

RUSSELL FIRE-RESCUE STATION

February 28, 2019

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

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

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on February 20, 2019, as presented. Mr. Madden seconded the motion and it passed.*

POLICE: Chief Carroll reported that installation is complete for the new in-car video system. The Police officers have been using it for about 2 weeks and report that it is working great.

VACATION BUYBACK: *Mr. Gabram made the motion to accept the Memorandum of Understanding, signed on February 19, 2019 by local OPBA representative Michael McIvor, to approve payment for the equivalent of 80 hours of vacation for employee Vince Valerio. Mr. Madden seconded the motion and it passed.*

RECORDS RETENTION: *Mr. Gabram moved to accept the Russell Township Records Retention Schedule as approved by the Ohio State Archives on January 3, 2019. Mr. Madden seconded the motion and it passed.*

RECORDS RETENTION REVISION REQUEST: Chief Carroll discussed two issues with the current Record Retention Schedule. Current schedule numbers P-23 & P-24 for Traffic Warnings and Traffic Citations require retention of video records for 3 years, however the electronic storage requirements for the new video system are much larger than the old system. Chief Carroll would like to revise the retention schedule of video files to 90 days for Traffic Warnings and 180 days for Traffic Citations. All paper documents will remain the same at 3 years.

Mr. Gabram moved to approve the request by Police Chief Carroll to revise the Russell Township Records Retention Schedule and to refer the matter to Russell Township's Records Retention Commission. Mr. Madden seconded the motion and it passed.

ZONING DEPT: Mr. Wrench reported that Circle K is on the agenda for the upcoming BZA meeting on Monday, March 4, 2019 to discuss signage and lighting variances. Mr. Wrench also noted that the Zoning Commission cancelled their February meeting.

ROAD DEPT: COUNTY LINE TREE WORK: Mr. Layne reported that the County Prosecutor sent an email about some concerns regarding the tree removal and he is trying to address those with the assistance of the County Engineer. Fiscal Office Walder asked for more details as to the scope, time frame and Terms of the proposed work. Mrs. Walder received communication from Shane Hajjar indicating an urgency for the tree cutting to be completed by end of March, however he also noted that it was unlikely to have a final cost and contract for the County Line paving project by that time. Trustees discussed scenario where Russell Township goes through with the tree cutting but the paving project ends up not going through. Chairman Madden asked Mr. Layne to arrange a meeting with the appropriate parties to try to clear up these concerns.

STORAGE BUILDING UPDATE: Mr. Wrench reported that a meeting was held with Larsen Architects, the department heads and Trustee Gabram, to discuss the Departments' needs for a new storage building. They will be circling back next Thursday with sketches and give some different options. Trustees discussed the need to determine how to allocate costs between the Departments and the General Fund.

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LED LIGHTING: NEC GRANT: Mr. Wrench reported he received 3 quotes for the LED Lighting for the Road Department. Upon reviewing the quotes, his recommendation is Villers Electric with a quoted price of \$4,735.00, which also includes the lift. After the job is complete, the Township is eligible for a rebate from First Energy in the amount of \$620.00.

Mr. Gabram made the motion to approve the estimate from Villers Electric, Inc, Proposal #022519 dated February 25, 2019, for the amount of \$4,735.00, for the LED light replacement project at the Road Garage, pending receipt of a township vendor packet. Mr. Madden seconded the motion and it passed.

FISCAL OFFICE: Mrs. Walder reported that the fiscal office has started to receive some notices from the OPEC Receiver regarding the 2017 settlement claims. So far about \$6,500 of these claims has been satisfied. Also, the Fiscal Office will be out next week, March 6-8, for training at the Local Government Conference in Columbus. Police Clerk Jayne Paullin will handle any credit card sign in/sign out requests during that time.

COMMENTS FROM THE PUBLIC

APPOINTMENT TO THE ZONING COMMISSION: A total of six applicants were interviewed.

Mr. Gabram made the motion to appoint Mary Lentz to the remainder of the 5-year term on the Zoning Commission expiring December 31, 2021. Mr. Madden seconded the motion and it passed.

Mr. Gabram made the motion to appoint Mark McGrievy to the remainder of the 5-year term on the Zoning Commission expiring December 31, 2023. Mr. Madden seconded the motion and it passed.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 1:37 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar