

RUSSELL FIRE-RESCUE STATION

February 7, 2018

Chairman Madden called the meeting to order at 1:00 pm. Trustee Gabram and Mueller were present. Fiscal Officer Charles Walder and Trustee Assistant Melissa Palmer were also present.

The following Department Heads were present: Police Chief Tim Carroll, Fire Chief John Frazier, Road Superintendent Gene Layne. Zoning Inspector Shane Wrench was absent with apologies. Zoning Secretary Jennell Dahlhausen was also present.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on January 10, 2018, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on January 17, 2018, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Special Emergency Meeting held on January 24, 2018, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT:** Road Superintendent Gene Layne advised the Trustees that the department is running low on salt, our salt provider is behind in filling orders and that we are going to be conservative with salt so we doesn't run out.

**AUCTION:** Mr. Layne requested that the Trustees allow the Road Department to take a 2000 freightliner truck that was just replaced and an old crack sealing machine to auction to be sold; they are no longer needed or able to be used for their intended purpose.

*Mr. Gabram made the motion to authorize the disposal of the following two Road Department items at the April 21, 2018 Edinburg Auction Sales, Inc, 4029 OH-14, Rootstown, Ohio, as the items are no longer usable, suitable, or needed for their intended purpose:*

*2000 Freightliner dump truck with plow & spreader  
1999 crack sealing machine*

*Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Layne advised the Trustees that the recycling center has recycled 240 tons of paper and cardboard in 2017, worth \$8,143.28.

**MILEAGE CERTIFICATION:** *Mr. Mueller made the motion to certify that Russell Township, as of December 31, 2017, was responsible for maintaining 55.46 miles of public roads. Mr. Gabram seconded the motion and it passed unanimously.*

**ZONING DEPARTMENT:** Ms. Dahlhausen advised the Trustees that the Zoning Commission has requested to be supplied with two iPads™ to use.

**EQUIPMENT REQUEST:** *Mr. Gabram made the motion to approve the loan of a township owned 9.7" Apple iPad Air to Zoning Commission member Ben Kotowski, subject to completion of the township's Mobile Device Distribution Form. Mr. Mueller seconded the motion and it passed unanimously.*

RUSSELL FIRE-RESCUE STATION

February 7, 2018

**EQUIPMENT REQUEST:** *Mr. Mueller made the motion to approve the loan of a township owned 9.7" Apple iPad Air to Zoning Commission member Tom Warren, subject to completion of the township's Mobile Device Distribution Form. Mr. Gabram seconded the motion and it passed unanimously.*

**FIRE DEPARTMENT:** Chief Frazier advised the Trustees that the Board of Elections was asking to use the Fire Department as a polling location instead of the Town Hall, a concern of Chief Frazier is that the Training/Meeting room doesn't allow a large enough occupancy to be used as a polling location.

**ACCEPT DONATION:** *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the donation from Junction Auto Sales of \$1,000.00 to the Fire Department. Mr. Gabram seconded the motion and it passed unanimously.*

*Mr. Gabram made the motion to approve the use of the \$1,000.00 donation to the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion and it passed unanimously.*

**POLICE DEPARTMENT:** Chief Carroll asked the Trustees to please consider accepting a police donation.

**ACCEPT DONATION:** *Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the donation from Gurmit Singh Lotey of \$600.00 to the Police Department. Mr. Mueller seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to approve the use of the \$600.00 donation to the Police Department at the discretion of the Police Chief. Mr. Gabram seconded the motion and it passed unanimously.*

**BASEBALL FEDERATION:** Mike Gudger with the West G. Baseball Federation asked permission to make improvements to Bob Hall field. They would like to update the fencing with padding, upgrade player and spectator bleachers, and hang distance signs on the field. The signs would have sponsor names on them but would only be visible from the field and would not be visible from the road.

**ANNUAL REPORTS:** *Mr. Mueller made the motion to acknowledge receipt of the 2017 annual departmental reports from the Fire, Police, Road, & Zoning departments. Mr. Gabram seconded the motion and it passed unanimously.*

**ASSOCIATION OF PUBLIC TREASURERS US & CANADA:** *Mr. Mueller made the motion to approve payment of the \$145.00 membership dues for 2018 Association of Public Treasurers US & Canada for up to three Fiscal Office members for a cost of up to \$435.00. Mr. Gabram seconded the motion and it passed unanimously.*

**OHIO ASSOCIATION OF PUBLIC TREASURERS:** *Mr. Gabram made the motion to approve membership dues of \$50.00 for the 2018 Ohio Association of Public Treasurers for up to three Fiscal Office members for a cost of up to \$150.00. Mr. Mueller seconded the motion and it passed unanimously.*

**FISCAL OFFICER'S REPORT:** *Mr. Mueller made the motion to acknowledge receipt of the 4th quarter 2017 report from the Russell Township Fiscal Officer. Mr. Gabram seconded the motion and it passed unanimously.*

RUSSELL FIRE-RESCUE STATION

February 7, 2018

**INDEPENDENT ACCOUNTANT SERVICE:** *Mr. Mueller made the motion to authorize Charles Walder, Fiscal Officer, to hire an independent accounting service to assist the Fiscal Office with researching and remedying a W2 & Social Security reporting issue from 1989, for a sum not to exceed \$3,500.00. Mr. Gabram seconded the motion and it passed unanimously.*

**DAS COOPERATIVE PURCHASING PROGRAM:** *Mr. Mueller moved to approve payment of the annual membership fee of \$100.00 for the Cooperative Purchasing Program of the Ohio Department of Administrative Services, General Services Division. Mr. Gabram seconded the motion and it passed unanimously.*

**REQUEST FOR USE OF TOWNSHIP PROPERTIES:** *Mr. Gabram made the motion to grant permission for the West Geauga Baseball Federation to use Bob Hall Field from April 9, 2018 through July 21, 2018, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

**BOB HALL FIELD IMPROVEMENT REQUESTS:** *Mr. Gabram made the motion to grant permission for the West Geauga Baseball Federation to make the following modifications and improvements to the township owned Bob Hall Field:*  
*Upgrade fencing with cushioned areas*  
*Replace player benches & bleacher benches*  
*Hang 3 signs (36" X 24") along outfield fencing facing the batter box, to mark field footage & identify sponsors. Mr. Mueller seconded the motion and it passed unanimously.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**CRWP 2018 MEMBERSHIP DUES:** *Mr. Gabram made the motion to approve the payment of \$3,445.00 to the Chagrin River Watershed Partners, Inc. for 2018 membership dues. Mr. Mueller seconded the motion and it passed unanimously.*

**ACCEPT DONATION:** *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the donation from Justin & Anita Madden of MS Office 2010 software and various computer cables, and hardware. Mr. Gabram seconded the motion and it passed unanimously.*

**EXECUTIVE SESSION:** *Mr. Gabram made the motion to move into executive session to consider the compensation of public employees pursuant to ORC 121.22 (G)(1), AND to consider the purchase of property pursuant to ORC 121.22 (G)(2), AND to review negotiations or bargaining sessions with public employees pursuant to ORC 121.22 (G)(4). Mr. Mueller seconded the motion and it passed unanimously.*

The meeting moved into executive session at 1:52 pm.

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

The meeting returned to regular session at 2:33 pm.

**VACATION REINSTATEMENT REQUEST:** *Mr. Gabram made the motion to approve with documented non precedential exception the request from Captain Ken Russell, dated January 29, 2018, for reinstatement of 86.9 hours of vacation time forfeited on December 31, 2017 per section 7.02 of the Personnel Policy and Procedure Manual. Mr. Mueller seconded the motion and it passed unanimously.*

RUSSELL FIRE-RESCUE STATION

February 7, 2018

**VACATION BUYBACK:** *Mr. Gabram made the motion to approve the request from Captain Ken Russell, dated January 29, 2018, for the payment of the equivalent of 100 hours of vacation as an exception to the Personnel Policy & Procedure Manual. Mr. Mueller seconded the motion and it passed unanimously.*

**RETIREMENT:** *Mr. Gabram made the motion to accept the retirement of Captain Ken Russell from the employment of Russell Township effective March 31, 2018 with our congratulations. Mr. Mueller seconded the motion and it passed unanimously.*

**ASSIGNMENT AGREEMENT FORMS:** *Mr. Mueller made the motion to approve and adopt the content (as attached to minutes), and the collection as a appropriate, of Assignment Agreement forms, the Cleveland Clinic Authorization to Disclose Health Information, the University Hospitals Authorization for Release of Medical Information, the Lake Health Authorization for Discloser of Health Information, and any other HIPA Authorization forms required. Mr. Mueller seconded the motion and it passed unanimously.*

**HEALTH CARE CLAIMS: PAYMENT APPROVAL:** *Mr. Mueller made the motion to authorize the balance due payment OR monthly minimum payment of health care bills for services directly to the creditors per the signed Assignment Agreements, payments to be made from departmental funds. Mr. Gabram seconded the motion and it passed unanimously.*

**TENTATIVE AGREEMENT:** *Mr. Gabram made the motion to accept the tentative agreement between Russell Township and OPBA (Patrol Officer Unit) as drafted by Clemans Nelson for SERB Case No. 2015-MED-04-0375 to expire December 31, 2020. Mr. Mueller seconded the motion and it passed unanimously.*

**TENTATIVE AGREEMENT:** *Mr. Gabram made the motion to accept the tentative agreement between Russell Township and OPBA (Sergeants) as drafted by Clemans Nelson for SERB Case No. 2015-MED-04-0376 to expire December 31, 2020. Mr. Mueller seconded the motion and it passed unanimously.*

**SALARY SCHEDULE:** *Mr. Gabram made the motion to adopt Salary Schedule 28, content approved by the Board of Trustees February 7, 2018, salary schedule effective retroactively to January 1, 2018, along with the 2018 & 2019 one time payout per the OPBA agreement to all township employees with the same conditions as the OPBA agreement, pending the signature of the OPBA tentative agreement by all parties. Mr. Mueller 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 2:37 pm.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: J. Dorka