

RUSSELL TWP FIRE-RESCUE STATION

APRIL 1, 2009

The meeting was called to order at 7:00 p.m. by Chairman James Dickinson. Trustees James Mueller and Kristina Port were present.

Mr. Dickinson announced that Melissa Palmer was recording notes for the minutes. Mr. Dickinson welcomed guests, and department heads Gene Layne and Jack Gallagher to the meeting. Ric Machnics was excused due to illness.

The Pledge of Allegiance was said.

MINUTES: *Mr. Mueller made the motion to approve the minutes of the March 4, 2009 meeting. Mr. Dickinson seconded the motion and it passed unanimously.*

MINUTES: *Mr. Mueller made the motion to approve the minutes of the March 7, 2009 meeting as presented. Ms. Port seconded the motion and it passed unanimously.*

MINUTES: *Ms. Port made the motion to approve the minutes of the March 12, 2009 special Trustee's meeting as presented. Mr. Mueller seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Mr. Mueller moved to accept the February 2009 monthly departmental reports from the Fire, Maintenance, Police, Road, and Zoning departments. Ms. Port seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Mr. Mueller moved to acknowledge receipt of the March 2009 monthly departmental reports from the Road and Zoning departments. Ms. Port seconded the motion and it passed unanimously.*

NOACA CAR POOL SIGN: A two-foot by 4-foot blue highway sign was offered to the Township with no strings attached to advertise the RideShare Program and promote carpooling. NOACA will provide the sign free of charge if the Township approves and agrees to install the sign. The Trustees and Maintenance Superintendent discussed the possibility of installing a smaller sign indicating Russell Township as the sponsor of the car pool parking lot. They discussed using the old Fire Station parking lot as an alternative location to the former BP lot. No parking lot improvements are required to participate in the RideShare program. There are 6 to 8 unlined parking spaces available at the former BP lot. Commuter parking at the old Fire Station could impede the Maintenance Department's movements and equipment may get in the way. *Mr. Mueller moved to accept NOACA's offer of the two foot by four-foot car pool sign to be placed at the former BP station. Mr. Dickinson seconded the motion. The vote was Mr. Mueller yes, Ms. Port no, and Mr. Dickinson yes.*

ROAD MATERIALS BID OPENING: The following suppliers submitted bids per advertised specifications:

Boiler Slag (Cinders): Hallmark Co., Arms Trucking, and Allied Corp., all with proper bid bond or certified check.

#404 Hot Mix: Kokosing Materials, Allied Corp, and Shalersville Asphalt, all with proper bid bond or certified check.

#402 Hot Mix Binder: Kokosing Materials, Allied Corp.,

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and Shalersville Asphalt, all with proper bid bond or certified check.

Prices are per attached and incorporated into these minutes as if fully rewritten herein. Mr. Layne took these bids for review to make a recommendation later in the meeting.

ROAD DEPARTMENT: ROAD PROJECTS: The County Engineer prepared preliminary estimates of cost for the proposed 2009 Road Improvement projects. Pekin Road and Thistle Road were already done previously and so new resolutions are not required. The plan for the Red Raider entrance on Clydesdale Trail is being worked on by the County Engineer. Mr. Layne reported that the County has not yet completed the Red Raider design.

Mr. Mueller moved to approve Resolution 2009-02: A Resolution of Convenience and Necessity for the Improvement of Roads in Rolling Dell Acres and Hodgedale Estates Subdivisions in Russell Township. Ms. Port seconded the motion and it passed unanimously.

Ms. Port moved to approve Resolution 2009-03: A Resolution of Convenience and Necessity for the Improvement of Calley Lane (TR 839) in Russell Township. Mr. Mueller seconded the motion and it passed unanimously.

Ms. Port moved to approve Resolution 2009-04: A Resolution of Convenience and Necessity for the Improvement of Stonehedge Drive (TR 718) in Russell Township. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Mueller moved to approve Resolution 2009-05: A Resolution of Convenience and Necessity for the Improvement of Sweetbriar Lane (TR 333) in Russell Township. Ms. Port seconded the motion and it passed unanimously.

Ms. Gerri Heck, Township Fiscal Officer, explained that the County Engineer estimated the repaving project costs to be \$1,060,000.00. Mrs. Heck has budgeted \$332,500.00 and says that in addition she allocated 20% of the estate taxes, an amount of \$40,274.00. The budgeted amount plus the estate taxes total \$372,774.00. Mrs. Heck estimates that the Township would have to borrow approximately \$687,226.00. Based on variable loan rates available in December, 2008, Mrs. Heck expects the interest to be approximately \$67,540.57. Ms. Heck will look into fixed rate loans and will talk to several banks.

Russell residents voted to advance the road paving project timetable. This project is a good way to get a lot of work done that will show immediate benefits. The rates for asphalt are low, the project is a good way to reduce maintenance costs, and it is good for the economy. Approximately 4 miles of road will be repaved this year.

ROAD MATERIALS: BID RECOMMENDATIONS: Mr. Gene Layne reviewed the road materials bids. At the discretion of the Road Superintendent and the Board of Trustees, Mr. Layne recommended that the Boiler Slag tie bid be awarded to Arms Trucking. Arms Trucking is a local company that has provided excellent service to the Township in the past. *Mr. Dickinson moved to award the Boiler Slag bid to Arms Trucking, to award the #404 Hot Mix bid to Kokosing Materials, and to award the #402 Hot Mix Binder bid to Shalersville Asphalt. Mr. Mueller*

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seconded the motion and it passed unanimously.

COMMENTS WERE TAKEN FROM THE PUBLIC

SINGLE WASTE-HAULER PLAN: Mr. Dickinson reported that he attended a meeting for the South Russell single hauler project. There are many details and variables to consider. In the future a special Trustee's meeting will be scheduled to discuss implementing this project in Russell.

RED RAIDER HILL: The residents of Red Raider are recommended to meet with the County Engineer and the Road Superintendent, Gene Layne, to discuss the coordination of the residents desired improvements and the County Engineer's design plans.

LOCAL GOVERNMENT OFFICIALS' CONFERENCE: Mr. Mueller made the motion to approve reasonable and necessary expenses not to exceed \$1,300.00, \$650.00 each, for Susan Baker and Kristina Port to attend the Local Government Officials' Conference. Mr. Dickinson seconded the motion and it passed unanimously.

ZONING COMMISSION APPOINTMENT: Mr. Mueller made the motion to appoint Bruce Murphy to the Zoning Commission for the remainder of a five-year term ending December 31, 2013. Mr. Dickinson seconded the motion and it passed unanimously.

BOARD OF ZONING APPEALS APPOINTMENT: After decades of service to Russell Township, Matt Glemmo chose to step down from the Board of Zoning Appeals. Discussion was held regarding the applicants for the BZA vacancy. Ms. Port favored the appointment of Dushan Boucek. Mr. Mueller made the motion to appoint Justin Madden to the Board of Zoning Appeals for the remainder of a five-year term ending December 31, 2013. Mr. Dickinson seconded the motion. The vote was Mr. Mueller yes, Ms. Port abstain, and Mr. Dickinson yes.

The Ohio Revised Code states that five members shall be appointed to commissions. It also states that two alternates may be appointed for terms determined by the Township Trustees. Ms. Port researched other Geauga County townships and found that most of the western townships do have one or two alternates to commissions. Trustees must set procedures for alternate member's service on commissions. Ms. Port will look at procedures set forth by other townships.

MEMORIAL DAY SERVICE: Mr. Gallagher reported that the Township properties would be ready for the Memorial Day observance on May 17th. Mr. Mueller moved to approve an amount not to exceed \$1,200.00 for the reasonable and necessary expenses for the Memorial Day Observance to be held at Briar Hill Church. Ms. Port seconded the motion and it passed unanimously.

NPDES ANNUAL REPORT: Ms. Port identified difficulty using the new OEPA reporting forms and so has submitted the 2008 Annual Report in the old narrative format. CRWP and GSWCD contributed information to the report. Ms. Port addressed each of the 6 Minimum Control Measures, goals, and also incorporated audit comments from 2004 into her annual report. One hurdle that will need to be addressed in the future is

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the Geauga County Health Department's role and function in regard to Illicit Discharge. Illicit discharge is a public health issue. There is currently no Memorandum of Understanding with the Health Department that addresses manpower and funding. *Ms. Port moved to adopt the NPDES Phase II 2008 Annual Report in Conformance with NPDES General Permit number OHQ00001 to be submitted to the Ohio E.P.A. Mr. Mueller seconded the motion and it passed unanimously.*

GEAUGA COUNTY CO-PERMITTEE: *Ms. Port recommends becoming a co-permittee with Geauga County for future storm water reports. The county has more authority over new subdivisions and has more funding opportunities. The county will do the NPDES report and will handle the Minimum Control Measures that cover illicit discharge and construction development. The Township will still be responsible for Minimum Control Measures 1, 2, and 6 (public involvement, education, good housekeeping, and pollution prevention issues). Ms. Port moved to enter into a co-permittee relationship with Geauga County pursuant to the terms of the Notice of Intent. Mr. Mueller seconded the motion and it passed unanimously.*

GSWCD FINANCIAL SUPPORT: *Mr. Mueller moved to approve payment of \$2000.00 to Geauga Soil and Water Conservation District to support the services and programs they provide in meeting the township's NPDES goals and to Russell Township residents. Ms. Port seconded the motion and it passed unanimously.*

ANNOUNCEMENTS: *Mr. Dickinson announced that used motor oil recycling would begin for the season on the first Saturday of May.*

Music Street will be closed just west of SR 306 on Monday, April 6th and Tuesday, April 7th. The County Engineer is having a culvert replaced.

Gauga-Trumbull Waste Management Collections will be held in Chardon on Merritt Road in April. The Appliance Collection will be April 18th and the Household Hazardous Waste Collection will be April 25th. The hours are from 9 a.m. to noon.

PURCHASE ORDERS: were approved for:

Number	Purpose	Amount
65-2009	Push-To-Talk Service	\$ 60.00
66-2009	Clearing Supplies	1,104.00
67-2009	Annual Maint. Agreement	1,881.00
68-2009	New Steps At Briar Hill	6,700.00
69-2009	New Door Town Hall	875.00
70-2009	2009 Landscape Mgmt.	6,172.00
71-2009	Firefighting Equipment	2,380.00
72-2009	Grade Parking Lot	2,345.00
73-2009	2002 Truck Repair	1,100.00
74-2009	Consultation & Services	1,900.00
75-2009	Landscape Maint.	884.80
76-2009	Extinguisher Harness	461.05
77-2009	12 Sets Business Cards	540.00
78-2009	Repair the Stone Foundation	1,200.00
79-2009	Speed Signs	1,767.60

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80-2009	Notebook PC (2)	627.00
81-2009	Fire School Tuition	2,083.00
82-2009	Computer System Service	1,182.00
83-2009	Fire Extinguisher Service	1,260.00
84-2009	Tree Removal	575.00

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 8:45 p.m.

Respectfully submitted,

James Dickinson, Chairman

Melissa Palmer, Secretary to
Board of Trustees