

RUSSELL TWP FIRE-RESCUE STATION

MARCH 3, 2010

Chairman Jim Mueller called the meeting to order at 7:05 p.m. Trustees Jim Dickinson and Kristina Port were present. Mr. Mueller welcomed guests, and department heads Jack Gallagher, Gene Layne, and Ric Machnics.

The Pledge was said.

MINUTES: *Mr. Dickinson moved to accept the minutes of February 17, 2010, as presented. Ms. Port seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Mr. Dickinson moved to acknowledge receipt of the February 2010, monthly departmental reports from the Maintenance, Police, Road, and Zoning Departments. Mr. Mueller seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Mr. Dickinson moved to accept the January 2010, monthly departmental reports from the Fire Department. Ms. Port seconded the motion and it passed unanimously.*

ROAD DEPT.: Mr. Gene Layne reported that he would like to bid asphalt materials for the spring and cinders for next winter. Mr. Layne also estimated a need for 800 tons of salt. The Road Dept has the ability to stockpile approximately 300 tons of salt. The Road Dept used between 400 and 500 tons this year. Mr. Layne explained that he uses a 50/50 mixture of salt and cinders except in conditions of freezing rain or ice storms. Beet juice is not a cost effective alternative.

ROAD MATERIALS: *Mr. Dickinson 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. Ms. Port seconded the motion and it passed unanimously.*

ROAD DEPT.: SALT CONTRACT: *Mr. Dickinson moved to authorize Geraldine Heck to act as agent in the name of Russell Township to participate in the Ohio Department of Transportation's Contract 18 for Sodium Chloride (Rock Salt). Mr. Mueller seconded the motion and it passed unanimously.*

ROAD DEPT.: ROAD PROJECTS: The use of OPWC funds causes the Township to wait until later in the season to bid out the Hemlock Hills road projects. The County Engineer's estimate for the Red Raider road project is approximately \$490,000. The paving cost for the Red Raider entrance was approximately \$80,000. Asphalt prices fluctuate due to the volatility of oil prices. Tack coat and asphalt binder is where the estimated price changes the most. *Mr. Dickinson moved to authorize the Geauga County Engineer to proceed with the Red Raider project and to complete the project specifications. Ms. Port seconded the motion and it passed unanimously.*

ROAD DEPT.: PEKIN ROAD: Mr. Layne has concerns with surface drainage on Pekin Road. He would like to widen some parts of the road for drainage. He is not considering a full reconstruction. Newbury is now cutting many trees and doing

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full cement stabilization on their portion of Pekin Road. The local match is currently \$60,000 for Russell Township.

ROAD DEPT.: THANK YOU: Mr. Mueller expressed his thanks on behalf of all the Trustees for the work and effort of the Road Department employees this winter. Their recent 16 hour days and hard work are appreciated.

MAINTENANCE DEPT: Mr. Gallagher indicated that he needed the snow to keep on melting. He does not have anywhere else to pile snow.

BRIAR HILL ORGAN REPAIR: Mr. Dickinson inquired as to whether or not Cemetery Clerk Ms. Mary Mobilia had looked into having the organ repaired. He was told she had made an appointment with a repairman but it had been cancelled due to the bad weather.

NOPEC GRANT: Mr. Mueller stated that NOPEC had offered a \$50,000 grant for every Northeast Ohio community to apply toward an energy audit or toward economic development. Mr. Gallagher suggested that the less efficient buildings such as the Town Hall, Briar Hill Church, or the Administration Building garage be insulated. A LEEDS certified consultant would audit the buildings, assess the potential savings, investment and payback period, and write a report. Mr. Mueller suggested that another alternative would be to offer the money to ASM for their energy and remodeling project improvements. If ASM could create 10 new jobs and guarantee them for a number of years that would be a benefit to the community. Mr. Gallagher was instructed to find a LEEDS certified contractor. Ms. Port suggested studying the lighting in the bays of the Fire and Road Departments.

ZONING DEPT.: Mr. Ric Machnics answered questions about geothermal permits and installations in Russell Township.

NPDES: Ms. Port announced that she was working on the NPDES report which is due on April 1.

FISCAL OFFICER: Ms. Heck has been talking to local banks with the goal of increasing the interest rate received on Township funds. She reported that it is not advisable to invest money in CD's at this time. She has removed money from the STAR Ohio account due to the low interest rate. Mr. Mueller indicated that he really appreciated Ms. Heck's efforts to increase the interest rate received by the Township.

SEWER MEETING: Mr. Dickinson announced that he had a meeting scheduled later in March to discuss the status of the waste water project with the relevant property owners.

LAUREL SCHOOL WATER LINE: Mr. Mueller asked how the water line was extending up Fairmount Rd. into Russell Township without the Trustee's approval. This issue will be looked into by the Trustees.

BUS GARAGE LEASE: A brief discussion was held concerning the draft of the proposed bus garage lease prepared and

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distributed by Mr. Dickinson. *Mr. Dickinson made the motion to refer the document to Dr. Anthony Podojil as a 1st draft for the consideration of the West Geauga Board of Education. Ms. Port seconded the motion and it passed unanimously.*

HACKAMORE WOODS EASEMENTS: A brief discussion was held concerning the driveway easements for the Miller and Stanforth properties in Hackamore Woods. *Mr. Dickinson made the motion to submit the prepared driveway easements to the owners of the Miller and Stanforth properties for their consideration. Ms. Port seconded the motion and it passed unanimously. Ms. Heck will mail the easements to the Millers and the Stanforths.*

EXPENSE REPORT AND REIMBURSEMENT POLICY: Ms. Port recently attended a conference in Columbus. She was approved for expenses and submitted a form for reimbursement. Currently, the Township's monetary limit on meals is \$30 per day. Ms. Port's trip expense form indicated that the total reimbursement requested for one meal was \$74.00. Ms. Port indicated that the reimbursement criteria used by the Township had not been updated for ten or eleven years, and that she was researching the policies of other townships (specifically Bainbridge, Auburn, and Munson). Mr. Mueller stated that he had a problem paying the bill for the \$74.00 meal. He felt that it was extravagant for tax payers to pay especially in a year that could afford no pay raises for Township employees. The Trustees will review the policy in the future and will discuss increasing the money allowed for meals in the future. Retroactive allowances will not be made to cover Ms. Port's food bill. Ms. Port presented a spreadsheet and asked the Trustees to review the rates.

ANNOUNCEMENTS: A Special Trustees' meeting will be held at 7 p.m. on Tuesday, March 16 at the Town Hall. The regular meeting is rescheduled due to St. Patrick's Day festivities.

PURCHASE ORDERS: were approved for:

Number	Purpose	Amount
55-2010	void	\$ 0.00
56-2010	New copy machine	\$ 895.00
57-2010	Hazardous Waste lead removal	\$3,766.61
58-2010	HRA draw down	\$108,343.80
59-2010	VEG yearly dues	\$7,000.00
60-2010	Service/software for MDT & TAC	\$3,400.00
61-2010	Non-terminal fees/mobile leads	\$1,200.00
62-2010	Yearly dues	\$ 400.00
63-2010	Reimburse paramedic training	\$4,000.00

Bills were approved as presented and drawn for same.

Upon the motion of Ms. Port and seconded by Mr. Dickinson the meeting was adjourned at 8:23 p.m.

Respectfully submitted,

James Mueller
Chairman

Melissa Palmer
Administrative Secretary