

RUSSELL FIRE-RESCUE STATION

APRIL 29, 2016

Chairman Madden called the meeting to order at 3:15 pm. Trustee Gabram, and Trustee Mueller were present. Fiscal Officer Charles Walder, and Assistant to the Trustees Melissa Palmer were also present.

Also in attendance were members from the Board of Zoning Appeals and the Zoning Commission.

ZONING SECRETARY: Mr. Madden informed the zoning boards that a new Zoning Inspector has been hired and starts on May 1, 2016.

The Trustees and the Zoning Boards discussed the job description for a Zoning Secretary. The Zoning Boards rewrote the job descriptions with what they thought the duties and work time should be. The Trustees will send the boards job description suggestions to legal counsel for review. All of the boards agreed that the Zoning Secretary job should be posted.

Mr. Gabram made the motion to authorize Melissa Palmer to place an advertisement for a Zoning Secretary. Mr. Mueller seconded the motion and it passed unanimously.

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

The meeting was adjourned at 4:05 pm.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: J. Dorka