

RUSSELL FIRE-RESCUE STATION

March 18, 2020

Chairman Mueller called the meeting to order at 7:00 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.

MINUTES: *Ms. Port made the motion to accept the minutes of the Regular Meeting held on March 4, 2020, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

FIRE DEPARTMENT: *Mr. Gabram made the motion, at the recommendation the Fire Chief Frazier, to dispose of the township property itemized on the list "Russell FD Disposition List: GovDeals Items in Yellow", dates 3/18/2020, as each item on the list is not needed for public use, is obsolete, or is unfit for public use. Ms. Port seconded the motion and it passed unanimously.*

PARAMEDIC CONTRACT/TUITION LOAN AGREEMENT: *Mr. Gabram made the motion to enter into a Tuition Payment Agreement with Mr. Jacob Ebright for his 2020-2021 Paramedic Training Program certification through Auburn Career Center. Ms. Port seconded the motion and it passed unanimously.*

ROAD DEPARTMENT - SALT CONTRACT: *Mr. Gabram moved to authorize Fiscal Officer Karen Walder to act as agent in the name of Russell Township to participate in the Ohio Department of Transportation's Winter Salt Contract (018-21) for Road Salt. Ms. Port seconded the motion and it passed unanimously.*

RESOLUTION 2020-9: ODOT SALT PURCHASE PROGRAM: *Mr. Gabram made the motion to approve Resolution 2020-9, agreeing to enter into the annual Ohio Department of Transportation Salt Purchase Program, authorizing the Fiscal Officer to execute the participation agreements for the Program, and authorizing the Road Superintendent to order supplies and materials as available and required through the program. Ms. Port seconded the motion and it passed unanimously.*

TRAX PAYMENT REQUEST #7: *Mr. Gabram made the motion to approve the Pay Application No. 7 for the County Line Road Project RC-0093-AC-2019 in the amount of \$23,425.76 from Hunting Valley funds to Trax Construction, Inc. Ms. Port seconded the motion and it passed unanimously.*

COUNTY LINE ROAD: OPWC DISBURSEMENT REQUEST: *Ms. Port made the motion to authorize Gary Gabram, Trustee, and Karen Walder, Fiscal Officer, to sign Appendix E, Disbursement Request Form and Certification, Reconstruction of County Line Road, OPWC project #DGU11, for disbursement No. 3, in the amount of \$21,230.39. Mr. Mueller seconded the motion and it passed unanimously.*

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

COMMENTS FROM THE PUBLIC WERE RECEIVED.

NOPEC COMMUNITY EVENT: *Ms. Port made the motion to approve the scheduling of a shredding event as the NOPEC community grant event for 2020. Mr. Gabram seconded the motion and it passed unanimously.*

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NPDES PHASE 2 MOU: *Ms. Port made the motion to approve the Memorandum of Understanding regarding the Ohio EPA NPDES Phase 2 Program. Mr. Gabram seconded the motion and it passed unanimously.*

CRWP MOU NPDES PHASE II STORMWATER: *Ms. Port made the motion to approve the Memorandum of Understanding between Russell Township and the Chagrin River Watershed Partners, Inc. for the Ohio EPA NPDES Phase II Program. Mr. Gabram seconded the motion and it passed unanimously.*

TOWN HALL RESERVATIONS RESCIND: *Ms. Port made the motion to rescind the following Town Hall reservations previously granted due to public health and safety guidelines associated with COVID-19:*

*Red Raider HOA April 14, 2020
Hemlock Hills HOA April 26, 2020
Hemlock Hills HOA May 24, 2020*

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

The meeting moved into executive session at 8:07 pm.

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

The meeting moved to regular session at 8:21 pm.

ZONING SECRETARY: VACANCY: *Ms. Port made the motion to approve the part-time employment of Cathleen Birli as Zoning Secretary at the starting rate of \$18.24 per hour, per Township Salary Schedule 32a, effective April 1, 2020, for approximately 20 hours per week, with a one year probationary period, pending the completion of all paperwork with the Fiscal Office, and pending satisfactory results of the FBI/BCI background check. Mr. Gabram seconded the motion and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

Ms. Port made the motion to adjourn. Mr. Gabram seconded and it passed unanimously.

The meeting was adjourned at 8:23 pm.

James Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Dorka