

RUSSELL FIRE-RESCUE STATION

January 11, 2017

Fiscal Officer Charles Walder called the meeting to order at 1:00 pm. Trustees Justin Madden, Gary Gabram, Jim Mueller were present. The following Department Heads were present: Police Chief Tim Carroll, Fire Chief John Frazier, Road Superintendent Gene Layne, and Zoning Inspector Shane Wrench.

ORGANIZATION: *Mr. Mueller nominated Justin Madden for Chairman of the Russell Township Board of Trustees for the year 2017. Mr. Gabram seconded the nomination and it passed unanimously.*

Mr. Mueller nominated Gary Gabram for Vice-Chairman of the Russell Township Board of Trustees for the year 2017. Mr. Madden seconded the nomination and it passed unanimously.

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Special meeting held on December 14, 2016, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

ZONING DEPARTMENT: Mr. Wrench reported that he received a letter of intent for a cell tower. The Township filed a letter of objection according to procedure, and there have been many residents complaining about the proposed tower. Mr. Wrench advised the Trustees that no application for a permit has been filed with the Zoning Department. Mr. Wrench also advised the Trustees that the zoning for the proposed lot doesn't permit a cell tower.

COMMENTS FROM THE PUBLIC WERE RECEIVED

SEDIMENT CONTROL TRAINING: *Mr. Mueller made the motion to approve reasonable and necessary expenses for two employees to attend a Sediment Control Workshop on January 19, 2017 in Richfield, Ohio. Mr. Gabram seconded the motion and it passed unanimously.*

ACCEPT DONATION: *Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the donation from Mrs. Christina Livers of \$50.00 to the Fire Department. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to approve the use of the \$50.00 donation for the Fire Department at the discretion of the Fire Chief. Mr. Gabram seconded the motion and it passed unanimously.

FIRE DEPARTMENT OFFICERS PAY: *Mr. Mueller made the motion to authorize Fiscal Officer Charles Walder to work with Clemans-Nelson & Associates to revise the compensation policies for the Fire Department. Mr. Gabram seconded the motion and it passed unanimously.*

ACCEPT DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the donation from R. W. Donahey of \$250.00 to the Fire Department. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$250.00 donation for the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion and it passed unanimously.

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ACCEPT DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the donation from Junction Auto Sales, Inc. of \$1,000.00 to the Fire Department. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$1,000.00 donation to the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion and it passed unanimously.

HAZMAT COG PROXY: *Mr. Mueller made the motion to authorize Chief John Frazier to carry a letter of proxy to the HAZMAT COG meetings in the event that a Trustee is not in attendance. Mr. Gabram seconded the motion and it passed unanimously.*

EMT SCHOOL: Chief Frazier advised the Trustees that John Molnar had completed Firefighter school, and now needs to complete EMT school. Chief Frazier advised the Trustees that Mr. Molnar couldn't be hired unless he completes and passes EMT school. Chief Frazier hopes to receive a Fire Marshal Training Grant to cover almost all the cost of EMT school for Mr. Molnar.

Mr. Gabram made the motion to approve attendance for John Molnar to the 2017 Tri-C EMT School. Mr. Mueller seconded the motion and it passed unanimously.

ROAD DEPARTMENT: Mr. Layne reported on the recycling performance. In November the recycling center brought in \$743.92. The numbers for December are not in yet. Since inception the recycling center has brought in \$26,604.00.

Mr. Layne asked the Trustees if he could move the flag pole that is in front of the old Fire Department to the Road Department to replace the current flag pole. The flag pole in front of the old Fire Department is currently not being used. The Trustees approved Mr. Layne's request.

ACCEPT DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the donation from Mrs. Christina Livers of a \$50.00 gift card to the Road Department. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$50.00 donation to the Road Department at the discretion of the Road Superintendent. Mr. Mueller seconded the motion and it passed unanimously.

ACCEPT DONATION: *Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the donation from Ms. Mary Mobilia of a \$100.00 to the Road Department. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$100.00 donation to the Road Department at the discretion of the Road Superintendent. Mr. Mueller seconded the motion and it passed unanimously.

MILEAGE CERTIFICATION: *Mr. Gabram made the motion to certify that Russell Township, as of December 31, 2016, was responsible for maintaining 55.460 miles of public roads. Mr. Mueller seconded the motion and it passed unanimously.*

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POLICE DEPARTMENT: Chief Carroll reported that the LED lights outside of the Police Station have greatly improved since they were made brighter. Chief Carroll advised the Trustees that the grant for vests has been depleted and he will be applying for it again so he can finish purchasing new vests for all of the Officers.

Chief Carroll reported that the part-time patrolman Matt Less is in training now and doing well, but the Police Department is short on part-time staff and Chief Carroll would like to hire a few more part-time patrolman.

ACCEPT DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the donation from Mrs. Christina Livers of a \$50.00 gift card to the Police Department. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$50.00 donation to the Police Department at the discretion of the Police Chief. Mr. Mueller seconded the motion and it passed unanimously.

ACCEPT DONATION: *Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the donation from Anna Morgan of \$25.00 to the Police Department. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to approve the use of the \$25.00 donation to the Police Department at the discretion of the Police Chief. Mr. Gabram seconded the motion and it passed unanimously.

ACCEPT DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the donation from R. W. Donahey of \$250.00 to the Police Department. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$250.00 donation to the Police Department at the discretion of the Police Chief. Mr. Mueller seconded the motion and it passed unanimously.

ACCEPT DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the donation from Mrs. Christina Livers of a \$50.00 gift card to the Administration and Zoning Departments. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the use of the \$50.00 donation to the Administration and Zoning Departments at the discretion of the Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.

ACCEPT DONATION: *Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the grant from Phil Uhlin through the Cleveland Foundation of \$1,182.00 to the General Fund. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to approve the use of the \$1,182.00 grant for general support for charitable purposes to the General Fund at the discretion of the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.

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QUARTERLY REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the 4th quarter 2016 Departmental Reports from the Fire, Police, Road, and Zoning Departments. Mr. Gabram seconded the motion and it passed unanimously.*

FISCAL OFFICE: Mr. Walder advised the Trustees that he is adding the Maple Leaf paper to the Townships list of papers for notification of legal notices. There have been several complaints that the Chagrin Valley Times doesn't reach all the residents so the Township is going to start advertising in both news papers.

Mr. Walder advised the Trustees that he and Mr. Layne attended a meeting with Hunting Valley about the resurfacing of County Line Road. He advised that the Hunting Valley representatives had lawyers present and were not in agreement with a second MOU. Mr. Walder advised the Trustees that this was a step in the wrong direction after two years of negotiating.

RESOLUTION - TAX ADVANCE REQUEST: *Mr. Gabram made the motion to approve Resolution 2017-1, a Resolution for Advance of Taxes Collected. Mr. Mueller seconded the motion and it passed unanimously.*

RECORDS RETENTION: *Mr. Mueller moved to accept the Russell Township Records Retention Schedule as approved by the Ohio State Archives. Mr. Gabram seconded the motion and it passed unanimously.*

ADMINISTRATION BUILDING: Mr. Walder advised the Trustees on the status of the improvements to the Administration Building they approved in 2016. The garage door has been replaced, 27 LED lights were installed in the basement tenants area, and appliances have been ordered for the kitchen. Mr. Walder asked the Trustees to approve \$3,600.00 to complete the renovation in the kitchen.

Mr. Gabram moved to authorize the expenditure of up to \$3,600.00 for the maintenance, repair, or replacement of kitchen flooring, paint, and appliances in the Administration Building. Mr. Mueller seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED

RED RAIDER STREET LIGHT: Mr. Walder advised the Trustees that the light at the east entrance had been turned off by the HOA and the Township has been looking into taking over the light and turning it back on. First Energy representative Dave Dillon has reported that the current light pole has so much on it that if the street light is added the pole will be over powered. The options that Mr. Dillon has presented to Mr. Walder are to turn the light on and not move the position of the light, or to place a new pole so the light is in the location the Trustees wanted. The Trustees decided that a light is needed at the east entrance for safety services and snow plowing, and they would like to just turn the light on and see if that improves visibility of the Red Raider entrance.

OTA CONFERENCE: *Mr. Mueller made the motion to approve the reasonable and necessary expenses for two Administration employees to attend the OTA Conference, January 25th through January 26th, in Columbus, Ohio. Mr. Gabram seconded the motion and it passed unanimously.*

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REQUEST FOR USE OF TOWN HALL: *Mr. Gabram made the motion to grant permission for Hemlock Hills HOA to use the Town Hall on each third Thursday in 2017 from 6 pm- 11 pm, subject to Township Rules and Regulations. Mr. Mueller seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWN HALL: *Mr. Gabram made the motion to grant permission for Hackamore Woods HOA to use the Town Hall on January 25th, 2017 from 3:30 pm - 8:30 pm, subject to Township Rules and Regulations. Mr. Mueller seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWN HALL: *Mr. Mueller made the motion to grant permission for Russell Garden Club to use the Town Hall on November 27, 2017, subject to Township Rules and Regulations. Mr. Gabram seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWN HALL: *Mr. Gabram made the motion to grant permission for Russell Historical Society to use the Town Hall on February 18, 2017, subject to Township Rules and Regulations. Mr. Mueller seconded the motion and it passed unanimously.*

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL: *Mr. Gabram made the motion to appoint James Mueller the Township representative to the Health District Advisory Council. Mr. Madden seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to appoint Gary Gabram the alternate Township representative to the Health District Advisory Council. Mr. Gabram seconded the motion and it passed unanimously.

CHAGRIN RIVER WATERSHED PARTNERS: *Mr. Mueller made the motion to appoint Justin Madden as the Township representative to the Chagrin River Watershed Partners. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to appoint Gary Gabram as the alternate Township representative to the Chagrin River Watershed Partners. Mr. Gabram seconded the motion and it passed unanimously.

STORM WATER MANAGEMENT PROGRAM: *Mr. Mueller made the motion to appoint Gary Gabram as Township representative to the Storm Water Management Program. Mr. Gabram seconded the motion and it passed unanimously.*

HAZMAT COUNCIL OF GOVERNMENTS: *Mr. Gabram made the motion to appoint James Mueller as Trustee representative to the HAZMAT Council of Governments. Mr. Mueller seconded the motion and it passed unanimously.*

CVIGC: *Mr. Gabram made the motion to appoint James Mueller as the Trustee representative to the Chagrin Valley Intergovernmental Council. Mr. Mueller seconded the motion and it passed unanimously.*

OPBA: *Mr. Mueller made the motion to appoint Gary Gabram as the Trustee representative to the Ohio Patrolman's Benevolent Association township management committee. Mr. Gabram seconded the motion and it passed unanimously.*

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VERCOG: *Mr. Gabram made the motion to appoint James Mueller as the Trustee representative to the Valley Enforcement Regional Council of Governments. 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 2:32 pm.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: J. Dorka