

Town Hall

October 7, 2020

Chairman Mueller called the meeting to order at 2:30 pm. Trustee Gabram and Trustee Port were present. Fiscal Officer Karen Walder was present and Trustee Assistant Melissa Palmer was present via teleconference.

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

MINUTES: *Ms. Port made the motion to accept the minutes of the Special Meeting held on August 31, 2020 as presented. Mr. Gabram seconded the motion and it passed unanimously.*

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on September 2, 2020, as presented. Ms. Port seconded the motion and it passed unanimously.*

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on September 12, 2020, as presented. Ms. Port seconded the motion and it passed unanimously.*

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on September 16, 2020, as presented. Ms. Port seconded the motion and it passed unanimously.*

GUEST PRESENTATION: NEW STORAGE GARAGE: JP Ptacek from Larsen Architects presented on the new storage facility. He recapped some history of his involvement starting about a year ago to work on a design that would help meet the needs of the Police and Fire Departments and best utilize the facility and site. Mr. Ptacek presented 5 renderings for the proposed 4,800 square foot storage garage, noting the placement of the garage is where the old bus garage used to be.

Mr. Gabram stated that building will be a pole construction and that the heating will be kept just above 40 degrees in the winter and there will be no air conditioner. Mr. Gabram stated that there is water and sewage available for future connection, if so desired. Mr. Gabram stated that they took the future into consideration that on the west side there is an area where 1 or 2 more bays can be added.

Trustees Mueller asked questions regarding the size of the police bays, siding materials & colors, and number of police vehicles that may be needed in the future. Trustee Port asked questions about police bay configuration, building height & wind load, concrete areas, and door width. She also asked about the possibility of adding on to the Fire station and Police station buildings rather than constructing a separate garage. The Larsen representative indicated that approach would have different building restrictions and requirements, noting that the resulting costs could triple: from \$100/sq ft to \$300/sq ft.

Jim Dixon, a project manager consultant who worked with Russell Township in the Police and Fire Station construction projects, shared with the Trustees how recent projects in Auburn Township have been done. He recommended that the Trustees must first decide if a Construction Manager is to be hired, and if so, to put an ad out for a Construction Manager. Once the Trustees have selected a construction manager, the Construction Manager will advise the Trustees how the storage garage project should proceed. Mr. Dixon recommended using a design build contract, an option that was not available when the Police and Fire Stations were constructed. He stated that with a design build there will be no change orders and ensures the project is completed within or below the established budget. Mr. Dixon also gave a brief overview of a timeline for this type of project, including that it can take up to three months for drawings.

QUARTERLY REPORTS: *Ms. Port made the motion to acknowledge the 3^d Quarter 2020 reports from the Fire, Police, Road, and Zoning departments. Mr. Gabram seconded the motion and it passed unanimously.*

HILLBROOK LANE EAST CULVERT: Mr. Mueller thanked Mr. Layne and the Road Department for their work of getting the road fixed. Mr. Gabram stated that the work that the Road Department did looked professional and was well done.

PATCH WORK: Ms. Port asked Mr. Layne how he identifies which roads need repairs. Mr. Layne stated that he does monthly inspections on the roads to monitor them.

FUEL CARD PROGRAM: Mr. Layne stated that a while back he was looking at doing some modification to the current fuel pump at the Road Department. He started the conservation by researching whether to invest in the current pump or look at fuel pumps offsite. At this point he is not looking to pursue going offsite as it's probably safer for the Township to have their own fuel

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capacity. Mr. Layne said the Township will have to make minimal investment in our fuel pump, like putting up a canopy. Mr. Mueller stated he would agree with Mr. Layne's recommendation and keep doing what we are doing.

FIRE DEPT: Chief Frazier reported that they had previously taken down the siren from the Old Fire Station and it is ready to reinstall at the Fire Station. Chief Frazier stated he is hoping to have it operational by the end of the month. He stated the advantage of having it at the new station is it will be hooked up to the generator so if power goes out during a storm, the tornado siren can still go off.

Ms. Port asked Chief Frazier how the runs have been since COVID. Chief Frazier stated that run numbers are returning to normal, adding that when COVID started people wouldn't call unless they had a real emergency because people didn't want to be transported to the hospital.

POLICE DEPT: Chief Carroll stated their new 2020 Ford Explorer that was ordered in March was delivered on September 10 and it is being outfitted.

LIQUOR PERMIT REVIEW: Chief Carroll stated the Police Department has no issues with the two businesses that currently hold a liquor license in Russell Township.

ZONING DEPARTMENT: Mr. Wrench reported that the Zoning Commission had a meeting on September 23 and included the two new members. Mr. Wrench stated they are working on some language changes and regulations.

Mr. Wrench stated with the help of Mr. Layne they have been working on the outfalls and have completed about 190 and only have a few more to complete. Mr. Gabram asked what they check for on the outfalls and Mr. Wrench described the process. Mr. Wrench stated that this process is done every 5 years.

Mr. Wrench stated that permits are about normal for this time of year.

FACILITIES: Mr. Wrench stated that the new shutters were installed at Briar Hill in the cemetery about two weeks ago, and are now ready to schedule for the painters to pick them up to get them painted. Mr. Wrench stated that last week the electrician was out and updated the electrical service in the Administrative garage.

RECYCLING CENTER: Mr. Wrench reported continued problems at the recycling center requiring Road Department resources to clean it up. Mr. Mueller stated need to press forward and get cameras and signs up. Ms. Port suggests that we get quotes for fencing and a gate. Mr. Mueller stated he would like two additional cameras put inside the Old Fire Station to monitor any activity. Mr. Wrench stated he has a quote for the cameras but needs to have a motion to go forward. Mr. Mueller would like someone to do inspections on the cameras every 6 months to make sure they are functioning properly.

Ms. Port made the motion to approve a purchase order to Visual Armor Securities, referencing Quote 2202, dated June 23, 2020, not to exceed \$6,500 and that's to include the two additional cameras to be installed inside the Old Fire Station. Mr. Gabram seconded the motion and it passed unanimously.

Ms. Port made the motion to remove the clothing donation bin at the Russell Township recycling center. Mr. Gabram seconded the motion and it passed unanimously.

FISCAL OFFICER: Mrs. Walder reported that our 2018-2019 audit by the state of Ohio is still on-going and is taking longer due to being conducted using electronic data exchanges.

Mrs. Walder reported that the Trustees and department heads were notified that the Fiscal Office has started the Township's healthcare and benefits renewal process. The first step is to get updates from all of the employees on the FormFire portal, which then our agent will then use to shop various plans for the Township.

Mrs. Walder reported that the Fiscal Office staff continues to attend an average of 1-2 webinars per week regarding the CARES Act: receiving the money, spending the money, accounting for the money, audit concerns, and reporting concerns. Mrs. Walder stated that we just got our notice that our first report is due to the Office Budget and Management on the CARES Act fund by October 20.

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Mrs. Walder reported that from Round 1 of the funding, which was the \$62,193.40, we have about \$2,600 that has not yet been committed. Of the Round 2 funding, which is \$31,096, with the resolutions on today's agenda and if they are approved, that will leave about \$16,000 available from Round 2. Mrs. Walder stated that Round 3 will be around \$187,000 and that is expected to be received on Friday. Mrs. Walder stated that so far the Trustees have approved by Resolutions \$10,686 of the initial \$62,000, noting a lot of purchases have been identified and are in the process of being purchased but have either not been received or not been invoiced yet. Mrs. Walder thanked the department heads for giving the Fiscal Office a heads up and identifying items that could be COVID related. Mrs. Walder wanted to remind everyone that this money has to be spent and invoiced by December 30, 2020.

AMENDED CERTIFICATE: *Mr. Gabram made the motion to accept the Amended Certificate of Estimated Resources #4 for Russell Township for the fiscal year beginning January 1, 2020, as revised by the Budget Commission and dated September 21, 2020. 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 2020-32 to provide for the revised sums (SUPPL#4):*

*A reduction of \$10,000.00 to be set aside and appropriated in 2041 Cemetery Fund,
An additional \$31,096.70 to be set aside and appropriated in 2904 Local Coronavirus Relief Fund (LRCF),
An additional \$5,855.70 to be set aside and appropriated in 4901 Misc Capital Project Fund (HV Funds),
for the fiscal year ending December 31, 2020, as recommended by the Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.*

CARES ACT EXPENDITURE: *Mr. Gabram made the motion to approve Resolution 2020-33, a resolution of acceptance approving CARES Act expenditures from the Police Department, with Assertion of Necessity and supporting documents dated October 1, 2020. Ms. Port seconded the motion and it passed unanimously.*

CARES ACT EXPENDITURE: *Mr. Gabram made the motion to approve Resolution 2020-34, a resolution of acceptance approving CARES Act expenditures from the Fire Department, with Assertion of Necessity and supporting documents dated September 24, 2020. Ms. Port seconded the motion and it passed unanimously.*

ROAD PROJECT: EMPIRE CHANGE ORDER: *Mrs. Walder reported that the paving of the various township roads has been completed and ready to make the final payment to Empire Paving. Mrs. Walder also reported that the contract was for \$469,000 and the project came in at \$421,000.*

Ms. Port made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 1 to the Various Roads in Russell Township: Project RS-RUS-V-2020, reflecting a decrease of \$47,841.05 to the final contract cost, base on the document dated October 6, 2020. Mr. Gabram seconded the motion and it passed unanimously.

EMPIRE PAVING PAY REQUEST: *Mr. Gabram made the motion to approve the Pay Application No. 1 and final, for Various Roads in Russell Township: Project RS-RUS-V-2020 in the amount of \$421,213.95 to Empire Paving LLC. Ms. Port seconded the motion and it passed unanimously.*

EMPIRE PAY REQUEST: AUTHORIZED SIGNATORY: *Ms. Port made the motion to authorize Gary Gabram to sign as Owner for Pay Application No. 1 and Final to Empire Paving LLC. Mr. Gabram seconded the motion and it passed unanimously.*

ROAD PROJECT: CHANGE ORDER APPROVAL: *Mr. Gabram made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 11 to the County Line Road Project RC-0093-AC-2019, reflecting an addition of \$53,106.00 to the final contract cost, based on the document dated September 4, 2020. Ms. Port seconded the motion and it passed unanimously.*

ROAD PROJECT: CHANGE ORDER APPROVAL: *Ms. Port made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 12 to the County Line Road Project RC-0093-AC-2019, reflecting a deduction of \$140,966.10 to the final contract cost based on the amount dated October 5, 2020. Mr. Gabram seconded the motion and it passed unanimously.*

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ROAD PROJECT: CHANGE ORDER APPROVAL: *Mr. Gabram made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 13 to the County Line Road Project RC-0093-AC-2019, reflecting an addition of \$15,097.00 to the final contract cost, based on the document dated October 5, 2020. Ms. Port seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED

WINTER VEHICLE STORAGE: *Mr. Gabram made the motion to grant permission for Fiscal Officer Karen Walder to advertise the Administration Building Garage as available for winter vehicle storage and to let out space at the same rate and under the same contract terms as last season. Ms. Port seconded the motion and the votes were as follows: Ms. Port abstained; Mr. Gabram yes; Mr. Mueller yes; and the motion passed.*

GARAGE CONSTRUCTION MANAGER ADVERTISEMENT: Mr. Mueller indicated there was no need to go out for bid and suggested that the Trustees hire Jim Dixon as the Construction Manager for the storage facility and to not place an ad in the paper. Mr. Mueller stated that Mr. Dixon was the Construction Manager when the new Police and Fire Departments were built and everything went smoothly. Mr. Dixon recommended that our County Prosecutor be consulted to make sure this is following the proper procedure.

Mr. Gabram made the motion to authorize a Request for Proposal for Construction Manager Services for the Township Garage Project from The J Dixon Company, Inc. This will move forward pending approval of our County Prosecutor. Mr. Mueller seconded the motion and the votes were as follows: Ms. Port abstained; Mr. Gabram yes; Mr. Mueller yes; and the motion passed.

BOARD OF ELECTIONS DROP-BOX: Mr. Mueller stated that the Township will not have any drop-boxes. Mr. Mueller stated that there will only be one drop-box, which is at the Geauga County Board of Elections.

VOTING AT TOWN HALL: Ms. Port stated that she talked to the Board of Elections and they said it would be helpful if the Police Department could assist on Election day. Chief Carroll stated that he has no problem with the department helping with managing the traffic flow but will not be enforcing masks.

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

The meeting moved into executive session at 4:50 pm.

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

The meeting moved into regular session at 5:56 pm.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 5:56pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar