

RUSSELL FIRE-RESCUE STATION

December 18, 2019

Chairman Madden called the meeting to order at 1:00 pm. Trustee Gabram and Trustee 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.

TANKER TRADE-IN: Mrs. Walder reported she reviewed the trade-in offer that was sent to Chief Frazier from Finley Fire Equipment. It is an offer of a \$13,000 trade-in value towards the purchase of a 2020 Pierce pumper. On receiving this, Mrs. Walder reviewed if she had any paperwork on the planned purchase of the 2020 pumper and she does not. Mrs. Walder expressed reservation about agreeing to a trade-in against a future purchase for which we are not sure what the purchase price is. Mrs. Walder reported she reached out to the Township's APA and per ORC 505.10 (A)(3) trade in is permitted but the trade-in must happen at the time of the new property is received.

TOWNSHIP PROPERTY USE: Chief Carroll reported that Thompson Electric asked for a 30 day extension of time for the area they are staging trucks and materials. The agreement the Township currently has with Thomas Electric, which was signed back in August 2019, was to utilize the area up until December 31, 2019. Mrs. Walder prepared Amendment # 1 to the original agreement indicating the new date of January 31, 2020. Thompson Electric has signed it and provided a copy of their Certificate of Liability through that time period.

Mr. Mueller made the motion to approve the extension entitled "Amendment #1" of the agreement with Thompson Electric Inc of Monroe Falls, Ohio to temporarily use Russell Township property for a County Line Road project staging area, continuing the use of the Russell Township Hold Harmless Agreement and the Certificate of Liability Insurance. Mr. Gabram seconded the motion and it passed unanimously.

Chief Carroll reported that the charging station from NOPEC will be delivered January 10. Chief Carroll also reported he submitted his inventory and industrial appraisal to Mrs. Palmer, and that he submitted the Storm Water Management report to Mr. Wrench.

POLICE DEPARTMENT: DONATIONS: *Mr. Gabram made the motion, at the recommendation of the Fiscal Officer, to accept the donation to the Police Department of \$300.00, from Anthony and Claire Paskevich. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to accept the donation of \$300.00 for use by the Police Department at the discretion of the Police Chief. Mr. Mueller seconded the motion and it passed unanimously.

Chief Carroll extended a big thank you to Justin Madden for all of his help and everything he has done for the Police Department and the Township.

STORAGE BUILDING: LARSEN: *Mr. Mueller made the motion to authorize funds for Larsen Architects, Lakewood, Ohio up to \$900.00 to revise plans for the proposed storage facility. Mr. Gabram seconded the motion and it passed unanimously.*

Mrs. Walder extended a thank you to Russell Township resident Mike Giarrizzo for providing a Holiday lunch to all of the departments.

ROAD PROJECT: CHANGE ORDER APPROVAL: Mrs. Walder reported that the Geauga County Engineer has provided the Township with 2 change orders. Change Order No. 2 accounts for changes in the actual quantities used from the contract price and addresses some additional items added to the contract. The net of this change order is an increase of the contract by \$83,444.06, of which \$12,535.50 is Russell Township responsibility and \$70,908.36 is Hunting Valley responsibility. Change Order No. 3 reduces the contract amount for the items that the county has determined to be non-performed. This includes moving the water main pipe on the Hunting Valley side. Mrs. Walder's understanding is they originally thought they were going to have to relocate the entire water line but subsequent inspection determined only sections needed to be relocated. The other item not being performed is the retaining wall on the Hunting Valley side. Mrs. Walder's understanding is that Hunting Valley has prepared alternate design plans for the retaining wall and will go out for bid on their own. Both of these items resulted in a net decrease to the contract by \$317,564.50 which is all Hunting Valley responsibility.

Mr. Mueller made the motion, at the recommendation of the Geauga County Engineer, to approve the following two change orders to the County Line Road Project RC-0093-AC-2019:

Change Order No. 2 an increase of \$83,444.06 in the final contract cost, a portion of \$70,908.36 being from Hunting Valley funds, and a portion of \$12,535.70 being from Russell Township funds, submitted by TRAX, Inc.

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Change Order No. 3 a decrease of \$317,564.50 in the final contract cost, the entirety of the \$317,564.50 being from Hunting Valley funds, submitted by TRAX, Inc. Mr. Gabram seconded the motion and it passed unanimously.

TRAX PAYMENT APPROVAL: Mrs. Walder reported we received Pay Application No. 5 for TRAX Construction for \$259,493.11, of which \$15,720.12 is Russell Township's responsibility and will be submitted to OPWC. The remaining balance of \$243,772.99 would be paid from the Hunting Valley funds.

Mr. Mueller made the motion to approve the Pay Application No. 5 for the County Line Road Project RC-0093-AC2019 in the amount of \$243,772.99 from Hunting Valley local funds to TRAX Construction, Inc. Mr. Gabram seconded the motion and it passed unanimously.

COUNTY LINE ROAD: OPWC DISBURSEMENT REQUEST: *Mr. Gabram made the motion to authorize Justin Madden, 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. 2, in the amount of \$15,720.12. Mr. Muller seconded the motion and it passed unanimously.*

NEW W4 FORM FOR 2020: Mrs. Walder reported that the IRS released a new W4 form for 2020. There has been a new section added if you hold multiple jobs or if the spouse works. The Fiscal Office has put out a memo to all employees regarding the new form and an FAQ information sheet. This new form only needs to be filled out by a current employee if a change is requested to your withholdings.

Mr. Mueller stepped out at 1:22pm.

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

Mr. Mueller stepped back in at 1:24pm.

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

COMMENTS FROM THE PUBLIC WERE RECEIVED

GTSWMD CONTRACT: SINGLE STREAM DROP-OFF RECYCLING CONTRACT: Mr. Gabram reported that the Terms of the revised Contract are identical to the previous contract with GTSWMD. The contract includes glass again as an assured pick up requirement.

Mr. Gabram made the motion to approve the single stream drop off recycling program contract with Geauga-Trumbull Solid Waste Management District, in effect from January 1, 2020 through December 31, 2022. Mr. Mueller seconded the motion and it passed unanimously.

TRUSTEE ORGANIZATIONAL MEETING 2020: *Mr. Gabram made the motion to approve the 2020 Trustee's Organization Meeting date and time for January 3 at 11:00 am. Mr. Mueller seconded the motion and it passed unanimously.*

V. VILIMAS: MILITARY HONORS: Mr. Madden reported that Gattozzi and Son Funeral Homes did some additional research and found out Mr. Vilimas is a military veteran, which entitles him to be buried at the National Cemetery. Mr. Madden indicated that Gattozzi has been directed to take the matter forward with the National Cemetery and have Mr. Vilimas buried with military honors.

SPIRIT OF '76: Mrs. Palmer reported that representatives of the Historical Society had approached her about hanging a print of a well known historical painting in the Town Hall. It was a gift from the Chagrin Falls Historical Society to the Russell Township Historical Society. The Historical Society has asked for permission to work with Mr. Wrench on finding a place to hang the picture and the board has agreed to this.

VOLUNTEER FIRE FIGHTERS' DEPENDENTS FUND BOARD: *Mr. Gabram made the motion to appoint Jim Mueller and Gary Gabram as the Township Trustee representatives to the Volunteer Fire Fighters' Dependents Fund Board for 2020. Mr. Mueller 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 public employees pursuant to ORC 121.22 (G) (1). Mr. Mueller seconded the motion and it passed unanimously.*

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The meeting moved into executive session at 1:35 pm.

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

The meeting moved in regular session at 1:58 pm.

APPOINTMENT: BOARD OF ZONING APPEALS: *Mr. Mueller made the motion that Mark McGrievy be appointed to the remainder of the 5-year term Board of Zoning Appeals expiring December 31, 2023, subject to the receipt of a letter of resignation from the zoning commission. Mr. Gabram seconded the motion and it passed unanimously.*

ZONING COMMISSION: *Mr. Mueller made the motion that the trustees gratefully accept the resignation of Mark McGrievy from the Zoning Commission as he moves to a new volunteer position, subject to receipt of letter of resignation. Mr. Gabram seconded the motion and it passed unanimously.*

ZONING SECRETARY: *Mr. Gabram made the motion to extend the offer of appointment to Sarah Woods as part-time Zoning Secretary, effective January 1, 2020, with approximately 20 hours per week and the starting rate of \$18.24 per hour, per Salary Schedule 32, reporting to Melissa Palmer. Mr. Mueller seconded the motion and it passed unanimously.*

ZC/BZA SECRETARY: *Mr. Gabram made the motion to relieve Fiscal Officer Karen Walder of the responsibility of secretary of the township Zoning Commission and secretary of the Board of Zoning Appeals, effective December 31, 2019. 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 the motion and it passed unanimously.

The meeting was adjourned at 2:03 pm.

Gary Gabram, Vice Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar