

RUSSELL FIRE-RESCUE STATION

December 19, 2018

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 and Fire Chief John Frazier.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on December 5, 2018, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

FIRE DEPARTMENT: Chief Frazier reported that the new Fire Tender is serviced and now the previous tanker is available for sale. All the equipment that could be transferred has been taken off and placed on the new Tender. Chief Frazier discussed briefly with the fiscal officer about using "govdeals" and noted that Bainbridge Township has used this service. All terms would need to be worked out with Fiscal Officer and prosecutor.

EXPLORER TRADE-IN: Chief Frazier reported that trade-in was not included in the original pricing with Elyria Ford. Chief Frazier reported that Elyria Ford has offered a \$500.00 trade-in.

Mr. Gabram made the motion to approve the trade-in of the 2003 Ford Explorer XLT, Serial Number 1FMDV73W63ZB47417, to Elyria Ford, for \$500.00, as recommended by Fire Chief Frazier. Mr. Mueller seconded the motion and it passed unanimously.

EMS BILLING CONTRACT ADDENDUM: Chief Frazier reported due to some improvements in their record management software, they are now able to export their EMS information right into the billing software company, Great Lakes Billing. This has enabled Great Lakes Billing to extend to Russell Township a 3% discount on the cost of ambulance billing. Russell Township's County Prosecutor reviewed the contract and made a few recommendations which Great Lakes Billing has accepted.

Mr. Mueller made the motion, at the recommendation of Fire Chief Frazier, to approve the First Amendment, dated November 1, 2018, to the Billing Services Agreement between Russell Township and Great Lakes Billing Associates, Inc., for the rate reduction, approved as to form by the County Prosecutor. Mr. Gabram seconded the motion and it passed unanimously.

DONATION: *Mr. Mueller made the motion, at the recommendation of the Fiscal Officer, to accept the donation to the Fire Department of \$1,000.00, from Junction Auto Sales of Chardon, Ohio. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to accept the donation of \$1,000.00 for use by the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion and it passed unanimously.

LIFE PACK UPDATE: Chief Frazier brought in one of the new life packs they purchased as part of the FEMA grant. Chief Frazier presented to the Trustees the new features of the life pack, including 12-lead EKG, EKG Bluetooth to a hospital cardiologist, O2 and CO monitors, and ability not just to defibrillate, but also to pace a patient. It will be carried on every call and its on-board software provides automatic connection to the station's software for records management.

ROAD DEPARTMENT: IMPROVEMENT OF VARIOUS ROADS: RESOLUTION: Mrs. Walder reported that she received a request from the County Engineer for resolution of necessity of improvements for various roads. This list came from the list of roads that were indentified for paving for 2019. This resolution would direct the County Engineer to prepare the engineering plans.

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Mr. Gabram made the motion to approve Resolution 2018-24, a Resolution of Convenience and Necessity for the Improvement of Various Roads (Northwood Road, Beechwood Drive, Spring Valley Drive, Memory Lane, and Suffolk Lane), which authorizes the Geauga County Engineer to prepare the engineering plans. Mr. Mueller seconded the motion and it passed unanimously.

POLICE DEPARTMENT: DONATIONS: *Mr. Mueller made the motion, at the recommendation of the Fiscal Officer, to accept the donation to the Police Department of \$250.00, from R.W. Donahey. Mr. Gabram seconded the motion and it passed unanimously.*

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

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

FISCAL OFFICER: CREDIT CARD POLICY - HB312: Mrs. Walder reported on House Bill 312, which stipulates new regulations on the use of credit cards by public entities, including Townships. These new regulations need to be adopted by the Board of Trustees no later than February 2, 2019 and has some significant changes: All credit cards must be secure in the Fiscal Office and must be signed in and out for each use. This means that existing credit cards that are signed to specific township employees will need to be recalled. Policy Manual must stipulate the length of time that any credit card may be signed out. Before an employee can sign out a credit card, they must be approved by Trustees, and sign an Agreement. Before a credit card is signed out, the person desiring to use the card must fill out a request, indicating the Purchase Order or Blanket Certificate for the charge. Types of acceptable credit card expenditures need to be spelled out in the Township's policy manual. House Bill 312 makes it a first degree misdemeanor against an employee who knowingly spends outside of these specified limits. The Trustees must establish in the Policy Manual the maximum credit limit per card, and the maximum amount of credit across all credit cards. The Trustees must review on a quarterly basis: the number of credit cards issued, number of active cards, expiration dates of each card and credit limit of each account. The Fiscal Officer has to report annually to the Trustees any rewards received, based on the use of Township credit cards.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

VETERANS' MEMORIAL: Trustees are ready to move the project forward from the previous presentation from Robert Morgan.

Mr. Gabram made the motion to approve the plan and authorize a budget not to exceed \$30,000.00 for the Veterans' Memorial project per the preliminary sketches presented by Robert Morgan, dated November 19, 2018. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Gabram made the motion to authorize Mr. Morgan to proceed with the Veterans' Memorial project planning and bidding document preparation per the preliminary sketches presented by Robert Morgan, dated November 19, 2018. Mr. Mueller seconded the motion and it passed unanimously.

ZONING VOLUNTEERS: Pursuant to upcoming vacancies for the Zoning Commission and Board of Zoning Appeals, the Township has received six applicants.

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TENANT RATES 2019: Mr. Gabram noted that the Township has performed a lot of needed updates to the administration building this year, and that 2008 was the last time the Trustees raised the monthly rents. The Trustees have agreed to a 3% rent increase starting February 1, 2019.

CRAUN TENANT RATE: *Mr. Gabram made the motion that the month-to-month rate with Craun and Associates for the office space at 8501 Kinsman Road be increased by 3% starting February 1, 2019 through December 31, 2019. Mr. Mueller seconded the motion and it passed unanimously.*

NORAMAR TENANT RATE: *Mr. Mueller made the motion that the month-to-month rate with Noramar Co. for the office space at 8501 Kinsman Road be increased by 3% starting February 1, 2019 through December 31, 2019. Mr. Gabram seconded the motion and it passed unanimously.*

NOPEC 2019 COMMUNITY EVENT GRANT APPLICATION: Mrs. Palmer stated she received a letter from NOPEC offering us to apply for a community event grant. Mrs. Palmer recommended events such as a community recycling event, scrap collection or a shredding event. Russell Township would receive a grant for \$1,500.00, which is based on our enrollment in the electric and gas programs based on Russell's population.

USE OF TOWNSHIP PROPERTIES: West Geauga Baseball Federation has asked to use Bob Hall Field from April 9, 2019 through July 20, 2019 as in the past.

Mr. Gabram made the motion to grant permission for the West Geauga Baseball Federation to use Bob Hall Field from April 9, 2019 through July 20, 2019, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.

EXECUTIVE SESSION: *Mr. Mueller 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). Mr. Gabram seconded the motion and it passed unanimously.*

The meeting moved into executive session at 1:41 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 2:00 pm.

Mr. Mueller made the motion to reappoint Sarah Moore as a member of the Board of Zoning Appeals, subject to her acceptance for the reappointment. Mr. Gabram seconded the motion and it passed unanimously.

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 2:01 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar