

Town Hall

February 3, 2021

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

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

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on January 6, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Mr. Gabram made the motion to accept the 4th Quarter 2020 departmental report from the Fire Department. Mr. Mueller seconded the motion and it passed unanimously.*

ANNUAL REPORTS: *Mr. Gabram made the motion to acknowledge receipt of the 2020 annual departmental reports from the Fire, Police, Road, Facilities, & Zoning. Mr. Mueller seconded the motion and it passed unanimously.*

DISPOSITION OF PROPERTY: POLICE: Mrs. Palmer reported Chief Carroll would like to dispose of some property on GovDeals. Some power supply units, siren speakers and some radios. Everything is going to be listed on GovDeals. Chief Carroll would like to put a \$300.00 reserve on the radios. Mrs. Palmer stated that Chief Carroll is aware that since he is setting a reserve on the radios he cannot dispose of the radios for any less than \$300.00 no matter where he tries to sell them.

DISPOSITION OF PROPERTY: POLICE: *Mr. Mueller made the motion, at the recommendation of the Police Chief, to dispose of township property on the documents entitled "Russell Police Department, Disposition of Property: GovDeals" dated January, 2021, as each item is not needed for public use, is obsolete, or is unfit for public use. Mr. Gabram seconded the motion and it passed unanimously.*

DISPOSITION OF PROPERTY: RESERVE: *Mr. Gabram made the motion, at the request of the Police Chief, to set a reserve price of \$300.00 for the "Set of 5 Motorola VHF High Band Model # CDM1250 Radios", approved for disposal on February 3, 2021. Mr. Mueller seconded the motion and it passed unanimously.*

CLE FOUNDATION/UHLIN GRANT: On behalf of Chief Carroll, Mrs. Palmer thanked Philip Uhlin for the generous grant to the Police Department.

Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the grant from Mr. Philip Uhlin through the Cleveland Foundation of \$1,270.00 to the Police Department. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Gabram made the motion to approve the use of the \$1,270.00 grant for general support for the Russell Township Police Department at the discretion of the Police Chief. Mr. Mueller seconded the motion and it passed unanimously.

FIRE DEPT: ASSISTANCE TO FIREFIGHTERS GRANT: SCBAs: Chief Frazier stated this is a 2020 grant from FEMA and is asking for permission from the Trustees to apply for the grant. Chief Frazier stated this grant would be used to replace their self containing breathing apparatus, the face pieces, fit tester and battery charger and is approximately \$200,000.00. Mr. Gabram asked if the grant covers all of it or only a portion of it. Chief Frazier stated it depends if he can find another entity to join in with, if not the Township is responsible for roughly 5-10% of the cost.

Mr. Mueller made the motion to allow Fire Chief John Frazier to apply for the FEMA Assistance to Firefighters Grant for SCBAs. Mr. Gabram seconded the motion and it passed unanimously.

ROAD DEPT: Mr. Layne stated that the transmission went out on the oldest truck in the fleet, which is 20 years old. Mr. Layne stated that it may be more expensive to try and replace the transmission than what the truck is worth. Mr. Layne stated he is trying to negotiate a price for the repair. Mr. Layne said this was one of two backup trucks for the Road Department, and they have six other trucks. Mr. Layne said he will probably look at his budget and look into getting a new replacement truck this year. Mr. Layne stated it will cost around \$140,000.00 but noted that they can get through the winter with the trucks they have.

ZONING DEPT: Mr. Wrench stated the Zoning Commission is making good progress on changes to the fencing resolution. Mr. Wrench stated that on Monday they had a BZA meeting but nothing big on the agenda. Mr. Wrench stated that Mrs. Birli is doing well with working on both of the boards' meetings and they are getting prepped for the busy construction season.

FACILITES: Mr. Wrench reported that US Protective Services came out last week and cleaned all of the fire detectors and checked the system; everything checked out well and is certified at the Admin Building.

Mr. Wrench stated that Valley Painting has been working on the upstairs renovations and should be done by the end of this week. Next week the flooring should be installed. In addition, he is securing a quote to relocate the cameras in the basement to the first floor new space.

Mr. Wrench stated that Visual Armor was in over the weekend and finished installing everything at the Recycling Center and the extra camera at the Administration Building. Mr. Wrench stated that the vendor will be coming out on Friday to do a tutorial on how to work the program and license plate reader.

RECYCLING CENTER SECURITY: Mr. Gabram stated that the Trustees need to get a policy in place as to what kind of items they are going to pursue prosecution against and what they are going to let go. Mr. Gabram stated they need to determine if they are going to go with the \$500.00 for littering. Ms. Port wants to make sure there is enough signage and Mr. Gabram stated that each bin states what is accepted. Mr. Gabram said they also have 4 x 8

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signs that say no littering and no dumping according to the ORC and there will be fines. Ms. Port would like to see a comprehensive plan for all the signage. Ms. Port wants to make sure the language for signage is clear. Mr. Wrench referred the Trustees to the email he sent containing the draft language. Ms. Port suggested a work session to develop a policy. Mr. Gabram said he will take charge on this project and work with Mr. Shane and will report back to the Trustees.

FISCAL OFFICE: Mrs. Walder stated she assumes that everyone that is on the healthcare plan has received their new medical cards. They are new cards but the same group and ID numbers.

DEPARTMENTAL RESERVE FUNDS: PRE-PERMANENT APPROPRIATIONS: Mrs. Walder referred the Trustees to the proposed list of reserve items for 2021 appropriations from the Facilities Manager and Fire Chief and reviewed how the Reserve Funds were intended to be used. Mr. Gabram provided input that funds should not be spent in 2021 on the Old Fire Station as it will no longer be needed once the new storage garage is completed. Mr. Mueller felt some repairs needed to be addressed. Mr. Gabram suggested that they focus on repairs that are critical and necessary.

Mrs. Walder called into question some of the Fire Department's 2021 items as the Reserve Study indicated these items had a remaining economic life over 10 yrs. Mr. Mueller did not want to review each item, and Ms. Port suggested that the amounts submitted by the Department Heads be used for 2021 and then reviewed for next year.

CRAUN SECURITY DEPOSIT: Mr. Gabram stated they have moved out and did a walk through and it shows 20 years of reasonable wear and tear. Mr. Gabram thinks it is within reason to return the \$595.00 security deposit.

Mr. Mueller made the motion to authorize the return payment of a security deposit in the amount of \$595.00 to Craun and Associates as they have successfully completed their tenancy at 8501 Kinsman Rd. Mr. Gabram seconded the motion and it passed unanimously.

NOPEC GRANT: Mrs. Walder reported that the Township's 2021 grant amount is \$13,500.00 and the Trustees will need to pass a Resolution to participate. Mrs. Walder intends to have the Resolution for the next meeting.

REAL ESTATE TAX BILLS: Mrs. Walder brought up the letter from Auditor Walder regarding the real estate tax bill. The letter states "I do fully support and recommend that every taxing authority consider a year suspension on collecting any levied or inside millage revenue earmarked for projects or expenses that can be responsibly delayed until the populous can recover." Mrs. Walder suggests that the Trustees look at the schedule for 2021 and consider if any of the projects can be responsibly delayed and suspend collection of that revenue for 1 year to provide relief for the tax payers. This suspension would only affect the General Fund and would not impact any of the department's levies.

Mrs. Walder noted that the Township's 2020 General Fund Appropriation amount for Capital was \$532,700, however as of year end, only \$76,600 was spent, leaving \$456,000 available in 2021. This equates to approximately 1.7M of inside millage. Suspending collection of this amount is estimated to save \$200 of real estate taxes for a residence valued at \$325,000. Mrs. Walder also noted that since no firm proposal for the cost of the proposed storage garage has been received, a delay in this expenditure would allow the Trustees to better understand the costs and plan for the project. Mrs. Walder offered to work with the Trustees on different scenarios to look at projects that could be delayed.

Mr. Mueller stated that he told the Budget Commission that the spending was reduced due to Covid, however he is not in favor of a suspending tax collection.

Ms. Port stated that in the letter it also said it had to be looked at by the IRS and there are other guidelines. Ms. Port said until she hears back what the actual rules and regulations are it is still a discussion point. The other consideration is the COVID relief bill at the federal level. They have proposed putting in \$350,000,000.00 for local and government funding. If that does pass as part of a larger COVID bill, what portion would come back to the Township? Ms. Port would be more than happy to sit with Mrs. Walder to discuss scenarios, but at this time makes no decisions on suspending tax collection.

Mr. Gabram stated looking ahead that the Township could possible delay some of money that was put aside for the storage building, around 1 mill. He stated it would give the Trustees some time to continue working on the storage building planning process. Mr. Gabram stated it is still premature to make any decisions on this topic

PURCHASE ORDER: Mrs. Walder said she understands that an advertisement for a criteria architect is again being considered, however a purchase order was opened in December 2020 with City Architecture. She requested the Trustee's direction as to this purchase order.

Mr. Mueller made the motion to authorize the closure of the \$15,000.00 Purchase Order #188-2020, dated December 29, 2020, made out to City Architecture, previously approved by the Trustees. Mr. Gabram seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED

INVENTORY: *Mr. Mueller made the motion to accept the 2020 equipment inventory as presented from the Trustees, Fiscal Office, Fire, Police, Road, & Zoning departments. Mr. Gabram seconded the motion and it passed unanimously.*

MUTUAL AID RESOLUTION: Mr. Gabram stated he has been working with our APA on a draft resolution between Russell Township, South Russell Village, Bainbridge Township and Chagrin Falls Village. He stated it lets Township Road Department participate with other identified political subdivisions in mutual aid situations if needed. Mr. Gabram stated there are a few more steps before the board can vote, including checking with the Township's

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insurance company regarding coverage when leaving the Township. Mr. Gabram stated once the language of the resolution is approved by the Trustees then the resolution has to go to all of the political subdivisions for their review and final approval.

GARAGE PROJECT UPDATE: Ms. Port stated that a legal ad is going to be placed for a criteria architect. Mrs. Palmer stated that she did send it to our APA for review and is waiting to hear back.

PROPERTY RESERVATION: BOB HALL FIELD: Kelly Graham with the West Geauga Baseball Federation spoke regarding the use of Bob Hall Field. She stated they are a Internal Revenue 501 (c) (3), a complete nonprofit organization. She stated she spoke with Mrs. Palmer who informed Kelly she had been contacted by Sean Gideon. Ms. Graham stated that she spoke with Mr. Gideon the day before on a way to work together for his travel team to have field use. Ms. Graham stated the issue she had with all of the COVID restrictions; they have gone from 14 fields they have maintained to hopefully 6 fields. There would be a lot of field schedule conflicts for the days requested by Mr. Gideon. Ms. Graham stated the concern is that Mr. Gideon's team is too big for the Bob Hall field and they would have to move the bases back to the grass line. Ms. Graham also noted the investment made by their organization annually to maintain the playing field. Ms. Graham stated she did suggest other options that might work for Mr. Gideon.

Mr. Gabram made the motion to grant permission for the West Geauga Baseball Federation to use Bob Hall Field from April 5, 2021 through July 17, 2021, with certificate of liability insurance currently on file & renewed upon expiration, subject to Township rules and regulations, and subject to continued availability. Mr. Mueller seconded the motion and it passed unanimously.

CRWP 2021 MEMBERSHIP DUES: *Mr. Gabram made the motion to approve the 2021 annual membership to Chagrin River Watershed Partners, Inc., and the accompanying invoice number 2001 for \$3,645.00. Mr. Mueller seconded the motion and it passed unanimously.*

NOPEC COMMUNITY GRANT: Mrs. Palmer stated that the Township was awarded \$1,500.00 just like the past few years. Mrs. Palmer stated will start putting some ideas together - possibly another shredding event.

EXECUTIVE SESSION: *Mr. Gabram made the motion to move into executive session to discuss the employment and compensation of a public employee pursuant to ORC 121.22(G)(1) AND to prepare for bargaining sessions with public employees concerning their compensation and terms & conditions of their employment pursuant to ORC 121.22(G)(4). Mr. Mueller seconded the motion and it passed unanimously.*

The meeting moved into executive session at 4:21 pm.

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

The meeting moved into regular session at 4:28 pm.

FIRE-EMS RECRUIT APPOINTMENT: Mr. Gabram made the motion to appoint Louis R. Alesnick to the position of Fire-EMS Recruit, effective February 3, 2021. Mr. Mueller seconded the motion and it passed unanimously.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 4:29 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Sustar