

RECORD OF PROCEEDINGS

Minutes TOWNSHIP TRUSTEES

REGULAR SESSION

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held RUSSELL FIRE-RESCUE STATION

March 6, 2013²⁰

Trustee Justin Madden called the meeting to order at 4:30 PM. Trustee Jim Mueller was present. Chairman Jim Dickinson was absent due to prior commitments and was excused. The following department heads were present: Police Chief Tim Carroll, Mr. Gallagher, Mr. Layne, Mr. Machnics, and Fire Chief Frazier.

ZONING DEPT.: Mr. Machnics indicated that the zoning department was still slow as it usually is this time of year. Regarding the issue of the 15279 Hemlock Point Road property, Mr. Machnics indicated that they were actively trying to find a resolution to the problem as the house is viewed as a health and safety hazard. Chief Frazier noted that an email had been written by Mr. Mihalisin that stated the house was a health and safety issue, but it was vague. Mr. Mueller requested a copy of what Mr. Mihalisin said about the property in a hardcopy letter. Mr. Rick Machnics was excused at 4:40 PM.

ROAD DEPT.: Mr. Layne asked for authorization to receive bids on 200 tons of #448 Type 2 6422 hot mix and 800 tons of #448 Type 1 6422 hot mix. *Mr. Mueller made the motion to approve the Road Superintendent's recommendation for road material bids for primary and secondary suppliers and authorize the Fiscal Officer to advertise for bids. Mr. Madden seconded the motion and it passed unanimously.*

The bid specifications for asphalt resurfacing of various roads in Russell Township were approved. The roads being resurfaced include: Marden Road, James Drive, Benner Drive, Riverside Drive, Sugar Tree Drive, Crestview Drive, Whispering Pines Drives, North Ridge Drive, and Fawn Court. The next step in the process is to receive the actual bids. *Mr. Mueller made the motion to approve Resolution 2013-7: A Resolution to Order the Improvement of various roads, and the accompanying specifications prepared by the County Engineer. Mr. Madden seconded the motion and it passed unanimously.*

Mr. Layne reported that a new tractor was needed for the road department. The tractor would replace the two very old tractors that were currently in use as they were continually in need of maintenance. *Mr. Mueller made the motion to approve the purchase of a New Holland TS6.110 Tractor (State Contract Item 800266) and an Alamo mowing unit (State Contract Item 7751500508) for an amount of \$102,497.46 from Akron Tractor & Equipment, Inc. less a trade-in of \$8,500.00 for the 1994 Case-IH Model 4210 Tractor and less a trade-in of \$9,000.00 for the 1984 Ford 6610 Tractor & Tiger Mower Special for a final cost of \$84,997.46 as recommended by the Road Superintendent. Mr. Madden seconded the motion and it passed unanimously.*

Mr. Layne also reported that the township salt supply is healthy.

RECORD OF PROCEEDINGS

Minutes of TOWNSHIP TRUSTEES

REGULAR SESSION Meeting

DAYTON LEGAL BANK, INC., FORM NO. 10140

Held RUSSELL FIRE-RESCUE STATION

March 6, 2013

POLICE DEPT.: Chief Carroll reported that the new police car was expected to arrive at the end of April or early in May.

Chief Carroll also reported that there was a complaint about heavy truck traffic on Route 87 and a concern that trucks were overweight. In response to this complaint, trucks travelling on Route 87 were weighed and none were found to be overweight. However, if more complaints are received, periodic weight-checking may be implemented.

Chief Carroll also noted that the police department is preparing to hire at least 2 more part time officers. Background checks and interviews are taking place.

FIRE DEPT.: Chief Frazier reported that the 2005 fire engine is currently being repaired; the corroded metals found as well as new paint work will be covered under the warranty.

Chief Frazier indicated that the fire department is waiting for the purchase order to come through for the security system to upgrade the in-vehicle cameras to download the footage instantly when the vehicle is pulled into the station. A purchase order has already been made for the cameras wired to the doors.

The majority of the HVAC project in the fire station is done. Chief Frazier reported that the system is operational.

MAINTENANCE: Mr. Gallagher indicated that the NOPEC Grant project will be completed soon. He expects to file the closing document for the grant in the near future. Mr. Gallagher was excused at 5:00 PM.

FISCAL OFFICER: Mr. Walder reported that in contrast to the estimated 4.61% rise in healthcare rates, the actual rates for health insurance in 2013 decreased by 7.9%. Mr. Walder suggested that he draft a letter of appreciation to Sean Sprouse who was responsible for obtaining these rates. Mr. Mueller and Mr. Madden agreed.

Mr. Walder indicated that the Clemans-Nelsons policy manual is still not completed. Among the list of items that are needed include a formal appraisal process. Mr. Walder proposed using an employee appraisal document that he submitted for review. The draft appraisal form will be circulated among the department heads & Trustees for feedback.

As per the suggestion of a community member, Mr. Walder researched *BoardDocs*, a cloud based document storage system. Mr. Walder noted that a cloud-based system to back up important documents might be beneficial in that it archives data, checks who views the documents & when, and provides off-site back-up for the paper copies. However, the cost of using *BoardDocs* would be upwards of \$13,000 annually and Mr. Walder indicated concern about the financial viability and the level of security that the cloud provides.

RECORD OF PROCEEDINGS

Minutes TOWNSHIP TRUSTEES

REGULAR SESSION

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 1014R

Held RUSSELL FIRE-RESCUE STATION

March 6, 2013~~0~~

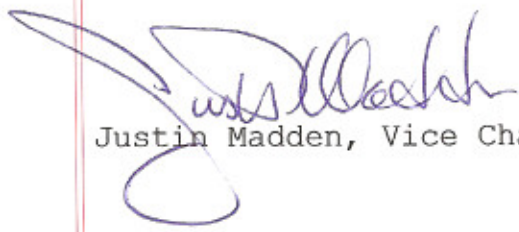
Mr. Walder also reported that money can be saved by optimizing the number of phone lines at the township. He suggested that he work with the departments to determine lines that are infrequently used and compile a list of lines available for elimination or change. Likewise, Mr. Walder suggested that the DSL service that the township offices use is slow and outdated. After research, he concluded that a much faster DSL speed could be acquired at approximately the same rate that is currently being paid. Mr. Mueller indicated that a study was done in the past that highlighted the current phone plan and that Mr. Walder should review this report in his effort to cut expenditures.

FIRST ENERGY EASEMENT: A worker from Asplundh indicated that it is an option to be herbicide-free in their trimming and removal of trees and brush that interferes with power lines. The township agreed to be herbicide-free on their 2 parcels of land on Fairmount Road. Mr. Mueller raised the idea of finding a mechanism to notify the township that there is an option to opt out of the use of herbicide on an individual's property.

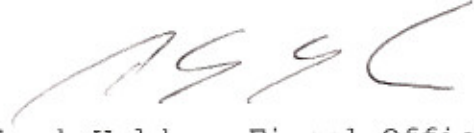
ANNOUNCEMENTS: The next regular Trustees' meeting will be held at 7:00 PM, Wednesday, March 20, in the Russell Township Fire-Rescue Department.

PURCHASE ORDERS AND BILLS were presented and approved as attached.

Upon the motion of Mr. Mueller and seconded by Mr. Madden, the meeting was adjourned at 5:25 PM.



Justin Madden, Vice Chairman



Chuck Walder, Fiscal Officer

Recorded by: B. Milite