

RUSSELL FIRE-RESCUE STATION

August 7, 2019

Chairman Madden called the meeting to order at 1:00 pm. Trustee Gabram was present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were also present.

The following Department Heads were present: Police Chief Tim Carroll and Road Superintendent Gene Layne.

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on July 16, 2019, as presented. Mr. Madden seconded the motion and it passed.*

QUARTERLY REPORTS: *Mr. Gabram made the motion to accept the 2nd Quarter 2019 reports from the Fire, Police, Road, and Zoning departments. Mr. Madden seconded the motion and it passed.*

ZONING COMMISSION RESIGNATION: Chairman Madden reported that Tom Warren has submitted a letter of resignation from the Russell Township Zoning Commission. Chairman Madden commended his work while on the Zoning Commission.

Mr. Gabram moved to accept with regret the resignation of Mr. Thomas Warren from the Russell Township Zoning Commission effective August 7, 2019. Mr. Madden seconded the motion and it passed.

POLICE DEPARTMENT: Chief Carroll reported that they will be getting the parking lot crack sealed and seal coated: along with fixing the front and back drains. Mr. Gabram suggested that Chief Carroll contact Chief Frazier to check if the Fire Department needs their parking lots done as well.

Chief Carroll reported that school starts on August 20th and the school zone signals will be turned back on August 16th.

VACATION BUYBACK: *Mr. Gabram made the motion to accept the Memorandum of Understanding, signed on July 28, 2019 by local OPBA representative Michael McIvor, to approve payment for the equivalent of 200 hours of vacation for employee Todd Owen. Mr. Madden seconded the motion and it passed.*

LIQUOR PERMIT RENEWALS: Chief Carroll stated that there are no problems with the two establishments in Russell Township and has no objection to their renewal.

OHIO ASSOCIATION OF PUBLIC TREASURERS: *Mr. Gabram made the motion to authorize reasonable and necessary expenses for up to three employees to attend the OAPT Annual Public Finance Officer Training Program from October 2-4, 2019. Mr. Madden seconded the motion and it passed.*

FISCAL OFFICER'S REPORT: *Mr. Gabram made the motion to acknowledge receipt of the 2nd Quarter 2019 report from the Russell Township Fiscal Officer. Mr. Madden seconded the motion and it passed.*

COMPENSATION SCHEDULE: *Mr. Gabram made the motion to approve Compensation Schedule entitled Salary Schedule 31 incorporating previously approved changes in compensation to the Cemetery Clerk and Road Superintendent categories. Mr. Madden seconded the motion and it passed.*

CREDIT CARD POLICY: Mrs. Walder noted that per Township Policy Manual 8.3 (K), the Trustees are required to do a periodic review of the credit cards, so in the next week they will see a summary sheet that indicates the last 4 digits of each card, expiration date, and credit limit. Trustees are asked that they review and acknowledge each outstanding credit card.

Mrs. Walder reported the Township's HR counsel has recommended an additional section be added to 8.3 (G), which adds the requirement of the Fiscal Officer, on a monthly basis, to present a credit card account transaction detail from the previous month to the Board. The Board shall review and sign an attestation stating the Board reviewed the credit card account transaction detail.

Mr. Gabram made the motion to approve the policy revision regarding the presentation of and signed statements for credit card account transaction details, to the Russell Township Personnel Policy Manual Section 8.3 (G), prepared by Clemans-Nelson, to be included as an addendum until the next revision is published. Mr. Madden seconded the motion and it passed.

Mrs. Walder gave an update on the OPEC-HC claims settlement. Mrs. Walder reported that at this point we have received acknowledgment of approximately 90% of the reported claims have been resolved.

Mr. Mueller joined the meeting at 1:13 pm.

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GUEST: COUNTY LINE ROAD UPDATE: Nick Gorris from the Geauga County Engineers office came in and gave an update on the County Line Road project. Mr. Gorris reported that storm sewer work is proceeding and about 80% complete with main line and road crossings. Project is behind on the retaining walls. The original plans for the retaining walls had to be revised. Mr. Gorris reported that the Illuminating Company has advised their intent to relocate 165 poles. Illuminating Company has hired Thompson Electric to do this work. Mr. Gorris reported that 85% of the clearing and grubbing is done. Mr. Gorris reported they are currently working on a realignment change that has to happen north of Fairmount Road. That will be a change in the survey and scope of the work to be done. Mrs. Walder asked if this design change will result in a net addition to the contract and Mr. Gorris stated that the amount of cut and fill is actually going to be reduced and could possibly result in a credit to the job. Mr. Mueller asked how much as the schedule has been put behind and Mr. Gorris stated he couldn't really give a definite answer until the Illuminating Company completes its work.

Mrs. Walder reported that the Fiscal Office will be closed on Friday, September 6, 2019 and Monday, September 9, 2019 and that Police Clerk Jayne Paulin will handle any credit card sign in or sign out during that time.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

SOCIAL MEDIA POLICY: Mrs. Palmer suggests the Township include communication with residents via social media - using Facebook for starters. She asked the Trustees to adopt a social media policy on how social media would be used and managed by the Township. Mrs. Palmer proposes a policy stipulating social media use purely as a bulletin board to convey information to residents. Mr. Gabram expressed concern over a program that would allow exchange of comments, however Mrs. Palmer indicated the policy would preclude use of social media as a public forum, and instead would provide links for both messaging or email communication (as currently provided on the Township website). The policy would also designate the Township personnel permitted to post on the page. Mr. Mueller said he wanted Mrs. Palmer to be the only person able to post on the page. Mrs. Walder pointed out that if a social media policy were adopted, that training be conducted with Township employees prior to implementation. Mr. Madden said he has concerns about potential legal issues connected to this approach and wanted to discuss it with the Township's counsel.

TOWNSHIP PROPERTY USE: Mrs. Walder reported that two Thompson Electric employees approached the Township about utilizing Township property as a staging area for their work. The proposed area behind the police station has a separate entrance and their use would cover area no bigger than 90ft x 90ft. During the evening they would have 6 – 8 utility trucks parked and during the day have about 4 – 6 employee vehicles parked. They would have a dumpster, a portable restroom and a CONEX box, which would be locked for their materials. Mrs. Walder talked to the Township's APA who prepared an agreement for this use – i.e. a hold harmless agreement. The agreement stipulates the area that can be used and for the company's work until the project is complete or until December 31, 2019, whichever is earlier. Thompson Electric has reviewed and executed the Agreement and provided their liability insurance certificate. Police Chief Carroll indicated the proposed use would not interfere with Police operations. Mr. Mueller made the recommendation that Chief Carroll be the primary contact for Thompson Electric representatives in this matter.

Mr. Gabram made the motion to approve the agreement with Thompson Electric Inc of Monroe Falls Ohio to temporarily use Russell Township property for a County Line Road project staging area, pending execution of the Russell Township Hold Harmless Agreement and submission of proper Certificate of Liability Insurance. Mr. Mueller seconded the motion and it passed unanimously.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 1:52 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar