

RUSSELL FIRE-RESCUE STATION

December 7, 2016

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

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

MINUTES: *Mr. Walder made the motion to accept the minutes of the Records Retention Committee Meeting held on November 15, 2016, as presented. Mr. Madden seconded the motion and it passed.*

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

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on November 28, 2016, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

ZONING DEPARTMENT: Mr. Wrench reported that there were three permits issued in November, and he had many field inspections.

Mr. Wrench advised the Trustees that he had received the plans for the Modroo lot split.

The Trustees discussed the results for the USGS water survey for Geauga County.

POLICE DEPARTMENT: Chief Carroll thanked Trustee Mueller for all of his work and participation in the VEG program, they had the last meeting of the year, he budget passed and starting in 2017 South Russell will be hosting the meetings.

Chief Carroll reported that the "Cram the Cruiser" event was successful and they filled two cruisers.

Chief Carroll will describe the findings of Western Reserve Land conservancy Stewardship Walk with the west river drive park neighbor. dumping and hunting on conserved township property is forbidden.

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

VACATION BUYBACK: *Mr. Mueller made the motion to accept the Memorandum of Understanding, signed on November 28, 2016 by local OPBA representative Benjamin Kimball, to approve payment for the equivalent of 40 hours of vacation for employee Michael McIvor. Mr. Gabram seconded the motion and it passed unanimously.*

FIRE DEPARTMENT: Chief Frazier had nothing to report.

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ROAD DEPARTMENT: The final payment to Karvo Companies for the resurfacing of Watt Road was submitted by the Geauga County Engineer's Office.

2016 ROAD PROJECT: CHANGE ORDER APPROVAL: *Mr. Mueller made the motion, at the recommendation of the Geauga County Engineer, to approve change order No. 1 and Final to the 2016 Asphalt Resurfacing of Watt Road, TR 158, submitted by Karvo Companies, Inc. Mr. Gabram seconded the motion and it passed unanimously.*

WATT ROAD PAVING PAYMENT APPROVAL: *Mr. Gabram made the motion, at the recommendation of the Geauga County Engineer, to approve the third and final payment for the Asphalt Resurfacing of Watt Road, TR 158, in the amount of \$11,805.55 submitted by Karvo Companies, Inc. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Layne went over the recycling performance.

Mr. Layne asked the Trustees to approve him becoming an associate member to the Geauga County Township Association. He would like to start attending the quarterly meetings.

GCTA ASSOCIATE MEMBERSHIP: *Mr. Gabram made the motion to approve the annual \$20 dues for Gene Layne's 2016-2017 associate membership in the Geauga County Township Association. Mr. Mueller seconded the motion and it passed unanimously.*

CEMETERY FEES: *Mr. Mueller made the motion to accept the revisions to the Cemetery Fee schedule based on the Fiscal Officer's recommendation and the pricing worksheet dated November 30, 2016, effective January 1, 2017. Mr. Gabram seconded the motion and it passed unanimously.*

OTARMA DIRECTORS BALLOT: Mr. Gabram had reviewed the candidates for the OTARMA Directors Board and advised the Trustees about the candidates.

Mr. Mueller made the motion to cast the OTARMA Board of Directors ballot for Marsha Funk and C. Nicholas Schwab. Mr. Gabram seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED

Mr. Walder advised the Trustees that the preliminary advice from legal council is that there apparently is no escape clause in the NOPEC contract, and he has asked the Prosecutor's Office for further details and is waiting on a reply.

Mr. Walder reported that the new garage door at the Administration building is installed, and the LED lights for the tenants in the basement were ordered.

The Trustees agreed that the leases for the tenants at 8501 Kinsman Road should remain the same as this year (2016) because if the Trustees were going to change the lease they needed to start negotiating terms earlier in the year, and since they did not Mr. Walder advised they Trustees that they should not negotiate any lease changes three weeks before the current leases are up.

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CRAUN LEASE: *Mr. Mueller made the motion that the lease with Craun and Associates for the office space at 8501 Kinsman Road be renewed at the current rate through December 31, 2017. Mr. Gabram seconded the motion and it passed unanimously.*

NORAMAR LEASE: *Mr. Gabram made the motion that the lease with Noramar Co. for the office space at 8501 Kinsman Road be renewed at the current rate through December 31, 2017. Mr. Mueller seconded the motion and it passed unanimously.*

RTHS LEASE: *Mr. Mueller made the motion that the lease with the Russell Township Historical Society for the Town Hall Office space at 14890 Chillicothe Road be renewed at the current rate through December 31, 2017. Mr. Gabram seconded the motion and it passed unanimously.*

CELL PHONE ALLOWANCE: Mr. Walder advised the Trustees that there was no efficient way to administer the cell phone policy between all the departments, and advised the Trustees against adding benefits in the middle of the contract for a bargaining unit, and to revisit this policy when the new bargaining unit contract is being negotiated.

Mr. Gabram made the motion to withdraw the approval of the Personnel Policy Manual cell phone allowance benefit previously approved by the Trustees. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Walder reported that the street light at the east entrance of Red Raider installed and paid for by the HOA was turned off due to cost cuts, and that it would benefit the Township to take over responsibility of the light and all the safety services and Road Departments agree that the light should be on since it is at the entrance to the development. Mr. Walder advised the Trustees that he asked Dave Dillon from First Energy to reposition the light slightly and then have it become one of the Township managed street lights.

SALARY SCHEDULE: Mr. Walder advised the Trustees that there was a minor error on Salary Schedule 23 under the officers earning for the Police Clerk, and he has corrected the error and asked the Trustees if they would approve a revised Salary Schedule.

Mr. Gabram made the motion to approve and adopt corrected salary schedule 23a, content approved and effective July 1, 2016. Mr. Mueller seconded the motion and it passed unanimously.

TRUSTEE MEETING SCHEDULE: *Mr. Gabram made the motion to approve the Trustee 2017 regular meeting schedule as presented. Mr. Mueller seconded the motion and it passed unanimously.*

VOLUNTEER FIRE FIGHTERS' DEPENDENTS FUND BOARD: *Mr. Mueller made the motion to appoint Justin Madden and Gary Gabram as the Township Trustee representatives to the Volunteer Fire Fighters' Dependents Fund Board for 2017. Mr. Gabram seconded the motion and it passed unanimously.*

GTSWMD: *Mr. Gabram made the motion to approve the 2017 - 2019 contract for single stream drop-off recycling with GTSWMD. Mr. Mueller seconded the motion and it passed unanimously.*

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TOWN HALL REQUEST: *Mr. Mueller made the motion to approve the December 8, 2016 rescheduled date and time for the Hemlock Hills HOA meeting in the Town Hall. Mr. Gabram seconded the motion and it passed unanimously.*

EXECUTIVE SESSION: *Mr. Gabram made the motion to move into executive session to consider the compensation of public employees pursuant to ORC 121.22 (G)(1). Mr. Mueller seconded the motion and it passed unanimously.*

The meeting moved into executive session at 1:43 pm.

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

The meeting moved into regular session at 1:53 pm

FIRE DEPARTMENT: *Mr. Gabram made the motion to hire Mr. Jeffrey Stanczyk as a part-time firefighter/EMT at the beginning rate of \$15.2169 per hour, per salary schedule 23a, effective January 1, 2017, pending the completion of all paperwork with the Fiscal Office. 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 and it passed unanimously.

The meeting was adjourned at 1:54 pm.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: J. Dorka