

RUSSELL FIRE-RESCUE STATION

January 15, 2020

Chairman Mueller called the meeting to order at 7:00 pm. Trustee Gabram and Trustee Port were present. Fiscal Officer Karen Walder was absent. Trustee Assistant Melissa Palmer was present.

The following Department Heads were present: Police Chief Tim Carroll and Fire Chief John Frazier.

CLERK PRO TEM: In the Fiscal Officer's absence, Board of Trustees Chairman Jim Mueller appointed Melissa Palmer to serve as clerk pro tem.

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on December 18, 2019, as presented. Mr. Mueller seconded the motion. Roll call as followed: Mr. Port abstained; Mr. Gabram yes; Mr. Mueller yes and the motion passed.*

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

BANKING RESOLUTION: *Ms. Port made the motion to approve Resolution 2020-2, a Resolution authorizing the current township trustees and fiscal officer to be named agents & authorized signatories with Russell Township's financial institution, Middlefield Banking Company. Mr. Gabram seconded the motion and it passed unanimously.*

SALARY SCHEDULE: *Ms. Port made the motion to approve and adopt revised Salary Schedule 32a, effective January 1, 2020. Mr. Gabram seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED

GOVDEALS – GUEST SPEAKER: Sales Representative, Sarah Schultz, came in and introduced GovDeals.com. GovDeals.com is like eBay but is only for government agencies to sell but anyone can buy. Sarah reported that in Ohio alone, have held 242,000 auctions. The main benefits are you will reach a lot more bidders instead of trying to sell locally and surplus can be sold immediately. Sarah stated that she recommends selling items "as is where is." Sarah stated you get assigned a Client Account Manager and they can come out and train a few people and help you get your first item up for sale. GovDeals charges 12.5% of the final selling price. Sarah recommends that the Township pays 0% and make the winning bidder the whole 12.5% fee. Once an item has been purchased, the buyer has 5 days to pay and then 5 days to pick up. Once picked up we would check a box online that it was picked up and a week later the township would receive a check from GovDeals. Chief Carroll stated he will send a copy of the MOU to the county prosecutor.

PUMPER PURCHASE: Chief Frazier reported he went to local banks to do research on financing and reported that Huntington will do a lease purchase and so far has the best rate. He stated he sent the lease agreement to our APA to review.

ACCEPT DONATION: *Mr. Gabram made the motion, based on Fiscal Officer's recommendation, to accept the donation from Robert Donahey of \$250.00 to the Fire Department. Ms. Port seconded the motion and it passed unanimously.*

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

RANGE CLEANING AGREEMENT: Chief Carroll has been looking for vendors to clean out the trap at the shooting range. He found a company in Rootstown that will clean it for \$4,925. A trap collects the lead bullets in sand. The company sifts the sand to remove the lead and then disposes of the lead at an EPA approved facility.

Mr. Gabram made the motion to approve the agreement with HEPA Environmental Services, Inc, of Rootstown, Ohio, dated January 6, 2020, for Outdoor Sand Trap Sifting, approved as to form by the Geauga County Prosecutor. Ms. Port seconded the motion and it passed unanimously.

CLOUT MEMEBERSHIP INVITE: Mrs. Palmer stated the Township was a member of CLOUT years ago. It is geared more towards larger townships. The 2 criteria to be a member, 1st is have a budget of \$3,000,000 or more and the 2nd is a resident population of 15,000. Mrs. Palmer stated the reason Russell stopped the membership was because the agenda items tended to lean towards larger urban townships. Ms. Port and Mr. Gabram feel it doesn't have much benefit to Russell Township and the Trustees agreed to not sign up for the membership.

BUDGET WORKSHOP DATES: Looking at June 2nd and 3rd since Mrs. Palmer stated that Mrs. Walder was only available those days. Trustees agreed to these dates.

RUSSELL FIRE-RESCUE STATION

January 15, 2020

INVENTORY: *Mr. Gabram made the motion to accept the 2019 equipment inventory as presented from the Trustees, Fiscal Office, Fire, Police, Road, & Zoning departments. Ms. Port seconded the motion and it passed unanimously.*

COMPUTER/TECH IMPROVEMENTS: Mrs. Palmer reported that Mr. Wrench's hard drive on his laptop died. Reported that Mrs. Walder was able to help and get assistance from the county tech department. Mrs. Palmer stated we will be looking at getting a tech company to be able to service us more promptly. Mrs. Palmer reported there are 2 vendors we are looking at right now. Mr. Mueller would like to have a tech firm do a review and help make sure we have proper software installed and proper security.

CRWP 2020 MEMBERSHIP DUES: *Ms. Port made the motion to approve the payment of \$3,549.00 to the Chagrin River Watershed Partners, Inc. for 2020 membership dues. Mr. Gabram seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWN HALL: Mr. Mueller has suggested that the Trustees should rotate attending HOA meetings. Ms. Port volunteered to attend the Red Raider HOA meeting.

Mr. Gabram made the motion to grant permission for Red Raider HOA to use the Town Hall on April 14, 2020 from 7 pm – 9 pm, subject to Township rules, regulations, & continued availability, and pending receipt of Hold Harmless form. Ms. Port seconded the motion and it passed unanimously.

CENSUS 2020: The Russell Town Hall will be offered for use by Census officials for a local job training and recruitment site.

EXECUTIVE SESSION: *Mr. Gabram made the motion to move into executive session to discuss the employment and compensation of 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 8:09 pm.

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

The meeting moved in regular session at 8:45 pm.

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 8:45 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar