

RUSSELL TOWN HALL

July 21,

2021

The meeting was called to order at 6:30 pm. Trustee Gabram and Trustee Mueller were present Trustee Assistant Melissa Palmer was present.

The following Department Heads were present: Fire Chief John Frazier.

Trustee Kristina Port was absent with apologies.  
Fiscal Officer Karen Walder was absent.

**CLERK PRO TEM:** In the absence of a Fiscal officer, Board of Trustees Vice-Chair Gary Gabram appoints Jennifer Dorka to serve as clerk pro tem.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on July 1, 2021, as presented. Mr. Gabram seconded the motion and it passed.*

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on July 7, 2021, as presented. Mr. Gabram seconded the motion and it passed.*

**QUARTERLY REPORTS:** *Mr. Mueller made the motion to accept the 2<sup>nd</sup> quarter 2021 Fire, Police, Road, Zoning, and Facilities reports. Mr. Gabram seconded the motion and it passed.*

**CRITERIA ARCHITECT: STORAGE BUILDING:** *Mr. Mueller made the motion to rescind the hiring of a Criteria Architect, TC Architects, for the storage building project, per proposal #B101-2017, as previously approved on June 21, 2021. Mr. Gabram seconded the motion and it passed.*

**STORAGE BUILDING:** *Mr. Mueller made the motion to accept the Criteria Architect contract with TC Architects, dated July 21, 2021, for \$39,900.00 plus \$5,000.00 for reimbursable expenses plus 10%, for a sum of \$45,400.00 as approved by the Geauga County Prosecutor. Mr. Gabram seconded the motion and it passed.*

**MOTION TO ALLOW EXPENDITURE OF FUNDS:** *Mr. Mueller made the motion to allow the expenditure of funds to TC Architects for work on the Storage Building Project as the purchase is made by competitive selection and with the approval of the Board of Trustees. Mr. Gabram seconded the motion and it passed.*

**STORAGE BUILDING:** *Mr. Mueller made the motion to authorize Trustee Gary Gabram to sign and execute the Criteria Architect contract with TC Architects, dated July 21, 2021, on behalf of the Board of Trustees. Mr. Gabram seconded the motion and it passed.*

**WERTZ GEOTECH:** *Mr. Mueller made the motion to authorize Kristina Port to sign and execute the proposal for geotechnical drilling services for the Storage Building Project, from Wertz Geotechnical Engineering Inc., of Akron, Ohio, for \$3,300.00, previously approved by the Russell Board of Trustees June 21, 2021. Mr. Gabram seconded the motion and it passed.*

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**DISPOSITION OF PROPERTY: POLICE:** *Mr. Mueller made the motion, at the recommendation of the Police Chief, to dispose of township property on the documents entitled "Russell Police Department, Computer Inventory Destruction Request" dated July 5, 2021, as each item is not needed for public use, is obsolete, or is unfit for public use. Mr. Gabram seconded the motion and it passed.*

**FISCAL OFFICE Q2 REPORT:** *Mr. Mueller made the motion to acknowledge receipt of the 2<sup>nd</sup> quarter 2021 report from the Russell Township Fiscal Officer. Mr. Gabram seconded the motion and it passed.*

**BANK RECONCILIATION & FINANCIAL REPORTS:** *Mr. Mueller made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for June, 2021, as submitted by Fiscal Officer Karen Walder. Mr. Gabram seconded the motion and it passed.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**ARP FUNDING:** The Trustees discussed the next steps needed to be taken in order for Russell Township to receive ARP Funding from the Federal Government. The Township needs to register and then submit the projects that the funding is being requested for.

**MOTION TO AUTHORIZE FISCAL OFFICER:** *Mr. Mueller made the motion to request and authorize the Fiscal Officer to prepare documentation in advance of the ARP registration. Mr. Gabram seconded the motion and it passed.*

**T-MOBILE TOWER:** *Mr. Mueller made the motion to authorize Trustee Jim Mueller to be the point of contact for this T-Mobile topic under ORC section 106. Mr. Gabram seconded the motion and it passed.*

**PUBLIC HEARING 1:** *Mr. Mueller made the motion to open the Public Hearing on the Zoning Amendment 2021-01. Mr. Gabram seconded the motion and it passed.*

Trustees Gabram and Mueller would like to continue this hearing at the next meeting when there is a full board present.

**PUBLIC HEARING 1:** *Mr. Mueller made the motion to continue the Public Hearing on the Zoning Amendment 2021-01 to August 4, 2021 at 3:00 pm in the Russell Town Hall. Mr. Gabram seconded the motion and it passed.*

**LAND PURCHASE REQUEST:** *Mr. Mueller made the motion to deny the request to discuss the sale of Permanent Parcel #11-712100, owned by the Russell Board of Trustees. Mr. Gabram seconded the motion and it passed.*

**USE OF TOWNSHIP PROPERTY:** *Mr. Mueller made the motion to grant permission for Rescue Village to use the Road Garage Parking Lot on August 14, 2021 from 3 pm – 6:30 pm, subject to Township rules and regulations, and continued availability. Mr. Gabram seconded the motion and it passed.*

**RIVER VALLEY RECYCLING:** *Mr. Mueller made the motion to approve the agreement entitled "Paper Waste & Cardboard Paper Agreement" from River Valley Paper Company for market condition-based sale of Russell paper & cardboard to River Valley, pricing to be revisited quarterly, with a minimum of \$2 per ton, effective July 1, 2021. Mr. Gabram seconded the motion and it passed.*

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**AUTHORIZED SIGNATORY:** *Mr. Mueller made the motion to authorize Gary Gabram to sign and execute the agreement with River Valley Paper Company for the sale of Russell's waste paper & cardboard, effective July 1, 2021, on behalf of the Russell Board of Trustees. Mr. Gabram seconded the motion and it passed.*

**EXECUTIVE SESSION:** *Mr. Gabram made the motion to move into executive session to discuss the appointment, employment, and compensation of public employees pursuant to ORC 121.22(G)(1). Mr. Mueller seconded the motion and it passed.*

The meeting moved into executive session at 7:10 pm.

*Mr. Mueller made the motion to return to regular session. Mr. Gabram seconded the motion and it passed.*

The meeting moved into regular session at 7:14 pm.

**FIRE DEPARTMENT HIRES:** *Mr. Mueller made the motion to hire Mr. Nick Liberatore as an on-call EMT at the beginning rate of \$12.15 per hour, per salary schedule 33, effective August 1, 2021, pending completion of all paperwork with the Fiscal Officer. Mr. Gabram seconded the motion and it passed.*

**FIRE-EMS RECRUIT APPOINTMENT:** *Mr. Mueller made the motion to appoint Mr. Anthony J. Mariola to the position of Fire-EMS Recruit, effective July 21, 2021. Mr. Gabram seconded the motion and it passed.*

**PERSONNEL POLICY MANUAL EXCEPTION: SICK LEAVE DONATION:** *Mr. Mueller made the motion to allow a non-precedent setting exception to the personnel policy manual, permitting Mr. Timothy Carroll to donate 240 hours of sick leave to Patrolman Vince Valerio, which exceeds the permitted number of donated sick leave hours. Mr. Gabram seconded the motion and it passed.*

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

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

The meeting was adjourned at 7:20 pm.

Gary Gabram, Vice-Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka