

RUSSELL FIRE-RESCUE STATION

April 3, 2019

Chairman Madden called the meeting to order at 1:00 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, Road Superintendent Gene Layne, and Zoning Inspector Shane Wrench.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on March 18, 2019, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

Tabled minutes of March 20, 2019 for the correction of a typographical error.

Mr. Gabram made the motion to accept the minutes of the Special Meeting held on March 25, 2019, as presented. Mr. Mueller seconded the motion and it passed unanimously.

POLICE VEHICLE PURCHASE: Chief Carroll reported that the purchase of a new cruiser is part of his capital planning for 2019. He has obtained a quote from Elyria Ford for a 2019 Ford Taurus Police Interceptor for \$29,747.06. Chief Carroll said he has 2 cars for trade-in, one is a 2014 Ford Taurus and the unmarked 2013 Ford Taurus. Elyria Ford will give \$6,500.00 for the unmarked car and \$5,500.00 for the 2014 Ford Taurus. He also has quotes to remove and reinstall equipment taken out of the old car into the new one. The final cost will be \$25,543.92, which includes the removal and install of equipment and graphics.

Mr. Gabram made the motion to approve the purchase of a 2019 Ford Police Interceptor complete with equipment and graphics for an amount of \$29,747.06 from Elyria Ford of Elyria Ohio, less a trade-in of \$6,500.00 for the 2013 Ford Taurus Police Interceptor #8181/unmarked, less a trade-in of \$5,500.00 for the 2014 Ford Taurus Police Interceptor #8121, cost of document fees and 30 day tag included, for a final cost of \$25,543.92, per April 1, 2019 letter from Chief Carroll. Mr. Mueller seconded the motion and it passed unanimously.

POLICE DEPT – COMPUTERS: Chief Carroll reported that the replacement of laptops for police vehicles is part of his capital planning for 2019. The in-vehicle computers are used to access LEADS, reports and school cameras. They also provide officers with updates to new laws as they are enacted. The current models are 12 years old and some of the features are starting to fail. Chief Carroll obtained a quote for 5 units and cradles for \$19,148.00.

Mr. Mueller moved to approve the purchase of five Panasonic Toughbook CF-33 laptop computers, backlit keyboards, MDT mounts, power adaptors, and a three year warranty from Insight Public Sector for a cost of \$19,148.00, per Insight Quote #220941859. Mr. Gabram seconded the motion and it passed unanimously.

ZONING DEPT: Mr. Wrench reported that zoning activity has increased over the last few weeks. Mr. Wrench reported that the Road Department LED lighting conversion has been completed. Mr. Wrench said he is continuing to work with the architect for updated renderings for the storage building. Mr. Wrench also reported he met with Rob Morgan and contractors for a pre-bid meeting for the Veteran's Memorial project, and that an amendment to the plans has been sent out. Bids are due Monday, April 8, 2019.

ADMIN LED LIGHTING: NEC GRANT: Mr. Wrench reported he received a quote from Villers Electric for LED lighting upgrades in the Administration Building and also a separate quote for the tenant's space.

Mr. Gabram made the motion to approve the estimate from Villers Electric, Inc, Proposal #032019 dated March 20, 2019, for the amount of \$3,350.00, for the LED light replacement project at the Administration Building/Township Offices. Mr. Mueller seconded the motion and it passed unanimously.

ADMIN/TENANT LED LIGHTING: NEC GRANT: *Mr. Mueller made the motion to approve the estimate from Villers Electric, Inc, Proposal #031919 dated March 19, 2019, for the amount of \$550.00, for the LED light replacement project at the Administration Building/Craun Offices rental space. Mr. Gabram seconded the motion and it passed unanimously.*

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

BOARD OF ELECTIONS: *Mr. Mueller made the motion to authorize Fiscal Officer Karen Walder to execute the Contract for Election Day Polling Location for May 7, 2019 with the Geauga County Board of Elections. Mr. Gabram seconded the motion and it passed unanimously.*

TOWN HALL USE: *Mr. Mueller made the motion to grant permission for the Geauga County Board of Elections to use the Town Hall from 5:30 am – 9:00 pm, on May 7, 2019, subject to Township rules and regulations. Mr. Gabram seconded the motion and it passed unanimously.*

2020 BUDGET: Mrs. Walder reported that she will be sending out requests to the department heads to update their 5 year capital budgeting needs.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

COUNTY LINE ROAD: PLAN APPROVAL: Shane Hajjar, from the Geauga County Engineer's Office, presented the final plans and specs and recommended Trustees act on a Resolution to put County Line Rd project out for bid. Mr. Hajjar has spent a lot of time over the last several months going over the plans with the design engineers and says the portions on the Russell Township side reflect what he wanted to see. There were some drainage issues identified on the Hunting Valley side however Mr. Hajjar reports that Hunting Valley has decided to move forward with the plans that have been presented. The current project estimate is \$3,650,000.00 and the estimated cost of Russell Township side is \$1,260,000.00, which is not including the \$350,000.00 OPWC Grant. Pending Trustee's plan approval and signing of the Resolution, Mr. Hajjar said the County Engineer's office will place the legal notice effective April 11, 2019 and will schedule bid opening for May 1, 2019 at the Russell Fire-Rescue Station. Bids will be accepted until 11:00 am and the bid opening will be at 11:15 am on that day.

Mr. Mueller made the motion to approve the plans and specifications for the Reconstruction of County Line Road (TR93) as presented by the Geauga County Engineer, dated April 3, 2019. Mr. Gabram seconded the motion and it passed unanimously.

COUNTY LINE ROAD: IMPROVEMENTS: *Mr. Gabram made the motion to approve Resolution 2019-7: A Resolution which orders the improvement of County Line Road (TR93), adopts the plans and specifications, and orders that the project be let for bid. Mr. Mueller seconded the motion and it passed unanimously.*

GTSWMD 15 YEAR PLAN: The planned representative from GTSWMD, Director Greg Kovalchik was not able to attend the meeting.

Mr. Mueller made the motion to approve Resolution 2019-6: A Resolution to approve the 15 year plan of the Geauga-Trumbull Solid Waste Management District. Mr. Gabram seconded the motion and it passed unanimously.

GSWCD FINANCIAL REPORT: Mrs. Palmer reported that Geauga Soil and Water has asked for an appropriation for 2019 and/or 2020. In recent years, the township has not provided them with an appropriation but with a letter of cooperation, which assisted them in grant application. Mr. Gabram stated he has no issue with giving them an appropriation. Mr. Gabram stated they have been in the Township for planning reviews 12 times last year, site inspection 237 times, storm water basin inspections 22 times and other technical assistances. Mr. Gabram feels the \$3,000.00 they are asking for is reasonable and the State will match what we appropriate. Fiscal Officer Walder noted that this funding was not budgeted for 2019 and that a supplemental appropriation may be needed.

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Mr. Mueller made the motion to approve payment of \$3,000.00 to Geauga Soil and Water Conservation District to support the services and programs they provide in meeting the

township's NPDES goals and to Russell Township residents. Mr. Gabram seconded the motion and it passed unanimously.

REQUEST FOR USE OF TOWN HALL: *Mr. Gabram made the motion to grant permission for the Hackamore Woods Homeowner's Association to use the Town Hall on May 16, 2019, subject to Township rules, regulations, and continued availability. Mr. Madden seconded the motion and it passed unanimously.*

Mr. Mueller stepped out briefly at 1:37 pm.

ACCEPT DONATION: *Mr. Gabram made the motion, at the recommendation of the Fiscal Officer, to accept the donation of a \$50.00 Subway gift card to the trustees and Township staff from Mrs. Christina Livers. Mr. Madden seconded the motion and it passed.*

Mr. Gabram made the motion to accept the donation of the \$50.00 Subway gift card for use by the township trustees and staff at the discretion of the Fiscal Officer. Mr. Madden seconded the motion and it passed.

Mr. Mueller returned at 1:38 pm.

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) AND to confer with an attorney concerning disputes that are the subject of pending or imminent court action pursuant to ORC 121.22 (G) (3). Mr. Mueller seconded the motion and it passed unanimously.*

The meeting moved into executive session at 1:39 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 2:50 pm.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 2:50 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar