

Town Hall/Virtual

May 6,

2020

Chairman Mueller called the meeting to order at 2:34 pm. Trustee Gabram and Trustee Port were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were 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: *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on April 23, 2020, as presented. Mr. Mueller seconded the motion and passed the vote as followed: Ms. Port: no; Mr. Gabram: yes; Mr. Mueller: yes.*

QUARTERLY REPORTS: *Mr. Gabram made the motion to accept the 1st Quarter 2020 reports from the Fire, Police, Road, & Zoning departments. Ms. Port seconded the motion and it passed unanimously.*

208 WATER QUALITY MANAGEMENT PLAN: Jane Grey came before the board to ask them to reconsider their request to be included in the 208 Plan. Mrs. Grey stated that their septic system has failed due to the Circle K demolition project and the basement of the rental property has flooded. Mr. Gabram stated that when he walked the property, the natural flow of the water is going east and south and that Circle K did not change the flow. Mr. Gabram stated that Zoning Inspector, Shane Wrench, took some pictures and shows there is no evidence that Circle K changed the natural flow. There was some discussion as to whether the flooding in the basement was surface water or septic backup. With Mrs. Grey was Lewis Tomsic from Auburn Bainbridge Excavating who discussed feasibility of a new septic system.

Ms. Port made the motion to approve the property owners' requests that PP#26-059370, 8512 Kinsman Road, Russell Township, be included in the Section 208 Water Quality Management Plan and that the 208 Map be revised as "May Be Sewered". There was no second and the motion fell to the floor.

TRAFFIC SIGNAL PREEMPTION: Mr. Mueller stated that he looked over the documents and said that the maintenance fee is actually \$300.00 a year. Mr. Gabram stated he would like the general fund to pay for this. Mr. Mueller asked that the Fiscal Officer forward all the documents to our county prosecutor to review. Mrs. Walder has sent the Trustees information about forming a TIF including properties at the corner, which could possibly provide funding for a project like this. Mr. Mueller asked the Fiscal Officer to gather more information.

ROAD PAVING PROJECT BID AWARD: Road Superintendent Gene Layne stated that he has not received a recommendation from the County Engineer yet.

SOUTH RUSSELL TRASH DAY: The date was changed from April to June 6, 2020. Mr. Mueller stated that if our employees volunteer to help out they will be paid by South Russell. Participation in the South Russell event by Russell Township employees is not required, it is strictly voluntary.

JOYCE BUILDERS CONSTRUCTION UPDATE: Shane Wrench gave a recap of the Joyce Builders project, and stated that they have finally started construction. Mr. Wrench met with the builder and a representative from the Building Department and worked through a few things and said that there is no issue at this time with this project.

BZA UPDATE: Mr. Wrench said there is no change with the BZA schedule due to the 10 person limits on group size. At this point, the BZA is just waiting for the stay at home order to be lifted or the group size to increase.

ADMIN BLDG SECURITY DIVIDER: Mr. Wrench presented a project to construct a divider wall in the Administration Building, with a banker style window if papers need to be passed. The drive-thru window would be replaced with a regular window. These changes would improve energy efficiency, as well as security and comply with social distancing requirements. Mr. Wrench stated that Mrs. Walder looked into NOPEC funds and this project may qualify under the NEC grant program.

Mr. Gabram made the motion to proceed with the Administration Building security divider wall and front office projects as identified on the quote dated May 6, 2020, from All Seasons Remodeling & Construction LLC, for an expense up to \$12,000.00. Ms. Port seconded the motion and it passed unanimously.

ADMIN BLDG PAINT: *Mr. Gabram made the motion to proceed with the prep & painting of the Administration Building per quote number 08-3049, dated April 29, 2020, from Valley Painting Co, of Chagrin Falls, OH, for an expense of \$7,750.00. Mr. Port seconded the motion and it passed unanimously.*

FISCAL OFFICE: Mrs. Walder stated that the Fiscal Office distributed the Administration Building reopen plan dated May 1, 2020 and have posted information on both of the doors. Mrs. Palmer stated

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that she did post that on the website as well under the COVID-19 section.

Mrs. Walder stated that the Township received the BWC dividend relating to the COVID-19 pandemic in the amount of \$38,535.66. This represents the total amount of the township's premium from last year and the fiscal office has received the funds for each department based on how the original premium was allocated.

Mrs. Walder stated that the County Engineer has advised the township of another payment request from TRAX Construction relating to County Line Road. This will be payment request #9 and the Engineer will forward the paperwork to the Township with their recommendations.

Mrs. Walder advised that work is progressing on the 2021 budget and has discussed with each of the Department Heads their five-year capital needs. She is awaiting the Levy revenue estimates from the County Auditor in order to complete the budget. Also, she reported that the Fiscal Office staff is taking a series of on-line CPIM classes in May, and is awaiting word on the status of the OAPT Training scheduled for June.

REAL ESTATE ASSESSMENT FUND EXPENSES & REFUND: Mrs. Walder stated that due to reduced expenses in the real estate assessment (REA) fund, the County Auditor's office is refunding a half million dollars to Geauga County's entities. The REA fund is funded by fees that each public entity pays as a percentage of property tax collections. Mrs. Walder stated that the refund will occur with the second half of the real estate settlement and the refund amount is estimated at around \$12,000.00.

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

RESOLUTION 2020-12: STIMULUS MONEY NEW FUND: *Mr. Gabram made the motion to approve Resolution 2020-12, a Resolution to create Special Revenue Fund 2903 for proceeds and expenditures related to COVID-19 as specified in the CARES Act, as recommended by Fiscal Officer Karen Walder. Ms. Port seconded the motion and it passed unanimously.*

RESOLUTION 2020-13: REDIRECT TO ROAD & BRIDGE: *Mr. Gabram made the motion to approve Resolution 2020-13, a Resolution to redirect identified monies to the Road and Bridge Fund, as recommended by Fiscal Officer Karen Walder. Ms. Port seconded the motion and it passed unanimously.*

FO Q1 REPORT: Mr. Mueller stated he appreciated the 1st quarter report and clearly sees that the Township is going to be in decent shape, even with the 3% reduction in estimated property tax receipts. Mrs. Walder noted that the recycling report will be the last one to include revenue, since payments for cardboard & paper ended at the end of March. Trustees requested the report continue to include the recycling data to track how much has been collected each month.

Mr. Gabram made the motion to acknowledge receipt of the 1st Quarter 2020 report from the Russell Township Fiscal Officer. Mr. Port seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED

OLD FIRE STATION: SHENBERGER STRUCTURAL ENGINEERS: Mr. Gabram agreed to pay Shenberger for coming out to survey the Old Fire Station, however he stated the bigger question is where is the Township going from here. If after more than 2 years and multiple meetings, the Township is now trying to save the building, the costs the Township is likely to incur over the next few years should be compared to the cost of a new storage building. Mr. Gabram does not feel we need any further reporting on the Old Fire Station. Mr. Gabram stated it's up to the Trustees to sit down and decide the future of the Old Fire Station and whether the current Board really wants to leave a broken down old building for future Trustees.

Ms. Port made the motion to proceed with a preliminary site observation of the Old Fire Station and summary letter of findings per proposal dated March 24, 2020 and revised April 8, 2020, from Shenberger & Associates, Inc, Structural Engineers, of Cleveland, OH, for an expense of \$600.00. Mr. Gabram seconded the motion and it passed unanimously.

AUTHORIZATION TO SIGN: *Ms. Port made the motion to authorize Jim Mueller to sign and execute the agreement with Shenberger & Associates Inc for a preliminary site observation and summary letter of findings. Mr. Gabram seconded the motion and it passed unanimously.*

MILLER-DODSON RESERVE STUDY: Ms. Port stated that she reviewed the old Miller-Dodson report and asked if the Township has followed the recommendations for the facilities. Mr. Gabram stated that the Township has been putting reserves aside since 2015. Mrs. Walder stated she uses the

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recommended reserve set aside for each of the 8 locations on an annual basis and that's incorporated into the annual budget to determine the cash reserve requirements. Mrs. Walder stated it is up to the Trustees to decide what projects and what expenditures are going to be made and whether to follow the recommendations of the reserve study.

Mr. Gabram made the motion to proceed with a Level II capital assessment study of township owned properties based on the proposal dated April 21, 2020, by Miller-Dodson Associates, Inc, of Annapolis MD, for an expense of \$8,949.00. Ms. Port seconded the motion and it passed unanimously.

AUTHORIZATION TO SIGN: *Mr. Gabram made the motion to authorize Fiscal Officer Karen Walder to sign and execute the contract with Miller-Dodson Inc for a Level II capital assessment study. Ms. Port seconded the motion and it passed unanimously.*

EXECUTIVE SESSION: *Mr. Gabram made the motion to move into executive session to consider the employment and compensation of a public employee pursuant to ORC 121.22 (G) (1). Ms. Port seconded the motion and it passed unanimously.*

The meeting moved into executive session at 4:15 pm.

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

The meeting moved in regular session at 4:18 pm.

ADMINISTRATIVE LEAVE: ZONING DEPT: *Mr. Gabram made the motion that the Russell Township Trustees, as appointing authorities, intend the removal of Shane Wrench, Zoning Inspector, from Administrative Leave with pay per ORC 124.388 (A); leave with pay is rescinded retroactively effective May 1, 2020 per the authority of the Russell Township Board of Trustees; regular work status & obligations resumed on May 1, 2020. 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 4:19 pm.

Jim Mueller, Chairman
Officer

Karen Walder, Fiscal

Recorded by: J. Sustar