

RUSSELL FIRE-RESCUE STATION

July 6, 2016

Chairman Madden called the meeting to order at 1:00 pm. Trustees Gabram and Mueller were present. Fiscal Officer Charles Walder and Assistant to the Trustees Melissa Palmer were also present.

The following Department Heads were present: Police Chief Tim Carroll, Fire Chief John Frazier, and Zoning Inspector Shane Wrench. Road Superintendent Gene Layne was on vacation.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on June 15, 2016, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Mr. Gabram made the motion to acknowledge receipt of the 2nd Quarter 2016 reports from the Fire, Police, Road, & Zoning departments. Mr. Mueller seconded the motion and it passed unanimously.*

POLICE DEPARTMENT: Chief Carroll reported that during Laurel Live there were no major incidents and there were around eight thousand people attending. The event was run very well.

Chief Carroll reported that the sergeant test is complete and he would like to talk about the results and his recommendation in executive session.

The LED lighting at the Police Department is almost complete, only the exterior lights need to be completed.

ROAD DEPARTMENT: The Salt pricing for 2016-2017 is in and is about half the price as last year, at \$30.53 per ton.

The Recycling performance for May yielded 45,400 pounds or 22.7 tons of cardboard and paper that totaled \$681.00. For the year the Recycling Center has profited \$2,894.59, and since inception \$22,972.64. The dumping of none recyclable items is getting out of hand, and a camera that can read license plates is needed, the Fiscal Officer is going to get pricing and bring it a later meeting.

FIRE DEPARTMENT: Chief Frazier reported that there were no transports needed at Laurel Live.

Chief Frazier asked the Trustees to discuss a tuition loan agreement with Andrew Wick to attend Lakeland Community College for Paramedic school. The Trustees would like Kate Jacobs (our GCPA) to look over the Tuition Loan Agreement for any additions or revisions to the contract before they sign it.

Mr. Madden asked Chief Frazier for an update on the movement of the hydrant in Hackamore Woods.

TUITION LOAN AGREEMENT: *Mr. Gabram made the motion to enter into a Tuition Loan Agreement with Mr. Andrew Wick for his Lakeland Community College Paramedic Program training and certification, pending review of the contract from Assistant County Prosecutor Kate Jacob. Mr. Mueller seconded the motion and it passed unanimously.*

ZONING DEPARTMENT: Zoning Inspector Shane Wrench reported that there will be many projects coming up, and many residents have been stopping in to ask questions about rules and procedures.

Mr. Wrench reported to the Trustees that since he has been working with the Road Department two days a week everything has gone well

The Board of Trustees will hold a public hearing on five (5) proposed amendments to the Russell Township Zoning Resolution as submitted and recommended for approval by the Russell Township Zoning Commission. The five proposed amendments (2016-1, 2016-2,

RUSSELL FIRE-RESCUE STATION

July 6, 2016

2016-4, 2016-5, & 2016-6) are available for public inspection in the Fiscal Office located at 8501 Kinsman Road, Russell Township, between 9:00am-4:00pm, and online at <http://russelltownship.us/departments/zoning/zoning-comission>. The public hearings will be held on Wed, July 20, 2016 at 5:30pm in the Russell Township Fire-Rescue Center, 14810 Chillicothe Rd, Russell Township.

FISCAL OFFICE: Mr. Walder reported that the 2017 budget is done, and is out for Public review.

PUBLIC HEARING, 2017 BUDGET: *Mr. Mueller made the motion to open the public hearing on the proposed budget for the year 2017. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to close the public hearing on the proposed budget for the year 2017. Mr. Mueller seconded the motion.

The Public Hearing closed at 1:18 pm.

2017 BUDGET: *Mr. Gabram made the motion to approve the proposed budget for the year 2017. Mr. Mueller seconded the motion and it passed unanimously.*

The Township had its three year review with OTARMA. The rate is not known until the Township subscribes for the next year, and the rebate is received at the end of the year. One of the options for the Townships subscription for OTARMA insurance would be to raise the deductible which would lower the premium. The OTARMA representative suggested that the Township updates it's records retention policy& security needs.

OTARMA RENEWAL: *Mr. Mueller made the motion to approve the renewal of the 2016-2017 Ohio Township Association Risk Management Authority insurance plan covering township vehicles, equipment, and property. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Walder went over the June 29, 2016 OTA legislative updates.

Mr. Walder requested a credit card for the Zoning Department. The card will be in the name of the Zoning Secretary to be used for departmental needs.

BANK CREDIT CARD: *Mr. Gabram made the motion to approve the issuance of a Middlefield Bank Visa credit card to Zoning Secretary Jennell Dahlhausen, with a limit of \$5,000.00, to be used according to Township policies and procedures. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Walder advised the Trustees that the lights in the basement were broken and needed to be repaired. Mr. Walder presented the Trustees with a quote from Pearlwind to update and fix the lights in the Administration Building to LED lighting.

LIGHTING/ENERGY SAVINGS: *Mr. Mueller made the motion to accept the proposal from PearlWind LLC, of Beachwood Ohio, to perform lighting fixture modifications to the Township Administration Building for a cost not to exceed \$10,000, per quote #14960, dated June 29, 2016. Mr. Gabram seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED

PARK UPDATE: *Mr. Mueller made the motion to accept a petition and signatures collected by a Russell resident to allow the Board of Trustees to move forward with forming a 511 park district. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to take the signatures collected by Russell Township residents to the Geauga County Board of Elections to verify that the signatures are all residents registered to vote in Russell Township. Mr. Gabram seconded the motion and it passed unanimously.

RUSSELL FIRE-RESCUE STATION

July 6, 2016

ACCEPT DONATION: *Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, to accept the generous donation of \$1,000.00 from the three children of late Russell residents, Peg and Richard Hetrick. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to approve the use of the \$1,000.00 donation for (General Fund Cemetery/Briar Hill improvements) at the discretion of the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.

EXECUTIVE SESSION: *Mr. Gabram made the motion to move into executive session to consider the employment, compensation, and promotion of public employees, pursuant to ORC 121.22(G)(1) and to confer with an attorney concerning a dispute that is the subject of pending 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 2:08 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 3:01 pm.

POLICE OFFICER PROMOTION: *Mr. Gabram made the motion to accept Police Chief Carroll's recommendation and promote Patrolman Tom Swaidner to the position of Sergeant and Constable in the Russell Township Police Department. The promotion is effective August 1, 2016. A one year probation period will begin on the official starting date. Pay scale for Sergeant Swaidner will be \$35.6133 per hour per Salary Schedule 23. Mr. Mueller seconded the motion and it passed unanimously.*

OATH TO BE ADMINISTERED ON JULY 20, 2016

HIRE PART-TIME OFFICER: *Mr. Mueller made the motion, based on Police Chief Carroll's recommendation, to hire Matthew T. Less 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 is August 1, 2016, based upon completion of all applicable paperwork with the Russell Township Fiscal Office, completing and passing the 16 hour refresher course. A one year probation period will begin on the official starting date. Pay scale will be at the entry level per the part-time wage Schedule 23. 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.*

OATH TO BE ADMINISTERED ON JULY 20, 2016

VACATION BUYBACK: *Mr. Mueller made the motion to accept the Memorandum of Understanding, signed on June 29, 2016 by local OPBA representative Ben Kimball, to approve payment for the equivalent of 80 hours of vacation for employee Vince Valerio. Mr. Gabram seconded the motion and it passed unanimously.*

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

The meeting adjourned 3:04 pm.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

Justin Madden, Chairman

Charles Walder, Fiscal Officer
Recorded by: J. Dorka