

RUSSELL TOWN HALL

September 15, 2021

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

The following Department Heads were present: Road Superintendent Gene Layne, and Zoning Inspector Shane Wrench.

Fiscal Officer Karen Walder was absent.

Pledge of Allegiance was said.

CLERK PRO TEM: In the absence of a Fiscal Officer, Board of Trustees Chair Kristina Port appoints Jennifer Dorka to serve as clerk pro tem.

ROAD PROJECTS 2022: *Mr. Mueller made the motion to send to the County Engineer for review, the following proposed road resurfacing projects for 2022: Hillbrook Lane East, Hillbrook Circle, Hillbrook Lane South, and Dines Road, as recommended by Road Department Superintendent Gene Layne. Mr. Gabram seconded the motion and it passed unanimously.*

FACILITIES: Trustee Gabram updated the board on the Old Fire Station and is currently working with the EA Group to do a survey on asbestos in the building. The cost of abatement won't be known until after the report comes out.

Mr. Gabram advised the trustees that the quote from Green Vision to take down & clean up at the Old Fire Station is \$21,500.00. Mr. Gabram asked that the trustees approve the contract for this work.

Mr. Gabram advised that Portman Electric quoted \$4,000.00 to take the generator from the Old Fire Station and install it at the Town Hall.

Mr. Gabram will schedule for the cameras at the recycling center to be taken down from the building.

The board discussed options for the well at 14921 Chilicothe Road. The board said that the well should be capped and abandoned since there will no longer be a building on the property and it is unknown if another building will ever be on that property.

Mr. Gabram advised the board that he has arranged for the providers at the recycling center to put up signs for the temporary closure of the recycling center during the demolition. The providers thought this was a better option than temporarily moving the center.

Mr. Gabram updated the board on the progress of the storage building. The 70% completion prints are done. The current driveway will need to be redone, but not at this time. The fence between the Police and Fire Departments has been removed. The next meeting with the architect will be on October 5, 2021 at 10:30 am in the Administration Building.

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UTILITY DISCONNECT: GAS: *Mr. Gabram made the motion to authorize Kristina Port to affect the Dominion Gas service cancellation, disconnect of the gas utility, meter pulling, and line cut for demolition for the Russell Township Board of Trustees owned property at 14921 Chillicothe Road. Ms. Port seconded the motion.*

The vote: Mr. Mueller – abstain, Mr. Gabram – Yes, Ms. Port – Yes.

UTILITY DISCONNECT: ELECTRIC: *Mr. Gabram made the motion to authorize Kristina Port to affect the Illuminating Company service cancellation, disconnect of the electric utility, meter pulling, and line cut for demolition for the Russell Township Board of Trustees owned property at 14921 Chillicothe Road. Ms. Port seconded the motion.*

The vote: Mr. Mueller – abstain, Mr. Gabram – Yes, Ms. Port – Yes.

PRE-DEMOLITION HAZ-MAT SURVEY: EA GROUP: *Mr. Gabram made the motion to approve the pre-demolition hazardous materials survey at 14921 Chillicothe Road for a cost of \$4,975.00 per the agreement with EA Group, dated August 30, 2021, subject to Geauga County Prosecutor's approval, pending certification by the Fiscal Office. Ms. Port seconded the motion.*

The vote: Mr. Mueller – abstain, Mr. Gabram – Yes, Ms. Port – Yes.

EA GROUP: AUTHORIZED SIGNATORY: *Mr. Gabram made the motion to authorize Kristina Port to act as authorized signatory on behalf of the Russell Township board of Trustees for the EA Group agreement to perform a pre-demolition hazardous materials survey on the property at 14921 Chillicothe Rd. Ms. Port seconded the motion.*

The vote: Mr. Mueller – abstain, Mr. Gabram – Yes, Ms. Port – Yes.

OLD FIRE STATION DEMOLITION: GREEN VISION: *Mr. Gabram made the motion to approve the demolition project at 14921 Chillicothe Road for a cost of \$21,500.00 per the agreement with Green Vision Materials, dated August 21, 2021, subject to Geauga County Prosecutor's approval, pending certification by the Fiscal Office Ms. Port seconded the motion.*

The vote: Mr. Mueller – No, Mr. Gabram – Yes, Ms. Port – Yes.

GREEN VISION: AUTHORIZED SIGNATORY: *Mr. Gabram made the motion to authorize Kristina Port to act as authorized signatory on behalf of the Russell Township Board of Trustees for the Green Vision Materials agreement to demolish the property at 14921 Chillicothe Rd. Ms. Port seconded the motion.*

The vote: Mr. Mueller – abstain, Mr. Gabram – Yes, Ms. Port – Yes.

RELOCATE GENERATOR: PORTMAN ELECTRIC: *Mr. Gabram made the motion to approve the relocation of a 10kw generator, the installation of a new transfer switch and subpanel, and other tasks, per the agreement with Portman Electric Inc., of Chesterland, Ohio, based on the proposal dated August 19, 2021, for a total of \$4,000.00, approved as to form by the Geauga County Prosecutor. Ms. Port seconded the motion and it passed unanimously.*

PORTMAN ELECTRIC: AUTHORIZED SIGNATORY: *Mr. Gabram made the motion to authorize Kristina Port to act as authorized signatory on behalf of the Russell Township Board of Trustees for the Portman Electric agreement to relocate the generator from 14921 Chillicothe Rd. Ms. Port seconded the motion and it passed unanimously.*

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REMOVE CAMERAS: VISUAL ARMOR: *Mr. Gabram made the motion, at the request of Facilities Manager Shane Wrench, to approve the removal of the video security cameras, network switch & wire from the Old Fire Station, per proposal #2306 from Visual Armor Security, dated August 31, 2021, for an amount of \$800.00. Ms. Port seconded the motion.*

The vote: Mr. Mueller – abstain, Mr. Gabram – Yes, Ms. Port – Yes.

VISUAL ARMOR: AUTHORIZED SIGNATORY: *Mr. Gabram made the motion to authorize Kristina Port to act as authorized signatory on behalf of the Russell Township Board of Trustees for the Visual Armor agreement to remove the cameras from 14921 Chillicothe Rd. Ms. Port seconded the motion.*

The vote: Mr. Mueller – abstain, Mr. Gabram – Yes, Ms. Port – Yes.

WATER WELL PROPOSAL: FREDEBAUGH: *Mr. Gabram made the motion, at the request of Facilities Manager Shane Wrench, to approve the plugging & abandoning of the water well from inside the Old Fire Station, based on the estimate from Fredebaugh Well Drilling Inc, dated September 15, 2021, for an amount of \$925.00, subject to Geauga County Prosecutor's approval, pending certification by the Fiscal Office. Ms. Port seconded the motion.*

The vote: Mr. Mueller – abstain, Mr. Gabram – Yes, Ms. Port – Yes.

FREDEBAUGH: AUTHORIZED SIGNATORY: *Mr. Gabram made the motion to authorize Kristina Port to act as authorized signatory on behalf of the Russell Township Board of Trustees for the Fredebaugh agreement for the plugging and abandoning of the well at 14921 Chillicothe Rd. Ms. Port seconded the motion.*

The vote: Mr. Mueller – abstain, Mr. Gabram – Yes, Ms. Port – Yes.

COUNTY LINE ROAD PROJECT: TRAX: CHANGE ORDER APPROVAL: *Mr. Mueller made the motion to approve Change Order No. 18 & FINAL to the County Line Road Project RC-0093-AC-2019, reflecting additions of \$450.01, and reflection deductions of \$31,172.32, for a revised Contract Value of \$3,837,708.23, per the document dated February 17, 2021.*

Ms. Port seconded the motion and it passed unanimously.

COUNTY LINE ROAD: PROVISIONAL MOU SPLIT APPROVAL: TRAX FINAL PAY #17: *Mr. Mueller made the motion to provisionally approve the Pay Application #17 MOU splits for the County Line Road Project RC-0093-AC-2019 in the amount of \$20,448.51 from Hunting Valley funds and \$14,202.43 from Russell Township funds as prepared by the Geauga County Engineer, subject to a revised change order MOU split summary. Mr. Gabram seconded the motion and it passed unanimously.*

TRAX PAYMENT APPROVAL: FINAL PAY: *Mr. Mueller made the motion to approve the Pay Application No. 17 & FINAL for the County Line Road Project RC-0093-AC-2019 in the amount of \$34,650.94 to Trax Construction, Inc. 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 August, 2021, as submitted by Fiscal Officer Karen Walder. Mr. Mueller seconded the motion and it passed unanimously.*

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PAYCOR SERVICES: *Mr. Gabram made the motion, at the request of the Fiscal Officer, to approve the acquisition of additional ACA IRS Filing Services, per the Order for Services from Brian Locker of Paycor Inc., email dated September 9, 2021, for an initial amount of \$909.70:*

*\$500.00 for an implementation/set-up fee (charged one time),
\$107.50 fee based on number of active employees (charged monthly),
and an estimated year-end fee of \$302.20 based on number of W2s processed (charged annually), subject to Geauga County Prosecutor's approval.
Ms. Port seconded the motion and it passed unanimously.*

PAYCOR SUPPLEMENTAL AGREEMENT: *Mr. Mueller made the motion, at the request of the Fiscal Officer, to approve the Supplemental Agreement with Paycor Inc. for additional ACA IRS Filing Services, as presented by Brian Locker of Paycor Inc., email dated September 9, 2021, subject to Geauga County Prosecutor's approval. Mr. Gabram seconded the motion and it passed unanimously.*

PAYCOR AUTHORIZED CONTACT: *Mr. Gabram made the motion to authorize Fiscal Officer Karen Walder to act as authorized contact and Supplemental Agreement signatory on behalf of Russell Township Board of Trustees for the additional service requested from Paycor Inc. to accomplish Russell Township's IRS payroll filings per its new ACA Large Employer Payroll status. Mr. Mueller seconded the motion and it passed unanimously.*

THEN & NOW: ROAD PARKING LOT PAVING: *Mr. Mueller made the motion, at the request of the Fiscal Officer, to approve the Then & Now Purchase Order in the amount of \$6,530.00 to cover Cuyahoga Asphalt Materials invoice #10368, dated 8/30/2021, for the Road Department Parking Lot paving project. Mr. Gabram seconded the motion and it passed unanimously.*

HENDERSON TRUCK & PLOW: AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to authorize Fiscal Officer Karen Walder to act as authorized signatory on behalf of the Russell Township Board of Trustees for the purchase agreement presented by Hissong Group for the previously approved purchase of the dump truck and plow for the Road Department. Mr. Gabram seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED.

Mrs. Port asked the Trustees assistant to send an email to all department heads to have ideas and proposals ready for the November 3rd meeting on projects for the ARP money.

BOARD OF ELECTIONS: *Mr. Mueller made the motion to authorize Fiscal Officer Karen Walder to execute the Contract for Election Day Polling Location with the Geauga County Board of Elections. Mr. Gabram seconded the motion and it passed unanimously.*

TOWN HALL USE: *Mr. Gabram made the motion to grant permission for the Geauga County Board of Elections to use the Town Hall from 5:30 am – 9:00 pm, on November 2, 2021, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

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

The meeting moved into executive session at 7:34 pm.

Mr. Mueller motion to return to regular session. Ms. Port seconded the motion and it passed unanimously.

The meeting moved into regular session at 7:54 pm.

Police Chief Thomas Swaidner was present.

ZONING INSPECTOR COVERAGE: TEMPORARY EMPLOYMENT: *Mr. Mueller 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 September 27, 2021, for up to 10 hours per week, for a term of 10 weeks, pending the completion of paperwork with the Fiscal Office. Mr. Gabram seconded the motion and it passed unanimously.*

OFS DEMO RESPONSIBILITIES: *Ms. Port made the motion to appoint Gary Gabram as the primary point of contact for the Old Fire Station demolition project during the absence of the Facilities Manager. Mr. Gabram seconded the motion. The vote: Mr. Mueller – abstain, Mr. Gabram – Yes, Ms. Port – Yes.*

OTHER FACILITY MANAGER RESPONSIBILITIES: *Mr. Mueller made the motion to appoint Gary Gabram as the primary point of contact for other Facility Manager responsibilities during the absence of the Facilities Manager. Mr. Gabram seconded the motion and it passed unanimously.*

POLICE CHIEF POSITION DESCRIPTION: *Mr. Mueller motion to adopt the position description for Police Chief as presented, content approved by the Board of Trustees on September 15, 2021. Mr. Gabram seconded the motion and it passed unanimously.*

POLICE LIEUTENANT POSITION DESCRIPTION: *Mr. Gabram made the motion to adopt the position description for Police Lieutenant as presented, content approved by the Board of Trustees on September 15, 2021. Mr. Mueller seconded the motion and it passed unanimously.*

SALARY SCHEDULE: *Mr. Gabram made the motion to adopt Salary Schedule 34, content approved by the Board of Trustees on September 15, 2021, salary schedule effective September 16, 2021. Ms. Port seconded the motion and it passed unanimously.*

POLICE PROMOTION: *Mr. Mueller made the motion to promote Interim Chief of Police Thomas Swaidner to the position of Chief of Police, and full-time police officer and constable, with the Russell Township Police Department. The conditions of employment are as follows: The official starting date is September 16, 2021. Pay scale will be per year based on Salary Schedule 34. A one-year probationary period commences on the official starting date. Mr. Gabram seconded the motion and it passed unanimously.*

TOWNSHIP TRUSTEES

REGULAR

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

The meeting was adjourned 8:02 pm.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka