

RUSSELL TOWN HALL

March 30, 2020

Chairman Mueller called the meeting to order at 2:37 pm. Trustees Gabram and Port were present. Trustee Assistant Melissa Palmer and Fiscal Officer Karen Walder were also present.

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

FIRE DEPARTMENT: The Trustees asked the Chief about their operations during the present pandemic. Chief Frazier advised that things were going well and no personnel were sick yet, and that they should have enough supplies until the next delivery can be made. Chairman Mueller commended the Township's first responders for their dedication.

POLICE DEPARTMENT: Chief Carroll advised the Trustees that the Police Department has cancelled Coffee with a Cop due to social distancing recommendations.

Chief Carroll advised the Trustees that the firearms that were approved have been ordered, and he also has a car purchase with trade-in he would like to ask the Trustees to approve.

POLICE VEHICLE PURCHASE, TRADE-IN & EQUIPPING: *Mr. Gabram made the motion to approve the purchase of a 2020 Ford Police Interceptor for the amount of \$35,632.00 from Lebanon Ford of Lebanon Ohio, cost of document fee and 30 day tag included, plus \$330 delivery, less a trade-in of \$9,200.00 for the 2016 Ford Taurus Police Interceptor #8122, plus equipment purchase, removal & installation including white wrapped doors & graphics by Hall Public Safety at a cost of \$13,519.53, for a final cost of \$40,281.53, per the amended letter to from Chief Carroll on 3/30/2020. Ms. Port seconded the motion and it passed unanimously.*

ZONING DEPARTMENT: Zoning Inspector Shane Wrench advised the Trustees that things have been fairly quiet, and that builders seem to be taking a step back and waiting to see what the Governor does next.

ROAD DEPARTMENT: Road Superintendent Gene Layne advised the Trustees that with the heavy rain in a short time, and at half crew, that they are working on assessing the damage and prioritizing the work and maintenance due to the rain. The plan is to keep things maintained and functioning, but not start any new projects at this time.

ROAD DEPARTMENT - ROAD MATERIALS BID AWARD: The Road Superintendent advised the Trustees that there was one bid for Road Materials. They are the same supplier that the Township used last year, they are very reliable and he recommends them.

Mr. Gabram made the motion to approve awarding road material bids as follows, pending approval by the Road Superintendent:

Hot Mix #448 Type 1 to Allied Corporation for an amount of \$63.75 per ton as the primary supplier.

Hot Mix #448 Type 2 to Allied Corporation for an amount of \$54.50 per ton as the primary supplier.

Ms. Port seconded the motion and it passed unanimously.

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RIDDLE, WATERFALL & FEDELI: *Ms. Port made the motion to approve Resolution 2020-10, a resolution of Convenience and Necessity for the Improvement of Riddle Road (TR228), Waterfall Trail (TR700), & Fedeli Lane (TR1009) which authorizes the Geauga County Engineer to prepare engineering plans. Mr. Gabram seconded the motion and it passed unanimously.*

NORTHWOOD RD, RIDDLE RD, SUFFOLK LA: IMPROVEMENTS: *Ms. Port made the motion to approve Resolution 2020-11: a Resolution which orders the Asphalt Resurfacing of Northwood Road, Riddle Road, and Suffolk Lane, adopts the plans and specifications for project RS-RUS-V-2020, and orders that the project be let out for bid. Mr. Gabram seconded the motion and it passed unanimously.*

FACILITIES: Mr. Wrench advised the Trustees that he is working on getting quotes from contractors for projects at the Road and Administration buildings.

Mr. Mueller advised that he had a friend who is an engineer go to look at the Old Fire Station, and he said that the building needs a new roof, and some maintenance but should be able to be fixed up instead of taking the building down. Mr. Mueller is going to have the engineer send over a letter with his findings and recommendations

FISCAL OFFICER: Fiscal Officer Karen Walder reported that the fiscal office has implemented its COVID-19 response plan to ensure continued delivery of essential services.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

COUNTY LINE ROAD: The Board of Trustees was advised to get outside legal counsel for the County Line Road Construction projects as the Geauga County Prosecutor is conflicted from representing the Township because they are representing the Geauga County Engineer's office. Mr. Mueller said he wanted to put a limit on the amount for retaining outside counsel until there was more information on what was happening with the pending legal action.

Mr. Gabram made the motion that it is advisable and necessary that additional legal counsel be retained pursuant to O.R.C. 309.09B and that attorney Todd Raskin and his law firm Mazanec, Raskin & Ryder Co. L.P.A. be hired at the following rates: Todd Raskin \$250 per hour; partners \$185 per hour; Associate attorneys \$165 per hour; paralegals \$90 per hour; up to \$5,000.00, for the purpose of advising the Board of Trustees on the County Line Road & TRAX Contract issues. Ms. Port seconded the motion and it passed unanimously.

INDIGENT BURIAL: *Mr. Gabram made the motion to approve the cremation and burial of Russell Township legal resident Jeffrey Sneller with the services of Gattozzi Inc at a cost of \$1,000.00, pursuant to O.R.C. 9.15. Ms. Port seconded the motion and it passed unanimously.*

COUNTY EMERGENCY DECLARATION: Ms. Port noted that the County has made an emergency declaration, and asked whether the Township also needs to declare an emergency. Chief Frazier noted the County's declaration sets the stage for reimbursement, but that Russell Township does not need to do so.

FUTURE TRUSTEE MEETINGS VIA TELECONFERENCE: Ms. Palmer provided a summary of issues surrounding the newly-permitted teleconference meetings that the Trustees will need to work through.

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EXECUTIVE SESSION: *Mr. Gabram made the motion to move into executive session to consider the employment, appointment, and compensation of a public employee pursuant to ORC 121.22 (G)(1). Ms. Port seconded the motion and it passed unanimously.*

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

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

The meeting moved to regular session at 4:32 pm.

ZONING SECRETARY: RESCIND EMPLOYMENT OFFER: *Ms. Port made the motion to rescind the offer of part-time employment to Cathleen Birli as Zoning Secretary, a non-essential position with the previously planned start date of April 1, 2020, due to the stay-at-home orders issued by Governor DeWine, the declared state of emergency, and other extenuating circumstances related to the COVID-19 virus. Mr. Gabram seconded the motion and it passed unanimously.*

ADMINISTRATIVE LEAVE: ROAD DEPT: *Mr. Gabram made the motion that the Russell Trustees, as appointing authorities, retroactively place Jack Garner, an employee of the Russell Township Road Department, on Administrative Leave with pay per O.R.C. 124.388(A) due to circumstances caused by the COVID-19 virus because health or safety of an employee could be adversely affected; leave commenced on March 24, 2020 and expires at the end of day on March 30, 2020, and resumes again April 7, 2020 for a continuing period of one week on, one week off until July 1, 2020, or until directed otherwise by the Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

ADMINISTRATIVE LEAVE: ROAD DEPT: *Mr. Gabram made the motion that the Russell Trustees, as appointing authorities, retroactively place Todd Krause, an employee of the Russell Township Road Department, on Administrative Leave with pay per O.R.C. 124.388(A) due to circumstances caused by the COVID-19 virus because health or safety of an employee could be adversely affected; leave commenced on March 24, 2020 and expires at the end of day on March 30, 2020, and resumes again April 7, 2020 for a continuing period of one week on, one week off until July 1, 2020, or until directed otherwise by the Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

ADMINISTRATIVE LEAVE: ROAD DEPT: *Mr. Gabram made the motion that the Russell Trustees, as appointing authorities, retroactively place Nick Lanzaretta, an employee of the Russell Township Road Department, on Administrative Leave with pay per O.R.C. 124.388(A) due to circumstances caused by the COVID-19 virus because health or safety of an employee could be adversely affected; leave commenced on March 24, 2020 and expires at the end of day on March 30, 2020, and resumes again April 7, 2020 for a continuing period of one week on, one week off until July 1, 2020, or until directed otherwise by the Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

ADMINISTRATIVE LEAVE: ROAD DEPT: *Mr. Gabram made the motion that the Russell Trustees, as appointing authorities, retroactively place Tony Hylton, an employee of the Russell Township Road Department, on Administrative Leave with pay per O.R.C. 124.388(A) due to circumstances caused by the COVID-19 virus because health or safety of an employee could be adversely affected; leave commenced on March 24, 2020 and expires at the end of day March 27, 2020. Ms. Port seconded the motion and it passed unanimously.*

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ADMINISTRATIVE LEAVE: ROAD DEPT: *Mr. Gabram made the motion that the Russell Trustees, as appointing authorities, place Matt Romagni, an employee of the Russell Township Road Department, on Administrative Leave with pay per O.R.C. 124.388(A) due to circumstances caused by the COVID-19 virus because health or safety of an employee could be adversely affected; leave commenced on March 31, 2020 and expires at the end of day on April 6, 2020, and resumes again April 14, 2020 for a continuing period of one week on, one week off until July 1, 2020, or until directed otherwise by the Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

ADMINISTRATIVE LEAVE: ROAD DEPT: *Mr. Gabram made the motion that the Russell Trustees, as appointing authorities, place Nick Reese, an employee of the Russell Township Road Department, on Administrative Leave with pay per O.R.C. 124.388(A) due to circumstances caused by the COVID-19 virus because health or safety of an employee could be adversely affected; leave commenced on March 31, 2020 and expires at the end of day on April 6, 2020, and resumes again April 14, 2020 for a continuing period of one week on, one week off until July 1, 2020, or until directed otherwise by the Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

ADMINISTRATIVE LEAVE: ROAD DEPT: *Mr. Gabram made the motion that the Russell Trustees, as appointing authorities, place Jim Koller, an employee of the Russell Township Road Department, on Administrative Leave with pay per O.R.C. 124.388(A) due to circumstances caused by the COVID-19 virus because health or safety of an employee could be adversely affected; leave commenced on March 31, 2020 and expires at the end of day on April 6, 2020, and resumes again April 14, 2020 for a continuing period of one week on, one week off until July 1, 2020, or until directed otherwise by the Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

ADMINISTRATIVE LEAVE: *Ms. Port made the motion that the Russell Trustees, as appointing authorities, place Shane Wrench, an employee of the Russell Township Zoning Department, on Administrative Leave, or Telework Leave (up to 40 hours per week in combination) with pay per O.R.C. 124.388(A) due to circumstances caused by the COVID-19 virus because health or safety of an employee could be adversely affected from March 24, 2020 until July 1, 2020, or until directed otherwise by the Board of Trustees. Mr. Gabram seconded the motion and it passed unanimously.*

POLICY APPROVAL: FFCRA: *Mr. Gabram made the motion to approve the draft policy entitled "Families First Coronavirus Response Act Policy" as amended to select "Option #1", pending the final revisions from Clemans-Nelson. Ms. Port seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to allow employees to use already accrued leave to supplement the 2/3 pay from FFCRA. 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 and it passed unanimously.

The meeting was adjourned at 4:45 pm.

James Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Dorka