

RUSSELL FIRE-RESCUE STATION

January 16, 2019

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

The following Department Heads were present: Fire Chief John Frazier.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular meeting held on January 9, 2019, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Mr. Gabram made the motion to accept the 4th Quarter 2018 Departmental Reports from the Fire, Police, Road, and Zoning Departments. Mr. Mueller seconded the motion and it passed unanimously.*

CREDIT CARD POLICY MANUAL REVISION: *Mr. Gabram made the motion to adopt a new credit card policy as prepared by Clemans-Nelson and dated January 15, 2019, a replacement to Russell Personnel Policy Manual Section 8.30, effective February 2, 2019. Mr. Mueller seconded the motion and it passed unanimously.*

FISCAL OFFICE: Mrs. Walder reported that as part of our HR services with Clemans-Nelson they offer us a training opportunity each year on a HR matters. Mrs. Walder has asked them to put together some topics for all department heads.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

INDUSTRIAL APPRAISAL: *Mr. Mueller made the motion to accept the 2018 industrial appraisal report as presented. Mr. Gabram seconded the motion and it passed unanimously.*

INVENTORY: *Mr. Gabram made the motion to accept the 2018 equipment inventory report as presented. Mr. Mueller seconded the motion and is passed unanimously.*

REQUEST FOR USE OF TOWN HALL: *Mr. Mueller made the motion to grant permission for Red Raider HOA to use the Town Hall on April 16, 2019 from 7 pm – 9 pm, subject to Township rules and regulations, and pending receipt of Hold Harmless form. Mr. Gabram 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 5:42 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar