

RUSSELL FIRE-RESCUE STATION

October 3, 2018

Chairman Madden called the meeting to order at 9:30 am. Trustee Gabram and Mueller were present. 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 September 19, 2018, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

ZONING DEPARTMENT: Zoning Inspector Shane Wrench reported that in the month of September there were nine permits issued, and there were many violation letters sent out. The BZA hearing Monday was continued into November. Mr. Wrench is in the process of scheduling the yearly maintenance on all buildings with flat roofs. Mr. Wrench is in the process of getting quotes for the furnace for the Administration building. Mr. Wrench advised the trustees there was a leak in the downstairs tenant's office due to heavy rain. He patched and moved the downspout to hopefully correct the issue in the future. The installation of the new generator for the Administration building is roughly four weeks out.

Mr. Madden discussed Mr. Wrench's new position as Zoning Inspector and Facility Project Manager for township owned properties. Since Shane has taken on this new role, the Road Department is down half a person but is in the process of conducting interviews for a full time road worker.

POLICE: Chief Carroll advised the trustees that the repair and new garage flooring is now completed. He also said there is an electrical pole behind the Police department that has live wires on it. CEI will remove this at no cost to the township. Chief Carroll announced that October 7th – November 11th will be Cram the Cruiser holiday event. The Police Department will be hosting Coffee with a Cop on Saturday October 6 from 9-11 and the chief encourages residents to stop into the Police Department.

ACCEPT DONATION: *Mr. Mueller made the motion, at the recommendation of the Fiscal Officer, to accept the donation to the Police Department of \$20.00, found money from an ATM tray. Mr. Gabram seconded the motion and it passed unanimously.*

Mr. Gabram made the motion to accept the donation of \$20.00 for use by the Police Department at the discretion of the Police Chief. Mr. Mueller seconded the motion and passed unanimously.

FIRE DEPT RESIGNATION: Chief Frazier reported that a firefighter of 22 years has turned in his resignation due to moving and starting a new job. Chairman Madden recommended the Fire Department draft up a letter of appreciation for this employee for his service to Russell Township.

Mr. Mueller made the motion to accept with regret the resignation of Ryan Wasserman from the employ of Russell Township, effective September 11, 2018. Mr. Gabram seconded the motion and passed unanimously.

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FIRE DEPARTMENT: Chief Frazier advised the trustees he is looking into replacing the 2003 Ford Explorer for a new Ford Expedition. This vehicle replacement is budgeted for this year per the replacement schedule. This is the front line paramedic vehicle. Chief Frazier is still working on quotes and the Fiscal Officer will have the final contract reviewed by the county prosecutor's office.

SNOW PLOWING 2018/2019 - TOWNSHIP LOTS: After reviewing the bids, Fiscal Officer recommended the board to award the bid at the contract price to Outdoor Concepts.

Mr. Gabram made the motion to accept the September 5, 2018 estimate for snowplowing & walk clearing services by Outdoor Concepts on a contract basis at the Russell Township Administration, Fire Department, and Police Department lots for the 2018/2019 season. Mr. Mueller seconded the motion and passed unanimously.

Mr. Gabram made the motion to authorize Fiscal Officer Karen Walder to execute the agreement for 2018/2019 snow clearing services with Outdoor Concepts. Mr. Mueller seconded the motion and passed unanimously.

ACCEPT DONATION: *Mr. Mueller made the motion, at the recommendation of the Fiscal Officer, to accept the donation to the Road Department of 8 restaurant gift certificates totaling \$150.00, from a resident at 7560 Twin Lakes. Mr. Gabram seconded the motion and passed unanimously.*

Mr. Gabram made the motion to accept the donation of \$150.00 for use by the Road Department at the discretion of the Road Superintendent. Mr. Mueller seconded the motion and passed unanimously.

FISCAL OFFICE: Fiscal Officer, Karen Walder, commended Mr. Wrench on all his hard work and initiative in his new position. She advised the trustees that the Fiscal Office will be closed from 11:00 today until 3pm Friday, due to attendance at the OAPT Conference. Mrs. Walder reminded all department heads that as part of the Township's healthcare renewal process, all employees on healthcare need to update their FormFire information by noon Friday. The NOPEC grant that the township was awarded has been accepted and will be used for the generator at the Administration building. Mrs. Walder is working with Mr. Wrench on other energy saving projects for the remaining 2018 grant monies.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 9:52 am.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Dorka