

RUSSELL FIRE-RESCUE STATION

February 5, 2020

Chairman Mueller called the meeting to order at 8:30 am. Trustee Gabram and Trustee Port were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were 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: *Ms. Port made the motion to accept the minutes of the Special Meeting held on January 3, 2020, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on January 15, 2020, as presented. Ms. Port seconded the motion and it passed unanimously.

2019 HIGHWAY 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, 2019, was responsible for maintaining 55.460 miles of public roads. Ms. Port seconded the motion and it passed unanimously.

ALARM UPGRADE: Mr. Layne reported that the current alarm system at the Road Dept is 20 plus years old and in need of upgrading. Mr. Layne stated he reached out to Visual Armor to get an estimate to update the alarm system plus a 6 camera system. The alarm upgrade includes the sensors, motion detectors, and key pads. Ms. Port asked Mr. Layne regarding a warranty and he said there is a 1 year warranty on the product and service and most repairs can be done remotely. Visual Armor will be monitoring the alarm system and will alert police and fire.

Mr. Gabram made the motion, at the request of Road Superintendent Gene Layne, to approve 2 estimates from Visual Armor Security (number 2133 dated December 6, 2019 in the amount of \$942.63, and estimate number 2069 dated March 19, 2019 in the amount of \$4,881.40) for upgrading the alarm system and the addition of a camera system at the Road Garage for a total amount of \$5,824.03. Ms. Port seconded the motion and it passed unanimously.

ASPHALT ROLLER PURCHASE: Mr. Layne proposed a purchase for a new Bomag asphalt roller from Southeastern Equipment off of Sourcewell national bid. Mr. Layne is also recommending trading in the 2005 Bomag asphalt roller and Southeastern is offering a trade-in of \$4,000.00. Mr. Layne stated that the township's current asphalt roller will need some work and the estimated cost is around \$1,200.00. Mrs. Walder reported that Mr. Layne did have this included in his capital budget for 2020 but the money has not be appropriated in temporaries so will have to wait till permanents are in, which should be done in the next month.

Mr. Gabram moved to approve the purchase of a Bomag BW900 asphalt roller off the Sourcewell national bid, from Southeastern Equipment Co., of Mentor, Ohio, for an amount of \$15,847.39, less a trade-in of \$4,000.00 for the township's 2005 Bomag BW900-2 roller S/N 8518000021044, for a final price of \$11,847.39, as recommended by Road Superintendent Gene Layne. Ms. Port seconded the motion and it passed unanimously.

FEDLI LANE RESURFACING: Mr. Layne reported that Fedeli Lane continues to deteriorate due to construction activities, despite the township's efforts to patch it. Mr. Layne is looking for approval to have the County Engineer's get an estimated cost for resurfacing Fedeli Lane.

Ms. Port made the motion to authorize Road Superintendent Gene Layne to contact the County Engineer to gain cost estimate information on a road resurfacing project for Fedeli Lane. Mr. Gabram seconded the motion and it passed unanimously.

ZONING DEPT: Mr. Wrench reported that on January 14 his laptop failed. The county's ADP group was able to repair it and he and got it back on January 21 but he is still trying to recover all of his records.

Mr. Wrench said that the annual Phase 2 report to GSWD for township facilities is due by March 1, 2020 but he still has not received the paperwork from Geauga Soil and Water. Mr. Wrench said he will complete the report as soon as he receives it. Mr. Wrench also reported that he is working with the Prosecutor on two long-term zoning violations.

PUMPER PURCHASE UPDATE: Chief Frazier reported on the list of banks he contacted, as well as the Ohio Revolving Loan Program, which we don't qualify for. Chief Frazier stated that seven banks returned his inquires and the two with the best tax exempt lease purchase options were Huntington and Key Bank. Mrs. Walder said that Key Bank appeared to be the best option. Mrs. Walder stated that Key sent an updated rate lock which would hold interest rates till March 11, 2020, as long as they receive email

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notification of Russell's intent to accept the proposal before February 10, 2020. The interest rate will be at 2.4984%. Mrs. Walder stated with the Trustees okay, that she will send Key Bank the intent to accept the proposal. Chief Frazier also reported that he had received some of the information back from Finley Fire, however he does not have the completed Contract documents from Finley fire.

Mr. Gabram made the motion to indicate the Russell Township Board of Trustee's intent to finance the tax exempt lease purchase of a 2020 Quantum Pumper for an estimated cost of \$662,125.00 through Key Government Finance, Inc. (Key Bank) at the fixed rate of 2.4984%. Ms. Port seconded the motion and it passed unanimously.

ACCEPT DONATION: *Ms. Port made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Michele Sherman of \$50.00 to the Fire Department. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$50.00 donation for the Fire Department at the discretion of the Fire Chief. Ms. Port seconded the motion and it passed unanimously.

POLICE DEPT: Chief Carroll reported that the electric charging station from NOPEC was delivered on January 14th. Chief Carroll also reported that the practice firearm range was cleaned last week and any lead was disposed of. Mr. Gabram asked Chief Carroll how often the range is cleaned, and Chief Carroll said about every 10 years

ACCEPT DONATIONS: *Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Michele Sherman of \$50.00 to the Police Department. Ms. Port seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$50.00 donation for the Police Department at the discretion of the Police Chief. Ms. Port seconded the motion and it passed unanimously.

Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Edmund Leopold of \$500.00 to the Police Department. Ms. Port seconded the motion and it passed unanimously.

Ms. Port made the motion to approve the use of the \$500.00 donation for the Police Department at the discretion of the Police Chief. Mr. Gabram seconded the motion and it passed unanimously.

The Chief thanked the donors for their generosity to the Police Department.

CLE FOUNDATION/UHLIN GRANT: *Mr. Gabram made the motion, based on Fiscal Officer's recommendation, that the Board of Trustees accept the grant from Mr. Philip Uhlin through the Cleveland Foundation of \$1,500.00 to the Police Department. Ms. Port seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$1,500.00 grant for general support for the Russell Township Police Department at the discretion of the Police Chief. Ms. Port seconded the motion and it passed unanimously.

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

QUARTERLY REPORT: *Ms. Port made the motion to acknowledge receipt of the 4th Quarter 2019 departmental report from the Zoning Department. Mr. Gabram seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Mr. Gabram made the motion to accept the 4th Quarter 2019 departmental reports from the Fire, Police, & Road departments. Ms. Port seconded the motion and it passed unanimously.*

NEW NOPEC GRANT AWARD FOR 2020: Mrs. Walder reported that the township's NOPEC Energized Community Grant for 2020 is in the amount of \$18,682.00. As before, this is a reimbursement grant for energy saving projects. The trustees will need to approve a resolution for this grant but they have a revised agreement this year. Mrs. Walder stated she has send it to our APA for review. Mrs. Palmer noted that this is different from their community sponsorship grant. Mrs. Palmer stated she is looking at using this year's grant for a shredding event for residents in the spring or fall. Mr. Mueller suggested an open house event that would highlight Russell-based enterprises like Fairmount Center and ASM.

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TRAX PAYMENT REQUEST #6: *Mr. Gabram made the motion to approve the sixth payment application for the County Line Road Project RC-0093-AC-2019 in the amount of \$58,017.25 from Hunting Valley funds, and \$7,995.14 from Russell Township funds, for a sixth payment total of \$66,012.39 to Trax Construction, Inc. Ms. Port seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED

CIRCLE K LEASE: Mrs. Palmer reported that our APA was contacted by Circle K to see if the Trustees were interested in leasing them the corner lot. Neither Mr. Mueller nor Mr. Gabram expressed interest in leasing to Circle K. Mrs. Palmer stated she will let our APA know they have declined.

ODOT SIGNAL UPGRADE: Mrs. Palmer reported that they had previously received sketches from ODOT and the Township quickly responded, advising ODOT of the deed restrictions on the "BP lot". Mrs. Palmer stated they are offering the opportunity now to look at the sketches, which is a signal upgrade, crosswalks, push buttons, crossing areas and ramps. Mrs. Palmer suggests that an email is sent to ODOT, with Krissy copied, advising again of the deed restrictions. Mr. Mueller would rather them not spend the tax payer's money on something that won't get used. Chief Frazier stated he would rather see them take that money and use it to upgrade the traffic signals for notification of emergency vehicles. Mr. Mueller would like a letter sent to request an emergency siren control in lieu of crosswalks and push buttons. Mrs. Palmer will put a letter together and get it submitted by Friday.

OLD FIRE STATION: Mr. Mueller would like the other Trustees to hold off for 4 months before demolition of the Old Fire Station so he can look into seeing what else could possibly be done. He would like to have an architect come look at the roof. Mr. Mueller estimated a cost of \$500 for a report. He would like to have the option of being able to keep the building for future use. Chief Frazier noted that the roof is in poor condition. Mr. Mueller said he had read the 2017 study but he felt that unless the roof was in danger of falling in on someone, the township could go for years with the existing roof. Ms. Walder noted that the Township has executed an agreement for demolition of the structure and there may be some liability if the township did not go forward. Mr. Gabram and Ms. Port agree to a 4 month delay.

DATA PROCESSING SERVICES: Mrs. Walder reported that the County ADP has sent their standard agreement for data processing services, which indicates the services they offer and a price list. The agreement allows the Township to access these services on an as-needed basis without a commitment. Mrs. Walder stated that since the last Fiscal Officer left, there has been no IT support in the administration building and would like to put this agreement in place so we have access to these services.

Mrs. Walder stated that she sent the agreement to the APA to review and has not yet received it back and noted the resolution refers to the agreement. After discussion and with a motion on the floor, the Trustees voted to close this topic until the agreement is back from our APA.

Mr. Gabram made the motion to approve Resolution 2020-3, a Resolution to Approve the Agreement with the Geauga County Automatic Data Processing (ADP) Board. Mr. Mueller seconded the motion and it was denied unanimously.

RIVER VALLEY PAPER RECYCLING CHANGES: Mrs. Palmer reported that River Valley has notified the Township of a change to the paper and cardboard program which would result in changing the present income stream to a cost burden. Mrs. Palmer stated we are able, at no cost, to continue to put paper and cardboard in the Geauga Trumbull single stream dumpsters. Mrs. Palmer said late yesterday afternoon, Geauga Trumbull has provided a contact to look into a replacement for the River Valley contract that will possibly provide us continuing income, however she has not had time yet to look into it.

Mr. Mueller feels we should not continue with River Valley and should proceed with finding someone else or using the resources of Geauga Trumbull.

Mrs. Walder reported that the annual income and tonnage has dropped every year from 2014. Mrs. Walder stated that with this change, they would charge us a bin rental fee for each bin of \$35.00 per bin per month and pick up fee of \$50.00 per pick up. Mrs. Walder stated right now we have 11 bins and picked up 3 times a week; this comes out to about \$985.00 per month.

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

The meeting moved into executive session at 10:10 am.

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

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The meeting moved in regular session at 10:44 am.

ROAD DEPT RESIGNATION: *Ms. Port made the motion to accept the resignation of Road Department Laborer IIB/Mechanic Tony Hylton whose last day of employment will be March 31, 2020. Mr. Gabram seconded the motion and it passed unanimously.*

ROAD DEPT PROMOTION: *Mr. Gabram made the motion to accept Road Superintendent Gene Layne's recommendation and promote Nick Lanzaretta to the position of Laborer IIB/Mechanic in the Russell Township Road Department. The promotion is effective April 1, 2020. A one year probation period will begin on the official starting date. Pay scale for Nick Lanzaretta will be \$27.58 per hour per Salary Schedule 32a. 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 the motion and it passed unanimously.

The meeting was adjourned at 10:57 am.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar