

Town Hall

November 4, 2020

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

The following Department Head was 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 October 7, 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 October 21, 2020, as presented. Ms. Port seconded the motion and it passed unanimously.*

**FEDELI SIGN LIGHTING:** Mr. Layne stated that the HOA for Fedeli Lane and would like to do lighting at the entrance. Mr. Layne stated they would like to run an electric line under the street but stated his position that if you aren't a public utility, this hasn't been allowed in the township. Mr. Layne stated he put a call into the County Engineers' office to see if they allow it on county roads and is waiting to hear back. Mr. Gabram advises that this would not be a good policy to do. Mr. Mueller stated that he talked to one of the residents on Fedeli Lane and suggested that they look into solar power lighting but doesn't seem like that's the route the HOA wants to take. Mr. Gabram and Ms. Port do not want the Township to have the liability if sometime down the road there is digging and these power lines are not on any utility maps.

Mr. Gabram thanked the Road Department for moving and stacking the voting equipment and getting the tables and chairs set up for the meeting.

**FIRE DEPT:** Chief Frazier reported that they listed several items on GovDeals and they have sold 8 items so far. Chief Frazier stated they have sold approximately \$26,665.26, which \$24,200.00 was for the tanker.

Mrs. Walder stated that after the listing was posted, it was noted that the Title information for the year of the tanker did not match the listing. Mrs. Walder stated they found out when the duplicate Title was done years ago they had the incorrect year and Mrs. Walder had to go to the Title Bureau and get a new Title issued. Mrs. Walder recommends that for any department that is going to be listing a titled vehicle or apparatus to check with the Fiscal Office first to pull the Title and verify the information.

**ZONING DEPT:** Mr. Wrench stated he had issued 10 permits for October. Mr. Wrench stated that there is one variance and is on the agenda for the November 9 BZA meeting. Mr. Wrench stated that Circle K is looking at opening up the weekend of November 13<sup>th</sup>. He stated that they addressed the damage to the Township-owned corner lot from where they parked while working on Circle K and fixed up the ruts and were very apologetic.

**FACILITIES:** Mr. Wrench stated they he was able to get two 4 x 8 signs up at the recycling center, and said it seems to be working great. Mr. Wrench stated that there doesn't seem to be as many issues since they have been put up. Mr. Wrench stated that the cameras have been ordered by Visual Armor and still waiting to schedule that. Mr. Wrench is working on one additional sign.

Mr. Wrench reported the shutters for the Briar Hill Church are back from the painter and waiting for the carpenter to schedule a day to get them hung back up.

Mr. Wrench reported that the back patio at the Administration building has sunk to the point that water is flowing back towards the building and leaking into the basement. Greystone Concrete will be doing the work and they are looking for a day to pull everything out and re-ditch it so the pitching is away from the window. Mr. Mueller asked if Mr. Wrench looked into having flashing put up. Mr. Wrench stated that Andrew from All Season's Remodeling & Construction will be replacing all of the window wells and will be getting new gutter heater cables on the east side of the building and will ask Andrew about adding flashing in the back.

Mr. Wrench asked the Trustees about plans for re-doing the basement space and the Craun's space once they vacate. Mrs. Walder noted that CARES Act funds would probably not apply since the work would need to be completed and in-service by December 30, 2020. Trustee Gabram suggested waiting on any plans for the basement pending a decision on how the space is to be used.

Mr. Wrench stated he has been working on the street sign at the Admin building. It was suggested to look at the Police and Fire Station signs and redo the signage at Administration

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building and Road Department so everything matches. Mr. Mueller and Ms. Port would prefer to repaint and restore the current sign at the Administration building.

**MORE GRANT:** Ms. Port indicated that applications for the 2020 MORE Grant are due December 30, 2020.

**GREEN VISION AGREEMENT TERMINATION:** Mrs. Walder stated that in order to close out the 2019 PO that was opened for demolition of the Old Fire Station, there needs to be a motion terminating the agreement with Green Vision Materials.

