

RUSSELL FIRE-RESCUE STATION

August 21, 2019

Chairman Madden called the meeting to order at 9:00 Am. Trustee Gabram and Mueller were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were also present.

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

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on August 2, 2019, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on August 7, 2019, as presented. Mr. Gabram seconded the motion and it passed unanimously.

FIRE DEPT HIRES: *Mr. Mueller made the motion to hire Mr. Jacob C. Ebright as a part-time firefighter/EMT at the beginning rate of \$15.96 per hour, per Salary Schedule 31, effective September 1, 2019, pending the completion of all paperwork with the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to hire Mr. Casey P. McCarthy as a part-time firefighter/EMT at the beginning rate of \$15.96 per hour, per Salary Schedule 31, effective September 1, 2019, pending the completion of all paperwork with the Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Mueller made the motion to hire Mr. Frank S. Gromosky as a part-time firefighter/EMT at the beginning rate of \$15.96 per hour, per Salary Schedule 31, effective September 1, 2019, pending the completion of all paperwork with the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.

Chief Frazier was asked about staffing challenges with the Township's part-time force. He indicated that it also seems to be a challenge for neighboring fire departments and thought it was a reflection of the overall trades industry. This situation will be revisited again once the Fire Bond concludes.

VETERANS MEMORIAL: CONCRETE ISSUE: Mr. Shane Wrench reported that the contractor failed to meet the spec for the concrete on the fiberglass mesh reinforcement, and asked how the Trustees would like handle it. Mr. Mueller suggested that Mr. Wrench negotiate a reduced rate. Mr. Gabram stated he would help Mr. Wrench with the negotiation. The issue will be brought back to the Trustees before a conclusion is reached.

STORAGE BUILDING: PLAN UPDATE: Mr. Wrench reported he got an update from Larson Architects relocating the storage building to the southwest corner of the property and turning it ninety degrees. The storage building as been downsized since the Road Department will not be utilizing it.

Mr. Wrench reported for the Zoning Department that he spoke with Circle K on August 20, 2019 and they are at the point where they are asking about getting final permits. Mr. Wrench said he will need to review the drawings to make sure they meet the variances that were approved.

Police Chief Tim Carroll reported that the Fiscal Officer forwarded him grant information from NOPEC for a cell phone charging station. The charging station would be in the Police Department lobby for residents to use in the event of a power disruption. It would be a locker style cell phone charging station, which would allow residents to put their phone in the locker and lock it while it was being charged.

NOPEC SIGNATORY: *Mr. Gabram made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's Local Contact and authorizing signatory for documents related to the Electronic Device Charging Station Grant Program agreement. Mr. Mueller seconded the motion and it passed unanimously.*

CELL PHONE CHARGING STATION: *Mr. Mueller made the motion to approve the agreement entitled "NOPEC, Inc. Electronic Device Charging Station Grant Agreement" for a locker style cell phone charger at the Russell Township Police Station, approved as to form by the Geauga County Prosecutor's Office. Mr. Gabram seconded the motion and it passed unanimously.*

Chief Carroll reported that the seal coating is now complete for the Police Department.

Chief Carroll reported that he and Mr. Wrench are still looking for roofing contractor. Mr. Wrench said they have received a proposal for a biannual maintenance agreement (spring and fall) but there are a few questions that need to be answered before they proceed further.

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TRAX PAYMENT APPROVAL: *Mr. Mueller made the motion to approve the Pay Application No. 1 for the County Line Road Project RC-0093-AC-2019 in the amount of \$337,518.55 from Hunting Valley funds, and \$184,695.36 from Russell Township funds, totaling a first payment of \$522,213.91 to Trax Construction, Inc. Mr. Gabram seconded the motion and it passed unanimously.*

RESOLUTION 2019-14: BUDGET AMOUNTS & RATES: Mrs. Walder reported that on Monday, August 19, 2019, she and Chairman Madden met with the Geauga County Budget Commission to review the Township's 2020 budget, resulting in the budget being approved as submitted. Mrs. Walder asked the Trustees to approve a Resolution that specifies the amounts and rates for the 2020 year.

Mr. Mueller moved to approve Resolution 2019-14: A resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Mr. Gabram seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

SOCIAL MEDIA POLICY: Chairman Madden reported everyone had a chance to review the language of the policy and he was ready to call a vote on the policy. If agreed, the project will progress into the mechanics of setting up the Facebook page and the page is Township property, as well as any passwords connected to the bulletin board will be Township property. The Facebook page would not be launched until final review and approval by the Trustees.

Mr. Gabram made the motion to approve the Social Media Policy, as approved by Clemans-Nelson, to be included as an addendum to the Russell Township Personnel Policy Manual until the next revision is issues. Mr. Madden seconded the motion and it pass unanimously.

BOARD OF ELECTIONS: *Mr. Mueller made the motion to authorize Fiscal Officer Karen Walder to execute the Contract for Election Day Polling Location with the Geauga County Board of Elections. Mr. Gabram seconded the motion and it passed unanimously.*

TOWN HALL USE: *Mr. Gabram 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 November 5, 2019, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

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

The meeting moved into executive session at 9:30 am.

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

The meeting moved into regular session at 9:39 am.

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 9:39 am.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar