

Town Hall/Virtual

June 3, 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 Heads were present: Police Chief Tim Carroll, Fire Chief John Frazier, Road Superintendent Gene Layne, and Zoning Inspector Shane Wrench.

**MINUTES:** *Ms. Port asked that the minutes be amended to reflect that she stated at that meeting that all the documents were returned. Mr. Gabram made the motion to accept the minutes of the Special Meeting held on May20, 2020, as amended. Ms. Port seconded the motion and it passed unanimously.*

**POLICE DEPT:** Chief Carroll stated that he applied for 2 grants for bullet proof vests, and was notified on May 29 that the Department received a grant for \$3,858.75, which pays for about 75% of the cost of the vests. Chief Carroll stated that the new firearms order came in yesterday and once the officer's complete qualification training, they will trade in the old firearms.

**ZONING DEPT:** Mr. Wrench stated that the Zoning Dept activity has picked up over the last few weeks. Mr. Wrench stated that the new Zoning Secretary will be starting on Monday, June 8. Mr. Wrench stated that the BZA has scheduled their next meeting for June 15 at the Town Hall.

**ROAD DEPT:** Mr. Layne reported that CRWP wants to install some water level sensors, which would be placed in ODOT right of way. Mr. Layne stated there is nothing that the Township needs to do but we will have access to the information.

**FACILITIES: RECYCLING POST HOLIDAY MESS:** Mr. Gabram stated that the Trustees are going to come up with a plan on how to control trash being dumped at the recycling center. Mr. Gabram stated that Mr. Wrench is currently looking at getting prices for fencing, and a gate.

**PUBLIC HEARING: 2021 BUDGET:** *Mr. Gabram made the motion to open the public hearing on the proposed budget for the year 2021. Ms. Port seconded the motion and it passed unanimously.*

The meeting moved into Public Hearing at 2:45 pm.

Mrs. Walder noted that the legal notice for the availability of the budget to review and the hearing was duly posted. There were copies available at the Fiscal Office and on the website.

Mrs. Walder thanked her Fiscal Office staff for their assistance in assembling the budget information for the trustees and department heads. Also, Mrs. Walder thanked the department heads for their cooperation and productive discussion of their 5 year plans.

Mr. Mueller stated the Township is in fairly good financial shape and the budget reflects the recommended reduction from 98% to 95% for levy collection, or about \$160,000.

*Mr. Gabram made the motion to close the public hearing on the proposed budget for the year 2021. Ms. Port seconded the motion and it passed unanimously.*

The Public Hearing closed at 2:50.

**2021 BUDGET:** *Mr. Gabram made the motion to approve the proposed budget for the year 2021. Ms. Port seconded the motion and it passed unanimously.*

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

**MIDDLEFIELD CD:** *Mrs. Walder reported that in June 2015, the Township opened a CD with Middlefield Banking Company with a base dollar amount of \$380,000.00 and a 2% interest rate for 60 months. Mrs. Walder reported that the CD has matured at \$419,900.00. After consultation with the Township's investment advisor, they have recommended redemption of the CD and reinvestment in the managed investment portfolio. Mrs. Walder stated the investment management company manages a ladder investment portfolio to maximize our returns and to provide liquidity for our cash needs.*

*Mr. Gabram made the motion to redeem the 60 month certificate of deposit (CD# 756000201) held at Middlefield Banking Company, for the initial amount of \$380,000.00 plus all accrued interest, upon maturity, as recommended by Fiscal Officer Karen Walder. Mr. 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. 5 to the County Line Road Project RC-0093-AC-2019, reflecting an addition of \$42,730.48 to the final contract cost, based on the document dated May, 21, 2020. Mr. Gabram seconded the motion and it passed unanimously.*

**TRAX PAYMENT APPROVAL:** *Mr. Gabram made the motion to approve the Pay Application No. 9 for the County Line Road Project RC-0093-AC-2019 in the amount of \$20,973.46 from Hunting Valley local funds to Trax Construction, Inc. Ms. Port seconded the motion and it passed unanimously.*

**COUNTY LINE ROAD: OPWC DISBURSEMENT REQUEST:** *Ms. Port made the motion to authorize Gary Gabram, Trustee, and Karen Walder, Fiscal Officer, to sign Appendix E, Disbursement Request Form and Certification, Reconstruction of County Line Road, OPWC Project #DGU11, for Disbursement No. 5 in the amount of \$19,987.22. Mr. Mueller seconded the motion and it passed unanimously.*

**RESOLUTION 2020-14: CARES ACT:** *Mrs. Walder stated that at the last meeting the Trustees approved to create a Special Revenue fund as required by the Auditor of State to receive the CARES stimulus money. Mrs. Walder stated that the County Auditor has certified that revenue and asks the Trustees to approve this Supplemental Appropriation Resolution to allow spending from that special fund.*

*Mr. Gabram made the motion to approve Resolution 2020-14, a Resolution to Amend the Permanent Appropriations for the year ending December 31, 2020 due to the appropriation into Fund 2903: CARES Special Revenue Fund, as recommended by Fiscal Officer Karen Walder. Ms. Port seconded the motion and it passed unanimously.*

**TIF PRESENTATION:** *Mrs. Walder gave a presentation to the Board of Trustees regarding TIFs. Mrs. Walder thanked the County Auditor's office for powerpoint slides, and the Bainbridge Fiscal Officer for providing information about their TIF activity.*

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

**EMA MASKS:** *Mrs. Palmer reported that Geauga County EMA gave us a few hundred cloth masks. Mr. Mueller stated that the Road Department should take about 75% of the masks for the guys and the remaining for the Town Hall if anyone needs one.*

**GOVDEALS UPDATE:** *Mrs. Palmer stated that she received an email that we have a new account manager. Mrs. Palmer reported that they are offering remote training if we are interested since we had to cancel training due to COVID-19. At this time Chief Frazier is not interested in listing the tanker.*

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**GCTA MEMBERSHIP:** *Ms. Port made the motion to authorize the expenditure of \$320.00 for 2020/2021 membership in the Geauga County Township Association for four full members and six associate members. Mr. Gabram 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 3:43 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 3:51 pm.

**ROAD DEPT NEW HIRE:** *Mr. Gabram made the motion to hire Ryan Munn as a full-time Road Laborer, Class IIC, at the starting rate of \$22.54 per Salary Schedule 32a, pending his acceptance, acceptable results of the drug test and BCI background check, and pending completion of all paperwork with the Fiscal Office, a one year probation will begin on the official starting date of July 1, 2020. 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 3:52 pm.

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

The meeting moved in regular session at 5:15 pm.

**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 5:15 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar