

RUSSELL FIRE-RESCUE STATION

February 6, 2019

Chairman Madden called the meeting to order at 1:00 pm. 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, Road Superintendent Gene Layne, and Zoning Inspector Shane Wrench.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular meeting held on January 16, 2019, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

**MILEAGE CERTIFICATION:** Mr. Layne presented the Annual Township Highway System Mileage Report that needs to be signed by the trustees. This certifies our mileage in Russell Township, which is sent to ODOT, and allows for fund distribution.

*Mr. Gabram made the motion to certify that Russell Township, as of December 31, 2018, was responsible for maintaining 55.460 miles of public roads. Mr. Mueller seconded the motion and it passed unanimously.*

**RECYCLING CENTER UPDATE:** Mr. Wrench reported that despite new signs being posted, we still have issues. TVs are being dumped right in front of signs that say not to dump here. The role of GTSWD was discussed and the potential effect on Russell Township's recycling center when their new center opens on Merritt Rd. Mr. Madden recommended that the Geauga County Township Association be contacted to see if this might be a meeting agenda item, and also requested that Mr. Wrench request more frequent pickup of the electronic bin.

**ROAD DEPT:** Mr. Layne gave an update on the County Line project. He received an email from Shane Hajjar (County Engineer's office) that the final plan was submitted to the County Engineers office on Monday and is under review. He also reported that Hunting Valley has already starting marking trees on their side of the street. Mr. Layne received an email from Don Cunningham (Hunting Valley Building Official/Service Director) with a letter dated Feb 5, 2019 to County Line residents regarding the tree cutting plan and schedule. Mr. Layne & Mr. Hajjar intend to meet this week to mark trees on the Russell Township side. Mr. Gabram also reported that he spoke to Mr. Hajjar and noted that the final plan appears to be roughly \$90,000.00 under budget.

**ZONING DEPT:** Mr. Wrench reported on January activity and noted that he submitted his 2018 Annual Report. Circle K has postponed till the March BZA meeting due to the BZA not having a full board present for the February meeting. Mr. Wrench completed the annual Storm Water report and has submitted it to Soil and Water. Mr. Wrench reported that Visual Armor has completed 2 of the 3 phases of the video surveillance system (the remaining item being the buzz in/out system). Mr. Wrench received some forms from the Fiscal Officer on NOPEC funds available for energy saving projects and spoke with some of the departments. The Road Department is considering retrofitting their buildings over to LED lighting.

**FIRE DEPT:** Chief Frazier reported he submitted his 2018 Annual Report, noting that since the EMS billing system was changed mid-year, the report contains two different tabulations. Chief Frazier was asked about Blue Card training. It is an incident command course work which is done via computer simulation consisting of about 50 hours online and 3 days of practical training. Russell Fire Department currently has 13 personnel Blue Card certified and another 14 that are in process.

**FIRE DEPT HIRE:** *Mr. Mueller made the motion to hire Mr. Kevin McCarthy as part-time EMT at the starting rate of \$15.96 per Salary Schedule 29, effective March 1, 2019. Mr. Gabram seconded the motion and it passed unanimously.*

**POLICE DEPT:** Chief Carroll reported he submitted his 2018 Annual Report. Chief Carroll reported that in-car cameras and in-station servers are installed. Chief Carroll is arranging for the tech from Panasonic to install the new software in the next couple of weeks.

**ANNUAL REPORTS:** *Mr. Gabram made the motion to acknowledge receipt of the 2018 annual departmental reports from the Fire, Police, Road, & Zoning departments. Mr. Mueller seconded the motion and it passed unanimously.*

**WEB HOSTING:** Mrs. Walder reported that our web hosting service will be increasing their monthly hosting rate from \$25.00 to \$30.00 a month starting in March. Our provider WRIS will also be adding SSL protection to the Township website, which is recommended for all websites.

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*Mr. Gabram moved to approve the WRIS Web Services hosting package with a SSL encrypted website at the new price of \$30.00 per month, per the document dated December 18, 2018, effective March 2019. Mr. Mueller seconded the motion and it passed unanimously.*

**NOPEC ENERGIZED COMMUNITY GRANT RESOLUTION:** Mrs. Walder reported our NEC Grant amount for 2019 is \$19,098.00. Mrs. Walder noted that with the cooperation of Mr. Wrench, the Township managed to spend all but \$900.00 from the \$20,000.00 we received in 2018 and we are able to carry the remaining balance forward.

*Mr. Gabram made the motion to adopt Resolution 2019-2, a resolution authorizing all actions necessary to accept the NOPEC 2019 Energized Community Grant. Mr. Mueller seconded the motion and it passed unanimously.*

**NOPEC ENERGIZED COMMUNITY SIGNATORY:** *Mr. Mueller 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 2019 NOPEC Energized Community Grant agreement. Mr. Gabram seconded the motion and it passed unanimously.*

**VIDEO SURVEILLANCE SYSTEM: CHANGE ORDER:** Mrs. Walder reported that when the project was originally proposed, we were planning to use the existing TV in the admin office for the new camera system. Unfortunately that TV is not sufficient resolution for the new system. In addition, we would like Visual Armor to place some additional CAT6 wiring in the ceiling for future use. The increase for the new TV and additional wiring is \$583.99.

*Mr. Mueller made the motion, at the request of Fiscal Officer Karen Walder, to approve Change Order #2, an increase in the amount of \$583.99 as identified on revised estimate number 2065, to Visual Armor Security, for the Video Surveillance Project previously approved on August 15, 2018. Mr. Gabram seconded the motion and it passed unanimously.*

**LOCAL GOVERNMENT OFFICIALS' CONFERENCE:** *Mr. Gabram made the motion to approve reasonable and necessary expenses for three township representatives to attend the Local Government Officials' Conference, March 6-8, 2019, in Columbus. Mr. Mueller seconded the motion and it passed unanimously.*

**FISCAL OFFICE:** Mrs. Walder noted that she will need to designate someone to manage credit card sign-in/out per the new policy during times when all fiscal office employees away from the office. Clemens Nelson has advised that the house bill does not forbid the Fiscal Officer from designating a person temporarily. Mrs. Walder asked Chief Carroll if she could designate Police clerk Jayne Paullin for that function, and he has agreed.

#### **COMMENTS FROM THE PUBLIC**

**CRWP 2019 MEMBERSHIP DUES:** *Mr. Gabram made the motion to approve the payment of \$3,479.00 to the Chagrin River Watershed Partners, Inc. for 2019 membership dues. Mr. Mueller seconded the motion and it passed unanimously.*

**ALTERNATIVE STORAGE FACILITY:** Mr. Wrench reported on his investigation into the costs of repairs to the Old Fire Station, versus building a new storage facility. The building is currently used only for storage and needs extensive repairs. It may be more cost effective to build new given the cost of repairs. He has met with one builder and estimates a new storage facility may be constructed for approximately \$50/sq ft. He has also secured an estimate to raze the old building and he has met with Department Heads regarding their current and future storage needs. An alternate location behind the Police Station may be a viable option for a new building. All seem to be on the same page that it would be wasteful to keep putting money into the old building. Trustees would like Mr. Wrench to continue working on options for a storage building at the alternate location.

**SCRAP EVENT WITH SOUTH RUSSELL:** Per a request by Mayor Koons, South Russell would again like to borrow two employees and some equipment for a scrap day event.

*Mr. Mueller made the motion to approve the loan of two Road Department employees and equipment to South Russell Village for the scrap collection event in April 2019 with all compensation and insurance to be paid by South Russell Village. Mr. Gabram seconded the motion and it passed unanimously.*

TOWNSHIP TRUSTEES

REGULAR

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**PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.**

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

The meeting was adjourned at 1:58 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar