

RUSSELL FIRE-RESCUE STATION

July 6, 2011

Chairman James Dickinson called the meeting to order at 7:00 p.m. Trustees James Mueller and Kristina Port were present. Mr. Dickinson welcomed guests.

The Pledge was said.

REGULAR TRUSTEES MEETING MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on June 1, 2011, as presented. Ms. Port seconded the motion and it passed unanimously.*

SPECIAL TRUSTEES MEETING MINUTES: *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on June 7, 2011, as presented. Ms. Port seconded the motion and it passed unanimously.*

SPECIAL TRUSTEES MEETING MINUTES: *Ms. Port made the motion to accept the minutes of the Special Meeting held on June 9, 2011, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

REGULAR TRUSTEES MEETING MINUTES: *Ms. Port made the motion to accept the minutes of the Regular Meeting held on June 15, 2011, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the June 2011 monthly departmental reports from the Police, Fire, Maintenance, & Road departments. Ms. Port seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Mr. Mueller made the motion to accept the May 2011 monthly departmental reports from the Maintenance & Road departments. Ms. Port seconded the motion and it passed unanimously.*

FISCAL OFFICER: DEPOSITORY CONTRACT: *Fiscal Officer, Mrs. Gerri Heck, recommended that the Trustees sign a depository contract with PNC Bank. The contract is a formality and allows the Township to do business with PNC Bank in the future. The contract is for 5 years. PNC Bank recently bought National City Bank. A representative wants to speak with Chairman Dickinson about posting incentives for Township employees to bank at PNC. Mr. Mueller wants to keep the banking options open for interest rates comparison in the future. Ms. Port suggested posting the information regarding employee incentives in the Township. Mr. Mueller made the motion to approve the Memorandum of Agreement for Deposit of Public Funds with PNC Bank. Ms. Port seconded the motion and it passed unanimously.*

FISCAL OFFICER: DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accept the \$200.00 donation for the use of Briar Hill. Mr. Dickinson seconded the motion and it passed unanimously. Ms. Port made the motion to approve the use of the \$200.00 donation for the benefit of the Maintenance Department staff at the discretion of the Maintenance Superintendent. Mr. Mueller seconded the motion and it*

RUSSELL FIRE-RESCUE STATION

July 6, 2011

passed unanimously.

HACKAMORE WOODS EASEMENT: At a recent meeting Chief Frazier recommended that the best solution to the easement issue was to place a dry hydrant at high ground near the center of the actual easement that is recorded. The hydrant would be just above the ditch, approximately 10 feet off the road. The hydrant would have a return pipe so that no spraying would be needed. Resident Mr. Vince Miller asked what had been done with the easement drawn up last year by Pearce Leary. The draft easement was never recorded because residents questioned the value of the easement. Mr. Miller wants the easement access drive paved. Mr. Dickinson explained again that if the Township maintains the access drive then the Township must have a new easement. The Township will not expend Township money on private property. The access drive will not be paved.

PUBLIC HEARING, 2012 BUDGET: Mr. Mueller *made the motion to open the public hearing on the proposed budget for the year 2012. Ms. Port seconded the motion and it passed unanimously.* The Public Hearing opened at 7:20 p.m. Discussion was held. Ms. Heck reported that the Estate Tax had been repealed as of 2013. The Local Government Fund may be decreased by 25% to 50% in 2012. At the Budget Hearings, Township employees were given a 2.5% Cost of Living Increase. Inflation was 3.2%. Mr. Mueller *made the motion to close the public hearing on the proposed budget for the year 2012. Ms. Port seconded the motion and it passed unanimously.* The Public Hearing closed at 7:34 p.m.

2012 BUDGET: Ms. Port *made the motion to approve the proposed budget for the year 2012. Mr. Mueller seconded the motion and it passed unanimously.*

HAZMAT COG AGREEMENT: Mr. Mueller asked if the Chagrin/Southeast Council of Governments (HazMat COG) has its own insurance. Chief Frazier explained that the COG does have insurance. However, the Township entities license the vehicles not the COG. COG does not own the vehicles because the insurance would be astronomical. Membership for technical rescue services costs Russell Township approximately \$3,500.00 per year. Chief Frazier signs the contract. Both Mr. Mueller and Ms. Port expressed an interest in being the representative to the COG. Ms. Port *made the motion to approve and execute the agreement entitled "First Amended and Restated Agreement for Establishment of the Chagrin/Southeast Council of Governments." Mr. Mueller seconded the motion and it passed unanimously.*

INFORMATION TECHNOLOGY PRESENTATION: Russell resident Mr. Ron Beach made a presentation to the Board regarding the IT project that he has been working on with Ms. Port. He reintroduced his timeline for getting the project completed. According to Mr. Beach, most of the project can be accomplished in the first year. He identified benefits to the Township as follows: internet can connect to one place in the Township and will run faster; document storage can be shared; fiber to the Road Department can be leased for one year while the need is assessed. Ms. Port said the County is moving to a wireless system and she is trying to get the

RUSSELL FIRE-RESCUE STATION

July 6, 2011

Township up to speed so that it can join the County. In response to resident comments that content should drive the IT plan, Mr. Beach recommends a robust system that can handle whatever is thrown at it. Mr. Mueller asked what the benefit would be of connectivity with the County. Ms. Port answered that electronic files could be accessed for court cases and for the budget. Ms. Port wants to position ourselves for the future. Mr. Beach wants the Trustees to commit to the project and take the immediate first steps. One of those first steps would involve leasing Time Warner fiber between the Administration Building and Road Department for one year at \$256.00 per month. Another step would be to contract for aerial engineering (pole work) between the Police Dept. and the Administration Building for the LAN connection. This cost is unknown. Mr. Dickinson asked the Trustees to look again at the cost estimates.

COMMENTS WERE TAKEN FROM THE PUBLIC

WRLC STEWARDSHIP LETTER: Mr. Dickinson read aloud a letter received on June 20, 2011 from Mr. Pete McDonald, Western Reserve Land Conservancy, about his recent stewardship inspection of the Upper Chagrin Preserve. Mr. Dickinson pointed out that Mr. Mueller is interested in transferring the Upper Chagrin Preserve parcels to the Russell Township Park Commission as the property has been subject to abuse. The letter from Mr. McDonald identified a camp and ATV trails coming from the residence at 9109 Cedar Road. Mr. McDonald recommended contacting the owner. Ms. Port recommends speaking to the Chester Trustees. The Russell Trustees were informed that they own the parcel that is being encroached upon from 9109 Cedar Rd. Chester Trustees do not own the park property. Mr. Dickinson noted that ATV activity in the Upper Chagrin Preserve has decreased. The letter from Mr. McDonald further advised that the Trustees work with the neighbors to monitor the ATV use.

GSWCD MEMORANDUM OF UNDERSTANDING: Ms. Port said she had read the Memorandum of Understanding. Ms. Port recommends passing the MoU because it is just an update to an old outdated agreement. *Ms. Port made the motion to approve and adopt the Memorandum of Understanding entitled "Memorandum of Understanding Regarding the Working Relationship and Procedures Between Russell Township and Geauga Soil and Water Conservation District."* Mr. Mueller seconded the motion and it passed unanimously.

CURBSIDE COLLECTION: Residents have been calling asking if the Township was having the curbside collection this year. The residents want to know the dates and what materials are accepted. The special collection was budgeted for and discussed at the Budget Hearings. Mr. Gallagher may proceed with the planning for the 2011 Curbside Collection.

