

RUSSELL FIRE-RESCUE STATION

June 7, 2019

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

The following Department Heads were present: Road Superintendent Gene Layne, Police Chief Tim Carroll and Fire Chief John Frazier.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on May 15, 2019, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

*Mr. Gabram made the motion to accept the minutes of the Special Meeting held on May 17, 2019, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to accept the minutes of the Special Meeting held on May 22, 2019, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

**PUBLIC HEARING, 2020 Budget:** *Mr. Mueller made the motion to open the public hearing on the proposed budget for the year 2020. . Mr. Gabram seconded the motion and it passed unanimously.*

The meeting moved into Public Hearing at 1:03 pm.

Mrs. Walder noted that the legal notice for the availability of the budget to review and the hearing was duly posted. There were copies available at the Fiscal Office and on the website.

Mrs. Walder thanked her Fiscal Office staff for their assistance in assembling the budget information for the trustees and department heads. Also, Mrs. Walder thanked the department heads for their cooperation and productive discussion of their 5 year plans.

Chairman Madden stated that over the last 3 days that the annual budget workshops discussing each department's budget were conducted, and feels very good about the discussions and everyone was well prepared. Chairman Madden acknowledged that administration and all departments have done a really great job managing all cost and expenses. The Township will not have a concern about cost increases in our health plans in 2020 because it will be the 2<sup>nd</sup> year of the 2 year contract. The Township hopes to be able to pave some additional roads in Russell Township, with the understanding we need to watch and see how finances work out with the County Line Road project. Chairman Madden said as to date they do not anticipate any levies going on the ballot this fall, but circumstances could change.

*Mr. Gabram made the motion to close the public hearing on the proposed budget for the year 2020. Mr. Mueller seconded the motion and it passed unanimously.*

The Public Hearing closed at 1:06 pm.

**2020 BUDGET:** *Mr. Gabram made the motion to approve the proposed budget for the year 2020. Mr. Mueller seconded the motion and it passed unanimously.*

**RESOLUTION, TAX ADVANCE REQUEST:** Mrs. Walder stated the Township has the option to ask the County Auditor to advance a tax collection by a resolution. Resolution 2019-10 instructs the County Treasurer to do that.

*Mr. Mueller made the motion to approve Resolution 2019-10 a Resolution Requesting the Advance of Taxes collected. Mr. Gabram seconded the motion and it passed unanimously.*

**COMPENSATION FOR CEMETERY CLERK:** Chairman Madden discussed compensation for Jennifer Dorka, who has been the acting cemetery clerk for some time now. During the budget workshop, it was noted that the Cemetery record system is running on a computer system that is outdated. The Fiscal Officer has recommended migrating this system over to the state UAN system. This will be a time consuming process and Chairman Madden and trustees feel that this work, along with the cemetery responsibilities Ms. Dorka has been performing for over 10 months, is above the responsibility of her duties as Assistant to Fiscal Officer, she should be receiving additional compensation.

*Mr. Gabram made the motion to approve compensation for \$400/month to Jennifer Dorka, starting July 1, 2019 for duties as Cemetery Clerk. Mr. Mueller seconded the motion and it passed unanimously.*

RUSSELL FIRE-RESCUE STATION

June 7, 2019

Mrs. Walder gave a reminder that the Fiscal Office will be closed for OAPT training, June 10- 14. Mrs. Walder stated she has arranged for Joan Windnagle to stop in a few days in the afternoon to check and forward any messages.

**POLICE DEPARTMENT:** Chief Carroll reported that the cruiser they ordered in March is set up last week and is in service. The new laptops he purchased are all in and running.

**STORAGE BUILDING DESIGN SERVICES:** Chairman Madden reported that discussions continue regarding a new storage facility. As they continue to look in finalizing the project, they anticipate additional expenditures for architectural and engineering services

*Mr. Gabram made the motion to authorize expenditure up to \$10,000.00 for engineering services related to the development of plans and bid package for a new storage facility to be located on the Russell Township Police/Fire campus. Mr. Mueller seconded the motion and it passed unanimously.*

**PARAMEDIC CONTRACT/TUITION LOAN AGREEMENT:** *Mr. Gabram made the motion to enter into a Tuition Payment Agreement with Mr. Noah C. Wilson for his 2019-2020 UH Geauga Medical Center Paramedic Program training and certification. Mr. Mueller seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT:** Mr. Layne reported on the County Line Road project. Mr. Layne went to a preconstruction meeting on May 31 at the County Engineer's office. Mr. Layne said residents could see some activities starting next week. The Township has passed out fliers to the residences in that area and had some good information about to keep up with the traffic flow. Mr. Layne said that Mrs. Palmer is going to do the best she can with keeping the Township website up to date with construction information.

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**POLICY MANUAL REVISION: MEAL REIMBURSEMENT:** Mrs. Walder reported that in 2015 the trustees establish a meal per diem of \$50.00 a day when traveling on township business, however, it was not incorporated into the policy manual. Clemans Nelson reviewed and updated section 6.10.B.

*Mr. Mueller made the motion to adopt the revised meal reimbursement policy as prepared by Clemans Nelson and dated June 6, 2019, a replacement to Russell Township Policy Manual Section 6.10.B, effective June 7, 2019. Mr. Gabram seconded the motion and it passed unanimously.*

**ROLL-OFF SCRAP EVENT:** Mr. Layne announced the scrap collection event will be on Saturday, September 14, 2019 from 8:00am - 12:00pm with senior pickup on September 12 & 13, 2019.

*Mr. Mueller made the motion to authorize up to \$15,000.00 to hire Waste Management to perform a roll-off scrap collection at the Road Department with the participation of paid township personnel. 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 the motion and it passed unanimously.*

The meeting was adjourned at 1:23 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar