

RUSSELL FIRE-RESCUE STATION

SEPTEMBER 3, 2014

Chairman Madden called the meeting to order at 1:00 P.M. Trustees Jim Mueller and Gary Gabram were present. Also present was Fiscal Officer Chuck Walder. The following department heads were present: Police Chief Tim Carroll, Fire Chief John Frazier, Road Superintendent Gene Layne, and Zoning Inspector Diana Steffen.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular meeting held on August 20, 2014, as presented. Mr. Madden seconded the motion and it passed unanimously. The vote was Mr. Mueller yes, Mr. Madden yes, and Mr. Gabram abstain.*

**ROAD DEPARTMENT:** Mr. Layne reported that the Road Department has had a busy and productive summer. The old Fire Station sewer tie-in is complete; a water tank was discovered during the tie-in process and the proper and necessary action was taken to remove the tank. The next tie-in will be installed at the Town Hall.

Mr. Layne reported that in order to pave the recycling center, the recycling bins need to be moved. Mr. Madden stated that we will provide adequate signage to assist the residents in smoothly transitioning to the temporary bin location. The temporary location of the bins is at the discretion of the Road Superintendent. Mr. Layne also reported that through July 2014, the Recycling Center has diverted from landfills 166.7 tons of paper and cardboard and has earned the Township \$5,061.64 YTD.

Mr. Layne reported that the Hemlock Point Road and Larkspur Lane resurfacing projects are complete.

Mr. Layne also reported that the department's salt bins are full as a result of the summer fill program.

**POLICE DEPARTMENT:** Chief Carroll reported that the landscaping around the Police Department looks better than ever and he is very satisfied with the current landscapers (H&M Landscaping).

Chief Carroll reported that the computer server grant reimbursement money has been received. Only \$600.00 was spent of Township money for the project.

ALICE training was held at West Geauga. The next step in the process is to train the students. Officer Ben Kimball is an ALYCE instructor and is offering training to the community.

The Police Department is also looking for another part-time officer.

**ACCEPT DONATION:** *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the \$20.00 donation from Chester resident Allen Kocsis to the Police Department. Mr. Gabram seconded the motion and it passed unanimously.*

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*Mr. Gabram made the motion to approve the use of the \$20.00 donation for the Police Department at the discretion of the Police Chief. Mr. Mueller seconded the motion and it passed unanimously.*

**FIRE DEPARTMENT:** Chief Frazier reported that training for the new cots was completed. The ambulance is outfitted with the new cots and two of the old cots will be available to be auctioned on October 4th.

**ZONING DEPARTMENT:** Zoning Inspector Diana Steffen reported that the Zoning Department is very busy. She has recently issued five zoning permits.

She reported that the annual Planning and Zoning Workshop will be coming up and a few members of the Zoning Commission may be interested in attending with her.

Mrs. Steffen also reported that she will be amending the Zoning hours. The previous Zoning Inspector met by appointment on Tuesday evenings; she proposed setting appointments on Tuesday afternoons and Thursday mornings to better serve the public. She will also be available by appointment outside of normal work hours if necessary.

**FISCAL OFFICER'S REPORT:** Mr. Walder reported that the 2012/2013 financial audit received two findings related to reporting of the refinancing of the Township's fire station bond in October 2012. The first finding for material noncompliance and material weakness was the result of the Township failing to amend its Certificate of Estimated Resources to reflect the proceeds of debt issuances which resulted in appropriations exceeding estimated receipts by ~\$1.4M on December 31, 2012. The second finding of material weakness resulted from the Township's failure to make the necessary postings in its UAN system of any refunding of debt issuances. Both errors, while notably important and required, did not result in any monetary loss to the Township but failed to properly record and account for the refinancing activity.

**2015 BUDGET AMOUNTS & RATES:** *Mr. Gabram moved to approve Resolution 2014-15: a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Mr. Mueller seconded the motion and it passed unanimously.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED AND ACCEPTED.**

**EQUIPMENT AUCTION:** The auction is set for October 4th at 10 a.m. at the Road Garage. Viewing of items is scheduled for October 3rd from 1-3 p.m. at the Road Garage. *Mr. Gabram made the motion to authorize Fiscal Officer Charles Walder to sign the Auction Sale Contract with Kiko Auctioneers for the auction of identified and approved township equipment, with the approval of the County Prosecutor as to form. Mr. Mueller seconded the motion and it passed unanimously.*

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**BZA RESIGNATION:** Fred Cuffari has notified the township of his intent to resign from the BZA. Mr. Madden stated that he will be a dearly missed asset to the Board of Zoning Appeals and suggested putting together a letter of appreciation for him.

**TOWN HALL USE:** *Mr. Mueller made the motion to grant permission for the Historical Society to use the Town Hall from 4 p.m.-9 p.m. on December 7, 2014, subject to Township rules and regulations. Mr. Gabram seconded the motion and it passed unanimously.*

**ANNOUNCEMENTS:** The next regular Trustees' meeting will be held at 5:30 P.M., Wednesday, September 17th, in the Russell Township Fire-Rescue Center.

Household Hazardous Waste Collection will be held at the Engineer's Yard, Merritt Drive, from 9 A.M. to noon on September 20th.

**Executive Session:** *Mr. Mueller made the motion to move into executive session to consider the appointment and compensation of public employees, pursuant to ORC 121.22(G)(1). Mr. Madden seconded the motion and it passed unanimously.*

The meeting moved into executive session at 1:31 P.M.

*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 2:24 P.M.

**PERSONNEL POLICY MANUAL REVISION:** *Mr. Mueller made the motion to approve the revision to Personnel Policy Manual section 7.16, entitled Leave Donation. Mr. Gabram seconded the motion and it passed unanimously.*

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

The meeting was adjourned at 2:27 P.M.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: B. Milite