

RUSSELL FIRE-RESCUE STATION

June 15, 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 of the Special Meeting held on May 23, 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 May 24, 2016, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on May 25, 2016, at 10 am, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on May 25, 2016, at 1 pm, 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 May 27, 2016, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on June 1, 2016, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

**POLICE DEPARTMENT:** Laurel live went very well on a safety level.

**ROAD DEPARTMENT:** For the month of April the recycling center collected 37,160 lbs (18.6 tons) of cardboard and paper, for the amount of \$566.48. This year the recycling center has generated \$2,213.59 and since inception \$22,291.64. Items dumped at the recycling center have increased and has become an issue, Mr. Walder suggested getting a camera that reads license plates to help solve this problem.

**FIRE DEPARTMENT:** Mr. Madden gave an update on the hydrant that is to be moved in Hackamore Woods. The hydrant will be at the road and a pipe will go to the water source.

**ZONING SECRETARY POSITION DESCRIPTION:** The job description, with the suggestions from both zoning boards, is back from legal counsel and ready for the Trustees to approve.

*Mr. Gabram made the motion to approve the position description of the Full-time, Non-exempt Zoning Secretary Position as drafted by Clemans-Nelson & Associates, Inc. Mr. Mueller seconded the motion and it passed unanimously.*

**FISCAL OFFICE:** Mr. Walder advised the Trustees that the audit results were in and the township had a clean audit for 2014-2015.

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Mr. Walder explained the two resolutions, which are for the levies that the Road and Fire Department. Mr. Walder advised the Trustees that seven of the eight Road Department trucks are over the age limit, and getting costly to repair and keep running. The Fire Departments trucks are over their twenty year life expectancy and are also getting very costly to maintain.

**ROAD DEPARTMENT LEVY:** *Mr. Mueller made the motion to approve Resolution 2016-12, a resolution declaring it necessary to levy a tax in excess of the ten mill limitation. This levy is a new continuing 1.4 mill levy for the Road Department. Mr. Gabram seconded the motion and it passed unanimously.*

**FIRE DEPARTMENT LEVY:** *Mr. Gabram made the motion to approve Resolution 2016-13, a resolution declaring it necessary to levy a tax in excess of the ten mill limitation. This levy is a new continuing 1.75 mill levy for the Fire Department. Mr. Mueller seconded the motion and it passed unanimously.*

**FISCAL OFFICE:** Mr. Walder congratulated the Road and Administration Departments. Since 2012 the two departments have saved fifteen dollars short of one million dollars in operation costs. A major part of this savings was from merging the Maintenance and Road Departments.

**SAFETY COUNCIL PAYMENT:** The invoice for the Geauga Safety Council fiscal year is in and gives members the option to prepay for the ten meetings. By prepaying for the meetings the member receives a discounted rate.

*Mr. Mueller made the motion to approve the payment of \$180.00 for 10 regular Geauga Safety Council monthly meetings. Mr. Gabram seconded the motion and it passed unanimously.*

**US & C APT CONFERENCE:** Mr. Walder would like to attend a conference in Michigan and this conference counts toward his continuing education for Fiscal Officers.

*Mr. Mueller made the motion to approve reasonable expenditures for Fiscal Officer Charles Walder to attend the US & C APT Conference in Grand Rapids Michigan on August 14-16, 2016. Mr. Gabram seconded the motion and it passed unanimously.*

**MIDDLEFIELD BANK BUSINESS VISA CREDIT CARD:** The Township has a business visa card with PNC bank, and the card has been recently switched to a chip card. The Township had three copies of the visa for all employees to use but since the card was replaced with a chip card there can only be one copy of the card. Mr. Walder asked the Trustees to approve him to apply for a Middlefield bank visa card to replace one of the PNC cards that were lost. The Township had department credit cards with Middlefield Bank and this new card would increase the Townships credit limit by \$5,000.00.

*Mr. Mueller made the motion to approve the issuance of a Middlefield Bank Visa card to Fiscal Officer Charles Walder, with a limit of \$5,000.00, to be used according to Russell Township policies and procedures. Mr. Gabram seconded the motion and it passed unanimously.*

**TOWNSHIP PROPERTY USE:** *Mr. Gabram made the motion to grant permission for Karen Mertens & Russ Hetrick to use Briar Hill Church from 11 am - 2 pm, on Saturday, June 25th, 2016, subject to Township rules and regulations. Mueller seconded the motion and it passes unanimously.*

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**TOWNSHIP PROPERTY USE:** *Mr. Gabram made the motion to grant permission for Karen Mertens & Russ Hetrick to use the Town Hall from noon - 5 pm, on Saturday, June 25th, 2016, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

The Trustees discussed the July 4th parade. They would like for a representative from each department to attend and participate in the parade.

Mr. Mueller discussed the Zoning Commission vacancy, and recommended appointing Jim Dickinson to the board. Mr. Mueller said he had spoken with Mr. Dickinson and he would fill the position on the Zoning Commission for the rest of the term ending December 31, 2019.

*Mr. Mueller made the motion to appoint Jim Dickinson to the vacancy on the Zoning Commission effective immediately until the term ends on December 31, 2019. Mr. Gabram seconded the motion and it passed unanimously.*

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

The meeting moved into executive session at 6:12 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 6:22 pm

**NEW FULL-TIME STATUS:** *Mr. Mueller made the motion to approve the status change of employee Shane Wrench from part-time employee to full-time, non-exempt employee in the Zoning and Road Departments, at the rate of \$21.93 per hour, per salary schedule 23, effective July 1, 2016. Mr. Gabram seconded the motion and it passed unanimously.*

**SALARY SCHEDULE:** *Mr. Mueller made the motion to approve Salary Schedule 23, with an effective date of July 1, 2016. Mr. Gabram 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 6:23 pm.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: J. Dorka