

RUSSELL FIRE-RESCUE STATION

JANUARY 15, 2014

Chairman Madden called the meeting to order at 7 P.M. Trustees Jim Mueller and Gary Gabram were present. Also present were Fiscal Officer Charles Walder and Police Chief Tim Carroll.

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on January 8, 2014, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

DEPARTMENTAL REPORTS: *Mr. Mueller made the motion to accept the Fourth Quarter Departmental Reports from the Fire, Police, Road, and Zoning Departments. Mr. Gabram seconded the motion and it passed unanimously.*

PAYCOR: *Mr. Walder received a quote from Paycor for 1 year of their payroll service. The cost for the Payroll Module is approximately the same as ADP, the current supplier; the other payroll components will cost an additional \$5,000 when implemented, but will reduce administrative costs and time. Training will be given to the employees on the new software. Mr. Mueller made the motion to approve the quote for Paycor Payroll, Time Keeping, and HR modules effective for an end of March 2014 launch date. Mr. Gabram seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED AND ACCEPTED.

SCOTT PROPERTY: *The garage and most of the house have been successfully razed. The Township is still eligible to apply for the Moving Ohio Forward Grant that would reimburse costs spent on the demolition of the Scott Property structure; this opportunity is being pursued.*

Mr. Mueller made the motion to authorize Mr. Madden as the Trustee representative for the purpose of signing and executing the sub-recipient agreement between Russell Township Board of Trustees and Bainbridge Township Board of Trustees. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Mueller made the motion to approve the Moving Ohio Forward Demolition Program Sub-recipient Agreement between Bainbridge Township Board of Trustees and Russell Township Board of Trustees. Mr. Gabram seconded the motion and it passed unanimously.

HERITAGE HOME PROGRAM: *The Heritage Home Program is now being offered to residents of Russell Township. The revised contract was sent to the Prosecutor's office for review and was approved by the Cleveland Restoration Society. Mr. Gabram made the motion to approve the agreement between Russell Township and the Cleveland Restoration Society for the purpose of providing professional technical assistance to owners of Russell Township houses that are over 50 years old. Mr. Mueller seconded the motion and it passed unanimously.*

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HEALTH INSURANCE COVERAGE: *Mr. Gabram made the motion to approve the following Insurance coverage for Russell Township officials and full-time employees for the year 2014 and January 2015: FMHP HRA P2500 MM Rx Life Insurance- COSE Standard Life Insurance CO. Dental Insurance- Delta Dental Vision Insurance- Vision Services Plan Burnham and Flower Company proposes this plan in conjunction with the Ohio Township Association. Mr. Mueller seconded the motion and it passed unanimously.*

RESOLUTION 2014-2: *Susan Baker served Russell Township for over 26 years; her hard work and dedication was recognized by the employees and residents of the Township. Mr. Mueller made the motion to pass Resolution 2014-2: A Resolution of Appreciation upon the retirement of Susan Baker. 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 Historical Society to use the Town Hall on the third Saturday of each month, 2014, from 10 AM - 12 PM, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

ANNOUNCEMENTS: *The next regular Trustees' meeting will be held at 4:30 PM, Wednesday, February 5th, in the Russell Township Fire-Rescue Department.*

The small electronics recycling box at the recycling center is in operation. It is located near the oil recycling tank.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

EXECUTIVE SESSION: *Mr. Mueller made the motion to move into executive session to consider the compensation of personnel, pursuant to O.R.C. 121.22(G) (1) and pursuant to O.R.C. 121.22(G) (2). Mr. Gabram seconded the motion and it passed unanimously.*

The meeting moved into executive session at 7:49 PM.

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

The meeting returned to regular session at 8:14 PM.

PAYSCALE REVISION: *Mr. Gabram made the motion, at the recommendation of the Fiscal Officer Charles Walder, to accept and approve the attached township compensation schedule revised and dated 1/9/2014. Mr. Mueller seconded the motion and it passed unanimously.*

ASSISTANT TO FISCAL OFFICER: *Mr. Gabram made the motion at the recommendation of the Fiscal Officer Charles Walder, to promote Brittany Milite from full-time Administrative Assistant to full-time Assistant to the Fiscal Officer, reporting to the Fiscal Officer, at the 1st year experience salary of \$39,000, with an effective date of Feb. 1, 2014. Mr. Mueller seconded the motion and it passed unanimously.*

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ADMINISTRATIVE ASSISTANT: *Mr. Gabram made the motion at the recommendation of the Fiscal Officer Charles Walder, to hire a part-time administrative assistant reporting to the Fiscal Officer, at the entry clerical pay level starting salary of \$16.2238, with an effective date of the end of January, 2014. Mr. Mueller seconded the motion and it passed unanimously.*

HIRE PART-TIME OFFICER: *Mr. Mueller made the motion, based on Police Chief Carroll's recommendation, to hire Brian Beaumier as a part-time police officer and constable with the Russell Township Police Department. The conditions of employment are as follows: The official starting date to be January 16, 2014, based upon completion of applicable paperwork with the Russell Township Fiscal Officer's Office. A one year probation period will be from the official starting date. Pay scale will be at the 2 year experience level on the part-time wage schedule. Equipment to be provided by the Russell Police Department as required pursuant to the agreement between Russell Township and the Ohio Patrolmen's Benevolent Association. Mr. Gabram seconded the motion and it passed unanimously.*

POLICE DEPARTMENT-VACATION BUY BACK: *Mr. Mueller made the motion to approve payment for the equivalent of 80 hours of vacation for Officer Ben Kimball. Mr. Gabram seconded the motion and is passed unanimously.*

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

The meeting was adjourned at 8:32 PM.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: B. Milite