

RUSSELL FIRE-RESCUE STATION

January 3, 2020

Fiscal Officer Karen Walder called the meeting to order at 11:00 am. Trustees Gary Gabram and Jim Mueller were present. Trustee Port arrived at 11:02 after a quorum was established.

The following Department Heads were present: Police Chief Tim Carroll, Fire Chief John Frazier, Road Superintendent Gene Layne, and Zoning Inspector Shane Wrench.

**ORGANIZATION:** *Ms. Port nominated Jim Mueller for Chairman of the Russell Township Board of Trustees for the year 2020. Mr. Gabram seconded the nomination and it passed unanimously.*

*Mr. Mueller nominated Gary Gabram for Vice-Chairman of the Russell Township Board of Trustees for the year 2020. Ms. Port seconded the nomination and it passed unanimously.*

**MINUTES:** *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on December 6, 2019, as presented. Mr. Mueller seconded the motion. Roll call as follows: Mr. Port abstained; Mr. Gabram yes; Mr. Mueller yes and the motion passed.*

*Mr. Gabram made the motion to accept the minutes of the Special Meeting held on December 18, 2019, as presented. Mr. Mueller seconded the motion. Roll call as follows: Mr. Port abstained; Mr. Gabram yes; Mr. Mueller yes and the motion passed.*

**ZONING:** Mr. Wrench reported that Circle K picked up their permits on January 2 and said they are planning on getting him a schedule of the demo and project timeline. Mr. Wrench also reported that for the Monday, January 6 BZA meeting, that Shell gas station is on the agenda for conditional use to remodel, offer food service and rebrand it to a Sunoco.

**HAZMAT COG PROXY:** Mr. Gabram asked Chief Frazier to give a quick review on the Township's involvement with this organization. The Chagrin Southeast Council of Government provides hazardous cleanup services to the Township and Russell Township been part of it for about 20 years.

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

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

*Ms. Port 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. Gabram seconded the motion and it passed unanimously.*

**PUMPER PURCHASE:** Chief Frazier reported there are 4 documents related to this purchase: the Pierce proposal, lease purchase document from PNC, dealership contract and a sample lease contract. Chief Frazier stated the total vehicle cost, without a trade-in, is about \$661,000 and is per the Ohio state bid pricing. Chief Frazier stated that the apparatus he selected was consistent with vehicles the Township has had in the past. Mrs. Walder recommends that the Trustees review the specifications of the new pumper and approve them, but Mr. Mueller stated they are not going to know what the specifications should and shouldn't be and that they feel Chief Frazier has made the best decision. Mr. Gabram asked if the engine would be powerful enough to handle the hills in the Township and Chief Frazier stated the new engine would be a Cummins L9 with 450 horsepower. The current proposal from Finley Fires reflects a trade-in for \$13,000 and the final price would be \$648,000 but the Township would not be able to effect the trade-in until we receive the new apparatus. Mr. Mueller suggests that we do not do a trade-in and that we place the old pumper on GovDeals. Chief Frazier was going to request a new proposal from Finley Fire without the trade-in amount.

**ROAD:** Mr. Layne gave an update on County Line Road project and stated that the contractor is still there working on some erosion control but will be wrapping that up shortly.

**POLICE:** Chief Carroll reported they have begun interviewing for part-time officers. Have interviewed 2 people so far and have 2 more next week. Mr. Mueller asked Chief Carroll how many part-time officers he currently has and how many more he anticipates having. Chief Carroll stated he has 3 on staff but 2 are available. Ideally Chief Carroll would like to add 2 or 3 more part-time officers.

Chief Carroll reported he will begin looking for pricing for a new cruiser but won't be receiving it until the 2<sup>nd</sup> quarter. Chief Carroll also reported that next week he hopes to have the shooting range cleaned.

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**RESOLUTION – TAX ADVANCE REQUEST:** Mrs. Walder reported that the Township has opportunity to request an advance on the taxes collected each year in January. Mrs. Walder stated the only difference this year is we usually do a resolution for the 1<sup>st</sup> half and then one midyear for the 2<sup>nd</sup> half collection but the auditor indicated that we can make that request in one resolution for the entire year. Mrs. Walder indicated that we are under a money management for our township funds, for which we receive interest, so receiving the funds sooner gets us a little more interest.

*Mr. Gabram made the motion to approve Resolution 2020-1, a Request for Advance of Taxes Collected. Ms. Port seconded the motion and it passed unanimously.*

**REHIRE COMPENSATORY TIME REQUESTS: TIM CARROLL & GENE LAYNE:** Mrs. Palmer reported that in the past rehires received their compensatory time based on their rehire date, but suggested a change to request it at the beginning of each year. This will also allow them to have the whole year to use their compensatory time.

*Mr. Gabram 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 2020 based on their rehire agreements. Ms. Port seconded the motion. Roll call as followed: Mr. Port abstained; Mr. Gabram yes; Mr. Mueller yes and the motion passed.*

**2017 HEALTH CARE CLAIMS: LAST CALL:** Mrs. Walder reported that the Receiver has been working through open claims from the 2017 health care issues with OPEC-HC. The Township entered into a settlement agreement in January 2019 and throughout of 2019 w received notices as claims were resolved. Mrs. Walder stated that we have received a request from the Receiver tp notify them if we are aware of any other 2017 claims that have not been settled. Our legal counsel has drafted a letter to go out to all employees who would have been covered under this program in 2017, asking that they forward any medical bills or any medical collection notices to the Fiscal Officer by January 31, 2020.

**NORAMAR SECURITY DEPOSIT:** Mrs. Walder reported that our downstairs tenant moved out as of December 31, 2019. Mr. Gabram reported that he and Mr. Wrench did a final walkthrough with Noramar and after 23 years feels everything looks good. Mr. Gabram stated that if the Township were to rent that space again, it would just need to repaint the walls and get the carpets cleaned.

*Ms. Port made the motion to authorize the return payment of a security deposit in the amount of \$750.00 to Noramar, Inc as they have successfully completed their tenancy at 8501 Kinsman Rd. Mr. Gabram seconded the motion and it passed unanimously.*

#### **COMMENTS FROM THE PUBLIC WERE RECEIVED**

**2020 TRUSTEE MEETING SCHEDULE:** Ms. Port suggested moving the first Trustee meeting time from 1:00 pm to 2:30 pm on the first Wednesday of each month and the second meeting time from 5:30 pm to 7:00 pm on the third Wednesday of each month. Ms. Port also requested that the meetings start with the Pledge of Allegiance.

*Mr. Gabram made the motion to approve the revised Trustee 2020 regular meeting schedule as presented. Ms. Port seconded the motion and it passed unanimously.*

**REQUEST FOR USE OF TOWN HALL:** *Mr. Gabram made the motion to grant permission for Hemlock Hills HOA to use the Town Hall on various Sundays from 6 pm- 10 pm, subject to Township rules and regulations, and subject to continued availability. Ms. Port seconded the motion and it passed unanimously.*

**REQUEST FOR USE OF TOWN HALL:** *Ms. Port made the motion to grant permission for Russell Garden Club to use the Town Hall on November 30, 2020, subject to Township rules and regulations, and subject to continued availability. Mr. Gabram seconded the motion and it passed unanimously.*

**GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL:** *Ms. Port 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.*

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

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

**STORM WATER MANAGEMENT PROGRAM:** *Ms. Port made the motion to appoint Kristina Port as 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 Trustee representative to the HAZMAT Council of Governments. Ms. Port seconded the motion and it passed unanimously.*

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

**OPBA:** *Mr. Gabram made the motion to appoint Gary Gabram as the Trustee representative to the Ohio Patrolman's Benevolent Association township management committee. Ms. Port 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 Governments. Ms. Port seconded the motion and it passed unanimously.*

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

**SUBDIVISION STAKEHOLDER REP:** *Mr. Gabram made the motion to appoint Jim Mueller as the Trustee representative to the County Engineer's Subdivision Stakeholders Meeting on March 13, 2020. Ms. Port seconded the motion and it passed unanimously.*

**OTA CONFERENCE:** *Mr. Gabram made the motion to approve reasonable and necessary expenses for Kristina Port to attend the OTA Conference, February 5<sup>th</sup> through 8<sup>th</sup>, in Columbus, OH. Ms. Port 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 public employee pursuant to ORC 121.22 (G) (1). Ms. Port seconded the motion and it passed unanimously.*

The meeting moved into executive session at 12:17 pm.

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

The meeting moved in regular session at 12:27 pm.

**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 12:28 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar