

RUSSELL TOWN HALL

January 6, 2021

Fiscal Officer Karen Walder called the meeting to order at 2:30 PM. Trustees Gary Gabram, Kristina Port, and Jim Mueller were present.

The following Department Heads were present: Road Superintendent Gene Layne.

**ORGANIZATIONAL:** *Mr. Gabram nominated Kristina Port for Chairman of the Russell Township Board of Trustees for the year 2021. Mr. Mueller seconded the motion and it passed unanimously.*

*Mr. Mueller nominated Gary Gabram for Vice-Chairman of the Russell Township Board of Trustees for the year 2021. Ms. Port seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on December 4, 2020, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

**QUARTERLY REPORTS:** *Mr. Mueller made the motion to acknowledge receipt of the 4<sup>th</sup> Quarter 2020 departmental reports from the Police, Road, & Zoning departments. Mr. Gabram seconded the motion and it passed unanimously.*

**HAZMAT COG PROXY:** *Mr. Mueller made the motion to authorize Chief John Frazier to carry a letter of proxy to the HAZMAT COG meetings in the event that a Trustee is not in attendance. Mr. Gabram seconded the motion and it passed unanimously.*

**VOLUNTEER FIREFIGHTERS' DEPENDENTS FUND BOARD:** *Mr. Gabram made the motion to appoint Jim Mueller and Gary Gabram as the Township Trustee representatives to the Volunteer Firefighters' Dependents Fund Board for 2021. Mr. Mueller seconded the motion and it passed unanimously.*

**ACCEPT DONATION:** *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Junction Auto Sales, Inc of \$1,000.00 to the Fire Department. Mr. Gabram seconded the motion and it passed unanimously.*

*Mr. Gabram made the motion to approve the use of the \$1,000.00 donation for the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion and it passed unanimously.*

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**ROAD DEPT: POLYESTER PAVEMENT MARKINGS:** Mr. Layne advised the Trustees that this is the first time the County is offering this service and he would like to participate, anticipating a 30-35% cost savings.

*Mr. Mueller made the motion to approve Resolution 2021-3, a Memorandum of Understanding between the Russell Township Board of Trustees and the Geauga County Engineer for the Application of Pavement Markings to Various Township Roads, Year 2021. Ms. Port seconded the motion and it passed unanimously.*

**TREE SERVICES:** Road Superintendent Gene Layne advised the Trustees that there was a lot of tree cleanup left from the big snow storm in December, and some of the work requires equipment that the Road Department doesn't have. Mr. Layne also advised the Trustees that he doesn't know when the Road Department will get the cleanup done, and he would like to hire outside help.

*Mr. Mueller made the motion, at the request of Road Superintendent Gene Layne, to approve up to 32 hours of tree cleanup from the December 2020 storm per estimate #2020013 from Independent Tree, dated January 1, 2021, in the amount of \$8,640.00. Mr. Gabram seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT DISPOSITION OF PROPERTY:** *Mr. Mueller made the motion, at the recommendation of the Road Superintendent, to dispose of township property highlighted in yellow on the list entitled "Russell Road Department, Disposition of Property" dated December 31, 2020, as each highlighted item is not needed for public use, is obsolete, or is unfit for public use. Mr. Gabram seconded the motion and it passed unanimously.*

**POLICE DONATION:** *Mr. Mueller made the motion, based on the Police Chief's recommendation, to accept the donation from Daryl Gordon & Chagrin Falls Painting, to the Police Department, for the paint and labor involved with painting a wall of the Station's Break-room. Mr. Gabram seconded the motion and it passed unanimously.*

**DISPOSITION OF PROPERTY: ADMINISTRATION:** *Mr. Gabram made the motion, at the recommendation of the Facilities Manager, to dispose of township property highlighted in pink on the list entitled "Russell Township Trustees, Disposition of Property" dated January 6, 2021, as each highlighted item is not needed for public use, is obsolete, or is unfit for public use. Mr. Mueller seconded the motion and it passed unanimously.*

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**RESOLUTION – TAX ADVANCE REQUEST:** *Mr. Gabram made the motion to approve Resolution 2021-1, a Request for Advance of Taxes Collected. Mr. Mueller seconded the motion and it passed unanimously.*

