

Town Hall

October 21, 2020

Chairman Mueller called the meeting to order at 7:00 pm. Trustees Gabram and Port were present. Trustee Assistant Melissa Palmer was present and Fiscal Officer Karen Walder was not in attendance.

**CLERK PRO TEM:** In the absence of a Fiscal Officer, Board of Trustees Chairman Jim Mueller appointed Jennifer Dorka to serve as clerk pro tem.

**QUARTERLY REPORTS:** *Mr. Gabram made the motion to accept the third quarter 2020 departmental reports from the Fire, Police, Zoning and Road Departments. Ms. Port seconded the motion and it passed unanimously.*

**POLICE DEPARTMENT DISPOSAL OF PROPERTY:** *Ms. Port made the motion, at the recommendation of Police Chief Carroll, to dispose of township property itemized on the list dated October 19, 2020, as each item on the list is not needed for public use, is obsolete, or is unfit for public use. The items, in the opinion of the Board each have a fair market value well under the amount stipulated in the ORC, and so may be disposed of by Chief Carroll in accordance with ORC 505.10 (A) (2). Mr. Gabram seconded the motion and it passed unanimously.*

**FIRE DEPARTMENT DISPOSAL OF PROPERTY:** *Ms. Port made the motion, at the recommendation of the Fire Chief Frazier, to dispose of township property itemized on the list "Russell FD Disposition List: GovDeals Items in Yellow", dated October 21, 2020, as each item on the list is not needed for public use, is obsolete, or is unfit for public use. Mr. Gabram seconded the motion and it passed unanimously.*

**TRAFFIC SIGNAL PRE-EMPTION:** *Ms. Port made the motion, at the recommendation of Fire Chief Frazier, to approve the agreement (as attached to these minutes), between the Ohio Department of Transportation and the Russell Township Board of Trustees for the Traffic Signal Pre-emption System installation and maintenance (PID 110882), approved as to form by the Geauga County Prosecutor's Office. Mr. Gabram seconded the motion and it passed unanimously.*

**AMENDED CERTIFICATE:** *Ms. Port made the motion to accept the Amended Certificate of Estimated Resources #5 for Russell Township for the fiscal year beginning January 1, 2020, as revised by the Budget Commission and dated October 19, 2020. Mr. Gabram seconded the motion and it passed unanimously.*

**SUPPLEMENTAL APPROPRIATIONS 2020:** *Ms. Port made the motion to adopt the Supplemental Township Annual Appropriation Resolution 2020-35 to provide for the additional sums (SUPPL#5 \$187,313.80) to be set aside and appropriated in 2904 Local Coronavirus Relief Fund (LCRF), for the fiscal year ending December 31, 2020, as recommended by the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.*

**TRAX PAYMENT APPROVAL:** *Mr. Gabram made the motion to approve the Pay Application No. 14 for the County Line Road Project RC-0093-AC-2019 in the amount of \$260,586.32 from Hunting Valley local funds and \$196,925.98 in Russell Township local funds for a sum of \$457,512.30 local funds to Trax Construction, Inc. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-36, a resolution of acceptance approving CARES Act expenditures from the Fire Department, with Assertion of Necessity and supporting documents dated August 5, October 6, and October 20, 2020. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-37, a resolution of acceptance approving CARES Act expenditures from the Fire Department, with Assertion of Necessity and supporting documents dated October 20, 2020. Ms. Port 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 August, 2020, as submitted by Fiscal Officer Karen Walder. Ms. Port 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 September, 2020, as submitted by Fiscal Officer Karen Walder. Ms. Port seconded the motion and it passed unanimously.*

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**FO QUARTERLY REPORT:** *Mr. Gabram moved to acknowledge receipt of the third quarter 2020 report from the Russell Township Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED**

**CONSTRUCTION MANAGER: ADVERTISE:** Mr. Mueller stated that he spoke with our APA, Kristen Rine, and she stated that Township must advertise for the Construction Manager job. Mr. Mueller stated that Larsen Architect will write up the ad to be placed in the paper. Mr. Mueller would like to get the ad out immediately but Mr. Gabram and Ms. Port would like the language of the ad to be reviewed by the Township's APA first. The Trustees need to first decide on which delivery method they want to go with before placing the ad but they need further description/understanding on each method. Mrs. Palmer stated that one of the Trustees needs to be a point of contact with our APA, and Ms. Port stated she will be that individual.

**GO GREEN GRANT: AUTHORIZED SIGNATORY:** *Ms. Port made the motion to designate Kristina Port, Trustee, as the authorized signatory for documents related to the Go Green grant. Mr. Gabram seconded the motion and it passed unanimously.*

**NOPEC PROXY: ASSIGN:** *Mr. Gabram made the motion to appoint and designate Dr. William Koons as the Proxy for the 2020 Northeast Ohio Public Energy Council (NOPEC) annual general assembly meeting on November 10, 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, appointment, & compensation of public employees pursuant to ORC 121.22 (G) (1). Ms. Port seconded the motion and it passed unanimously.*

The meeting moved into executive session at 8:00 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 9:13 pm.

**CARES PROJECTS: HVAC:** Mr. Mueller toured township owned facilities with Mr. Wrench and a representative from an HVAC company for the purpose of learning about air purifying devices that might be purchased with CARES money. Devices that emit ozone appear to be the way to go according to Mr. Mueller. But he has not had time to research the data and specifications further. Costs for the devices discussed were \$600.00 each.

**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 9:25 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar