

RECORD OF PROCEEDINGS

DAYTON LEGAL BLANK, INC., FORM NO. 10748

Held RUSSELL FIRE-RESCUE STATION

March 20, 2013

Chairman Jim Dickinson called the meeting to order at 7:00 PM. Trustee Justin Madden was present. Trustee Jim Mueller was absent do to prior commitments and was excused. Fiscal Officer Chuck Walder was also present.

**MINUTES:** *Mr. Madden made the motion to accept the minutes of the Special Meeting held on March 13, 2013, as presented. Mr. Dickinson seconded the motion and it passed unanimously.*

**FISCAL OFFICER:** Mr. Walder reported that a copy of the Oath of Office for Lieutenant McDermott's promotion will be given to him after it is signed by the trustees.

Mr. Walder reported that the Employee Appraisal Forms were recently completed and sent out to department heads for approval. Chief Carroll will review the forms to ensure they are in compliance with the bargaining unit contract. Once all approvals are made the forms will be sent as part of the policy manual to Clemans-Nelson. *Mr. Madden made the motion to approve the use of the Employee Appraisal Form according to Township department policy. Mr. Dickinson seconded the motion and it passed unanimously.*

An anonymous donation was made to the Road Department specifically for the purchase of equipment needed to view safety training videos and real time weather updates. *Mr. Madden made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the \$700.00 donation to the Road Department. Mr. Dickinson seconded the motion and it passed unanimously.*

*Mr. Madden made the motion to approve the use of the \$700.00 donation for the benefit of the Road Department staff at the discretion of the Road Superintendent. Mr. Dickinson seconded the motion and it passed unanimously.*

Mr. Walder reported that he is continuing to research options to reduce costs for the township via optimizing phone lines. The first step is meeting with the phone company who will move security and fire lines onto lines already in use instead of using separate lines. After the security lines are combined, Mr. Walder will work with department heads to identify more obsolete lines that can be eliminated or combined with other lines.

Mr. Walder reported that he is investigating a more cost-effective and secure option of saving and storing data through the use of a Network Attached Storage system (NAS). The township currently uses a variety of outdated, unreliable methods of saving and backing up data. Whereas online data storage options, such as "BoardDocs," stores information in an internet-based cloud, the NAS technology provides a secure, localized drive. Initial thoughts are to store the NAS in the vault where it can be protected from fire damage, and have limited access by people. Cost estimates are at around \$300 to purchase for 2 terabytes (\$150/terabyte) versus "BoardDocs" which costs an estimated \$13,000 per annum.



## RECORD OF PROCEEDINGS

Minutes of TOWNSHIP TRUSTEES

REGULAR SESSION Meeting

DAYTON F&amp;M BLANK, INC., FORM NO. 10145

Held RUSSELL FIRE-RESCUE STATIONMarch 20, 2013

**COMMENTS FROM THE PUBLIC:** Comments from the public were received.

**15279 HEMLOCK PT. ROAD PROPERTY:** A letter was received from property owner Annette Scott on March 14, 2013 stating what she has done and plans to do with her property. The letter stated that she has put up dry wall, installed a truss, and removed some of the parked cars. Mr. Madden reported that Ms. Scott may not be aware of all of the steps she has to take to complete her project. Mr. Mihalisin is to inspect her property when her work crew is there in order to make sure the plans are accurate and doable, but cannot act yet due to Ms. Scott's current zoning violations. It was suggested that Ric Machnics write a letter to her with a list of her current zoning violations and what she needs to do in order to obtain a zoning permit for construction and proceed with her plans.

**PERSONNEL POLICY MANUAL:** Mr. Walder reported that some individual job descriptions still need to be completed before the manual is finished. Mr. Dickinson asked what is remaining for the Clemans-Nelson contract. Mr. Walder said he would investigate what items are still outstanding; once he compiles the list, the department heads will be notified to expedite the process.

**PROJECT LIST UPDATE:** Mr. Madden reported that efforts to reduce paper are still being made and ideas generated. Mr. Walder reported that everyone is still in "copy mode" and needs to get into "digital mode." Mr. Dickinson said he noticed a decrease in the amount of paper put into the circulation box.

The new website content is almost finished despite time delays.

The Fairmount Center for the Fine Arts issue was discussed. In a Special Meeting, the trustees and fiscal officer discussed possible options to spread the public's awareness of the facility and the programs it offers. Mr. Madden reported that the expectations of the Fairmount Center for the Fine Arts staff were addressed and what the township really could do within their limitations was discussed. Several ideas were generated, such as networking with schools, opening the facility during the Memorial Day event that attracts large crowds, and holding some trustee meetings in the building to bring in the public.

**BELL ST. DETOUR:** For two weeks in 2014, Bell Street will be repaved by the county. The county requested to use Hemlock Road and Music Street as the detour as they are very limited on options. *Mr. Madden made the motion, based on the Road Superintendent's recommendation, that the Board of Trustees approve the construction detour of Bell Street over Hemlock Road and Music Street to Chillicothe Road in Russell Township. Mr. Dickinson seconded the motion and it passed unanimously.*

## RECORD OF PROCEEDINGS

Minutes TOWNSHIP TRUSTEES

REGULAR SESSION

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10140

Held RUSSELL FIRE-RESCUE STATION

March 20, 2013

**REQUEST FOR USE OF TOWN HALL:** Mr. Madden made the motion to grant permission for the Hackamore Woods HOA to use the Town Hall on April 17, 2013, subject to Township rules and regulations. Mr. Dickinson seconded the motion and it passed unanimously.

**MEMORIAL OBSERVANCE:** Mr. Madden made the motion to approve \$300.00 for the necessary and reasonable expenses for the Memorial Day Observance to be held at the Briar Hill Church on Sunday, May 19, 2013. Mr. Dickinson seconded the motion and it passed unanimously.

**ANNOUNCEMENTS:** The next regular Trustees' meeting will be held at 4:30 PM, Wednesday, April 3, in the Russell Township Fire-Rescue Department.

Oil recycling "Season Opener," is April 6, 8 AM to 10 AM in the Russell Township Maintenance Building and will continue each 1<sup>st</sup> Saturday through October. Used motor oil and used hydraulic oil are accepted.

Appliance collection, by GTSWMD will be held on April 27 from 9 AM to noon at 12665 Merritt Rd. No electronics or televisions will be accepted.

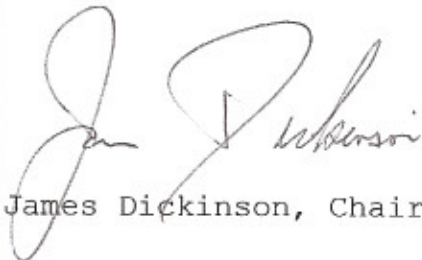
**EXECUTIVE SESSION:** Mr. Madden made the motion to move into executive session to consider the compensation of personnel, pursuant to O.R.C. 121.22(G) (1) and in addition to prepare for negotiations of employment, pursuant to O.R.C. 121.22(G) (4). Mr. Dickinson seconded the motion and it passed unanimously.

The meeting moved into executive session at 7:26 PM.

The meeting returned to regular session at 8:01 PM.

**PURCHASE ORDERS:** Purchase orders and bills were approved as attached.

Upon the motion of Mr. Madden and seconded by Mr. Dickinson, the meeting was adjourned at 8:20 PM.



James Dickinson, Chairman



Chuck Walder, Fiscal Officer

Recorded by: B. Milite