

RUSSELL FIRE-RESCUE STATION

MARCH 16, 2016

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

Trustee James Mueller was absent with apologies.

**MINUTES:** *Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on February 17, 2016, as presented. Mr. Madden seconded the motion and it passed.*

**RETIREMENT:** *Mr. Gabram made the motion to accept the resignation of Mrs. Diana Steffen from the employment of Russell Township, effective April 30, 2016. Mr. Madden seconded the motion and it passed.*

**POLICE VEHICLE PURCHASE:** The Police Department would like to purchase a new vehicle to be the annual replacement for 2016 as to the replacement schedule. The unmarked vehicle will be traded in and the next oldest vehicle will become the unmarked vehicle. The outfitting for the new vehicle will cost about \$5,000.00 and the overall price of the vehicle will be about \$5,000.00 to \$10,000.00 under the budgeted amount depending on the outfitting cost.

*Mr. Gabram moved to approve the purchase of a 2016 Ford Police Interceptor (PI) vehicle for an amount of \$27,867.68 from Liberty Ford of Solon, Ohio less a trade-in of \$8,075.00 for the 2010 Ford Explorer, plus a cost of \$33.50 for title and tags, for a final cost of \$19,826.18, as recommended by the Police Chief. Mr. Madden seconded the motion and it passed.*

**LED LIGHTS:** *Mr. Gabram made the motion to authorize Fiscal Officer Charles Walder to act as the Township contract representative and signatory for the LED light improvements at the Administrative Building, Police Department, and Road Department. Mr. Madden seconded the motion and it passed.*

**OHIO ASSOCIATION OF PUBLIC TREASURERS:** *Mr. Gabram made the motion to authorize reasonable and necessary expenses for Charles Walder to attend the OAPT Annual Public Finance Officer Training Program from June 13, 2016 to June 17, 2016. Mr. Madden seconded the motion and it passed.*

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

**PUBLIC RECORDS TRAINING DESIGNEE:** *Mr. Gabram made the motion to approve Jennifer Dorka, a public employee, as the designee appointed to receive certified public records training on behalf of elected officials Jim Mueller, Justin Madden, and Gary Gabram of Russell Township, fulfilling the requirements of ORC 109.43(B). Mr. Madden seconded the motion and it passed.*

**WG COMMUNITY JOINT RECREATION DISTRICT:** *Mr. Gabram made the motion to reappoint Mr. Rick Izant to the West Geauga Community Joint Recreation District Board for the three year term ending April 2019. Mr. Madden seconded the motion and it passed.*

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**RUSSELL TOWNSHIP PARK DISTRICT:** The Russell Park District asked if the Township would put a link on the Russell Township web site that would link residents to the Russell Park District web site. The Townships counsel advised against this based on the Attorney General's opinion 2002-001 which states "A township is not permitted to include on its web site a link or other information concerning matters that do not relate to the statutory duties or operations of the township."

**RIVER VALLEY:** *Mr. Gabram made the motion to grant the request from the River Valley Paper Company to remove two of their paper recycling bins from the Russell Township Recycling Center. Mr. Madden seconded the motion and it passed.*

**RECYCLING EVENTS:** Mrs. Palmer advised the Trustees that the tire grant that township applies for to hold its scrap tire event is no longer reimbursing for the cost of the labor for the event. The number of tires collected during the scrap tire event decreased slightly in 2015. The Engineer's office holds a shredding event in the spring, so Russell's shredding event will be held in the fall so the events are not at the same time.

**REQUEST FOR USE OF TOWN HALL:** *Mr. Gabram made the motion to grant permission for the Russell Township Park District to use the Town Hall on the second Monday of each month, for the remainder of 2016 from 7 pm - 9 pm, subject to Township rules, regulations, and continued availability. Mr. Madden seconded the motion and it passed.*

**REQUEST FOR USE OF THE TOWN HALL:** *Mr. Gabram made the motion to grant permission for the Russell Township Historical Society to use the Town Hall on the following dates and times in 2016, subject to Township rules, regulations, and continued availability: March 19 10am, April 16 10am, June 18 10am, September 17 10am, October 15 10am, November 19 10am, and December 4 noon - 9pm. Mr. Madden seconded the motion and it passed.*

**ZONING DEPARTMENT STAFFING:** The Trustees discussed the opening for Zoning Inspector and decided that it should be be a part time position, and that to make it part time, the job description and duties for the Zoning Inspector will need to be updated.

*Mr. Gabram made the motion to authorize Clemans-Nelson to draft new job descriptions for the revised Zoning Inspector and Zoning Secretary positions. Mr. Madden seconded the motion and it passed.*

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

The meeting moved into executive session at 6:14 pm.

*Mr. Gabram made the motion to return to regular session. Mr. Madden seconded the motion and it passed.*

The meeting moved into regular session at 6:50 pm

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**SERGEANTS EXAM:** *Mr. Gabram made the motion to authorize Police Chief Tim Carroll to make arrangements for and to offer a competitive Police Sergeant's promotion exam. Mr. Madden seconded the motion and it passed.*

**PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.**

*Mr. Gabram made the motion to adjourn. Mr. Madden seconded and it passed.*

The meeting was adjourned at 6:53 PM.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: J. Dorka