

RUSSELL FIRE-RESCUE STATION

November 19, 2018

Chairman Madden called the meeting to order at 5:30 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.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on November 6, 2018, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Mr. Gabram made the motion to acknowledge receipt of the third quarter 2018 departmental report from the Zoning Department. Mr. Mueller seconded the motion and it passed unanimously.*

ROAD PROJECT: HILLBROOK/LEDGEBROOK PAVING

CHANGE ORDER & PAYMENT APPROVAL: Contract RS-RUS-18 for the Hillbrook and Ledgebrook paving project is complete. The project was originally awarded to Chagrin Valley Paving for \$102,200.00. The project came in under the bid amount which is reflected in a revised Contract for a total of \$99,838.40.

Mr. Mueller made the motion, at the recommendation of the Geauga County Engineer, to approve change Order No. 1 to the 2018 Asphalt Resurfacing of Various Roads (Contract RS-RUS-18), a decrease of \$2,361.60 in the final contract cost, submitted by Chagrin Valley Paving, Inc. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Gabram made the motion to approve the first & final payment for the Asphalt Resurfacing of Various Roads (Contract RS-RUS-18), in the amount of \$99,838.40 submitted by Chagrin Valley Paving, Inc. Mr. Mueller seconded the motion and it passed unanimously.

STREET LIGHTING: Trustees have received a request from a resident on Runnymede Trail to look into having a street light placed on the electrical pole at the intersection of Runnymede Trail and Russell Rd. In the past, the township has paid the electric costs for the street lights. Police Chief Carroll indicated that the intersection is very dark and that - from a safety standpoint - increased lighting would be a benefit. Discussion included need to determine who pays for installation, the fixtures and the electric costs for this street light, as well as assessing the potential impact on adjoining residents.

POLICE DEPT: Police Chief Carroll reported that Cram the Cruiser event that ran from October 7 to November 11, was very successful.

POLICE IN-CAR CAMERA UPGRADES: Police Chief Carroll provided a brief history of the in-car camera system currently utilized by the department, and the planned upgrades which were included in the Police department's five-year capital spending plan. The upgrade would consist of services from three different vendors: one vendor to source the camera equipment; one vendor to remove the old equipment and install the new equipment in the cruisers; and one vendor for the in-station computer equipment and setup.

Mr. Mueller made the motion, at the recommendation of Police Chief Carroll, to approve the purchase and labor for five in-car video and audio systems with extended warranty for Police vehicles per the document dated November 16,

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2018, for the amount of \$44,377.27 from Insight Public Sector. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Gabram made the motion, at the recommendation of Police Chief Carroll, per the document dated November 16, 2018, to approve the server configuration, rack mounting, Cisco Wireless Access Point and antennae for the amount of \$1,887.00 from Bailey Communications. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Mueller made the motion, at the recommendation of Police Chief Carroll, per the document dated November 16, 2018, to approve the equipment removal and installation of the new video camera systems by Hall Public Safety for the cost of \$4,000.00. Mr. Gabram seconded the motion and it passed unanimously.

HOLIDAY REQUEST: Mrs. Walder reported that the Township holiday luncheon is planned for December 13, 2018 and requested approval of expenditures from the trustees for the event.

Mr. Gabram made the motion to authorize the expenditure of \$3,000.00 for the purpose of an annual township review and appreciation event for Township employees, affiliates, and volunteers. Mr. Mueller seconded the motion and it passed unanimously.

SPECIAL REVENUE FUND: Mrs. Walder reported that the township will receive new tax revenue from the Permissive Motor Vehicle License Tax. The Fiscal Office needs to establish a new Special Revenue Fund per the Auditor of State. The uses for this fund are stipulated by ORC 4504.15 and ORC 4504.18.

Mr. Gabram made the motion to adopt Resolution 2018-22, a resolution to approve the creation of Special Revenue Fund for the new Permissive Motor Vehicle License Tax monies, as recommended by the Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.

AMENDED CERTIFICATE: Mrs. Walder reported that the Fiscal Office has received an Amended Certificate from the County Auditor, reflecting fund adjustments as recommended by the Auditor of State as part of the township's 2016-2017 audit. The adjustments to the fund balances involved the General Fund and Road and Bridge.

Mr. Mueller made the motion to accept the Amended Certificate of Estimated Resources for Russell Township for the fiscal year beginning January 1, 2018, as revised by the Budget Commission and dated November 5, 2018. Mr. Gabram seconded the motion and it passed unanimously.

TEMPORARY APPROPRIATIONS 2019: Mrs. Walder presented the temporary appropriations for approval. These temporary appropriations identify planned expenditures through the beginning of 2019, until permanent appropriations are prepared and approved by the Trustees.

Mr. Mueller made the motion to adopt the Temporary Township Annual Appropriation Resolution 2018-23 for the fiscal year ending December 31, 2019, as recommended by the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.

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SECURITY UPGRADE PROJECT: Mrs. Walder presented Change Order #1 for various modifications to the security upgrade project. Wireless access points were left off the original scope and contract. Also, when doing the walk through for the actual placements of the TV monitors, it was determined that the 24" monitors quoted would be too small to display 8 cameras. The additional charge for the updated scope is \$1,451.63.

Mr. Gabram made the motion, at the request of the Fiscal Officer Karen Walder, to approve Change Order #1, an increase in the amount of \$1,451.63 as identified on revised estimate numbers 2051, 2037, and 2038, to Visual Armor Security, for the Video Surveillance Project previously approved on August 15, 2018. Mr. Mueller seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

UNFINISHED BUSINESS: ROB MORGAN: VETERANS MEMORIAL UPDATE:

Mr. Morgan attended the meeting and gave a brief update on the Veterans Memorial. Mr. Morgan presented revised plans that better reflect the anticipated funding set aside.

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

The meeting moved into executive session at 6:15 pm.

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 6:20 pm.

RESIGNATION: *Mr. Gabram made the motion to accept the resignation of Vince Gambino from the employ of the Russell Township Road Department, effective November 30, 2018. Mr. Mueller seconded the motion and it passed unanimously.*

ROAD DEPT NEW HIRE: *Mr. Gabram made the motion to hire Nicholas Lanzaretta as a full-time Road Laborer, Class IIC, at the starting rate of \$21.77 per Salary Schedule 28, pending his acceptance, acceptable results of drug test and BCI background check, and pending completion of all paperwork with the Fiscal Office, a one year probation will begin on the official starting date of December 1, 2018. Mr. Mueller seconded the motion and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 6:22 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar