

RUSSELL FIRE-RESCUE STATION

September 19, 2018

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: Police Chief Tim Carroll, Fire Chief John Frazier, and Road Superintendent Gene Layne.

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on September 5, 2018, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

FIRE DEPARTMENT: *Mr. Mueller made the motion to hire Jesse Phan as a part-time Firefighter/Paramedic at the beginning rate of \$18.64 per hour, per salary schedule 28, effective October 1, 2018, pending completion of all paperwork with the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.*

FIRE DEPARTMENT: *Mr. Mueller made the motion to hire Andrew Grantham as a part-time Firefighter/Paramedic at the beginning rate of \$18.64 per hour, per salary schedule 28, effective October 1, 2018, pending completion of all paperwork with the Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.*

ROAD DEPARTMENT: Road Superintendent Gene Layne advised the Trustees that he has received two quotes for 2018-2019 snow plowing of the lots in the Administration Building, Police Station, and Fire Station. Mr. Layne gave the board his recommendation. Fiscal Officer Karen Walder advised the board that she had not looked over the quotes and could not verify the funds for either contract. Mr. Madden tabled any further decisions until the next meeting so the Fiscal Officer could look over the quotes and verify that funds are available before the board makes their decision.

Mr. Layne has posted for a new hire in the Road Department and discussed his plan to review candidates and conduct interviews.

Mr. Layne advised the Trustees that abuse of the recycling center is continuing, with improper dumping of TVs, construction material, and this week, a dead skunk. Expansion of the camera surveillance system was discussed.

APA TRAINING APPROVAL: *Mr. Gabram made the motion to approve reasonable and necessary expenses for Shane Wrench to attend the APA Cleveland Planning & Zoning Workshop, November 2, 2018, in Mayfield Village, Ohio. Mr. Mueller seconded the motion and it passed unanimously.*

BOARD OF ELECTIONS: *Mr. Mueller made the motion to authorize Fiscal Officer Karen Walder to execute the Contract for Election Day Polling Location with the Geauga County Board of Elections. Mr. Gabram seconded the motion and it passed unanimously.*

TOWN HALL USE: *Mr. Gabram made the motion to grant permission for the Geauga County Board of Elections to use the Town Hall from 5:30 am - 9:00 pm, on November 6, 2018, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

RUSSELL FIRE-RESCUE STATION

September 19, 2018

OHIO ASSOCIATION OF PUBLIC TREASURERS: *Mr. Mueller made the motion to authorize reasonable and necessary expenses for up to three employees to attend the OAPT Annual Public Financing Officer Training Program from October 3-5, 2018. Mr. Gabram seconded the motion and it passed unanimously.*

UAN YEAR END TRAINING: *Mr. Mueller made the motion to approve reasonable and necessary expenses for up to four township employees to attend the UAN end of year training to be held in Columbus in December 2018. Mr. Gabram seconded the motion and it passed unanimously.*

WINTER VEHICLE STORAGE: *Mr. Gabram made the motion to grant permission for the Fiscal Officer Karen Walder to advertise the Administration Building Garage as available for winter vehicle storage and to let out space at the same rate as last season and per the terms of the 2018-2019 winter storage contract. Mr. Mueller seconded the motion and it passed unanimously.*

GCTA SPONSORSHIP: *Mr. Gabram made the motion to authorize the expenditure of \$200.00 to contribute to the light breakfast served at the GCTA & County Prosecutor's training event scheduled for KSU/Geauga on October 6, 2018. Mr. Mueller seconded the motion and it passed unanimously.*

NOPEC ENERGIZED COMMUNITY RESOLUTION: *Mr. Mueller made the motion to adopt Resolution 2018-19, a resolution authorizing all actions necessary to accept the NOPEC Energized Community Grant. Mr. Gabram seconded the motion and it passed unanimously.*

FUNDS TRANSFER: *Mr. Gabram made the motion to approve Resolution 2018-20, authorizing the following transfer of funds: within the Road and Bridge Funds from Capital-Improvements of Site, \$15,000.00 to Operating Supplies - Salt. Mr. Mueller seconded the motion and it passed unanimously.*

FISCAL OFFICER: Fiscal Officer Karen Walder advised the Trustees that the contract for the security upgrade at the Administration Building was approved by the County Prosecutor's Office and it just needs to be signed by the Trustees.

Mrs. Walder advised the Trustees that the Fiscal Office has begun the process to secure quotes for healthcare for 2019. This process will involve requesting an early renewal quotation from the Township's current provider, along with quotations from other major Ohio carriers. As part of this process, the Township's healthcare broker has requested that all employees on the Township healthcare plan update their profiles on FormFire. The Fiscal Office will be sending letters with instructions to all Department Heads once the information is provided from our healthcare broker.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

NOPEC PROXY: *Mr. Mueller made the motion to appoint and designate James R. Flaiz as the proxy for the 2018 Northeast Ohio Public Energy Council (NOPEC) annual general assembly meeting on November 13, 2018. Mr. Gabram seconded the motion and it passed unanimously.*

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

RUSSELL FIRE-RESCUE STATION

September 19,

2018

The meeting moved into executive session at 6:06 pm.

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 6:35 pm.

ACCEPT RESIGNATION: *Mr. Mueller made the motion to accept the resignation of Police Officer & Constable Matthew Less from the Russell Township Police Department, effective September 11, 2018. Mr. Gabram seconded the motion and it passed unanimously.*

HIRE FULL-TIME OFFICER: *Mr. Mueller made the motion, based on the recommendation of the Police Chief, to hire Adam LaMonica as a full-time police and constable with the Russell Township Police Department. The conditions of employment are as follows: The official starting date is October 1, 2018. A one year probation period will begin on the official starting date. Pay scale will be at the two year level per the full-time wage Salary Schedule 28. Mr. Gabram seconded the motion and it passed unanimously.*

JOB DESCRIPTION: FACILITIES PROJECT MANAGER: *Mr. Mueller made the motion to adopt the job description for the position of Project Manager, as prepared by Clemans-Nelson, as amended, effective September 19, 2018,. Mr. Gabram seconded the motion and it passed unanimously.*

SALARY SCHEDULE: *Mr. Gabram made the motion to adopt the Supplement to Salary Schedule 28, content approved and effective October 1, 2018. Mr. Mueller seconded the motion and it passed unanimously.*

HIRE: FACILITIES PROJECT MANAGER: *Mr. Mueller made the motion to approve the promotion of Mr. Shane Wrench to Project Manager/Zoning Inspector at the rate of \$24.14 per hour, per Township Salary Schedule 28-Supplement, effective October 1, 2018, with a six-month probation period. Mr. Gabram seconded the motion and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 6:37 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Dorka