

RUSSELL FIRE-RESCUE STATION

January 9, 2019

Fiscal Officer Karen Walder called the meeting to order at 1:00 pm. Trustees Justin Madden, Gary Gabram, Jim Mueller 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.

ORGANIZATION: *Mr. Gabram nominated Justin Madden for Chairman of the Russell Township Board of Trustees for the year 2019. Mr. Madden seconded the nomination. Mr. Madden voted yes, Mr. Gabram voted yes and Mr. Mueller abstained.*

Mr. Madden nominated Gary Gabram for Vice-Chairman of the Russell Township Board of Trustees for the year 2019. Mr. Mueller seconded the nomination and it passed unanimously.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Special meeting held on December 19, 2018, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

ZONING DEPARTMENT: Zoning Inspector Shane Wrench advised the Trustees that the zoning 4th quarter report was submitted. Mr. Wrench reported that the Board of Zoning Appeals meeting regarding the continuation of Circle K was held on January 7. Most of the variances were approved, except for signage and lighting issues that still need to be revisited. The approvals allow Circle K to move forward. Mr. Wrench reported in the last month he has resolved some ongoing zoning violations, and also reported on progress of the security and camera upgrades at the Administration building.

FIRE DEPARTMENT: ACCEPT DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the donation from R.W. Donahey of \$250.00 to the Fire Department. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$250.00 donation for the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion and it passed unanimously.

HAZMAT COG PROXY: *Mr. Mueller made the motion to authorize Chief John Frazier to carry a letter of proxy to the HAZMAT COG meetings in the event that a Trustee is not in attendance. Mr. Gabram seconded the motion and it passed unanimously.*

Chief Frazier reported on a new protocol in the works called Regional Protocol. The three big hospitals; UH, Cleveland Clinic, and Metro previously had their own protocols under which EMS operated. Under the new five county protocol, everyone will operate under the same protocols. Chief Frazier said there is training underway which needs to be completed by EMTs and paramedics to be able to work these protocols before our drug license is renewed because it will make a number of changes for medications.

ROAD DEPARTMENT: Mr. Layne reported that he received a street lighting quote for Runnymead and Russell Road from CEI. They will not permit use of the existing pole so a new pole would need to be installed at an estimated cost of

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\$1,100-\$1,200 (plus the monthly cost for electricity for the new street light).

POLICE DEPARTMENT: Chief Carroll advised that the 4th quarter Police Department report was submitted to the Trustees. Chief Carroll reported that the inventory and industrial appraisals were completed and submitted to Melissa. Chief Carroll advised that the storm water management practices reports were submitted to Mr. Wrench. Chief Carroll reported that the new in-car camera system equipment is starting arrive and he is hoping to have everything installed by mid February. Chief Carroll reported that CEI removed the abandoned poles and wires on township lots adjacent to and including the Police Station. There are two poles left on the property line that remain in use.

QUARTERLY REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the 4th Quarter 2018 Departmental Reports from the Fire, Police, Road, and Zoning Departments. Mr. Gabram seconded the motion and it passed unanimously.*

FISCAL OFFICE: Mrs. Walder reported that she is still working on the updated credit card policy and is hoping to send the draft to the Trustees by the end of this week. The trustees will need to review the policy and take action prior to February 2. Mrs. Walder clarified that under the new rules, the Police Department may use a debit card but currently the Department has not been issued one.

RESOLUTION - TAX ADVANCE REQUEST: *Mr. Mueller made the motion to approve Resolution 2019-1, a Resolution for Advance of Taxes Collected. Mr. Gabram seconded the motion and it passed unanimously.*

DAS COOPERATIVE PURCHASING PROGRAM: *Mr. Gabram Moved to approve payment of the annual membership fee of \$100.00 for Cooperative Purchasing Program of the Ohio Department of Administrative Services, General Services Division. Mr. Mueller seconded the motion and it passed unanimously.*

ASSIGNMENT AGREEMENT FORMS: Mrs. Walder received an additional assignment agreement relating to the 2017 health care issues. This agreement allows the employee to give Russell Township the ability to negotiate health care payments related to issues that occurred in 2017.

Mr. Mueller made the motion to sign and execute the health and medical information Assignment Agreement between township employees, spouses, and dependents (Assignors) and the Russell Township Board of Trustees (Assignees). Mr. Gabram seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

REQUEST FOR USE OF TOWN HALL: *Mr. Gabram made the motion to grant permission for Hemlock Hills HOA to use the Town Hall on each second Thursday in 2019 from 6 pm- 10 pm, subject to Township Rules and Regulations. Mr. Mueller seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWN HALL: *Mr. Mueller made the motion to grant permission for Russell Garden Club to use the Town Hall on December 2, 2019, subject to Township Rules and Regulations. Mr. Gabram seconded the motion and it passed unanimously.*

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REQUEST FOR USE OF TOWN HALL: *Mr. Gabram made the motion to grant permission for Russell Historical Society to use the Town Hall on each third Saturday in 2019 from 10 am - 2 pm, subject to Township Rules and Regulations, pending receipt of paperwork. Mr. Mueller seconded the motion and it passed unanimously.*

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL: *Mr. Gabram made the motion to appoint Jim Mueller the Township representative to the Health District Advisory Council. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to appoint Gary Gabram the alternate Township representative to the Health District Advisory Council. Mr. Gabram seconded the motion and it passed unanimously.

CHAGRIN RIVER WATERSHED PARTNERS: *Mr. Mueller made the motion to appoint Gary Gabram as the Township representative to the Chagrin River Watershed Partners. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to appoint Justin Madden as the alternate Township representative to the Chagrin River Watershed Partners. Mr. Gabram seconded the motion and it passed unanimously.

STORM WATER MANAGEMENT PROGRAM: *Mr. Mueller made the motion to appoint Gary Gabram as Township representative to the Storm Water Management Program. Mr. Gabram seconded the motion and it passed unanimously.*

HAZMAT COUNCIL OF GOVERNMENTS: *Mr. Gabram made the motion to appoint James Mueller as Trustee representative to the HAZMAT Council of Governments. Mr. Mueller seconded the motion and it passed unanimously.*

CVIGC: *Mr. Gabram made the motion to appoint James Mueller as the Trustee representative to the Chagrin Valley Intergovernmental Council. Mr. Mueller seconded the motion and it passed unanimously.*

OPBA: *Mr. Mueller made the motion to appoint Gary Gabram as the Trustee representative to the Ohio Patrolmen's Benevolent Association township management committee. Mr. Gabram seconded the motion and it passed unanimously.*

VERCOG: *Mr. Gabram made the motion to appoint James Mueller as the Trustee representative to the Valley Enforcement Regional Council of Governments. Mr. Mueller seconded the motion and it passed unanimously.*

EXECUTIVE SESSION: *Mr. Mueller made the motion to move into executive session to confer with an attorney concerning disputes that are the subject of pending court action pursuant to ORC 121.22 (G) (3). Mr. Gabram seconded the motion and it passed unanimously.*

The meeting moved into executive session at 1:36 pm.

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

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The meeting returned to regular session at 2:18 pm.

Mr. Mueller made the motion to enter into a Settlement Agreement with New Perspective Asset Management LLC, as receiver for OPEC-HC to cover medical claims in an approximate amount of \$235,650.32, for Russell Township participating employees and families that incurred in 2017. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Gabram made the motion to fund the previously approved Settlement Agreement with New Perspective Asset Management LLC, as receiver for OPEC-HC in the amount of \$93,600.00. 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 2:28 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar