for the OPWC "WorkWise" web portal authorization. Mr. Mueller seconded the motion and it passed unanimously.*

**THEN & NOW: PAVEMENT MARKING:** *Mr. Mueller made the motion, at the request of the Fiscal Officer, to approve the Then & Now Purchase Order in the amount of \$13,155.65 to cover Geauga County Engineers invoice #185, dated 12/6/21, for the Road Department 2021 Polyester Pavement Markings per MOU/Resolution 2021-3. Mr. Gabram seconded the motion and it passed unanimously.*

**RECYCLING CENTER:** Mr. Wrench stated that Green Vision is wrapping up and they are planning on having the recycling bins back in place. Mr. Wrench stated that it is graded out and just needs to seed and straw, which will happen tomorrow.

**GREEN VISION MATERIALS:** Mr. Wrench stated an unforeseen issue arose under the floor. They found a 5' x 5' x 20' grease pit that had been filled in and would be an additional cost and time to break it up. Mr. Gibney from Green Vision stated it would not exceed \$1,500.00 to demo it.

*Mr. Gabram made the motion to authorize Green Vision Materials to perform additional demolition and cleanup services due to unforeseen circumstances (previously unidentified surface & subterranean concrete to be removed) for a cost not to exceed \$1,500.00. Ms. Port seconded the motion and the votes as followed: Mr. Mueller abstained; Mr. Gabram yes; Ms. Port yes and the motion passed.*

**STORAGE BUILDING BIDS:** Mr. Gabram stated on Tuesday they opened 5 bids ranging from \$750,000 to up over a \$1 million. Mr. Gabram stated they are way above what they anticipated. Mr. Gabram recommends not to accept any bids and go back to the drawing board and see what can be done, such as a wooden structure. If steel starts to come down, then all the work is there and go with the current plans. Mr. Gabram suggested looking at a pole barn. Ms. Port would like to review the bids and look to see if there is any adjustments that can be made.

Ms. Port asked Mrs. Walder if there was a chance paperwork could be completed if they got a loan or a supplemental appropriation for the difference. Mrs. Walder stated that any additional funds would need to be certified by the Budget Commission and then an appropriation measure prepared and accepted by the board and accepted by the Budget Commission, which all require public meetings and Mrs. Walder does not see a way that could happen before the end of the year. Ms.

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Port asked if they could use ARP money. Mrs. Walder stated that she suggested considering ARP money several months ago. Mrs. Walder stated the same issue exists because none of the ARP money is appropriated at this point. Ms. Port asked if money was appropriated would they have to go through the same process of going through the Budget Commission. Mrs. Walder stated that the ARP revenue is already certified by the Budget Commission, the board would have to pass an appropriation measure and then the Budget Commission would have to acknowledge that that appropriation does not exceed the certificate. Mrs. Walder stated that the ARP has very specific requirements and the Board would have to develop a case as to how the use is COVID-related and have the prosecutor approve the use.

Mr. Mueller suggested doing this as a 2-part project. Get the outer shell put up and leave out any interior stuff, such as the chain link fence, to get the cost down. Mr. Mueller suggests talking to the architect and telling them what the Township has currently appropriated and see where they could cut it back to get to that budget.

**FISCAL OFFICER:** Mrs. Walder stated that the 2022 benefits information letter was sent to all employees with a summary of all the benefits. Mrs. Walder stated she highlighted all the major changes. Mrs. Walder stated that is anyone has questions to reach out to the Fiscal Office or to Waypoint.

**WAYPOINT BENEFIT: SERVICE AGREEMENT: AUTHORIZATION FOR FO:** Mrs. Walder stated she did not realize when she was doing the renewals for the benefit package at the last meeting, that our agent - Waypoint Benefit Solutions - have a service agreement that runs year to year and just needs authorization to execute the agreement. The agreement does not carry any costs as we do not pay Waypoint for their services. Mrs. Walder stated she had the APA review the agreement and approved it to form.

*Mr. Gabram made the motion to authorize Fiscal Officer to execute the agreement for Waypoint Benefit Solutions group administration and member support services, effective January 1, 2022 on behalf of the Russell Township Board of Trustees. Mr. Mueller seconded the motion and it passed unanimously.*

**SPECTRUM INTERNET: ADMIN BLDG:** Mrs. Walder stated she has been working with our Spectrum contact to bring in Spectrum internet service to the Administration Building. Current provider is Windstream and everyone working in the Administration Building has experienced some internet dropouts. Mrs. Walder stated it would be the same level of service that was brought into the Town Hall; 200x10 business internet. Mrs. Walder stated this would be a month-to-month agreement at \$64.99 a month and one time \$99.00 installation charge. The service agreement is the same one that the Board previously approved for the Town Hall.

*Mr. Mueller made the motion, at the request of the Fiscal Officer, to approve 200x10 business internet service for 8501 Kinsman Road, per order #12890442 from Spectrum for \$64.99 month to month, with a \$99.00 installation charge, dated November 23, 2021. Mr. Gabram seconded the motion and it passed unanimously.*

**2021 ROAD PROJECT: CHANGE ORDER APPROVAL:** *Mr. Mueller made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 1 & Final to the Drainage Improvements of Various Roads, CU-RUS-V-2021, reflecting a net addition of \$142.00, for a revised Northeast Ohio Trenching Service Contract Value of \$11,570.00, based on the document dated December 14, 2021. Mr. Gabram seconded the motion and it passed unanimously.*

**ROAD PROJECT: PAYMENT APPLICATION:** *Mr. Gabram made the motion to approve Pay Application No. 2 & Final for the Drainage Improvements of Various Roads, Contract CU-RUS-V-2021, in the amount of \$11,570.00 to Northeast Ohio Trenching Service Inc., as recommended by the Geauga County Engineer. Mr. Mueller seconded the motion and it passed unanimously.*

**EXECUTIVE SESSION:** *Mr. Gabram made the motion to move into executive session 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). Mr. Mueller seconded the motion and it passed unanimously.*

The meeting moved into executive session at 7:17 pm.

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

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The meeting moved into regular session at 7:34 pm.

**COUNTY LINE ROAD: REVISED MOU SPLIT:** Mrs. Walder stated that the MOU splits identified the responsibility of Russell Township vs. Hunting Valley. At the conclusion of the project, some discrepancies were discovered between the MOU splits on the change orders and the MOU splits on the payment requests. Nick Gorris from the County Engineer's office explained discrepancy occurred because when the change orders were done, they thought the additional paving was an item that was going to be split between Russell Township and Hunting Valley. However, when it came time to do the payment applications, they realized that the additional paving was 100% Hunting Valley responsibility. The corrected MOU splits are reflected on 4 change orders, and the net result is there is a little over \$10,000.00 to Russell Township's favor. Approving the revised MOU's will align with all the paperwork for auditing purposes.

**COUNTY LINE ROAD: REVISED MOU SPLIT: TRAX CHANGE ORDER #10:** *Mr. Gabram made the motion to approve the Change Order #10 MOU split summary for the County Line Road Project RC-0093-AC-2019 in the amount of \$28,595.15 from Hunting Valley funds and \$31,869.34 from Russell Township funds, as revised by the Geauga County Engineer's Office on December 9, 2021. Mr. Mueller seconded the motion and it passed unanimously.*

**COUNTY LINE ROAD: REVISED MOU SPLIT: TRAX CHANGE ORDER #11:** *Mr. Mueller made the motion to approve the Change Order #11 MOU split summary for the County Line Road Project RC-0093-AC-2019 in the amount of \$40,621.18 from Hunting Valley funds and \$24,510.85 from Russell Township funds, as revised by the Geauga County Engineer's Office on December 9, 2021. Mr. Gabram seconded the motion and it passed unanimously.*

**COUNTY LINE ROAD: REVISED MOU SPLIT: TRAX CHANGE ORDER #16:** *Mr. Gabram made the motion to approve the Change Order #16 MOU split summary for the County Line Road Project RC-0093-AC-2019, a net reduction of \$60,187.40, with the amount of \$37,400.80 to Hunting Valley funds and \$22,786.60 to Russell Township funds, as revised by the Geauga County Engineer's Office on December 9, 2021. Mr. Mueller seconded the motion and it passed unanimously.*

**COUNTY LINE ROAD: REVISED MOU SPLIT: TRAX CHANGE ORDER #17:** *Mr. Mueller made the motion to approve the Change Order #17 MOU split summary for the County Line Road Project RC-0093-AC-2019 in the amount of \$29,163.94 from Hunting Valley funds and \$20,943.46 from Russell Township funds, as revised by the Geauga County Engineer's Office on December 9, 2021. Mr. Gabram 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 November, 2021, as submitted by Fiscal Officer Karen Walder. Mr. Mueller seconded the motion and it passed unanimously.*

**BENOVATION:** *Mr. Gabram made the motion to authorize and direct Mazanec, Raskin & Ryder Co., LPA to turn over all of the file contents to Freeman Mathis & Gary LLP, including all paper and digital formats for the matter regarding Russell Township and Benovation, MRR# 180027. Mr. Mueller seconded the motion and it passed unanimously.*

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

**IT PROPOSAL:** Ms. Port stated that this topic is still unfinished and have no information back from Simvay. Stated they had a Zoom call with Christopher from Simvay to explain the different components. Ms. Port stated that they asked for a cost, timeline and what needs to be done in what order.

**EXECUTIVE SESSION:** *Mr. Gabram made the motion to move into executive session to discuss the appointment, employment, & 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 8:04 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 8:24 pm.

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**VACATION BUYBACK:** *Mr. Mueller made the motion to approve payment for the equivalent of 13 hours of vacation for employee Jack Garner. Mr. Gabram seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to approve payment for the equivalent of 80 hours of vacation for employee Todd Krause. Mr. Gabram seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to approve payment for the equivalent of 80 hours of vacation for employee Jim Koller. Mr. Gabram seconded the motion and it passed unanimously.*

**POSITION DESCRIPTION:** *Mr. Gabram made the motion to adopt position description for Board Administrator as prepared by Clemens Nelson dated 12/13/2021. Ms. Port seconded the motion and the votes as followed: Mr. Mueller abstained; Mr. Gabram yes; Ms. Port yes and the motion passed.*

**SALARY SCHEDULE:** *Mr. Gabram made the motion to adopt Salary Schedule 35, with addition of \$75,888.75 annual salary for Board Administrator position, content approved by the Board of Trustees on December 15, 2021, salary schedule effective January 1, 2022. Ms. Port seconded the motion and the votes as followed: Mr. Mueller abstained; Mr. Gabram yes; Ms. Port yes and the motion passed.*

**ADMIN PROMOTION:** *Mr. Gabram made the motion to promote Assistant to the Board Melissa Palmer to the position of Board Administrator. The official starting date is January 1, 2022. Pay scale will be per year based on Salary Schedule 35. Ms. Port seconded the motion and the votes as followed: Mr. Mueller abstained; Mr. Gabram yes; Ms. Port yes and the motion passed.*

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

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

The meeting was adjourned at 8:35 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone