

FIRE RESCUE STATION

February 6, 2008

Chairman James Dickinson called the meeting to order at 7:03 p.m. Trustees Jim Mueller and Kristina Port were present. Mr. Dickinson welcomed guests, and Department Heads.

MINUTES: *Mr. Mueller made the motion to approve the minutes of the January 23, 2008, meeting as presented. Ms. Port seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Ms. Port made the motion to acknowledge receipt of the January 2008, department reports. Mr. Mueller seconded the motion and it passed unanimously.*

ANNUAL REPORTS: *Mr. Mueller moved to acknowledge receipt of the 2007 Annual Reports. Ms. Port seconded the motion and it passed unanimously.*

ZONING DEPT.: Zoning Inspector Ric Machnics said he had nothing to report.

ROAD DEPT.: Road Superintendent Gene Layne said he had nothing to report. Mr. Mueller asked if there were any high water problems? Mr. Layne said there had been some water over Dines Road by the Garbo property.

MAINTENANCE DEPT.: Maintenance Superintendent Jack Gallagher said everything is going well. He is watching the recycling center to see if there is a change in usage since the Auburn Twp recycling center shut down. Munson Township will be increasing the size of their site.

POLICE STATION UPDATE: Mr. Studen reported that the painting is being finished and ceiling grids are being installed. The electrical work is almost finished. The bathroom fixtures are being set and the floor should be finished in two to four weeks.

Mr. Mueller asked about when they would be moving in and if they had made up a moving plan? Chief Carroll said they expected to move in four or five weeks, some time around the middle of March. They have inventoried the furnishings in the old station and will try to sell anything not needed in the new station. They would like to try to sell on e-bay and then have a public auction in the summer.

Construction Manager Jim Dixon said there would be a training session at the end of the project. The contractors will come in and instruct Police Dept. personnel on the usage of the building. There will be closeout documents as well as a certificate for occupancy. Mr. Mueller asked work be done to make sure the Police Department can function in the building. Chief Carroll said the department would be working from both buildings for two weeks. Mr. Dixon said the transition for the Fire-Rescue Department took six weeks when they moved into their new station. Presently Mr. Dixon is working on a "punch list" for the building.

POLICE STATION CHANGE ORDERS: Mr. Dixon requested two change orders. The first change order was for replacement of poor soil at the driveway site so it could support asphalt and remediation of the asphalt at the handicapped-parking site.

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The second change was to raise the sidewalk to accommodate a new drain system. The new drain system was installed to remove water so there is no ice or standing water in the handicapped parking area. Mr. Dixon said these changes are improvements to the project. The change orders are now approximately 2% of the total project. *Mr. Mueller made the motion to approve the following change order numbers for the Russell Police Station Project:*

<i>Change order 16 Replace poor soil at Parking, Remediate Asphalt at H.C. Parking</i>	<i>\$7,628</i>
<i>Drain and Sidewalk</i>	<i>\$3,500</i>

as listed on the Change Order Request from Hummel Construction Company, dated January 31, 2008, for an amount of \$11,128. Ms. Port seconded the motion and it passed unanimously.

POLICE CRUISER: Chief Carroll presented a proposal for the purchase of a 2008 Ford Crown Victoria Cruiser. The department has five marked cars and one unmarked car. With five cars this keeps a healthy fleet on the road and vehicles can be rotated, which keeps down the maintenance costs. In 2004 and 2005 when cars were not purchased mileage went up on each car. The price of the cruiser is at the State Bid Cost. The last three cars have been purchased from this vendor. Chief estimated that about half the equipment from the old car could be used in the new car. The Department has been buying Fords, because they like their capabilities and the officers are familiar with the car. *Mr. Mueller moved to purchase an Interceptor (CVPI) vehicle for an amount of \$22,171.96 from Liberty Ford of Solon, Ohio less a trade-in of \$2,000.00 for the 2003 Ford CVPI for a final cost of \$20,171.96 as recommended by the Police Chief. Ms. Port seconded the motion and it passed unanimously.*

PERMANENT APPROPRIATIONS: The Permanent Appropriations were presented by the Fiscal Officer for the Board's approval. *Ms. Port made the motion to adopt Resolution number 2008-01: the Permanent Township Annual Appropriations for the Fiscal year, ending December 31, 2008. Mr. Mueller seconded the motion and it passed unanimously.*

PUBLIC COMMENTS: Comments were taken from the public.

SITE ASSESSMENT: Last November Larsen Architects and J. Dixon Co. submitted a proposal to perform a site assessment of the existing Police Station. This proposal was discussed at the last meeting. Ric Machnics said he would look for names of other people that did this type of work.

Jack Gallagher, Maintenance Superintendent, said he believes the building is in poor condition and questions the structural soundness. He feels the building should be razed. Ms. Port said she had gone through the building with a representative from Hummel Construction. Hummel Construction will give her their evaluation of building this Friday.

Mr. Mueller feels the building is an asset. He thinks there probably are some serious structural problems, but he wants some qualified person to evaluate the building to find out

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what the building is worth and what it would cost to fix it up.

Jim Dixon suggested that the Trustees wait for the Hummel Construction evaluation and also have a real estate person look over the building to determine a value price.

TELISYS: Donald Shoemaker, President of Telisys, was present to review his proposal for a telecommunications feasibility study. Mr. Dickinson said he felt the Township needed to develop a plan for telecommunications. Mr. Mueller read a newspaper article about Kenston Schools saving money by updating their phones and suggested the Township do the same. Mr. Shoemaker said he would look at the entire data communications. He is an independent contractor and is not trying to sell any product. He said the Township's telecommunications is out of date. He would do a comprehensive study and do a cost saving analysis. He would review the assets of the Police and Fire Departments. They could become a hub in any conversion. The study would take two or three months.

Janet Tenkku, Russell resident, didn't see the purpose in a study. She felt the money could be spent on equipment. She questioned how long it would take to recoup any money saved.

Mr. Dickinson wanted a plan and Telisys would be like an architect for a building.

Dan Lucas, Lucas Computing, said he could install the same type of phone systems he installed at the new Police Station in the Road Dept. Facility and the Administrative Building. The systems could be connected and the price would be around \$16,000.

Mr. Butters suggested the formation of a technology review committee.

Greg Studen suggested that they discuss the phone systems with the Fire and Police Departments. He thinks the Fire Dept. is happy with their system. Mr. Dickinson said he wants to get away from a "piece meal" approach.

Ms. Port said they should do some planning and put it in their budget for 2009. *Mr. Mueller made the motion to accept the proposal "Telecommunications Audit, Inventory, Assessment, Cost Savings Analysis and Technology Feasibility Study" from Donald Shoemaker of Telisys dated January 25, 2008 for \$16,275.00 contingent upon Geauga County Prosecutor's approval of the agreement as to form. Mr. Dickinson seconded the motion. The vote was Mr. Mueller yes, Ms. Port no and Mr. Dickinson yes.*

SHELL STATION SEWER DISCUSSION: Steve Gaetjens was present. He owns the Shell Station located at State Routes 306 and 87. The septic system on the property is out of compliance. He has discussed this problem with the County Water Resource Dept. and has some options, but at significant costs. The current plan is join the sewer at its present location and bore across State Route 87 to the Yoe property. Mr. Yoe would help with the costs. The line would be extended east across

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the Shell Station property and could proceed across State Route 306 and a manhole would be built at the southeast corner of State Routes 306 and 87. The Township could help with this cost and have access to the sewer line.

Mr. Mueller said he would like to look at the specifications and map.

Mr. Yoe was present and he said some years ago he had a buyer for his property and wanted to tie into the sewer, but was denied. He still has to review all Mr. Gaetjens' information. Mr. Gaetjens was told that the Township was okay with a sewer tie at the extreme west corner of his property. The Township would probably have a forced pressure sewer if it came across his property.

Mr. Dickinson said the Township might be selling the properties on the Southeast corner of State Routes 306 and 87.

TOWN HALL USE: Ms. Port made the motion to grant permission for the Deer Lake Homeowner's Association to use the Town Hall on Tuesday, April 8, 2008, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.

EXECUTIVE SESSION: Mr. Mueller made the motion to move into executive session for the purpose of the employment and compensation of public employees. Ms. Port seconded the motion and it passed unanimously.

The executive session opened at 9:40 p.m. Upon the motion made by Mr. Mueller and seconded by Ms. Port the meeting reconvened into regular session at 9:50 p.m.

ANNOUNCEMENTS: The next regular Trustees' meeting will be held on Wednesday, February 20 at the Fire-Rescue Station.

PURCHASE ORDERS: were approved for:

Number	Purpose	Amount
48-2008	Cruiser Repair	\$ 2,025.80
49-2008	Mats	674.83
50-2008	Yearly Maint. of Softener	104.00
51-2008	Lab Tests	100.00
52-2008	2008 C.R.W.P. Membership	3,213.32

Bills were approved as presented and drawn for same.

Upon the motion of Ms. Port and seconded by Mr. Mueller the meeting was adjourned at 9:51 p.m.

Respectfully submitted,

James Dickinson, Chairman

Gerri Heck, Fiscal Officer