*Ms. Port made the motion to terminate the agreement between the Russell Township Board of Trustees and Green Vision Materials for the demolition of Russell Township property at 14921 Chillicothe Rd in the amount of \$18,000.00 which was previously approved by the Board on December 6, 2019. Mr. Gabram seconded the motion and it passed unanimously.*

**FISCAL OFFICE:** Mrs. Walder reported that she sent a note to the Trustees and Department Heads that the NOPEC Grant still has \$11,600.00 available for energy saving projects and if they have any projects in mind to let her know.

Mrs. Walder reported that the Township received dividend #2 from BWC in the amount of \$33,642.66. The governor has proposed a dividend #3, which if approved, the Township could receive another \$125,000.00.

Mrs. Walder stated she is working to get Resolutions prepared for the next meeting to establish the Capital Reserve accounts. Stated she has been working with our APA to prepare the Resolutions for the Trustees to enact to establish these Funds, authorize the transfer of money to the Funds and specify the terms for which they will be used.

**INSURANCE/RENEWAL:** Mrs. Walder stated that if the Trustees agree, she would like to get Dental and Vision plans for 2021 approved. Mrs. Walder stated that she is still waiting on options for the Township's major medical plans, and that preliminary estimate from our current supplier showed a 28% increase from the Township's current 2 year contract, which expires the end of this year.

Mrs. Walder's recommendation is to renew with Dental Care Plus with a 4% increase. She also recommends changing our Vision plan to the Township's previous provider, which was VSP. In 2020, the Township switched to Avesis and the feedback from employees is they have difficulty finding providers who accept this insurance. Mrs. Walder stated that returning to VSP would be an approximate 30% increase from the current plan.

*Mr. Gabram made the motion to approve the following insurance coverage for Russell Township officials and full-time employees for the year 2021:*

*Dental – Dental Care Plus Group.*

*Vision – PHI VSP Option 4.*

*Ms. Port seconded the motion and it passed unanimously.*

*Mr. Gabram made the motion to authorize the Fiscal Officer to execute the agreements for Dental Care Plus Group and PHI VSP insurance coverage for 2021 on behalf of the Russell Township Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT:** Mrs. Walder reported that to date, the Trustees have approved a little over \$80,000.00 of the CARES Act money, by Resolution. Today there are 7 Resolutions for approval of CARES funding that would represent an additional \$65,000.00. With that the Township will have approved by Resolution expenditures of about 51% of the available CARES Act money. Mrs. Walder stated that there is about \$118,000 that is available still.

Mrs. Walder advised the Trustees of updated guidance from OBM that allows payroll and benefits for "substantially dedicated" employees to be covered under CARES Act money. Since that guidance has come out, the Geauga Prosecutor's office has been working to develop a sample Resolution template for the Trustees to encumber CARES Act money for that purpose. Mr. Gabram asked Mrs. Walder how the process would work. Mrs. Walder stated that per the OBM, this is available to workers that are considered "substantially dedicated" to COVID response – i.e. safety services like Police and Fire. The Trustees would need to approve a Resolution that designates the job classifications that are considered "substantially dedicated" and then designate the amount of CARES Act money to encumber for payroll purposes. This would then allow the Fiscal Office to go back and reallocate past payrolls for those two departments using CARES Act money and return those funds back to their respective budgets.

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**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-38, a resolution of acceptance approving CARES Act expenditures from the Fiscal Office, with Assertion of Necessity and supporting documents dated October 28, 2020. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-39, a resolution of acceptance approving CARES Act expenditures from the Police Department, with Assertion of Necessity and supporting documents dated November 3, 2020. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-40, a resolution of acceptance approving CARES Act expenditures from the Fire Department, with Assertion of Necessity and supporting documents dated September 28, 2020. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-41, a resolution of acceptance approving CARES Act expenditures from the Road Department, with Assertion of Necessity and supporting documents dated October 2, 20, & 27, 2020. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-43, a resolution of acceptance approving CARES Act expenditures from the Trustees, with Assertion of Necessity and supporting documents dated October 29, 2020. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-44, a resolution of acceptance approving CARES Act expenditures from the Road Department, with Assertion of Necessity and supporting documents dated October 27, 2020. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-45, a resolution of acceptance approving CARES Act expenditures from the Fire Department, with Assertion of Necessity and supporting documents dated August 21, 2020. Ms. Port seconded the motion and it passed unanimously.*

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

**ODOT EASEMENT:** Mrs. Palmer stated that a representative from AECOM, who is working with ODOT, is interested in finalizing the paperwork for the land acquisition for ODOT.

*Ms. Port made the motion to approve Resolution 2020-42, a resolution to accept the Ohio Department of Transportation's Good Faith Offer to Acquire a portion of Township Real Property and to Grant Easement. Mr. Gabram seconded the motion and it passed unanimously.*

**COVID TRAVEL/VACATION POLICY:** Mrs. Palmer stated in mid to late September our HR consultant suggested a policy to cover the situation of employees who travel out of state. Mrs. Walder stated that the policy states per the state of Ohio guidelines that employees are free to travel but must follow the travel restrictions and quarantine requirements. "Any employee that leaves the state of Ohio must inform their supervisor of their travels, including which State(s) they will be visiting. If an employee visits a state listed on the most recent Ohio Department of Health Travel Advisory, the employee shall self-quarantine for a mandatory 14 days upon return to Ohio." Mrs. Walder suggested that the Department Heads be consulted on this. Mr. Layne stated that this policy could really affect his department and would like to discuss this further. Mr. Mueller tabled this item until the next meeting.

**CARES ACT PROJECTS: ION AIR CLEANING SYSTEM:** Mr. Mueller stated he looked into an ion air cleaning system for our facilities to help clean the air. Mr. Mueller stated he solicited a quote for the Police and Fire Departments from K & C Associates at approximately \$6,000 each and would like them to quote the Administration Building and Road Department, estimating the total installed cost at \$30,000. Chief Frazier solicited a quote from the HVAC company that does work on his unit and for the Fire Department the quote is for \$3,500 for two units. Mr. Mueller would like that same company to quote a unit for the Police Department, Road Department and Administration building. Ms. Port suggested that the Town Hall also be included since it is the site of public meetings and also asked Chief Frazier about the maintenance costs and replacement filters, which he estimated at \$300 per year.

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**CITIZENS' PARK 511 CUSTODIANSHIP:** Trustees discussed what options they have on land that the 511 can manage but no decision was made because the Trustees would like a member from the 511 Board to be present.

**GARAGE PROJECT: DELIVERY METHOD & CONSTRUCTION MANAGER:** Mr. Mueller reported that he had consulted with the Township's APA, and feels that design-build is the way to go, but he still wants a consultant to manage the project. Mr. Gabram's conception of the design-build is we first need a conceptual plan, which we have. Once the conceptual plan is in place we can go out to bid and then we will have prices. At that point the Trustees can decide if they need to hire a construction manager. He noted that this is a pretty simple storage garage and it is unlikely that a construction manager will be needed.

Ms. Port stated that what she took away from talking to the APA is that design-build does not need a construction manager, however, if Trustees find they need a consultant to walk through monthly to make sure progress is going as planned, the Trustees can hire a construction manager separately. Ms. Port stated that she spoke with Larsen Architects. In the RFQ the Trustees can specify the need for an architectural firm and a construction company for the project. Ms. Port stated that she reached out to 2 local construction companies and discussed what the Trustees are looking for and they asked if each of these companies had experience doing this type of work. She indicated that our APA can provide a template for an RFQ and the Trustees would need to specify a maximum amount.

Ms. Port and Mr. Gabram both want to go the design-build route and hire a construction manager only if needed. All Trustees agreed to go with the design-build and Ms. Port will let the Township's APA know.

**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 4:03 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar