

RUSSELL FIRE-RESCUE STATION

MAY 18, 2016

Chairman Madden called the meeting to order at 5:30 pm. Trustee Gabram, and Mueller were present. Fiscal Officer Charles Walder, and Assistant to the Trustees Melissa Palmer were also present.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes from the Regular Meeting held on May 4, 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 April 29, 2016, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**HIRE PART-TIME OFFICER:** *Mr. Mueller based on Police Chief Carroll's recommendation: made the motion to hire Daniel T. Fracci 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 June, 1, 2016, based upon completion of all applicable paperwork with the Russell Township Fiscal Office. A one year probation period will begin on the official starting date. Pay scale will be at the six month level per the part-time wage Schedule 22. Equipment to be provided by the Russell Township 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 DONATION:** *Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the \$71.92 donation from Valley Enforcement Group COG (VEG) to the Police Department. Mr. Mueller seconded the motion and it passed unanimously.*

*Mr. Gabram made the motion to approve the use of the \$71.92 donation for the benefit of the Police Department staff at the discretion of the Police Chief. Mr. Madden seconded the motion and it passed.*

**ROAD DEPARTMENT-SALT CONTRACT:** *Mr. Mueller moved to authorize Fiscal Officer Charles Walder to act as agent in the name of Russell Township to participate in the Ohio Department of Transportation's Winter Salt Contract (018-17) for Rock Salt. Mr. Gabram seconded the motion and it passed unanimously.*

**RESOLUTION 2016-9: ODOT SALT PURCHASE PROGRAM:** *Mr. Gabram made the motion to approve Resolution 2016-9, agreeing to enter into the 2016 Ohio Department of Transportation Salt Purchase Program, authorizing the Fiscal Officer to execute the participation agreements for the program, and authorizing the Road Superintendent to order supplies and materials as available and required through the program. Mr. Mueller seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT BID AWARD - WATT ROAD:** *Mr. Gabram made the motion that the project entitled The Asphalt Resurfacing of Watt Road, TR 158, in Russell Township be awarded to Karvo Companies, Inc from Stow, Ohio, for the amount of \$432,358.90 as recommended by the Geauga County Engineer. Mr. Mueller seconded the motion and it passed unanimously.*

**RESOLUTION - TAX ADVANCE REQUEST:** *Mr. Mueller made the motion to approve Resolution 2016-8, a Resolution Requesting the Advance of Taxes Collected. Mr. Gabram seconded the motion and it passed unanimously.*

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**PAID LUNCH BREAKS:** *Mr. Mueller made the motion to approve revisions to the Personnel Policy Manual, Section 8.05, for optional paid lunch periods and breaks, for the Fiscal Office and Administration full-time employees, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

**FISCAL OFFICER:** Mr. Walder went over the Recycling Performance, in March the township received \$495.75 from recycling. Since inception the township has received \$21,647.11.

Mr. Walder advised the Trustees that the Township had its OTARMA audit, which happens every three years. It was recommended that the Township requires mandatory training for all employees and appointed board members. They recommended that the Township has driving record searches done every year on employees, it was recommended that the vehicle logs on the road trucks be kept in the truck throughout the day, and that the Township updates its records retention schedule.

Mr. Walder advised the Trustees that Mr. Gabram has been attending Geauga Safety Council meetings and for this Russell Township has received two awards, the 100% award and the multi-achievement award.

#### **COMMENTS FROM THE PUBLIC WERE RECEIVED**

**MEMORIAL DAY:** *Mr. Gabram made the motion to authorize Fiscal Officer Charles Walder to execute a contract with Aris for a portable toilet not to exceed the amount of \$150.00 for the Memorial Day observation ceremony. Mr. Mueller seconded the motion and it passed unanimously.*

**HEMLOCK POINT ROAD:** The township owned property on Hemlock Point Road had deed restrictions, and the neighbor to the property would like to know if he can remove fallen trees if they are on his property. The deed will be sent to the County Prosecutor for review.

**ZONING EQUIPMENT PURCHASE:** *Mr. Mueller made the motion to approve the purchase of a 12.9 inch iPad Pro Wi-Fi plus Cellular, 256 GB, a protective case, a Verizon iPad nano-SIM card, and monthly Verizon cellular service plan (6 GB @ \$40/month). Mr. Gabram seconded the motion and it passed unanimously.*

**CLEVELAND FOUNDATION:** Mrs. Palmer went to a seminar at Kent State Geauga put on by the Cleveland Foundation. They give grants to Lake and Geauga Counties. There were breakout sessions for the attendees to group according to topic and brainstorm. Mrs. Palmer advised the Trustees that they are grants available for community centers and she is looking into the details.

**CEMETERY MEMORIAL DAY SERVICE:** *Mr. Mueller made the motion to authorize the Fiscal Officer, Charles E. Walder, to negotiate a contract for the rental of a port-a-potty through Aris Company in the amount of \$150. Port-a-potty to be placed at the old cemetery for the weekend services. Mr. Gabram seconded the motion and it passed unanimously.*

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

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The meeting moved into executive session at 6:24 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 7:25 pm

**ZONING SECRETARY: VACANCY:** *Mr. Gabram made the motion to approve the full-time non-exempt employment of Jennell Dahlhausen as Zoning Secretary at the three year experience rate of \$20.2641 per hour (\$42,149.25/year) per Township Salary Schedule 22 effective June 1, 2016, with a one year probationary period, pending the completion of all applicable paperwork. Mr. Mueller 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 7:29 pm.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: J. Dorka