

Town Hall

June 9,

2021

The Chair, Ms. Port called the meeting to order at 9:00 am. Trustees Gabram and Mueller were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were also present.

The following Department Head was present: Zoning Inspector Shane Wrench.

Mrs. Walder stated that the recommended cash reserve for the General Fund is a little over \$400,000.00. The General Fund no longer collects rent or recycling revenue. The only significant form of revenue the General Fund receives is inside millage. Mrs. Walder stated the budget does reflect a \$500,000.00 set aside for the storage building in 2021; however at this point \$0 has been appropriated for the project.

Mrs. Walder stated that reserve study recommendation for the Admin Department is \$55,859.00 and the spending from that reserve fund is at the recommendation of the Facility Manager Shane Wrench.

Mrs. Walder made a general comment about the General Fund can transfer to any department but other departments can't transfer back to the General Fund.

Mrs. Walder stated that she did sit down with the Mr. Wrench and went over the capital recommendations and identified which items were reserve items.

Mrs. Walder advised the Board that the 2022 budget as proposed leaves only 88% of the recommended cash reserve at the end of 2022.

**ZONING:** Mr. Wrench stated there isn't much other than computer upgrades for Zoning capital. Mr. Wrench stated that since Mr. Gokorsch from the BZA had not presented him with anything he estimated \$1,500.00 for the Zoning Boards. Mr. Mueller stated that Mr. Gokorsch reached out and stated he would like court reporters for bigger cases. The Trustees agreed to up the budget for the zoning to \$2,500.00.

Ms. Port asked Mr. Wrench if the BZA uses iPads and he stated they have no interest in using them. Mr. Wrench stated that the ZC likes using them.

**FACILITIES:** Mr. Mueller asked Mr. Wrench if any boards on the Chapel will need to be replaced before it gets painted but Mr. Wrench stated that it's pretty sound.

Mr. Wrench stated with the Administration Building he is looking at the reserve study items and prioritizing timelines with the actual life of items. Mr. Wrench stated that the fire company was out in January to clean and inspect the fire alarms and Mr. Wrench discussed with them regarding the fire panel. They told Mr. Wrench there is nothing wrong with the system just past its life expectancy. Mrs. Walder stated that the fire alarm panels show up on every departments reserve study and said they need to be addressed. Mrs. Walder recommends that the Trustees task someone with investigating the whole fire alarm monitoring system and have consistency with all departments.

Ms. Port asked if the Administration Building had an AED and would recommend one being placed in the building. Mr. Mueller suggests that one or two individuals be trained on how to use it.

Mr. Wrench stated they need to discuss if the Town Hall is going to be moved in 2022 or get pushed out because there are a lot of elements that go with moving it. Mr. Wrench stated a plan and timeline should be put in place with this project. Mr. Gabram stated he thought it was the goal to maintain and update as they go. Mr. Gabram acknowledged that Mr. Mueller is against moving the Town Hall but Mr. Gabram stated that as time goes it's getting more in the right away at the intersection. Mr. Gabram agrees with Mr. Wrench and need to make a decision. Mr. Wrench stated that the front ramp is to the point that it needs to be replace and Mr. Gabram stated that the back stairs also need to be replaced. Mrs. Walder reviewed minutes from June 2015 regarding the Town Hall and stated it's well past time for the Trustees to make a decision on moving the Town Hall.

Mr. Wrench asked for clarity on finalizing the 2022 plans for the Town Hall and if the plans for

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moving it are being pushed back or not. Ms. Port stated she would like Cleveland State to take a look at the Township and come up a strategic plan. Ms. Port brought up a concern about moving the Town Hall when there is no alternate building to hold meetings. Ms. Port recommends renovating the administration garage into a meeting room and then look at moving the Town Hall. Mr. Gabram suggests getting the ramp and back stairs replaced and push moving the Town Hall back. Ms. Port suggests keeping the \$224,000.00 for the 2022 budget as a place holder for any projects that may come up.

Mr. Mueller stated he refuses to have the Old Fire Station razed. Mr. Gabram agrees to not tear down the Old Fire Station until the new storage building is built.

Mr. Mueller asked how soon they will have a contractor since there were a bunch of questions that were sent to TC Architects and the APA. Mr. Gabram stated that all of the questions have been answered. Mr. Gabram confirmed the \$39,990.00 estimate for the contract. Mr. Gabram stated that once that is done, TC Architects will line up work for the foundation and boring. Ms. Port stated they have three estimates for the boring. Ms. Port asked Mrs. Walder if the answers to the questions were satisfactory. Mrs. Walder noted the questions regarding who specifically will be doing the owners responsibility items had not been answered. Ms. Port asked Mrs. Walder if she is going to have any further questions regarding the contract before the June 16 meeting because if the trustees are ready to sign the contract they don't want it to be tied up any longer. Mrs. Walder stated she is still waiting to hear back from the APA for answers and until she hears back from the APA she does not know if there would be any further questions. Mrs. Walder stated she needs the Trustees to identify the total cost of the contract in order for her to certify the funds. Mrs. Walder reminded the Board that there are three aspects to any contract: Is it legal? Which is why the APA needs to review. Has the Fiscal Officer certified the funds needed to fulfill the contract? And finally, has the Board determined it is in the best interest of Russell Township?

Ms. Port asked Mrs. Walder about coverage for cemetery duties and also asked for clarification on the cash reserve versus the reserve study recommendations.

**LEVIES:** The Board discussed levy plans, noting Police levy would need to be put on in 2022 and the trustees want to put a Fire Levy on for November 2021, so that the two levies are not run in the same year. Mr. Mueller would like to go with a replacement levy for the Fire Department. Mrs. Walder stated that if they go with the 1989 replacement, the residents will lose the 12% state rollback. Mr. Mueller felt that amount was insignificant. Mrs. Walder also stated that since the Township pays to put a levy on the ballot it is most cost effective to put the two levies on at the same. The trustees have agreed to go ahead with the replacement of the 1989 2 mill levy on the November 2021 ballot.

*Mr. Mueller made the motion to proceed with a replacement levy of the 1989 2 mill levy to be placed on the upcoming general election. Mr. Gabram seconded the motion and votes as followed: Mr. Gabram yes; Mr. Mueller yes; Ms. Port abstained and it passed.*

Mrs. Palmer did a recap of the proposed changes to the 2022 budget as a result of the budget workshops. Since the Zoning amount of \$1,000 was the only change, and that could be handled with 2022 appropriations, no revisions to the proposed 2022 budget was needed.

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

The meeting was adjourned at 11:04 am.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Sustar