

RUSSELL FIRE-RESCUE STATION

FEBRUARY 23, 2011

Chairman James Dickinson called the meeting to order at 7:29 p.m. Trustees James Mueller and Kristina Port were present. Mr. Dickinson welcomed Chief John Frazier, Zoning Inspector Ric Machnics, Road Superintendent Gene Layne, Maintenance Superintendent Jack Gallagher, Chief Timothy Carroll and the guests.

The Pledge was said.

SPECIAL TRUSTEES MEETING MINUTES: Trustees tabled the acceptance of the minutes of the Special Trustees' meeting held on February 2, 2011 to the next regular Trustees' meeting to be held on Wednesday, March 2, 2011.

REGULAR TRUSTEES MEETING MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on February 2, 2011, as presented. Ms. Port seconded the motion and it passed unanimously.*

SPECIAL TRUSTEES MEETING MINUTES: Trustees tabled the acceptance of the minutes of the Special Trustees' meeting held on February 5, 2011 to the next regular Trustees' meeting to be held on Wednesday, March 2, 2011.

MONTHLY REPORTS: *Mr. Mueller moved to accept the January 2011 monthly departmental reports from the Fire, Police, Maintenance, Road and Zoning departments. Ms. Port seconded the motion and it passed unanimously.*

ANNUAL REPORTS: *Mr. Mueller moved to accept the 2010 annual departmental reports from the Fire, Police, Maintenance, Road and Zoning departments. Ms. Port seconded the motion and it passed unanimously.*

FIRE-RESCUE DEPARTMENT: Chief Frazier reported a grant was received to help with the cost of purchasing new radios for the department. Mr. Mueller expressed gratitude to Chief Frazier and the staff of the Fire-Rescue Department for all their efforts to obtain grant funding. Mr. Dickinson noted that during 2010, there were no new cadets added to the Fire-Rescue Department's roster. Chief Frazier confirmed that no new cadets joined the department this past year and recruiting efforts continue. Mr. Dickinson suggested that Chief Frazier should consider various means to inform the public of the volunteer opportunities available within the Fire-Rescue Department. Chief Frazier said he will keep the Trustees informed on the recruitment efforts.

POLICE DEPARTMENT: Chief Carroll reported that the annual training requirements were met during 2010, and grant reimbursement funds were recently received.

MAINTENANCE DEPARTMENT: Mr. Gallagher reported the Maintenance Department has been busy this past month plowing and servicing the department's equipment. Mr. Dickinson asked Mr. Gallagher if the Maintenance Department has enough salt to last through the winter and Mr. Gallagher said the Maintenance Department's salt supply is fine.

RUSSELL FIRE-RESCUE STATION

FEBRUARY 23, 2011

ROAD DEPARTMENT: Mr. Layne reported the Road Department has been very busy plowing and maintaining the plowing vehicles. Mr. Layne reported the Road Department's current salt supply should last through the winter.

ROAD DEPARTMENT - ROAD PROJECTS: Mr. Dickinson read a letter from the Geauga County Engineer, which listed the proposed road projects for this year. Mr. Layne explained that each road listed on the letter needs improvement and included in the Township paving schedule plan. *Mr. Mueller moved to authorize the Geauga County Engineer to proceed with the Fox Hollow Drive (TR328), Silver Creek Estates (TR553, 554, 555, 556), Sleepy Hollow Drive (TR589), Hunting Hills Subdivision (TR758, 759, 760), and Deer Lakes Estates (TR823, 824, 825) projects and to complete the project specifications. Ms. Port seconded the motion and it passed unanimously.*

ROAD DEPARTMENT - ROAD MATERIALS: Mr. Layne recommended that the Trustees approve for the Fiscal Officer to advertise for bids for asphalt for Road Department use this year. *Ms. Port moved to approve the Road Superintendent's recommendation for road material bids for primary and secondary suppliers and authorize the Fiscal Officer to advertise for bids. Mr. Mueller seconded the motion and it passed unanimously.*

ROAD DEPARTMENT - TRUCK PURCHASE: Mr. Layne presented information regarding the purchase of a new plow truck. A discussion was held regarding the purchase of a new truck. Mr. Layne explained that the truck that will be replaced has been in service one year longer than originally planned, according to the equipment replacement schedule and offers have been received showing interest in purchasing the truck currently in use. *Mr. Mueller moved to approve the Road Superintendent's recommendation of a 2012 single axle diesel powered truck and chassis and to authorize the Fiscal Officer to advertise for bids. Ms. Port seconded the motion and it passed unanimously.*

ZONING DEPARTMENT: Mr. Machnics informed the Trustees that he received a call from a gentleman who is investigating the installation of a cell tower on Road Department property or at Westwood School. Mr. Machnics requested that the Trustees look at the possibility of making recommendations regarding the installation of a cell tower on Township property. A discussion was held regarding the Zoning Commission's progress of rezoning some Township owned properties.

PRESENTATION - THE IMPACT GROUP: Mr. Dickinson welcomed representatives from The Impact Group, a firm from Hudson, Ohio that specializes in communication methods. Mr. Dickinson briefly reviewed the past and current communication methods used by the Trustees and explained that the Trustees are in the process of investigating how the communication methods can be changed and improved. Specifically, the web site and options available for sending out news information to inform the residents of current programs and events. The Impact Group could audit the Township's current communications plan and work with the Trustees to identify the Township's needs and desires, while auditing the current tools utilized to send out information and communicate with

RUSSELL FIRE-RESCUE STATION

FEBRUARY 23, 2011

the residents. The Impact Group would help the Trustees to develop and distribute information to residents utilizing the following communications components: web site, newsletters, e-newsletters, television programming, new resident packets, pamphlets and brochures, special events planning, community surveys and polls, display booths, press relations, mailers, signs, banners and letterhead and business card design. A proposal was given to the Trustees and Fiscal Officer. A discussion was held regarding different communication methods. Mr. Dickinson explained that the Trustees are considering all the methods that can be implemented to communicate with the residents.

The Trustees were urged to contact the references listed in the proposal.

The Trustees discussed the proposal and Ms. Port expressed that she would like to speak with other social media firms. Ms. Port added that she would like the Trustees to inquire as to what firm West Geauga Local Schools hires for their communication needs and for the Trustees to identify exactly what the Township's needs and desires are to communicate more effectively with the public.

Mr. Dickinson thanked the representatives from The Impact Group for the presentation.

FISCAL OFFICER - PERMANENT APPROPRIATIONS RESOLUTION: Mrs. Heck presented Resolution number 2011-02, The Permanent Township Annual Appropriations. A discussion was held and each fund was reviewed. *Mr. Mueller made the motion to adopt Resolution number 2011-02: the Permanent Township Annual Appropriations for the Fiscal year, ending December 31, 2011. Ms. Port seconded the motion and it passed unanimously.*

COMMENTS WERE TAKEN FROM THE PUBLIC

NOPEC GRANT - Ms. Port presented a completed grant application available through NOPEC (Northeast Ohio Public Energy Council), funded by FirstEnergy Solutions Corp. (FES). Ms. Port explained that an energy audit was recently performed on all Township buildings and facilities, by two firms, which enabled her to identify needs of the Township in order to list them on the grant application. A discussion was held regarding the results of the energy audit. Mr. Gallagher expressed concern that insulation was not listed as a need in any of the Township buildings. In response to the grant application, Mr. Mueller suggested the Township concentrate on projects that offer a payback in energy savings within three (3) years and that insulation, as needed, in each Township building, should be included as one the projects listed on the grant request.

Ms. Port explained that the deadline for NOPEC to receive the grant application is within one week. *Mr. Dickinson moved that the Russell Township Board of Trustees authorize Trustee Port to submit to NOPEC, the grant application for energy saving purposes. Mr. Mueller seconded the motion and it passed unanimously.*

BOARD OF ZONING APPEALS APPOINTMENT: Mr. Dickinson explained that interviews were recently held to speak with candidates to fill two openings on the Board of Zoning Appeals. A discussion of the possible candidates was held. *Mr. Dickinson made the motion that John Rybak be appointed to the Board of*

RUSSELL FIRE-RESCUE STATION

FEBRUARY 23, 2011

Zoning Appeals, for the full five year term ending December 31, 2015. Mr. Mueller seconded the motion and it passed unanimously.

BOARD OF ZONING APPEALS APPOINTMENT: A discussion of the possible candidates was held. *Mr. Dickinson made the motion that Charles Johns be appointed to the Board of Zoning Appeals, for the remainder of a five year term ending December 31, 2013. Mr. Mueller seconded the motion. The vote: Mr. Mueller: Yes Ms. Port: No Mr. Dickinson: Yes*

RESOLUTION TO ENGAGE CT CONSULTANTS, INC.: Mr. Dickinson read aloud a draft of Resolution number 2011-01 which outlines the Board of Trustee's objectives that will be addressed in a report by CT Consultants, Inc. *Mr. Dickinson made the motion to adopt Resolution number 2011-01: a resolution to engage CT Consultants, Inc. to make recommendations in response to the objectives set forth in the resolution and to authorize payment to CT Consultants of an amount not to exceed \$5,000.00 for the preparation of the report. Mr. Mueller seconded the motion.*

Ms. Port requested that the above subject be tabled until a future meeting. Mr. Dickinson said the matter will be scheduled for the next regular Trustees' meeting, to be held on Wednesday, March 2, 2011. Mr. Dickinson withdrew his motion. Therefore, no vote was taken and Resolution number 2011-01 will be listed on the agenda for the Trustees' meeting scheduled for March 2, 2011.

BIRD WALK EVENT REQUEST: *Mr. Mueller moved to grant permission for the Geauga Park District to hold a bird outing at Riverview Cemetery on Monday, June 13, 2011 from 7:00 p.m. to 9:00 p.m. subject to Township rules and regulations. Ms. Port seconded the motion and it passed unanimously.*

REQUEST FOR USE OF ROAD GARAGE PARKING LOT: *Ms. Port moved to grant permission for Rescue Village to use the Road Garage Parking Lot on June 25, 2011 subject to the Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

ANNOUNCEMENTS:

The next regular Trustees' meeting will be held at 7:00 p.m., Wednesday, March 2, in the Russell Township Fire-Rescue Department.

PURCHASE ORDERS: were approved for:

Number	Purpose	Amount
43-2011	Medical Health Insurance	\$232,905.24
44-2011	CRWP membership dues 2011	\$ 3,245.45
45-2011	Letterhead	\$ 606.95
46-2011	Lightbox flashlights & batteries	\$ 403.70
47-2011	Repair 4389 Command cabinet	\$ 520.00
48-2011	Install 4301 radios	\$ 435.00
49-2011	Computer repair services	\$ 1,182.00
50-2011	Anti-virus software RFD	\$ 760.00
51-2011	Cable service	\$ 375.00
52-2011	Plow blades	\$ 1,506.70
53-2011	HRA draw	\$ 1,012.90
54-2011	Pad replacement AED	\$ 274.00

RUSSELL FIRE-RESCUE STATION

FEBRUARY 23, 2011

55-2011 Thermometers, covers, shipping	\$	665.88
56-2011 IV poles & net attchmnts : cots	\$	776.00
57-2011 Trip springs plow #46	\$	1,000.00
58-2011 2011 Med Insur. HRA draw	\$	95,500.00
59-2011 Health Insur premium	\$	804.00

Bills were approved as presented and drawn for same.

Upon the motion of Mr. Mueller and seconded by Ms. Port, the meeting was adjourned at 9:42 p.m. The motion passed unanimously.

Respectfully submitted,

James Dickinson, Chairman

Gerri Heck, Fiscal Officer

Recorded by: Jayne Paullin