

RUSSELL TOWN HALL

November 3, 2021

The meeting was called to order at 2:30 pm. Trustee Port, Trustee Gabram and Trustee Mueller were present. Trustee Assistant Melissa Palmer and Fiscal Officer Karen Walder were present.

The following Department Heads were present: Police Chief Tom Swaidner, and Road Superintendent Gene Layne.

Pledge of Allegiance was said.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on September 15, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on September 24, 2021, as amended. Mr. Gabram seconded the motion and it passed unanimously.*

**QUARTERLY REPORTS:** *Mr. Gabram made the motion to accept the 3rd Quarter 2021 Fire report. Mr. Mueller seconded the motion and it passed unanimously.*

**ROAD PROJECT RESOLUTION – PEKIN ROAD:** *Mr. Mueller made the motion to approve Resolution 2021-30, a Resolution of Convenience and Necessity for the Improvement of Pekin Road (TR144) which authorizes the Geauga County Engineer to prepare engineering plans. Mr. Gabram seconded the motion and it passed unanimously.*

**OPWC FINANCIAL ASSISTANCE: PEKIN RD:** *Mr. Mueller made the motion to approve Resolution 2021-31, a Resolution to authorize Trustee Kristina Port to serve as the Chief Executive Officer, Certifying Representative and authorized signatory to apply for the OPWC State Capital Improvement Program (SCIP) or Local Transportation Improvement Program (LTIP) funding for the project entitled RS-0144-C-2022, Pekin Road Improvements. Mr. Gabram seconded the motion and it passed unanimously.*

**ROAD DEPT: FIREWOOD SALE:** Mr. Layne advised the Trustees that there is wood from the storm last December that is sitting behind the Road Garage. He would like to offer the wood for sale as the department has no use for it.

*Mr. Mueller made the motion, at the recommendation of the Road Superintendent, per ORC 505.10 (A)(2), to dispose of items on the list "Road Department, November 3, 2021, Items for Disposal", by private sale, as each item on the list is not needed for public use AND because the fair market value of the items are, in the opinion of the board, \$2,500 or less. Mr. Gabram seconded the motion and it passed unanimously.*

**ODOT TWP STIMULUS PROGRAM: LETTER:** *Mr. Gabram made the motion to request assistance and guidance from the Geauga County Engineer for the application process of the Township Stimulus Program. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Layne advised the Trustees that all the paving projects have been completed, and that the trucks and plows are ready whenever snow starts to fall.

**FACILITIES:** Mr. Gabram updated the board on the well at the Town Hall. The pump needs to be replaced, and he is getting a quote for the repair, there will be no water at the Town Hall until this is fixed. The Board thanked Trustee Gabram

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for his quick action to address the water problem on Election Day.

Mr. Gabram also updated the Board on the Old Fire Station demolition: The asbestos survey has been completed and SafeAir has submitted a proposal for remediation. The cameras have been removed from the building. The generator has been moved to the Town Hall. The gas service is shut off, the well is capped, and the sewer has been disconnected.

**HAZMAT: SAFEAIR: PROPOSAL:** *Mr. Gabram made the motion to approve the agreement for Asbestos & Hazardous/Universal waste related work at the Old Fire Station by SafeAir Contractors Inc., proposal attached dated October 28, 2021, for \$11,840.00, agreement pending approval by the County Prosecutor. Ms. Port seconded the motion.*

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

**HAZMAT: SAFEAIR: AUTHORIZED SIGNATORY:** *Mr. Gabram made the motion to authorize Trustee Kristina Port to sign the SafeAir Contractors Inc. agreement to perform asbestos & hazardous waste related work for the Old Fire Station, 14921 Chillicothe Rd. Ms. Port seconded the motion.*

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

**7722 FAIRMOUNT FARM:** *Mr. Gabram made the motion to authorize the Geauga County Prosecutor to pursue legal action over the zoning violation at 7722 Fairmount Farm, Russell Township. Mr. Mueller seconded the motion and it passed unanimously.*

**POLICE DEPARTMENT:** Chief Swaidner advised the Trustees that the department had a drug take back on October 25<sup>th</sup>, which was very successful. There is one more week for the food drive, and there will be a toy drive starting for the holiday season.

**FISCAL OFFICE:** Mrs. Walder updated the Board on status of health insurance renewal quotes. Mrs. Walder also advised the Board and Fire Chief of 3 employees who are approaching the 1500hr maximum for 2021. In addition, Mrs. Walder advised the Board that Temporary Appropriations were being finalized for the December meeting.

Mrs. Walder reported on the status of the Fiscal Office IT changes: ADP has setup the new @russelltpw.org email domain using Office 365 for fiscal office staff, installed the malware/spyware protection, configured the backup server, and has also completed the setup of the new FO desktop computer. Installation of the new firewall will be completed once the hardware arrives.

**PAYMENT APPROVAL: PAY APPLICATION #1:** *Mr. Mueller made the motion to approve Pay Application No. 1 for the Asphalt Resurfacing of Various Roads, Contract RS-RUS-V-2021, in the amount of \$267,591.70 to Chagrin Valley Paving Inc., as recommended by the Geauga County Engineer. Mr. Gabram seconded the motion and it passed unanimously.*

**CORRECTED CERTIFICATE OF ESTIM RESOURCES 2022:** *Mr. Gabram made the motion to accept the corrected Certificate of Estimated Resources for Russell Township for the fiscal year beginning January 1, 2022, as approved by the Budget Commission, and dated August 27, 2021, corrections dated October 18, 2021. Mr. Mueller seconded the motion and it passed unanimously.*

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**OTA: FRAUD PREVENTION TRAINING:** *Mr. Mueller made the motion to authorize Karen Walder & Jennifer Dorka to attend the OTA Fraud Prevention Class via webinar on November 19, 2021, for a cost of \$20.00 each. Mr. Gabram seconded the motion and it passed unanimously.*

**APTUSC: CASH HANDLING TRAINING:** *Ms. Port made the motion to authorize Karen Walder & Jennifer Dorka to attend the APTUSC Cash Handling Class via webinar on November 22, 2021, for a cost of \$69.00 each for APT US&C members. 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 September 2021, as submitted by Fiscal Officer Karen Walder. Mr. Mueller seconded the motion and it passed unanimously.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**HILLBROOK LANE EAST HIGHWAY EASEMENT #2: GRISWOLD: TERMINATE:** *Mr. Mueller made the motion to release, abandon, extinguish, and terminate the Easement for Public Road Purposes, previously granted by Trustee motion on June 16, 2021, and subsequently recorded at Volume 2133 and Page 0856 of the Geauga County records between Russell Township and William B. Griswold, Trustee, of the Dorothy B. Griswold Trust, due to the grantor William B. Griswold changing ownership of the easement prior to the recording of the above mentioned easement. Mr. Gabram seconded the motion and it passed unanimously.*

**HILLBROOK LANE EAST HIGHWAY EASEMENT #2: GRISWOLD:** *Mr. Mueller made the motion to approve the Easement for Public Road Purposes, between Russell Township and William B. & Ruth M. Griswold, Trustees, dated October 30, 2021, authorizing the execution of the easement, the recording of the easement for a cost of \$50.00, and the acknowledged prior payment of \$1,275.68 to William B. & Ruth M. Griswold, Trustees. Mr. Gabram seconded the motion and it passed unanimously.*

**NOPEC PROXY: ASSIGN:** *Mr. Mueller made the motion to appoint and designate Dr. William Koons as the Proxy for the 2021 Northeast Ohio Public Energy Council (NOPEC) annual general assembly meeting on November 9, 2021. Mr. Gabram seconded the motion and it passed unanimously.*

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

The meeting moved into executive session at 3:42 pm.

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

The meeting moved into regular session at 4:13 pm.

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

The meeting was adjourned 4:14 pm.

TOWNSHIP TRUSTEES

REGULAR

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

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka