

RUSSELL TOWN HALL

MARCH 16, 2010

Chairman James Mueller called the meeting to order at 7:02 p.m. Trustees James Dickinson and Kristina Port were present. Mr. Mueller welcomed guests, and department heads Fire Chief John Frazier, Police Chief Timothy Carroll and Road Superintendent Gene Layne.

The Pledge was said.

MINUTES: *Mr. Dickinson moved to accept the minutes of March 3, 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 report from the Fire Department. Ms. Port seconded the motion and it passed unanimously.*

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

FIRE DEPARTMENT/AMBULANCE BILLING: Chief Frazier presented a proposal regarding the increase of ambulance billing rates. Chief Frazier explained that the proposal includes a comparison of thirty-five townships, cities and villages with similar billing amounts. Chief Frazier further explained that the amount of billing increase recommended is based on an average of the thirty-five municipalities compared. Chief Frazier explained the ALS-II category of ambulance billing is the most labor intensive service. Ms. Port suggested that in the future, the ambulance billing charges should be reviewed on an annual basis. Mr. Mueller suggested setting April 1 of each year as the date for the annual review of the ambulance billing charges and Chief Frazier agreed. *Ms. Port made the motion to increase the ambulance billing rates to BLS \$450.00, ALS-I \$550.00, ALS-II \$650.00, and to increase the mileage rate to \$10.00 per mile, effective April 1, 2010, at the recommendation of the Fire Chief. Mr. Dickinson seconded the motion and it passed unanimously.*

PURCHASE OF POLICE SUV: Chief Carroll presented a proposal to purchase a 2010 Ford Explorer. Chief Carroll explained that the proposal includes the trade-in of a 2000 Ford Crown Victoria, which is currently the department's unmarked vehicle. Chief Carroll further explained that the department's current 2003 Ford Explorer will be converted to the department's unmarked vehicle. Mr. Mueller commented that the four-wheel drive vehicle is necessary in extreme snow conditions. Mr. Dickinson asked if the purchase of the 2010 Ford Explorer will be through the State of Ohio's vehicle purchasing program. Chief Carroll explained that Liberty Ford of Solon meets the price of the State of Ohio's Purchasing Program and by purchasing it at Liberty Ford of Solon, the vehicle can be picked up locally, rather than driving to various locations in Ohio to pick up the vehicle through the State of Ohio's vehicle purchasing program. *Ms. Port moved to approve the purchase of a 2010 Explorer 4-door from Liberty Ford of Solon, OH, for \$22,005.65, which includes the trade-in value for the 2000 Ford CVPI (car 8181.)Mr. Dickinson seconded the motion and it passed unanimously.*

RUSSELL TOWN HALL

MARCH 16, 2010

POLICE FIREARMS: Chief Carroll presented a proposal to purchase fifteen handguns for the department. Chief Carroll explained that the purchase of firearms was included in the department's five-year plan and the current handguns used by the Officers are twelve-years old. Chief Carroll explained that the proposal includes the trade-in of the current handguns in the amount of \$4,200.00, along with the trade-in of fourteen miscellaneous firearms that the Police Department has taken in. Chief Carroll further explained that when firearms are taken into evidence at the Police Department, the department sends a request to Geauga County Court to convert evidence to Township property and the trade-in amount for this proposed transaction is \$1,170.00. A discussion was held regarding the proposed purchase of the handguns. Chief Carroll explained it is advantageous for the department to have "standard" firearms because ammunition is interchangeable between the guns. Trustee Mueller commented that the final price per handgun is excellent, due to the trade-in amount of the current firearms and the credit offered for the firearms that have been taken in. Trustee Port asked if the current stock of ammunition could be used in the new guns and Chief Carroll answered that the current ammunition will work in the new guns and added that the new guns will be able to be used in the Officers' current holsters, as well. *Mr. Dickinson moved to approve the purchase of 15 handguns with Trijicon sights, 1 handgun with fixed sights, and 1 Dawson Precision sight from Atwell's Police and Fire Equipment Company, of Painesville, OH, for \$1,542.00, which includes the trade-in value for 14 handguns and 14 miscellaneous firearms. Ms. Port seconded the motion and it passed unanimously.*

POLICE DEPARTMENT CRUISER DAMAGE BY AN ACCIDENT INVOLVING A DEER: Mr. Dickinson asked Chief Carroll if the recent damage done to one of the police cruisers, by a deer, was fixed. Chief Carroll said the vehicle is fixed and back in service.

ROAD DEPARTMENT PEKIN ROAD PROJECT: Specifications from the Geauga County Engineer and Resolution Number 2010-4, A Resolution to Order the Improvement of Pekin Road were presented for approval. Fiscal Officer Gerri Heck explained that arrangements have been made with Newbury Township regarding the payment from Newbury Township for their portion of the project. Mr. Layne explained that Russell Township is the Lead Agency through OPWC for the Pekin Road project because Russell Township originally applied for funding through OPWC and the portion of Pekin Road in Newbury Township was included with the Russell Township portion of Pekin Road on the OPWC project. Mrs. Heck explained that she spoke to David Lair, Fiscal Officer for Newbury Township, and arrangements have been made for Newbury Township to remit payment for their portion of the Pekin Road project as soon as the project is complete. *Mr. Mueller moved to approve Resolution 2010-4: A Resolution to Order the Improvement of Pekin Road and the accompanying specifications prepared by the County Engineer. Ms. Port seconded the motion and it passed unanimously.*

RUSSELL TOWN HALL

MARCH 16, 2010

ROAD DEPARTMENT RED RAIDER SUBDIVISION AREA PROJECT:

Specifications from the Geauga County Engineer and Resolution Number 2010-5, A Resolution to Order the Improvement of various roads in the Red Raider Subdivision Area were presented for approval. A discussion was held regarding what work the project involved. Mr. Dickinson asked Mr. Layne if Silver Creek Drive would be included with this project and Mr. Layne confirmed that Silver Creek Drive would be included in the project. *Mr. Mueller moved to approve Resolution 2010-05: A Resolution to Order the Improvement of various roads in the Red Raider Subdivision Area and the accompanying specifications prepared by the County Engineer. Ms. Port seconded the motion and it passed unanimously.*

ROAD DEPARTMENT TRUCK PURCHASE: Mr. Layne presented a proposal for the purchase of a pick-up truck for the department. Mr. Layne explained that a new pick-up truck would replace a thirteen year-old pick-up truck currently in use. This purchase would be through the State of Ohio vehicle purchasing program's Item Number 22A, a 2011 Ford F-250 pick-up truck. Ms. Port asked Mr. Layne what the plans are for the pick-up truck currently in use. Mr. Layne said the truck currently in use has 92,000 miles and he plans to offer the truck for sale, rather than trading it in on the new truck. Mr. Dickinson confirmed that the Township is permitted to sell equipment on EBay. Mr. Layne said he feels that selling the truck on EBay is a viable option and that he feels the Township may receive more for this vehicle by selling it, rather than trading it in. Mr. Dickinson commented that the Road Department has kept the current pick-up truck a few years longer than planned, based on the Road Department's vehicle replacement schedule. Mr. Layne said the truck was scheduled to be replaced a few years ago. *Mr. Dickinson moved to approve the purchase of a 2011 Ford F-250 Extended Cab, 4x4, pick-up truck fitted with upfitter switches and spray-in bed liner from 32 Ford Mercury, Inc., of Batavia, OH, for \$22,969.50. Ms. Port seconded the motion and it passed unanimously.*

NPDES ANNUAL REPORTING: Ms. Port informed the Board that Geauga County Soil and Water Conservation District is preparing the annual report regarding Ohio NPDES for the communities within Geauga County that are required to report regarding their Storm Water Programs. Ms. Port reported that all paperwork required was sent to Carmella Shale, Director of Geauga County Soil and Water Conservation District. Ms. Port presented the schedule for the 2010 NPDES Phase II Public Education Programs that will be held in Russell Township and also in conjunction with other communities within Geauga County that are participating in the Ohio NPDES program. Throughout the year, Ms. Port has been attending meetings, hosted by Robert Phillips, the Geauga County Engineer, with a group of representatives from Bainbridge Township, Village of South Russell and Chester Township, to discuss the NPDES mandates, as directed by the Ohio EPA. Ms. Port said she has been receiving emails regarding good housekeeping measures and building maintenance, along with other NPDES information from Ohio EPA, Robert Phillips and Chagrin River Watershed Partners. Ms. Port will see that all departments are updated when necessary. Ms. Port explained that representatives from Ohio EPA are in the process of

RUSSELL TOWN HALL

MARCH 16, 2010

conducting audits of the participating municipalities and she feels that Russell Township is prepared for an audit of the NPDES mandates and procedures. Ms. Port said that as soon as she received Good Housekeeping Logs through Ohio EPA, she will forward them to all department heads and the logs will be kept at all Township buildings. Ms. Port will continue to attend the necessary training programs and meetings with the various organizations that relate to the Township Storm Water Program and NPDES procedures.

TOWNSHIP FINANCIAL ACCOUNTS, CHOICE OF FINANCIAL INSTITUTION: Fiscal Officer, Gerri Heck, presented her findings regarding the Township's banking. Mrs. Heck explained that the Township funds must be deposited in a bank that specifically services public funds accounts. Mrs. Heck said she met with several representatives from local banks and it was determined that Middlefield Banking Company offered the best interest rates, and has a local office in Newbury Township, which is easily accessible for banking purposes. Mrs. Heck checked references and received positive feedback regarding Middlefield Banking Company. A discussion was held regarding options offered, such as online access to accounts, a no fee checking account, minimum balance requirement and interest rates offered. Mr. Mueller thanked Mrs. Heck for her efforts and the other Trustees expressed their gratitude as well. Mrs. Heck thanked the Trustees for their input. *Mr. Dickinson moved to authorize the Fiscal Officer to determine which financial institution the Township's accounts will be placed and at the highest interest rate available at the present time. Ms. Port seconded the motion and it passed unanimously.*

LAUREL SCHOOL WATER LINE: Mr. Mueller opened a discussion regarding the installation of a water line into Russell Township, from County Line Road on the north side of Fairmount Road, to Laurel School. Mr. Mueller explained that the Trustees have a grievance with the Geauga County Commissioners because an unspoken truce was broken when the Trustees were not informed that the water line project was moving towards Laurel School property. Mr. Dickinson informed the other Trustees that he spoke with Gus Saikaly, a consultant for Laurel School, Chip Hess, an engineer hired by Laurel School, and a representative from Laurel School, and each person informed him that the fact that the Trustees were not informed about the project moving forward was an oversight. A discussion was held regarding the size of the Fitness Center currently being built on Laurel School property and the various methods of water storage available for rural areas. Mr. Dickinson stated he would like to invite representatives from Laurel School and the Geauga County Commissioners to a future Trustees' meeting to discuss the installation of a water line and further stated he would support the Board hiring legal counsel. Mr. Mueller stated that he is also interested in speaking with the representatives of Laurel School and the Geauga County Commissioners, and he said he too, is interested in the possibility of hiring legal counsel for the Township. Ms. Port said she spoke with Geauga County Commissioner William Young, County Administrator, David Lair and Chip Hess, an engineer hired by Laurel School and came to the conclusion that it was an oversight on Geauga County's part that Russell Township was not informed about the start of the installation of the water line. Mr. Mueller explained that he understands

RUSSELL TOWN HALL

MARCH 16, 2010

this particular situation on Fairmount Road may have been an oversight on the Geauga County Commissioners' part, but he wants reassurance that this type of oversight won't happen in the future. A discussion was held regarding the installation of other waterlines, in the past, within Russell Township and neighboring communities. Ms. Port suggested that a letter be sent to the Geauga County Commissioners prior to hiring legal counsel. A discussion was held regarding hiring legal counsel. Mr. Mueller said he would compose a letter to be sent to the Geauga County Commissioners, on behalf of the Board, regarding the Trustees' concerns and questions about the current water line installation and future proposed projects within Russell Township. Mr. Mueller thanked Diana Steffen, the Secretary for the Russell Township Zoning Department, for her investigative efforts regarding this situation. Mr. Mueller added that Laurel School is a wonderful school and the Board is pleased that Laurel School has a presence in Russell Township. *Mr. Dickinson moved to hire Ken Fisher, Legal Counsel, to represent Russell Township in regards to questions regarding the installation of the waterline extension from County Line Road, on the north side of Fairmount Road, to the Laurel School property, not to exceed \$5,000.00. Mr. Mueller seconded the motion. The vote: Mr. Dickinson: Yes, Ms. Port: No, Mr. Mueller: Yes.*

COMMENTS WERE TAKEN FROM THE PUBLIC

LOCAL GOVERNMENT OFFICIALS CONFERENCE: Mrs. Heck requested approval from the Board for Mrs. Heck and Susan Baker, Assistant to the Fiscal Officer, to attend the Local Government Officials Conference in Columbus, Ohio in April. *Mr. Dickinson made the motion to approve reasonable and necessary expenses not to exceed \$1,000.00 for Gerri Heck and Susan Baker to attend the Local Government Officials Conference in Columbus, Ohio, on April 6th through April 8, 2010. Ms. Port seconded the motion and it passed unanimously.*

CORRESPONDENCE RECEIVED FROM TRUE NORTH: A discussion was held regarding a letter received from True North requesting permission to install ground monitoring wells on the Historic Town Hall property. True North sent the letter of request due to recent contamination discovered on the property across the street from the Historic Town Hall, at the current Shell Gas Station. Mr. Mueller explained that there are different kinds of monitoring wells and different types of wells differ in depth, as well as the duration of use. Mr. Mueller volunteered to send a letter, on behalf of the Board, requesting more detailed information regarding True North's request to install monitoring wells on the Historic Town Hall property.

GIRL SCOUTS OF NORTH EAST OHIO GOLD AWARD CEREMONY: Ms. Port presented a letter from Daisy Alford-Smith, PH.D., of Girl Scouts of North East Ohio. Ms. Alford-Smith wrote to Ms. Port regarding an upcoming Girl Scout Gold Award ceremony planned for Saturday, June 19, 2010 and also informed Ms. Port of two Girl Scouts who reside in Russell Township that are being honored and suggested they be presented with a Certificate of Recognition or another memorable accolade to congratulate each girl. Ms. Port had called Ms. Alford-Smith and left a voicemail message to confirm that there are only two Russell

RUSSELL TOWN HALL

MARCH 16, 2010

Township residents being honored. Ms. Alford-Smith requested that all written contributions be sent to a Membership Specialist at the Girl Scouts of North East Ohio offices and Ms. Port said she would compose the proper Certificate of Recognition for each resident, on behalf of the Board. It was decided that when Ms. Port has the proper information from Ms. Alford-Smith, she would request approval of a Certificate of Recognition be included on a future Trustees' meeting agenda.

REQUEST FOR USE OF TOWN HALL: *Mr. Dickinson made the motion to grant permission for the Deer Lake Homeowners Association to use the Town Hall on April 6, 2010, subject to Township rules and regulations. Ms. Port seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWN HALL: *Ms. Port made the motion to grant permission for the Hemlock Hills Homeowners Association to use the Town Hall on the 3rd Sunday of each month in 2010, subject to Township rules and regulations. Mr. Dickinson seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWN HALL: *Ms. Port made the motion to grant permission for the Historical Society to use the Town Hall on April 25th, 2010, subject to Township rules and regulations. Mr. Dickinson seconded the motion and it passed unanimously.*

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

Geauga Seasonal Recycling/Waste Collection Dates for Geauga County Residents: Geauga Appliance Collection, April 17, Geauga Household Hazardous Waste Collection, April 24. Both collections will be held from 9 a.m. until noon at Geauga County Engineer's Yard, 12665 Merritt Road, Chardon, Ohio.

EXECUTIVE SESSION: *Ms. Port made the motion to move into executive session for the review of negotiations with public employees concerning their compensation, terms and conditions of their employment, pursuant to O.R.C. 121.22(G) (4). Mr. Dickinson seconded the motion and it passed unanimously.*

The meeting moved into executive session at 9:05 p.m. with Police Chief Timothy Carroll. Mr. Mueller made the motion to move back into regular session and Mr. Dickinson seconded the motion and it passed unanimously and the meeting reconvened into regular session at 9:18 p.m.

POLICE CONTRACT: *Mr. Dickinson made the motion to approve the Memorandum of Understanding that extends the Police contract for one year until June, 2011. Mr. Mueller seconded the motion. The vote: Mr. Dickinson: Yes, Ms. Port: No, Mr. Mueller: Yes.*

Ms. Port made the recommendation to hire outside legal counsel to review the Police Department Contract prior to June 30, 2010.

The Memorandum of Understanding was signed by Mr. Mueller and

RUSSELL TOWN HALL

MARCH 16, 2010

Mr. Dickinson; Ms. Port declined to sign the document.

PURCHASE ORDERS: were approved for:

Number	Purpose	Amount
64-2010	Floor & outdoor mats	\$1,014.00
65-2010	Impression print kits	\$ 746.30

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 9:20 p.m.

Respectfully submitted,

James Mueller, Chairman

Gerri Heck, Fiscal Officer