NOPEC GRANT AGREEMENT: Mr. Dickinson explained that NOPEC presented the Trustees with a sample grant agreement which the Trustees found distasteful. It was poorly drafted and had incorrect terminology. In the NOPEC draft, NOPEC was identified as a 501c3 charitable organization when in actuality they are a 501c4 social welfare organization. Paragraph 12 was out of order. Terminate for just cause and

RUSSELL FIRE-RESCUE STATION

July 6, 2011

terminate for good cause were phrases used that were not defined. Mr. Dickinson has drafted an improved agreement. He noted that the Geauga County Court system should be the place for dispute resolution, not Cuyahoga County. Switching accounts away from NOPEC is cause for returning the grant money under NOPEC's sample grant agreement. This is a point of concern for the Trustees as the Township only has one NOPEC account, the Police Department gas account. Township buildings do not have any electric accounts with NOPEC. The Trustees do not intend to return any grant money received. Mr. Mueller needs to know if the Township is in conformity with the grant agreement, and if the Township can accept the grant money. He also expressed concern that if a better offer comes around, the hands of the Trustees should not be bound by this grant agreement. Mr. Dickinson and Ms. Port prefer to be able to shop for the best deal for the Township.

Ms. Port observed that Russell Township was offered only \$50,000 out of a total of \$16,000,000.00. Three communities have made changes to NOPEC's sample agreement. The Trustees will send Mr. Dickinson's revised agreement to Leigh Herington, Director of NOPEC.

WASTE WATER SEWER PROJECT: Mr. Mueller explained that our Resolution 2010-7 is cited in the Memorandum of Understanding regarding both sewers and water lines in the Township. Mr. Mueller requested that the Board of County Commissioners (BOCC) respond to his letter dated June 29, 2011 before action is taken by the Russell Township Trustees. Mr. Dickinson read aloud his draft of a resolution regarding the sewer project. Mr. Mueller explained that he wants a BOCC response to his letter before he will agree to the project. Ms. Port preferred to respond to the May 23rd letter from Mr. Gerard Morgan, Assistant Sanitary Engineer, that asked the Trustees to send a letter identifying the parcels to be sewerred. Ms. Port suggested proceeding with the letter identifying parcels to the County. Mr. Mueller requested confirmation that the BOCC would fulfill their obligation to extend any future sewers or waterlines only with the approval of the Trustees. *Mr. Dickinson made the motion to adopt Resolution 2011-8, a Resolution to petition the Board of County Commissioners to start the design and installation of gravity sewers for identified parcels. Ms. Port seconded the motion. The motion passed with the vote as follows: Mr. Mueller No; Ms. Port Yes; Mr. Dickinson Yes.*

NOISE RESOLUTION: Resident Mr. Tom Warren said he worked with legislators to change the wording regarding noise ordinance enforcement. The wording used to obligate Townships to enforce the law and impose punishments on violators. Mr. Warren approached a State Senator and the wording change was included in the Budget Bill. New wording is in effect as of July 1, 2011.

LOCKMILLER BURIAL COMPLAINT: Mrs. Heck explained that Mrs. Christine Lockmiller corresponded with the Township for approximately 15 years over an issue regarding family burials in a Russell Township cemetery. Mrs. Lockmiller requested that the Township cover all expenses to move two graves of her family members. The Township in the past has agreed to open and close the graves, but other tasks will not be performed and the expenses will not be covered by the Township. After a brief discussion this issue was tabled to a

RUSSELL FIRE-RESCUE STATION

July 6, 2011

future meeting.

ANNOUNCEMENTS: The next regular Trustees' meeting will be held at 7:00 p.m., Wednesday, July 20th, in the Russell Township Fire-Rescue Station.

PURCHASE ORDERS:

117-2011 UAN fees 3 rd /4 th quarters	\$ 2,100.00
118-2011 Seal coating Fire Station	\$ 3,872.00
119-2011 Seal coat Police Parking	\$ 2,353.00
120-2011 Police Station landscaping	\$ 7,779.95
121-2011 Maint. of Station generator	\$ 570.00
122-2011 Traffic sign inspection trng.	\$ 25.00
123-2011 Group rate partnership BWC	\$ 5,329.00
124-2011 Station supplies	\$ 827.96
125-2011 Remove Storm Damaged tree	\$ 500.00
126-2011 Scrap tire program extra ton	\$ 187.70
127-2011 Radios	\$91,345.60

Bills were approved as presented and drawn for same.

Upon the motion of Mr. Mueller and seconded by Ms. Port the meeting adjourned at 9:07 p.m.

James Dickinson, Chairman

Gerri Heck, Fiscal Officer
Recorded by: M. Palmer