

RUSSELL TOWN HALL

May 5, 2021

The Vice-Chair, Mr. Gabram, called the meeting to order at 2:30 PM. Trustees Gary Gabram, and Jim Mueller were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were also present.

Trustee Kristina Port was absent with apologies.

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

**MINUTES:** *The Vice-Chair will entertain a motion to accept the minutes of the Regular Meeting held on April 21, 2021, as presented. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

**MINUTES:** *The Vice-Chair will entertain a motion to accept the minutes of the Special Meeting held on April 26, 2021, as presented. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

**PLUMBING ESTIMATE: NOLAN:** Facilities manager Shane Wrench advised the Trustees that the Town Hall needs new sinks in the restrooms, and Nolan Maintenance Inc, had given a quote for the replacements and for adding insulation in the pipes in Town Hall restrooms to help prevent the pipes from freezing in the winter. Mr. Wrench also presented a quote for a replacement toilet in the administration building.

*The Vice-Chair will entertain a motion, at the request of Facilities Manager Shane Wrench, to approve the plumbing improvements for the Town Hall & Administration Building, per proposal #2021-17 from Nolan Maintenance Inc, dated April 8, 2021, for an amount of \$1,625.00. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

**AUDIO/TECH SYSTEM PROPOSAL:** Mr. Wrench advised the Trustees that the proposal they approved at the last meeting was the incorrect number so they need to approve the correct proposal before any audio/tech work can start.

*The Vice-Chair will entertain a motion, at the request of Facilities Manager Shane Wrench, to approve the audio/tech system recommendations for the Town Hall, per proposal # 2288 from Visual Armor Security, dated April 13, 2021, for an amount of \$10,212.75. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

Mr. Wrench advised the Trustees that the Town Hall and Briar Hill Church need roof work done. At the same time this work is being done, he is going to coordinate insulation being put in both buildings.

**ROOFING ESTIMATE: ANYTHING EXTERIOR:** *The Vice-Chair will entertain a motion, at the request of the Facilities Manager, to approve the roofing, gutters, downspouts & heat cable repairs & improvements for the Town Hall, per proposal #INV0055 from Anything Exterior, dated April 21, 2021, for an amount of \$15,300.00 with added allowance for \$750.00 for 10 sheets additional woodwork. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

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**ROOFING ESTIMATE: ANYTHING EXTERIOR:** *The Vice-Chair will entertain a motion, at the request of the Facilities Manager, to approve the roofing, gutters, & downspouts repairs & improvements for Briar Hill Church, per proposal #EST242 from Anything Exterior, dated May 3, 2021, for an amount of \$8,410.00 and allowance for 6 sheets, \$450.00 for woodwork. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

Mr. Wrench advised the Trustees that the lighting in the Town Hall is on schedule for being updated. In addition, he reported that the plate reader signs are up at the recycling center, and although the recycling cameras are operational, the remote access is not working. He also reported that the annual Fire Extinguisher inspection was completed.

**ZONING:** Zoning Inspector Shane Wrench updated the Trustees on the activity in the Zoning Department, and the upcoming BZA meeting which Laurel School will be presenting their yearly update.

**PLATE COMPACTOR:** Road Superintendent Gene Layne advised the Trustees that it would be beneficial to the department if they could purchase a plate compactor instead of renting one as they are needing one more often.

*The Vice-Chair will entertain a motion, at the request of the Road Superintendent, to approve the purchase of a Plate compactor from Cat rental store, per emails from Tony Marino of OHCat.com to Gene Layne dated April 21 & April 27, 2021, for an amount of \$1,795.00.*

*Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

**POLICE DEPARTMENT:** Police Chief Carroll thanked the Johnson's for their generous donation to the Police Department.

**DISPOSITION OF PROPERTY: POLICE:** *The Vice-Chair will entertain a 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 April 28, 2021, as each item is not needed for public use, is obsolete, or is unfit for public use. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

**DISPOSITION OF PROPERTY: RESERVE:** *The Vice-Chair will entertain a motion, at the request of the Police Chief, to set a reserve price of \$125.00 for the "Set of 9 used Streamlight Model SL-20L Rechargeable Flashlights", approved for disposal on May 5, 2021. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

**DISPOSITION OF PROPERTY: RESERVE:** *The Vice-Chair will entertain a motion, at the request of the Police Chief, to set a reserve price of \$50.00 for the "Used Set of 3 Expandable PR24's & 1 Non-Expandable & 3 Duty Belt Holders", approved for disposal on May 5, 2021. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

**DISPOSITION OF PROPERTY: RESERVE:** *The Vice-Chair will entertain a motion, at the request of the Police Chief, to set a reserve price of \$300.00 for the "Used Whelen Edge LFL Liberty Series LED Police Lightbar", approved for disposal on May 5, 2021. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

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**SUPPLEMENTAL INSURANCE:** *The Vice-Chair will entertain a motion to authorize Provident Emergency Services Accident & Health Policy #PRCO-91749-OH10094, item 10169, invoice dated April 7, 2021, through Burnham & Flower Insurance Group, for a cost of \$6,024.00, in 3 annual installments of \$2,008.00 each, effective June 6, 2021. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

**ACCEPT DONATION:** *The Vice-Chair will entertain a motion, based on Fiscal Officer Karen Walder's recommendation, to accept the donation of the previous UAN system consisting of a 2017 Dell Optiplex computer, 2017 Dell Optiplex monitor, Windows 10 Operating system, and Microsoft Office 2016 software, from the Ohio Auditor of State. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

**STORAGE GARAGE:** Mrs. Walder advised the Trustees that if there is no objection, she will include a \$500,000 set aside for the storage garage in 2021. Trustee Gabram indicated that he met with the criterion architect and has a meeting planned for tomorrow with the Department Heads.

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**FUNDING: LEGAL COUNSEL:** *The Vice-Chair will entertain a motion to declare that it is advisable and necessary that additional funding up to \$50,000.00 be provided for legal counsel Todd Raskin and the firm Mazanec, Raskin & Ryder Co. L.P.A., previously retained pursuant to O.R.C. 309.09B, for the purpose of advising the Board of Trustees on the County Line Road & TRAX contract issues. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

**GCTA MEMBERSHIP:** *The Vice-Chair will entertain a motion to authorize the expenditure of \$250.00 for membership in the Geauga County Township Association for three full members and five associate members. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

Trustee Mueller gave an update on the MOU with the 511 Citizens' Park Board and after the APA completes her review, he will present it to the Board. Trustee Gabram indicated an issue with the steps required to complete the designation as a "passive park". Trustee Mueller also indicated the 511 Citizens' Park Board was preparing a proposal for a "\$1 per year" Lease of parklands.

**EXECUTIVE SESSION:** *The Vice-Chair will entertain a motion to move into executive session to discuss the employment and compensation and promotion of public employees 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 made the motion. Mr. Gabram seconded the motion and it passed.*

The meeting moved into executive session at 3:29 PM.

*The Vice-Chair will entertain a motion to return to regular session. Mr. Mueller made the motion. Mr. Gabram seconded the motion and it passed.*

The meeting moved into regular session at 3:54 PM.

**PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.**

TOWNSHIP TRUSTEES

REGULAR

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

The meeting was adjourned at 3:55 PM.

Gary Gabram, Vice-Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka