

Town Hall

July 1,

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: 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/Road Department Budget Workshop held on June 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/Fire Department Budget Workshop held on June 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/Police Department Budget Workshop held on June 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/Zoning Department Budget Workshop held on June 3, 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/General Fund Budget Workshop held on June 3, 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 June 3, 2020, as presented. Ms. Port seconded the motion and it passed unanimously.*

**FIRE DEPT:** Chief Frazier reported that ODOT contacted him asking if the Township was still interested in the traffic signalization system. Chief Frazier stated that the Township's APA reviewed the Agreement and sent it back to ODOT with markups, and we are waiting on ODOT's reply.

**ACCEPT DONATION:** On behalf of Police Chief Tim Carroll, Mrs. Palmer thanked Mrs. Winans for the generous donation.

*Ms. Port made the motion, based on the Fiscal Officer's recommendation, to accept the donation of \$100.00 from Mrs. Catherine Winans, in memory of her husband Mr. Bill Winans, Sr., to the Police Department. Mr. Gabram seconded the motion and it passed unanimously.*

*Ms. Port made the motion to approve the use of the \$100.00 donation for the Police Department at the discretion of the Police Chief. Mr. Gabram seconded the motion and it passed unanimously.*

**ZONING DEPT:** Mr. Wrench reported that the BZA had their first meeting since COVID on June 15<sup>th</sup> and the Sunoco variances were approved and they plan on redoing the whole building. Mr. Wrench stated that there are 2 variance requests for the July meeting and the BZA will also be having a special meeting on July 27<sup>th</sup> for Laurel School. They want to discuss getting extra space for their students and would like to get more yurts on their property to hold classes.

Mr. Wrench stated that Mrs. Cathleen Burke has started down in the Zoning Department and it has been going well, helping to free up some time so he is able to get out to inspect properties.

**ROAD DEPT:** Mr. Layne stated he received a sign grant from ODOT and is working with Nick Gorris from the County Engineer's office. Mr. Layne said that it's around \$15,000.00 and will replace every sign in the Township with high resolution signs. Mr. Layne said ODOT will supply all the signs but the Road Department will have to install them.

**FACILITIES: RECYCLING UPDATE:** Mr. Mueller stated that Visual Armor sent over an estimate for cameras including a new storage system to store the data. Mr. Mueller stated that the new system has a split screen and will be able to see the offender and the license plate. Mr. Mueller stated he talked to Police Chief Tim Carroll regarding a procedure in the event of a violation. Mr. Mueller stated that Chief Carroll has been working with Mrs. Palmer and the Township APA on wording for signage. Mr. Gabram expressed the opinion that if these measures don't work, the recycling center should be shut down.

Town Hall

July 1,

2020

**RE-ROOF STORAGE BUILDING:** *Ms. Port made the motion to approve the agreement with All Seasons Remodeling & Construction LLC, of Middlefield, OH, for the re-roof of the Road Department Storage Building for a cost of \$28,000.00, approved as to form by the Geauga County Prosecutor. Mr. Gabram seconded the motion and it passed unanimously.*

**BANK RECONCILIATION & FINANCIAL REPORTS:** *Mr. Gabram made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for May, 2020, as submitted by Fiscal Officer Karen Walder. Ms. Port 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. 6 to the County Line Road Project RC-0093-AC-2019, reflecting an addition of \$54,965.58 to the final contract cost, based on the document dated June 22, 2020. Ms. Port seconded the motion and it passed unanimously.*

**TRAX PAYMENT APPROVAL:** *Ms. Port made the motion to approve the Pay application No. 10 for the County Line Road Project RC-0093-AC-2019 in the amount of \$87,205.22 from Hunting Valley local funds to Trax Construction, Inc. Mr. Gabram 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. 6 in the amount of \$45,448.46. Mr. Gabram seconded the motion and it passed unanimously.*

**RESOLUTION 2020-16: HB481:** Mrs. Walder stated that the Township received \$62,193.40 pursuant to the CARES Act/HB481. Mrs. Walder referred to the email to Trustees and department heads on spending guidelines. Mrs. Walder summarized the 3 main tests that must be satisfied to use the money.

1. That it is necessary due to the COVID-19 emergency
2. That it is not in our 2020 budget
3. That the expenses occurred between March 1 and December 31 of this year

Mr. Mueller discussed with Chief Frazier the status of the COVID-related expenses in the Fire Department.

Mrs. Walder stated that the Fiscal Office has been working on a method to track the expenses and working with our APA on how to approve the spending, as this will be an audit item. Mrs. Walder stated that it is very important that department heads identify for the Fiscal Office any expenses that could be COVID related. Mrs. Walder also noted that there are deadlines where the Township has to return unspent funds. At the end of the year the Township would have to return any unused money.

*Mr. Gabram made the motion, as recommended by Fiscal Officer Karen Walder, to approve Resolution 2020-16, to approve the creation of Special Revenue Fund 2904 as specified by the CARES Act and to request the funds in the amount of \$62,193.40 be certified by the County Budget Commission. Ms. Port seconded the motion and it passed unanimously.*

**SUPPLEMENTAL APPROPRIATIONS 2020:** *Ms. Port made the motion to adopt the Supplemental Township Annual Appropriation Resolution 2020-17 to provide for the additional sums (SUPPL#2 \$62,193.40) to be set aside and appropriated in 2904 Local Coronavirus Relief Fund (LRFC), for the fiscal year ending December 31, 2020, as recommended by the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.*

**FISCAL OFFICER: AUDIT:** Mrs. Walder stated that the Township's audit for 2018-2019 will be starting this month. Mrs. Walder expects the majority of the audit will be done electronically.

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

**OLD FIRE STATION:** Mr. Mueller referred to the previous decision to demolish the building as "hasty" and re-iterated he does not want the Old Fire Station taken down but would like to fix it up and utilize the building. He is not sure for what purpose yet. Mr. Mueller would like to rescind the resolution of tearing the Old Fire Station down. Mr. Mueller said the Township's APA, after looking at the contract, advised that the Township should incur no penalty by walking away from the contract unless there were expenses that had been accrued. Mr. Mueller asked that Mr. Wrench negotiate with the vendor.

Town Hall

July 1,

2020

Mr. Mueller asked for a motion to rescind the past motion however Mrs. Walder pointed out that the original action was a Resolution and was not sure if a motion was proper. Mrs. Palmer reminded the Board of the language in the passed Resolution that the building has no value and is obsolete or unfit for use, and the Township's APA advised the Board to pass a Resolution stating findings of why this has now changed.

Mr. Gabram stated he can't see spending money on the Old Fire Station when there are so many unknowns regarding the structure. The estimates from the roofer would not address the issues with the overhead doors, or with the hose tower. Mr. Gabram read excerpts from the conclusions of the 2017 structural evaluation, as well as the June 2020 review by Schenberger, noting that they point to many unknowns with respect to the viability of the roof and support walls. Mr. Mueller stated that the question he asked Schenberger was whether an i-beam cage could be put in to support the roof. Ms. Port stated that she felt a new building cost would be astronomical versus repairing the current structure, and can't see spending \$200,000.00 on a new pole building when the Township continue using the Old Fire Station for storage.

*Ms. Port moved to rescind the prior Resolution from December 2019 regarding the Old Fire Station demolition. The vote is as followed: Ms. Port yes; Mr. Gabram no; Mr. Mueller yes and the motion passed.*

**GO GREEN COMMUNITY GRANT:** The Trustees stated that the Township can apply for a grant for \$2,500.00 to put towards the recycling center. Trustees will need to identify what the project is to apply for the grant.

**EXECUTIVE SESSION:** *Mr. Gabram made the motion to move into executive session to consider the employment and compensation of 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 3:38 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 3:45 pm.

**ZONING INSPECTOR COVERAGE: TEMPORARY EMPLOYMENT:** *Ms. Port made the motion to appoint per ORC 519.16, David Dietrich, as Assistant Zoning Inspector, for permit work only, at the rate of \$25.00 per hour, effective August 1, 2020, for up to 10 hours per week, for a term up to 12 weeks, pending the completion of paperwork with the Fiscal Office. Mr. Gabram 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 3:46 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar