

RUSSELL FIRE-RESCUE STATION

May 7, 2014

Chairman Madden called the meeting to order at 1:00 PM. Trustees Gary Gabram, Justin Madden, and Jim Mueller were present; Fiscal Officer Chuck Walder was present. The following department heads were present: Police Chief Tim Carroll, Fire Chief John Frazier, and Road Superintendent Gene Layne. Zoning Inspector Ric Machnics was absent.

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on April 16, 2014, as presented. MR. Mueller seconded the motion and it passed unanimously.*

ROAD DEPT - OPWC: *Mr. Gabram moved to approve the following two top priority projects for the Fiscal Year 2015 (Township Round 29) Ohio Public Works Commission Project:*

First Priority: Watt Road, Resurface, project limits from S.R. 87 to Fairmount Road.

Second Priority: Pekin Road, Resurface, project limits from S.R. 306 to Watt Road.

Mr. Mueller seconded the motion and it passed unanimously.

BID OPENING- Five (5) bids were received for asphalt contracts to resurface Hemlock Point Road, including: Chagrin Valley Paving (\$309,475.00), Ronyak Brothers Paving (\$271,682.00), Burton-Scot (\$293,625.00), Karvo (\$288,785.00), and Kokosing (\$293,914.50). Four (4) bids were received for asphalt contracts to resurface Larkspur Lane, including Burton-Scot (\$52,878.00), Karvo (\$56,537.50), Chagrin Valley Paving (\$53,475.00), and Ronyak Brothers (\$44,125.00). The County Engineer's Office will review the bids and make a recommendation.

Mr. Mueller made the motion to refer to the County Engineer and the Road Superintendent for their recommendation of the best asphalt contract. Mr. Gabram seconded the motion and is passed unanimously.

STILLWATER DRIVE LETTER- It was proposed that a letter be sent from the trustees to certain residents on Stillwater Drive explaining that the township could not pave the road because the last portion of the road is undedicated and therefore, not the township responsibility. Mr. Mueller suggested meeting with the residences that reside on the undedicated portion to explain the issue in more detail. The Trustees are going to pursue contacts with the owners of the properties to see how the Township can get the rights to the property in order to pave it in the future.

RECYCLING CENTER- Mr. Madden reported that the township has applied for grants pertaining to the recycling center and an answer should be received on their status by June 1st. He also reported that Road Superintendent Gene Layne is exploring bids for various settings and options for the recycling center. Until the status of the grants are known and the bids are received, the trustees cannot entertain a final decision of what to do with the recycling center.

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FIRE DEPARTMENT- Chief Frazier reported that he has filled the part-time administrative position for the Fire Department. There were nine (9) applicants and three (3) finalists. Susan Baker was chosen as she has had experience with fund accounting, has worked closely with the UAN Accounting system, understands the unique nature of the Fire Department's payroll procedure, and has background knowledge of EMS procedure. She was hired in as part-time clerical at the 15 year experience level.

Chief Frazier reported that the Fire Department has received the BWC grant for updating the patient handling and load system. The Township will have to match funds.

Chief Frazier reported that the repaired fire engine is back in service.

POLICE DEPARTMENT- Chief Carroll reported that the new police car is in and he is very pleased with it.

The Police Department received a grant for a new server. The grant requires a quarterly report on how it is useful and how it is improving the department. The Police Department also received a grant for ballistic vests from the U.S. Department of Justice.

Chief Carroll reported that 69 pounds of discarded prescriptions were disposed of since January.

FISCAL OFFICER- Mr. Walder reported that as of April 8, Microsoft stopped supporting XP Operating systems. He has replaced the XP System in the Administrative Office with a Windows 7 system. However, the Police Department computers run off of Windows XP and needs to be upgraded to avoid potential harmful viruses. The Fire Department's Mobile Data Station also utilizes Windows XP and should be upgraded both for speed and protection.

OHIO PUBLIC ENTITY CONSORTIUM- Megan Toitch from the Ohio Insurance Services Agency spoke about the healthcare cooperative being offered and the advantages to belonging to it, including tax advantages, administrative cost savings, ongoing cost containment, and benefit design control.

KINSTLE PROPERTY SUB RECIPIENT AGREEMENT- *Mr. Mueller made the motion to authorize Justin Madden as the Trustee representative for the purpose of signing and executing the sub-recipient agreement between Russell Township Board of Trustees and Bainbridge Township Board of Trustees. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to approve the Moving Ohio Forward Demolition Program Sub-recipient Agreement between Bainbridge Township Board of Trustees and Russell Township Board of Trustees. Mr. Mueller seconded the motion and it passed unanimously.

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KINSTLE PROPERTY DEMOLITION CONTRACT: *Mr. Gabram moved to approve the contract with Green Vision Materials, dated May 7, 2014, and project specification attachments for the demolition project at 14920 Chillicothe Road for a cost of \$5,980.00, pending the receipt of notarized affidavits and insurance certificate naming Russell Township. Mr. Mueller seconded the motion and it passed unanimously.*

P.I.O. TRAINING- Trustee Jim Mueller expressed an interest in attending the quarterly Public Information Group sessions being offered by the Geauga County Department of Emergency Services and the Geauga County Sheriff's Office. He will report back.

PUBLIC FINANCE ADMIN COURSE: *Mr. Mueller made the motion to approve reasonable and necessary expenses for the Fiscal Officer to attend the Ohio Public Officers Training Program conducted by the Ohio Association of Public Treasurers, June 9-13, 2014 in Sandusky. Mr. Gabram seconded the motion and it passed unanimously.*

JULY 4TH PARADE- Departmental participation in the 4th of July parade was approved by the trustees.

GEAUGA SAFETY COUNCIL- Mr. Madden discussed the meeting he attended at the beginning of May. He reported that the township was one of six award winners from the Geauga Safety Council. Mr. Madden also reported that the township's emergency procedure plan needs revisions and the township needs to develop contingency plans.

REQUEST FOR USE OF TOWN HALL: *Mr. Gabram made the motion to grant permission for Hackamore Woods HOA to use the Town Hall on May 14th, 2014 from 6 PM to 10 PM, subject to township rules and regulations. Mr. Madden seconded the motion and it passed unanimously.*

ANNOUNCEMENTS: The next regular Trustees' meeting will be held Wednesday, May 21, at 5:30 PM in the Fire-Rescue Department.

Memorial Observance is May 18 from 3 PM to 5 PM at Briar Hill.

The Scrap Tire Collection is May 31st from 9 AM to noon at the Road Department, 15625 Chillicothe Road.

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

The meeting was adjourned at 2:12 PM.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: B. Milite