

RUSSELL FIRE-RESCUE STATION

February 19, 2020

Vice Chairman Gabram called the meeting to order at 7:00 pm. Trustee Port was present and Chairman Mueller was absent. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were present.

The following Department Head was present: Fire Chief John Frazier.

MINUTES: *Ms. Port made the motion to accept the minutes of the Special Meeting held on January 24, 2020, as presented. Mr. Gabram seconded the motion and it passed.*

ANNUAL REPORTS: *Ms. Port made the motion to accept the 2019 annual departmental reports from the Fire, Police, Road, and Zoning departments. Mr. Gabram seconded the motion and it passed.*

QUARTERLY REPORT: *Ms. Port made the motion to accept the 4th Quarter 2019 departmental report from the Zoning department. Mr. Gabram seconded the motion and it passed.*

ODOT RESPONSE: TRAFFIC PREEMPTION CONTROL SYSTEM: Chief Frazier reported that Mrs. Palmer sent a letter to ODOT and the Township received an estimate of about \$8,000 for installation and a \$300 annual maintenance fee. Mr. Gabram recommended that the General Fund pay the \$8,000 installation cost and the Police and Fire Departments splitting the \$300 yearly maintenance fee. Mr. Gabram asked Chief Frazier if he would spearhead this project. In 2021, the Trustees will look at doing the intersection of 306 and Fairmount Rd.

PUMPER PURCHASE UPDATE: Mrs. Walder reported after review of the Finley purchase agreement there was a change made because the state term schedule stipulates the delivery window for products purchased under state term. Mrs. Walder reported that the agreement was updated to reflect the 270 day delivery window and specified a late charge of \$100.00 a day. Mrs. Walder recommended that if the Trustees are good with the updated agreement, to request our APA to finalize it and get it sent to Finley Fire because they will need to sign it before the Trustees can approve it.

Mrs. Walder reported that our APA has the sample documents from Key Bank that need to be executed. The Key Bank representative indicated that the Township due diligence and loan qualification has been signed off and they would generate the actual contract documents by the end of the week. Mrs. Walder stated once the documents come in, review time will be needed for herself and our APA.

A special meeting was proposed for the following week to execute all the documents.

ROAD DEPT: ROAD MATERIALS: *Ms. Port made the motion to approve the Road Superintendent's recommendation for road material bids for primary and secondary suppliers and authorize the Fiscal Officer to advertise for bids. Mr. Gabram seconded the motion and it passed.*

SCRAP DROP-OFF: SOUTH RUSSELL: *Ms. Port made the motion to approve the loan of two Road Department employees and equipment to South Russell Village for the scrap collection event on April 25th, 2020 with all compensation and insurance to be paid by South Russell. Mr. Gabram seconded the motion and it passed.*

ZONING DEPT: Mr. Gabram reported that the Zoning Department will be closed from February 20, 2020 until March 2, 2020.

NOPEC ENERGIZED COMMUNITY RESOLUTION: Mrs. Walder reported that the last time there was a Grant Agreement was back in 2018 and NOPEC has now asked us to approve an updated Grant Agreement. Mrs. Walder stated that the only change they made was the old agreement allowed up to 2 years to utilize the grant fund in escrow but the new agreement only allows 1 year. Mrs. Walder stated that our APA has reviewed the agreement and has approved it to form.

Ms. Port made the motion to adopt Resolution 2020-5, a resolution authorizing all actions necessary to accept the NOPEC 2020 Energized Community Grant. Mr. Gabram seconded the motion and it passed.

NOPEC ENERGIZED COMMUNITY SIGNATORY: *Mr. Gabram made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's Local Contact and authorized signatory for documents related to the 2020 NOPEC Energized Community grant agreement. Ms. Port seconded the motion and it passed.*

FISCAL OFFICER'S REPORT: *Ms. Port made the motion to acknowledge receipt of the 4th Quarter 2019 report from the Russell Township Fiscal Officer. Mr. Gabram seconded the motion and it passed.*

Mrs. Walder reported that the Fiscal Office did close the 2019 year, submitted our year end fund balances to the Budget Commission and received the Certificate back from the Budget Commission. The legal notice will appear this week in the paper saying our year end financials are available for public viewing and they are also posted on the website. Mrs. Walder stated that now that she has received the Certificate from the Budget Commission, she can prepare the Permanent Appropriations Resolution for the next Trustee meeting.

COMMENTS FROM THE PUBLIC WERE RECEIVED

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RESOLUTION: JOAN DEMIRJIAN: *Ms. Port made the motion to adopt Resolution 2020-4: A Resolution of Appreciation for Joan Demirjian on her Retirement. Mr. Gabram seconded the motion and it passed.*

RIVER VALLEY PAPER RECYCLING & ROYAL OAK PAPER UPDATE: Mrs. Palmer reported that back in August River Valley Paper adjusted their pricing from \$30/ton to \$15/ton. River Valley has now presented us with the same \$15/ton but will now be charging us a monthly bin rental fee and per bin pickup fee. The change will result in an estimated \$400-\$500 loss per month. Geauga Trumbull sent out contact information for Royal Oaks and Mrs. Palmer has reached out to get information and has received a price of \$5/ton but no contract details.

Mrs. Walder recommends that we give 30 day notice of cancellation to River Valley Paper Company. The Trustees have agreed to give cancellation notice.

Mr. Gabram made the motion to terminate the agreement entitled "Waste & Cardboard Paper Agreement" with River Valley Paper Company, written notice to be provided by the Fiscal Officer, bins to be removed by March 31, 2020. Ms. Port seconded the motion and it passed.

GOVDEALS: Mr. Gabram stated this is the website the Township will be using to sell obsolete equipment and Trustees need to approve an MOU and authorization signature. Mrs. Walder reported that the MOU has been reviewed by our APA and she also sent along a list of reminders of what the township needs to do when disposing township property. Ms. Port stated that when she was down at the OTA meeting she saw USA Deals, which is a national organization. USA Deals can move items nationally and Ms. Port wasn't sure if that's an option to explore as well. Mr. Gabram suggested that over the next year to explore and get more information on USA Deals.

Ms. Port made the motion to approve the Memorandum of Understanding with GovDeals selecting Flexible Pricing Option B4 in which Russell Township (the seller) pays 0% and the winning bidder pays the 12.50% Buyers Premium with GovDeals collection the proceeds, approved as to form by the County Prosecutor. Mr. Gabram seconded the motion and it passed.

GOVDEALS SIGNATORY: *Mr. Gabram made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's authorized signatory for documents related to the GovDeals agreement. Ms. Port seconded the motion and it passed.*

DATA PROCESSING SERVICES: Mr. Gabram stated this is a contract with the County dealing with the computers and if something needs fixed, this agreement allows us to contact them for services if needed. It does not lock us into anything. Ms. Port feels that we should stick with a small business instead of utilizing the county. Mrs. Walder stated that there is no dollar value attached to the agreement.

Ms. Port made the motion to approve Resolution 2020-3, a Resolution to Approve the Agreement with the Geauga County Automatic Data Processing (ADP) Board, approved as to form by the County Prosecutor. Mr. Gabram seconded the motion and failed with the vote as follows: Mr. Port: no; Mr. Gabram: yes.

WRIS WEBSITE UPDATE: Mrs. Palmer reported that Ms. Port brought up a point that the website is not as mobile friendly as it could be. Mrs. Palmer stated she contacted the website company we use and received a quote for a project to get reskinning, design layout change, refreshing and more responsive to mobile use. Mrs. Palmer said the quote is roughly \$5,000 - \$6,500 and if there is anything additional the trustees would like added would be an additional cost. Mrs. Palmer would like to review the quote and would also like feedback from the trustees.

BOARD OF ELECTIONS: *Ms. Port made the motion to authorize Fiscal Officer Karen Walder to execute the Contract for Election Day Polling Location to be held on March 17, 2020 with the Geauga County Board of Elections. Mr. Gabram seconded the motion and it passed.*

TOWN HALL USE: *Ms. Port 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 March 17, 2020, subject to Township rules and regulations. Mr. Gabram seconded the motion and it passed.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 8:00 pm.

Gary Gabram, Vice Chair

Karen Walder, Fiscal Officer

Recorded by: J. Sustar