

RUSSELL FIRE-RESCUE STATION

September 5, 2018

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

The following Department Heads were present: Fire Chief John Frazier, Road Superintendent Gene Layne, and Zoning Inspector Shane Wrench

Police Chief Tim Carroll was excused from the meeting.

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on August 15, 2018, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

FIRE DEPARTMENT: Chief Frazier advised the Trustees that the new Tender was delivered. The equipment is being installed on it, and the tender should be in service in about four weeks.

The Fire Department has received a FEMA grant for \$32,740.00 for new life-pack defibrillators and AEDs. The Township is responsible for a 5% match. The new equipment has an estimated ten year life.

ROAD DEPARTMENT: Road Superintendent Mr. Layne advised the Trustees that the culvert replacement on Pekin Road is completed and there were no issues. The two paving projects are almost completed and there has been no issues with either project.

ROAD PROJECTS 2019: Per the County Engineer's request for a list of Township roads considered for improvements in 2019, Road Superintendent Mr. Layne prepared two options for resurfacing a total of 2.38mi (option 1) or 2.23mi (option 2) of roads. Mr. Layne reports that road paving costs are approximately \$200,000.00 per mile.

Mr. Gabram made the motion to send to the County Engineer for review, the following proposed road projects for 2019: Suffolk Lane, Memory Lane, Spring Valley, North Wood Rd and Beechwood Road as recommended by the Road Superintendent. Mr. Mueller seconded the motion and it passed unanimously.

ROAD DEPARTMENT DISPOSAL OF PROPERTY: *Mr. Gabram made the motion, at the recommendation of the Road Superintendent, to dispose of township property itemized on the list "Road Department: Items for Disposal", dated September 4, 2018, as each item on the list is not needed for public use, is obsolete, or is unfit for public use. Mr. Mueller seconded the motion and it passed unanimously.*

FIREWOOD SALE: *Mr. Mueller made the motion, at the recommendation of the Road Superintendent, per ORC 505.10 (A)(2), to dispose of items on the list "Road Department: Items for Disposal", by private sale, as each item on the list is not needed for public use AND because the fair market value of the items are, in the opinion of the board, \$2,500.00 or less. Mr. Gabram seconded the motion and it passed unanimously.*

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UPLANDS PRESERVE CLEANUP: The WRLC asked the Road Department's assistance to clean up a pile of refuse at the Uplands Preserve.

Mr. Mueller made the motion to approve the cleanup of Russell Township owned property in Chester Township at the Uplands Preserve by the Road Department at a date agreeable to the Road Superintendent. Mr. Gabram seconded the motion and it passed unanimously.

ZONING DEPARTMENT: Zoning Inspector Shane Wrench advised the Trustees that there have been permits issued for two homes, three pools, and a handful of accessory buildings.

The Zoning Inspector has received two new applications from Circle K and they have submitted revised plans. Mr. Wrench advised the Trustees that there was an issue with the legal notice in the paper for the Sept 10 BZA meeting regarding the Circle K variance request, so the meeting has been rescheduled to the next BZA meeting.

FISCAL OFFICE: Fiscal Office Karen Walder introduced her new full time assistant Jessica Sustar and asked the Trustees and Department heads for continued cooperation with the Fiscal Office while she completes her orientation. Chairman Justin Madden welcomed Ms. Sustar to Russell Township.

Mrs. Walder advised the Trustees that the Fiscal Office will open late on Wednesday due to the Fiscal Office staff attending training classes.

The on-site portion of the 2016-2017 audit has been completed, but the fiscal office continues to work with the auditor on additional testing that is being completed off-site.

GENERATOR REPLACEMENT: *Mr. Mueller made the motion, at the request of the Fiscal Officer Karen Walder, to approve the estimate from Portman Electric dated August 14, 2018, for a Generac Generator, 200-amp transfer switch, installation and 10-year extended warranty at the Township Administration Building in the amount of \$16,279.94, pending contract approval by the County Prosecutor's Office. Mr. Gabram seconded the motion and it passed unanimously.*

FISCAL OFFICER'S REPORT: Fiscal Officer Karen Walder submitted the second quarter Fiscal Officer's Report and advised the Trustees that she has added two new sections to the Fiscal Office Quarterly Report. The report will now include a summary of recycling performance and also training or certifications completed by the Fiscal Office during the reporting period.

Mr. Gabram made the motion to acknowledge receipt of the 2nd quarter 2018 report from the Russell Township Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

MORGAN DESIGN SERVICES: The Trustees discussed locating the Veteran's Memorial at the north end of the Riverview Memorial Park cemetery and the proposal by Rob Morgan for design services.

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Mr. Gabram made the motion to accept the proposal from Rob Morgan LLC for landscape architecture services (site context & conceptual design) for the Russell Veterans' Memorial, dated August 24, 2018, for a sum of \$1,500.00. Mr. Mueller seconded the motion and it passed unanimously.

NOPEC: NOPEC representative Nicole Sweet talked with the Trustees about the rate plans that NOPEC offers to residential and business users for gas and electric. She provided her contact information and flyers and invited Residents to contact her for more information.

She also outlined the \$6,000,000 grant program created from the First Energy Settlement and the availability of \$20,060 of grant money to Russell Township. Ms. Sweet will be helping Fiscal Officer Karen Walder through the process of submitting a Resolution and Grant Agreement to accept the energy 2018 savings grant that the Township was awarded and submitting project applications. NOPEC will be announcing the amounts for the 2019 energy savings grant in November.

She also stressed the importance that a Trustee or designee attend the NOPEC General Assembly meeting.

AUDITOR'S LAND SALE: *Mr. Gabram made the motion to decline to participate in the October, 2018 County Auditor's Forfeited Land Sale of Permanent Parcel Number 28-022403. Mr. Mueller seconded the motion and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

EXECUTIVE SESSION: *Mr. Gabram made the motion to move into executive session to consider the employment of public employees pursuant to ORC 121.22 (G)(1). Mr. Mueller seconded the motion and it passed unanimously.*

The meeting moved into executive session at 1:57 pm.

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

The meeting moved into regular session at 2:23 pm.

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

The meeting was adjourned at 2:23 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Dorka