

RUSSELL FIRE-RESCUE STATION

May 6, 2015

Chairman Madden called the meeting to order at 1:00 pm. Trustees Mr. Gabram and Mr. Mueller were present. Fiscal Officer Charles Walder was present. Department heads Gene Layne, Chief Carroll, Chief Frazier, and Diana Steffen were present.

**MINUTES:** *Mr. Gabram made the motion to accept the minutes of the regular meeting held on April 15, 2015 as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**QUARTERLY REPORTS:** *Mr. Mueller made the motion to accept the 1<sup>st</sup> Quarter 2015 departmental reports from Fire, Police, Road, & Zoning departments. Mr. Gabram seconded the motion and it passed unanimously.*

**ZONING DEPARTMENT:** Zoning Inspector Diana Steffen reported that things in Zoning have picked up, and the BZA is busy this year. Zoning has had a few new residence building permits. Mrs. Steffen would like to attend the NEO planning workshop, and will be asking for funds once she knows the expense.

**POLICE DEPARTMENT:** Chief Carroll wanted to thank Mrs. Cahn for her generous donation to the Police Department. Chief Carroll reported that the new police car will be ready around June.

Chief Carroll reported that the homicide case is over so the evidence and car can be removed from the Police Department.

**FIRE DEPARTMENT:** Chief Frazier reported that they are waiting to hear if the department will be receiving a grant for cots this year.

**ROAD DEPARTMENT:** Road Superintendent Gene Layne reported that the County Engineer's recommendation for the paving projects on Deepwood Colony Development and Stillwater Dr. is Chagrin Valley Paving, who was the lowest bidder.

**ROAD DEPARTMENT BID AWARD-VARIOUS ROADS:** *Mr. Gabram made the motion that the project entitled Improvements of Various Roads in Russell Township be awarded to Chagrin Valley Paving Co as recommended by the Geauga County Engineer. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Layne reported that he received a quote from GAR paving for \$8,000.00 to pave the Town Hall parking lot plus \$15,640.00 for asphalt, and the total cost would be \$24,640.00.

Mr. Layne indicated that an emergency repair is needed on Harmony Falls and estimates it will cost \$8,000.00.

Mr. Layne discussed the outfitting of the new dump truck and recommends Concord Road Equipment Manufacturing to do the work at the state co-op price. Per Mr. Layne, the truck is estimated to be completed within 90-100 days and Mr. Layne can stop in to inspect the truck while it is being outfitted. Mr. Layne noted that he received a second quote

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for outfitting for a lesser amount but disregarded it due to his concern about the distance to return the truck for repairs. Mr. Walder recommended that Concord Road Equipment put their delivery date in writing to ensure that the truck will be outfitted and ready by winter.

**ROAD DEPARTMENT-TRUCK OUTFITTING:** *Mr. Mueller moved to accept the estimate from Concord Road Equipment Manufacturing, Inc., of Painesville, Ohio, for the outfitting of the new Mack truck per the Ohio Department of Administrative Service State Term Schedule contract for a total cost of \$57,098.85 based on the recommendation of the Road Department Superintendent. Mr. Gabram seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT-OPWC:** *Mr. Gabram moved to approve the following two top priority projects for the Fiscal Year 2016 (Round 30) Township Ohio Public Works Commission Project: Top 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.*

**FUNDS TRANSFER:** Mr. Walder requested a resolution to move remaining money from the Road Anticipation Note Debt Service Fund to the Road Department Fund for future appropriation.

*Mr. Mueller made the motion to approve Resolution 2015-5 authorizing the following transfer of funds: from the Miscellaneous Debt Service Fund 3902 (Road Anticipation Note) with the remaining balance amount of \$5,975.86 to the Road Fund 2141. Mr. Gabram seconded the motion and it passed unanimously.*

**PER DIEM:** Mr. Walder reported that the Township per diem travel meal reimbursement is the lowest in the area and the amount of \$30.00 is low for employee meals per day while out of town during training. Mr. Walder recommends that the Township changes the reimbursement amount from \$30.00 to \$50.00 per day for food while away on Township business.

*Mr. Gabram made the motion to approve an increase in the reimbursement amount allowed for travel food expenses from \$30.00 to \$50.00. Mr. Mueller seconded the motion and it passed unanimously.*

**FISCAL OFFICE:** Mr. Walder recommended that the Township consider moving its investments from Star Ohio (where we are getting .06% interest) to a CD at Middlefield Bank (where we can receive up to 2% interest at 60 months).

Mr. Walder distributed copies of the Miller-Dodson capital assessment study which was found to be very informative and recommended that the Township start appropriating money as of 2016. The study gives the Township an outlook of 40 years for large capital facilities costs. Mr. Walder also recommends that the Township considers a feasibility study to be completed by a third party so that important data can be in one place for review, and will become a footprint for

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the future of the Township. This will help to ensure that things are completed in the needed order and money doesn't get wasted. By having a third party professional complete this study, the plan for the future can be developed with more clarity, creativity, and expertise.

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**208 WATER QUALITY MANAGEMENT PLAN:** *Mr. Gabram made the motion to approve the revisions to the 208 Water Quality Management Plan changing the parcels serviced by the Russell Township Center Sewer project from "May Be Sewered" to the "Existing Sewer" designation. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Walder reported that the sewer bill for the Township's 7 parcels with new sewer lines was in and well under what was appropriated. Mr. Walder requests paying this bill with a payment plan over 10 years with no interest.

**SEWER ASSESSMENT PAYMENT PLAN:** *Mr. Mueller made the motion to authorize the payment of special assessments on the 7 township owned parcels involved in the Russell Township Center Sewer Project to be paid to the Board of County Commissioners of Geauga County in 20 semi-annual installments over 10 years, without interest. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Walder is waiting on the County Auditor for budget numbers for 2016. He will be out of town from June 8<sup>th</sup>-12<sup>th</sup> for an OAPT conference. The Trustees decided that Budget meetings will be held with the department heads the week of June 15<sup>th</sup>-19<sup>th</sup> and will be from 9am-noon.

**REQUEST FOR USE OF BRIAR HILL:** *Mr. Mueller made the motion to grant permission for Carter Weist to use Briar Hill on May 17<sup>th</sup>, 2015 from 5:30 pm - 7 pm, subject to Township rules and regulations. Mr. Gabram seconded the motion and it passed unanimously.*

**EXECUTIVE SESSION:** *Mr. Gabram made the motion to move into executive session to consider the appointment and compensation 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 1:50 pm.*

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

*The meeting moved into regular session at 2:20 pm.*

**ROAD DEPARTMENT PROMOTION:** *Mr. Mueller made the motion to accept Road Superintendent Gene Layne's recommendation to promote Jim Koller from the position of Road Worker Class IIA to the position of Road Foreman at the Russell Township Road Department. The promotion is effective June 1<sup>st</sup>, 2015. Pay scale will be as indicated on Salary Schedule 19. Mr.*

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*Gabram seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT PROMOTION:** *Mr. Gabram made the motion to accept Road Superintendent Gene Layne's recommendation and promote Todd Krause from the position of Road Worker Class IIB to the position of Road Worker Class IIA in the Russell Township Road Department. The Promotion is effective June 1<sup>st</sup>, 2015. Pay scale will be as indicated on Salary Schedule 19. Mr. Mueller seconded the motion and it passed unanimously.*

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

The meeting was adjourned at 2:22 PM.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: J. Dorka