

RECORD OF PROCEEDINGS

Minutes TOWNSHIP TRUSTEES

REGULAR SESSION

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held RUSSELL FIRE-RESCUE STATION

February 6, 2013

Chairman Jim Dickinson called the meeting to order at 4:30PM. Trustees Jim Mueller and Justin Madden were present. The following department heads were present: Police Chief Carroll, Mr. Gallagher, Mr. Layne, Mr. Machnics and Fire Chief Frazier were present.

MINUTES: Mr. Madden made the motion to accept the minutes of the Regular Meeting held on January 9, 2013, 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 January 16, 2013, as presented. Mr. Madden seconded the motion and it passed unanimously.

FIRE DEPT.: Statistics in the Fire Report were discussed. Response time has gone down.

DONATIONS: Mr. Madden made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the \$250.00 donation to the Fire Department. Mr. Mueller seconded the motion and it passed unanimously.

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

15279 HEMLOCK POINT ROAD PROPERTY: Mr. Dickinson asked Chief Frazier if he had any response from County Building Department concerning the above property. Chief Frazier said that he had just received a response from the Building Dept. today. Mr. Mihalisin, the Commissioner told Chief Frazier that there are three criteria that they use. They are: if it is uninhabitable, unsecured, or unsanitary conditions. This property has all of those conditions. The next step will be to get a letter from Mr. Mihalisin so the township has something in writing. Mr. Mueller questioned another property that is abandoned. Discussion was held on possible other properties that should be investigated.

POLICE DEPT - DONATION: Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the \$1,143.00 donation to the Police Department. Mr. Madden seconded the motion and it passed unanimously.

Mr. Madden made the motion to approve the use of the \$1,143.00 donation for the benefit of the Police Department staff at the discretion of the Police Chief. Mr. Mueller seconded the motion and it passed unanimously.

CAR PURCHASE: Chief Carroll presented a proposal to purchase a new vehicle. This purchase will continue the practice of replacing one vehicle each year and trading in the oldest vehicle each year. Liberty Ford presented a quote. This price met the state bid price. The car is a 2013 Ford Police Interceptor with all wheel drive.

POLICE VEHICLE PURCHASE: Mr. Mueller moved to approve the purchase of a 2013 Ford Crown Victoria/Police Interceptor (CVPI) vehicle for an amount of \$27,755.18 from Liberty Ford

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of Solon, Ohio less a trade-in of \$2,000.00 for the 2007 Ford CVPI for a final cost of \$25,755.18 as recommended by the Police Chief. Mr. Madden seconded the motion and it passed unanimously.

Chief Carroll reported that they had a "lock down" practice at Westwood School in November. The newly purchased cameras are working. School security was discussed.

MAINTENANCE DEPT.: Mr. Gallagher reported everything is going well. The public hearing on the proposed sewer line at the State Routes 87 and 306 went well. Most of the property owners were present and the County Commissioners answered all the questions. In July Mr. Gallagher will bring figures for improving the recycling center parking lot.

ROAD DEPT. Mr. Layne reported everything is going well. Both the personnel and the equipment are holding up in the snowy weather.

MILEAGE CERTIFICATION: Mr. Madden made the motion that the certification of mileage to the county of 55.410 miles be approved. Mr. Mueller seconded the motion and it passed unanimously.

ZONING: Mr. Machnics said that things have slowed down as they usually do this time of year. Sentencing in the Sloe case will be in March. Mr. Sloe has a new attorney. Mr. Machnics said he is aware of other properties that are in disrepair. The Land Use Guide Plan update is making good progress. Mr. Machnics was excused from the meeting at 5:10PM.

ANNUAL REPORTS: Mr. Mueller made the motion to acknowledge receipt of the 2012 annual departmental reports from the Fire, Police, Maintenance, Road, & Zoning departments. Mr. Madden seconded the motion and it passed unanimously.

PERMANENT APPROPRIATIONS: The Fiscal Officer presented the Permanent Appropriations for 2013 which had been given to Trustees and Department Heads before the meeting. Mr. Madden made the motion to adopt Resolution number 2013-05: the Permanent Township Annual Appropriations for the fiscal year ending December 31, 2013. Mr. Mueller seconded the motion and it passed unanimously.

ADMINISTRATIVE ASSISTANT TO THE FISCAL OFFICER: Mr. Walder explained the process he used to select an assistant. He had a committee to help him with the selection. There were twenty-one applicants. Nine of the applicants were chosen for interviews. Of those nine, three were selected as finalists for consideration. Brittany Milite was the final choice. All on the committee felt she would do a good job. She is eager to start learning the job. In order to fit into the payroll schedule, she will begin on February 16th.

HEARING ON SEWER PROJECT: Trustees Madden and Mueller were present as well as County Commissioners Mary Samide, Tracy Jemison and their staff. The Commissioners said there would not be an expansion to the sewer plant without the Trustees approval. Ninety-five percent of the sewer plant

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capacity will be used up when these properties are added. Mr. Gallagher is in the process of getting costs for connection of the buildings to the sewer line.

GRISWOLD CREEK MEETING UPDATE: The meeting was well attended and well done. It lasted about an hour and there was a very positive attitude. Mr. Madden made it clear that Russell Township was not a part of this project.

REQUEST FOR USE OF TOWN HALL: Mr. Mueller made the motion to grant permission for the Deer Lake HOA to use the Town Hall on April 23, 2013 from 6:30PM - 8:30PM, subject to Township rules and regulations. Mr. Madden seconded the motion and it passed unanimously.

REQUEST FOR USE OF TOWN HALL: Mr. Madden made the motion to grant permission for the Historical Society to use the Town Hall on the third Saturday of each month, 2013 from 10AM - 12PM, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.

CRWP 2013 MEMBERSHIP DUES: Mr. Mueller made the motion to approve the payment of \$3,277.90 to the Chagrin Valley Watershed Partners, Inc. for 2013 membership dues. Mr. Madden seconded the motion and it passed unanimously.

ANNOUNCEMENTS: The next regular Trustees' meeting will be held at 7:00PM, Wednesday, February 20, in the Russell Township Fire-Rescue Department.

EXECUTIVE SESSION: Mr. Mueller made the motion to move into executive session to consider the employment and compensation of personnel, pursuant to O.R.C. 121.22(G)(1). Mr. Madden seconded the motion and it passed unanimously.

The meeting moved into executive session at 5:35 p.m. with Chief Carroll, Brittany Milite and Melissa Palmer.

The meeting returned to regular session at 6:35 p.m.

Mr. Mueller made the motion at the recommendation of Mr. Charles Walder, to hire Brittany L. Milite, as full-time Administrative Assistant reporting to the Fiscal Officer, at the starting salary of \$35,667.75, with an effective start date of February 16, 2013. Mr. Madden seconded the motion and it passed unanimously.

LONGEVITY PAY: Mr. Mueller made the motion at the recommendation of the Fiscal Officer, to include longevity pay and longevity overtime pay in the first regular pay day after December 1st of each year. Mr. Madden seconded the motion and it passed unanimously.

PURCHASE ORDERS: were approved for:

Number	Purpose	Amount
45-2013	Annual Computer Service	\$1,182.00
46-2013	Fire Equipment	\$ 610.89
47-2013	Dishwasher	\$ 550.00
48-2013	New Fueling System	\$1,500.00
49-2013	Truck Tires	\$ 511.04

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50-2013	SCBA Inspection Kit	\$ 462.00
50-2013	Thread Inspector Tool	\$ 310.00
51-2013	Electricity	\$17,000.00
52-2013	Plow Guards	\$ 778.00
53-2013	Service Charge & Shop Towel	\$ 1,524.00

Bills were approved as presented and drawn for same.

Upon the motion of Mr. Mueller and seconded by Mr. Madden, the meeting was adjourned at 6:46PM.



James Dickinson, Chairman



Chuck Walder, Fiscal Officer

Recorded by: G. Heck