

RUSSELL FIRE-RESCUE STATION

March 4, 2020

Chairman Mueller called the meeting to order at 2:32 pm. Trustees Gabram and Port were present. Trustee Assistant Melissa Palmer was also present.

Fiscal Officer Karen Walder was absent with apologies.

**CLERK PRO TEM:** In the absence of Fiscal Officer Karen Walder, Board of Trustees Chairman James Mueller appoints Melissa Palmer to serve as clerk pro tem.

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 February 5, 2020, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on February 19, 2020, as presented. Ms. Port seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on February 28, 2020, as presented. Ms. Port seconded the motion and it passed unanimously.*

**FIRE DEPARTMENT:** Chief Frazier reported that all the paperwork was submitted for the new pumper.

Trustee Port asked how the Fire Department is protecting its employees from the COVID-19 virus, are we prepared for it, has the County given any guidance for this? Chief Frazier advised that the Fire Department has the supplies that they need, and the department is working with the Health Department.

**POLICE DEPARTMENT:** Chief Carroll advised the board that he is looking into two potential part-time officers.

Trustee Port asked Chief Carroll the same questions about the virus. Chief Carroll said the Police Department has the supplies that they need and are also working with Chief Frazier and the Health Department. He cautions that while they are providing aid that they also need to protect the officers.

**POLICE FIREARMS:** *Mr. Gabram moved to approve the purchase of 18 handguns with Trijicon sights from Atwell's Police and Fire Equipment Company, of Painesville, OH, for \$2,882.00, which includes trade-in value for 16 departmental handguns, 18 court ordered/relinquished firearms, and ammunition, per the February 11, 2020 letter from Chief Carroll. Ms. Port seconded the motion and it passed unanimously.*

**ZONING DEPARTMENT:** Zoning Inspector Shane Wrench reported that there is not much going on. Mr. Wrench advised the trustees that Circle K has submitted all their paperwork and is waiting for the properties to transfer.

**ROAD DEPARTMENT:** Road Superintendent Gene Layne has a contract for the 2020 landscaping he would like approved.

RUSSELL FIRE-RESCUE STATION

March 4, 2020

**LANDSCAPE ESTIMATES:** *Mr. Gabram made the motion to approve the CJ Landscape LLC landscape maintenance estimate, dated February 12, 2020, for the 2020 season for the price of \$30,439.50. Ms. Port seconded the motion and it passed unanimously.*

*Mr. Gabram made the motion to authorize Fiscal Officer Karen Walder to sign and execute the CJ Landscape LLC contract for 2020. Ms. Port seconded the motion and it passed unanimously.*

**COUNTY LINE ROAD:** Mr. Layne reported that in April the Hunting Valley retaining wall should be finished, and that Hunting Valley hired a separate contractor from Trax to do the work.

**FACILITIES:** Mr. Wrench reported that in the spring there are a few projects that will need to be done at the Road Department, and the shooting range.

**BANK RECONCILIATION & FINANCIAL REPORTS:** *Mr. Gabram made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for December 2019, as submitted by Fiscal Officer Karen Walder. Ms. Port seconded the motion and it passed unanimously.*

*Mr. Gabram made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for January 2020, as submitted by Fiscal Officer Karen Walder. Ms. Port seconded the motion and it passed unanimously.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**RIVER VALLEY RECYCLING:** *Ms. Port made the motion to join the no charge/no value recycling program with River Valley Paper whereby Russell Township does not pay for bins or tipping and the township does not receive income for the paper and cardboard tonnage during this period of downturn in the paper market. Mr. Gabram seconded the motion and it passed unanimously.*

**GOV DEALS RESOLUTION:** *Ms. Port made the motion to approve Resolution 2020 - 8 authorizing the use of Internet Auction for disposition of township property. Mr. Gabram seconded the motion and it passed unanimously.*

**NOPEC:** The new NOPEC representative Jeff Heinrich advised the Trustees of the grant amounts that Russell Township received for 2020. In a sponsored community event amount the township has \$1,500 and for energy efficiency grants the township has \$18,682.00.

**REQUEST FOR USE OF BOB HALL FIELD:** *Mr. Gabram made the motion to grant permission for the West Geauga Baseball Federation to use Bob Hall Field from April 6 through July 18, 2020, subject to township rules, regulations, and continued availability. Ms. Port seconded the motion and it passed unanimously.*

**REQUEST FOR USE OF CEMETERY:** *Ms. Port made the motion to grant permission for the Fairmount Fine Arts Center to use the Riverview Memorial Park Cemetery north parking area on the evening of March 14, 2020, subject to township rules, regulations, and continued availability. Mr. Gabram seconded the motion and it passed unanimously.*

**EXECUTIVE SESSION:** *Mr. Gabram made the motion to move into executive session to consider the employment and compensation of a public employee*

RUSSELL FIRE-RESCUE STATION

March 4, 2020

*pursuant to ORC 121.22 (G)(1). Ms. Port seconded the motion and it passed unanimously.*

The meeting moved into executive session at 3:26 pm.

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

The meeting moved to regular session at 3:57 pm.

**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 3:57 pm.

James Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Dorka