**BANK RECONCILIATION & FINANCIAL REPORTS:** *Mr. Mueller made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for November, 2020, as submitted by Fiscal Officer Karen Walder. Mr. Gabram seconded the motion and it passed unanimously.*

**GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL:** *Mr. Mueller made the motion to appoint Jim Mueller the Township representative to the Health District Advisory Council. Mr. Gabram seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to appoint Gary Gabram the alternate Township representative to the Health District Advisory Council. Mr. Gabram seconded the motion and it passed unanimously.*

**CHAGRIN RIVER WATERSHED PARTNERS:** *Mr. Gabram made the motion to appoint Kristina Port as the Township representative to the Chagrin River Watershed Partners. Mr. Mueller seconded the motion and it passed unanimously.*

*Mr. Gabram made the motion to appoint Gary Gabram as the alternate Township representative to the Chagrin River Watershed Partners. Mr. Mueller seconded the motion and it passed unanimously.*

**STORM WATER MANAGEMENT PROGRAM:** *Mr. Mueller made the motion to appoint Kristina Port as the Township representative to the Storm Water Management Program. Mr. Gabram seconded the motion and it passed unanimously.*

**HAZMAT COUNCIL OF GOVERNMENTS:** *Mr. Gabram made the motion to appoint Jim Mueller as the Trustee representative to the HAZMAT Council of Governments. Mr. Mueller seconded the motion and it passed unanimously.*

**CVIGC:** *Mr. Gabram made the motion to appoint Jim Mueller as the Trustee representative to the Chagrin Valley Intergovernmental Council. Mr. Mueller seconded the motion and it passed unanimously.*

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January 6, 2021

**OPABA:** *Mr. Gabram made the motion to appoint Gary Gabram as the Trustee representative to the Ohio Patrolmen's Benevolent Association township management committee. Mr. Mueller seconded the motion and it passed unanimously.*

**VERCOG:** *Mr. Gabram made the motion to appoint Jim Mueller as the Trustee representative to the Valley Enforcement Regional Council of Government. Mr. Mueller seconded the motion and it passed unanimously.*

**WG DCC:** *Mr. Gabram made the motion to appoint Gary Gabram as the Trustee representative to the West Geauga District Communications Committee. Mr. Mueller seconded the motion and it passed unanimously.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**GOV DEALS RESOLUTION:** *Mr. Mueller made the motion to approve Resolution 2021-2 Authorizing the Use of Internet Auction for Disposition of Township Property. Mr. Gabram seconded the motion and it passed unanimously.*

**OTA CONFERENCE:** *Mr. Mueller made the motion to approve the \$65.00 registration fee expense for Kristina Port to virtually attend the OTA Conference, February 1 through 5. Mr. Gabram seconded the motion and it passed unanimously.*

**OTARMA ELECTION BALLOT:** *Mr. Gabram made the motion to approve the candidacy of Marsha Funk, Brownheim Township in Lorain Co Nick Schwab, Reily Township in Butler Co as the two candidates nominated by the Russell Township Board of Trustees, to the OTARMA Board of Directors, term 2021 – 2025. Mr. Mueller seconded the motion and it passed unanimously.*

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

The meeting moved into executive session at 3:17 PM.

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

The meeting moved into regular session at 3:37 PM.

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January 6, 2021

**VACATION BUYBACK:** *Mr. Mueller made the motion to accept the Memorandum of Understanding, signed on December 21, 2020 by local OPBA representative Michael McIvor, to approve payment for the equivalent of 120 hours of vacation for employee Vince Valerio. Mr. Gabram seconded the motion and it passed unanimously.*

**REHIRE COMPENSATORY TIME REQUESTS: TIM CARROLL & GENE LAYNE:** *Mr. Mueller made the motion to authorize:  
120 hours of compensatory time for Chief Tim Carroll  
120 hours of compensatory time for Mr. Gene Layne  
per their annual requests for 2021 based on their rehire agreements.  
Mr. Gabram seconded the motion and it passed unanimously.*

**ACCEPT BZA RESIGNATION:** *Mr. Gabram made the motion to accept the resignation of Chuck Johns from the Russell Township Board of Zoning Appeals, effective January 6, 2021. Mr. Mueller seconded the motion and it passed unanimously.*

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

The meeting was adjourned at 3:40 PM.

Kristina Port, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Dorka