



MINUTES  
RUSSELL TOWNSHIP CITIZENS' PARK DISTRICT (511)  
Special Meeting - DECEMBER 4, 2020 10:00 AM  
Russell Historic Town Hall, Russell Township, Ohio

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The purpose of the meeting was to attend the Russell Township Trustees meeting at 10:00 AM on December 4, 2020 (rescheduled due to snow storm from Dec. 2<sup>nd</sup>), to discuss the RTCPD's future involvement with Russell park lands.

**CALL TO ORDER**

The special meeting of the RTCPD was called to order by Chairman Podojil, at the Russell Township Trustees meeting, at 10:00 AM. Present were Commissioners Mr. Roy Podojil and Mr. Perry Howland, and Secretary, Ms. Maria Livers. Commissioner Stephanie Snelvel was absent.

**Russell Trustees Agenda Item: "Citizens Park 511 cooperative Agreement"** (see also Russell Township Trustees Minutes of December 4, 2020 Meeting)

Trustee Jim Mueller stated that the Russell Trustees had received the RTCPD's report requested by the Trustees at their November 18, 2020 meeting. The report is titled, "Russell Township Citizens' Park District (511) Proposal Letter & Materials for the Russell Township Trustees Regarding the Upper Chagrin Preserve," and is dated November 30, 2020. Mr. Mueller said he thought the report was good and indicated that he was glad for the opportunity for the 511 Board to help maintain the Upper Chagrin Preserve. He also said that he would like to have a cooperative agreement drafted for the Trustees to review. Trustee Port stated that she would like to see a land use plan from the RTCPD before making a decision. Trustee Gabram was in favor of creating a cooperative agreement for review that outlined the responsibilities of stewardship of the property. Mr. Gabram made a motion to draft a cooperative agreement (see also Russell Township Trustees Minutes of December 4, 2020 Meeting) and the motion passed.

**Russell Trustees Agenda Item: "Park Board Appointment"** (see also Russell Township Trustees Minutes of December 4, 2020 Meeting)

The Russell Township Trustees reappointed Mr. Podojil as Commissioner for the remainder of the current 3-year term on the RTCPD 511 Park Board, as his original term expired in May 2020. Mr. Podojil has continued to serve on the Board since May 2020 per ORC 3.01. Mr. Podojil's current term will expire May 2023. Mr. Podojil thanked the board for their consideration.

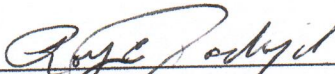
**ADJOURNMENT**

*Mr. Podojil made a motion to adjourn the RTCPD meeting. Mr. Howland seconded and the motion passed unanimously.*

The meeting was adjourned at 11:34 AM.

Minutes Approved:

Respectfully submitted by  
Maria Livers, Sec'y.

  
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Roy E. Podojil, Chairman

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Chairman Mueller called the meeting to order at 10:00am. Trustee Gabram was present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were present.

The following Department Head was present: Police Chief Tim Carroll, Road Superintendent Gene Layne and Zoning Inspector Shane Wrench.

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

Ms. Port joined at 10:02am.

**ROAD DEPARTMENT DISPOSAL OF PROPERTY:** Mr. Layne stated that he has 3 pieces of equipment that are no longer needed for the Road Department. Mr. Layne stated they have a Mauldin Paver, Eager Beaver trailer and another trailer and would like to put them on GovDeals.

*Mr. Gabram made the motion, at the recommendation of the Road Superintendent, to dispose of township property itemized on the memo re: "disposition of property", dated November 24, 2020, as each item on the attached list is not needed for public use, is obsolete, or is unfit for public use; first method of disposal will be by auction on GovDeals. Mr. Mueller seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT PERMITTING AUTHORITY TO COUNTY:** Mr. Layne stated that handling the permits for the Township is a lot of work for himself and for the Fiscal Office. Mr. Layne recommends that to get uniformity in the county, the Geauga County Engineer's Office offered, at no charge, to handle all the permitting process.

*Mr. Gabram made the motion, at the recommendation of the Road Superintendent, to approve Resolution 2020-53: a Resolution adopting the Geauga County Commissioners' Highway Use Manual and authorizing the Geauga County Engineer's Office to issue and enforce all policies and procedures outlined therein. Ms. Port seconded the motion and it passed unanimously.*

**ROAD PROJECTS: IMPROVEMENT OF VARIOUS ROADS:** *Mr. Gabram made the motion to approve Resolution 2020-54: a Resolution of Convenience and Necessity for the Improvement of Various Roads (Waterfall Trail, Fedeli Lane, Hillbrook Lane East, Sugar Tree Drive, & Deerbrook Drive), which authorizes the Geauga County Engineer to prepare the engineering plans. Ms. Port seconded the motion and it passed unanimously.*

Mr. Layne stated that there will be monumental cleanup from the snow storm and thinks will need to outsource for extra help. Mr. Layne estimates it will cost about \$3,000 – 5,000. Mr. Mueller thanked Mr. Layne and the Road Department for the clearing of the roads during the recent snowstorm.

**ACCEPT DONATION:** Donations: Mrs. Palmer stated that the Szucs family generously donated \$100 to the Police and Fire Departments. Mrs. Palmer thanked them for their generosity.

*Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, to accept the donation of \$100.00 from Paul & Teri Szucs & family to the Fire Department. Ms. Port seconded the motion and it passed unanimously.*

*Ms. Port made the motion to approve the use of the \$100.00 donation for the Fire Department at the discretion of the Fire Chief. Mr. Gabram seconded the motion and it passed unanimously.*

**ACCEPT DONATION:** *Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, to accept the donation of \$100.00 from Paul & Teri Szucs & family to the Police Department. Mr. Mueller seconded the motion and it passed unanimously.*

*Ms. Port made the motion to approve the use of the \$100.00 donation for the Police Department at the discretion of the Police Chief. Mr. Gabram seconded the motion and it passed unanimously.*

**ZONING DEPT:** Mr. Wrench stated that for the upcoming BZA meeting on December 14, 2020, they have a variance for a split/consolidation. Mr. Wrench stated that the Zoning Commission will be meeting on December 15, 2020 and hopefully finalizing some language for the resolution regarding fencing.

Mr. Wrench stated he heard from Geauga Soil and Water did a preliminary review of the outfall and everything looked positive.

**FACILITIES:** Mr. Wrench stated that the new shutters for the Briar Hill church are installed and closed up for the winter. Mr. Wrench reported that Matt from Greystone came in last week and addressed the back patio; re-poured the stairs and enlarged the areas around the window wells and has a nice pitch away from the building. Mr. Wrench stated that Visual Armor stated he was tentative coming in today to

start installing cameras at the Old Fire Station. Mr. Wrench reported there seemed to not be issues at recycling center during Thanksgiving week. Mr. Wrench that there was a fire alarm due to a bad sensor in the Administration building and that he is going to have them come out beginning of year to service the whole building.

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Mr. Wrench also summarized some electrical projects that have been completed and the pending installation of the ION units in the HVAC systems, which is expected to be completed by the CARES Act deadline.

**MFB CREDIT CARD CANCEL JPMORGAN CREDIT CARDS NEW:** Mrs. Walder stated that the Fiscal Office has been having issues the past few months with the Middlefield bank credit cards, which is through a third party. Mrs. Walder stated she has been in contact with our Chase representative, who is a dedicated contact for government accounts, and working with our APA to review the credit card agreements. Mrs. Walder is recommending to cancel the Middlefield Bank credit cards and to open new credit card accounts with Chase Bank. Ms. Port asked if the Trustees could get a credit card as well, and Mrs. Walder stated that can be added after we make the switch.

*Mr. Gabram made the motion to approve Resolution 2020-56, a resolution entitled A Resolution to Establish a Credit Card Account with JPMorgan Chase Bank and Close the Credit Card Account with Middlefield Bank Per Russell Township Policy Manual Sec 8.30. Ms. Port seconded the motion and it passed unanimously.*

**MAJOR MEDICAL INSURANCE:** Mrs. Walder reported that she did receive options from Medical Mutual regarding our 2021 plan and that she will review and have a recommendation at the next Trustee meeting. Trustee Mueller expressed desire to keep the same provider and benefits but that the Board may have to look at raising the employee contribution amounts to 18 or 20%.

**ROAD PROJECT: CHANGE ORDER APPROVAL:** *Mr. Gabram made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 14 to the County Line Road Project RC-0093-AC-2019, reflecting a net reduction of \$99,013.20, for a revised Contract Value of \$3,864,730.73, based on the document dated November 18, 2020. Ms. Port seconded the motion and it passed unanimously.*

**ROAD PROJECT: CHANGE ORDER APPROVAL:** *Mr. Gabram made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 15 to the County Line Road Project RC-0093-AC-2019, reflecting a net addition of \$13,779.82, for a revised Contract Value of \$3,878,510.55, and three additional calendar days to complete for a revised contract completion date of October 12, 2020, based on the document dated November 18, 2020. Ms. Port seconded the motion and it passed unanimously.*

**TRAX PAYMENT APPROVAL:** *Mr. Gabram made the motion to approve the Pay Application No. 15 for the County Line Road Project RC-0093-AC-2019 in the amount of \$49,924.34 from Hunting Valley local funds and \$41,817.48 in Russell Township local funds for a sum of \$91,741.82 local funds to Trax Construction, Inc. Mr. Mueller seconded the motion and it passed unanimously.*

**2021 TEMPORARY APPROPRIATIONS:** Mrs. Walder stated that she circulated the 2021 Temporary Appropriations to the Board with some new changes. Mrs. Walder stated that there was an addition from feedback from Trustee Port for additional funds to be added for the storage building project.

*Mr. Gabram made the motion to approve Resolution 2020-52 to approve temporary appropriations for the year ending December 31, 2021. Ms. Port seconded the motion and it passed unanimously.*

**CARES ACT EXPENDITURE:** *Mr. Gabram made the motion to approve Resolution 2020-55, a resolution of acceptance approving CARES Act expenditures from the Fire Dept, with Assertion of Necessity and supporting documents dated August 5, August 21, & October 19, 2020. Ms. Port seconded the motion and it passed unanimously.*

Mrs. Walder also noted that the Township has received additional CARES Act funds from the redistribution and will be preparing a Supplemental Appropriation for the next Trustee meeting.

#### COMMENTS FROM THE PUBLIC WERE RECEIVED

**CITIZENS PARK 511 COOPERATIVE AGREEMENT:** Mr. Mueller stated that the Trustees had received proposals from the Citizens Park 511 and found them to be very good. Mr. Mueller stated that the Township has had this property for years and have done nothing with it and likes that the 511 will be taking care of the land. Mr. Mueller would like someone to write up a cooperative agreement between the Citizens Park 511 and the Board of Trustees. He would like the agreement to be for 5 years and either party can cancel the agreement at any time with a 30 day written notice. Ms. Port stated she would like to see a land use plan and that public comment should be sought. She also asked why this parcel, which has no ingress or egress was selected, rather than the land that abuts WG Commons and the 1545 Park land.

*Mr. Gabram made the motion to draft a Cooperative Agreement identifying the relationship & responsibilities between the Citizens' Park District and the Russell Township Trustees for review. Mr. Mueller seconded the motion and the vote is as followed: Ms. Port no; Mr. Gabram yes; Mr. Mueller yes and the motion passed.*

**COVID TRAVEL/VACATION POLICY:** There was more discussion about some revised changes to the policy but no actions have been taken. Trustee Gabram asked if anyone knew how other Township's were addressing this. Mrs. Walder stated she got information of the OAPT legal counsel and shared this with the Board. Mrs. Walder stated that the CDC has reduced the number of days for potential exposure from 14 days to 10 days and would not recommend a hard number of days in the policy when the numbers are constantly changing. Mrs. Walder wanted to know if anyone has talked to our HR counsel to find out if the Township is obligated to pay employees during this period if they have to quarantine. Language is still not clear and needs

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clarification before anything can be approved. Chief Carroll stated there also needs to be a policy on how employees are to be paid if they are out due to having COVID or if an employee is made to stay home due to possible exposure.

**HOLIDAY REQUEST:** Mrs. Palmer stated that in the past the Township has done an appreciation lunch but unfortunately this year that won't be happening because of COVID but would like the Board to still consider doing something. Mrs. Palmer suggested to possibly do a box lunch. Mr. Gabram suggested that each department get an allocated amount of money and they can order their own lunch for that department. Mr. Gabram stated he will look more into this.

*Ms. Port made the motion to authorize the expenditure of up to \$3,000.00 for the purpose of an annual township appreciation event for Township employees. Mr. Mueller seconded the motion and it passed unanimously.*

**TRUSTEE MEETING:** A discussion regarding the 2021 Trustee meeting schedule was held, including a request by Trustee Gabram and Fiscal Officer Walder to start the evening meetings earlier.

*Mr. Gabram made the motion to start the 2021 Trustee meetings at 7:00 pm and end by 9:00 pm. Ms. Port seconded the motion and it passed unanimously.*

**PARK BOARD APPOINTMENT:** *Mr. Gabram made the motion to appoint Roy E. Podojil to the remainder of the 3 year volunteer term of Russell Citizens' Park District (ORC 511), effective December 4, 2020, his previous term in the same position having expired in May 2020; per ORC 3.01 Mr. Podojil has continued to hold office; pending acceptance by the appointee, Mr. Podojil's new term expires the second Monday in May, 2023. Mr. Mueller seconded the motion and it passed unanimously.*

**GARAGE PROJECT: UPDATE:** Ms. Port stated she had been emailing our APA discussing the process of hiring and the procedures.

**EXECUTIVE SESSION:** *Mr. Mueller made the motion to move into executive session to consider the employment and compensation of public employees pursuant to ORC 121.22(G)(1) AND to prepare for negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment pursuant to ORC 121.22(G)(4). Mr. Gabram seconded the motion.*

The meeting moved into executive session at 11:34 am.

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

The meeting moved into regular session at 12:05 pm.

**POSITION DESCRIPTION:** Mr. Gabram made the motion to approve the revised Position Description for the position of Zoning Secretary as presented. Ms. Port seconded the motion and it passed unanimously.

**RE-APPOINTMENT TO THE BOARD OF ZONING APPEALS:** Mr. Gabram made the motion to re-appoint Chuck Johns to a full 5-year term on the Board of Zoning Appeals commencing January 1, 2021. Ms. Port seconded the motion and it passed unanimously.

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

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

The meeting was adjourned at 12:07 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar