

RUSSELL TWP FIRE-RESCUE STATION

JULY 16, 2008

The meeting was called to order at 7:05 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, Police Chief Tim Carroll, and Fire-Rescue Chief John Frazier to the meeting.

The Pledge of Allegiance was said.

**MINUTES:** *Mr. Mueller made the motion to approve the minutes of the July 2, 2008 meeting, as presented. Ms. Port seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT - ROAD SALT:** A brief discussion was held. *Mr. Mueller moved to approve Resolution 2008-08: A Resolution to authorize Russell Township to participate in the Northeast Ohio Sourcing Office's 2008-2009 salt program, to delegate the responsibility for the competitive bidding for the purchase of salt and to establish the Township's salt tonnage commitment for the 2008-2009 season. Ms. Port seconded the motion and the vote was unanimous.*

*Ms. Port moved to approve and sign the Affiliate Cooperative Purchasing Agreement between Russell Township and the Northeast Ohio Sourcing Office. Mr. Mueller seconded the motion and the vote was unanimous.*

**ROAD DEPARTMENT - ROAD LEVY:** Mr. Dickinson said that rather than ask the voters to renew the 1989 road levy of 2.75 mil the Board of Trustees is prepared to ask the voters to approve a replacement levy for a long-range project to cement stabilize and asphalt pave most of the Township roads. A replacement levy assesses the tax on the current value of the real property. Mr. Dickinson prepared a Road Paving Project FAQ sheet. It will take almost 14 years to fully pave Russell Township roads. If roads are chip and sealed they will need to be maintained every 5 to 6 years. A stabilized and paved road will last 15 to 20 years. Tax payers will save money in 10 to 12 years if the roads are fully stabilized and paved. If the November replacement levy fails it will be necessary to place a renewal levy on the ballot in February of 2009. Mr. Dickinson requests a thumbs up or thumbs down vote on doing the road paving job properly. *Mr. Mueller moved to approve Resolution 2008-09: A Certificate of Need for a 2.75 replacement road levy. Ms. Port seconded the motion and the vote was unanimous.*

**POLICE DEPARTMENT - DONATION:** Chief Carroll said that he wanted to express his thanks again for the donation of \$2,500.00 dollars received from Mr. & Mrs. Patrick James, of North Ridge. Chief Carroll said he had written a note of thanks to Mr. & Mrs. James. Mr. Dickinson said he would like a thank you letter to be written from the Board of Trustees as well.

**POLICE DEPARTMENT - WATER WELL:** Chief Carroll said that the water well was working for the Police Department. He stated that the Fire Department is still hooked up to the third

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water well.

**POLICE DEPARTMENT - NEW STATION:** Chief Carroll reported that the air conditioning at the new station had to have a coil replaced and that the exterior brick had been pressure washed. He said that the station had experienced two power outages in June. The battery backup system and generator worked properly during the outages. The police department hosted an Open House on July 5<sup>th</sup>. Chief Carroll said they had a good turnout and that everyone appeared to have a good time.

**POLICE DEPARTMENT - ONGOING INVESTIGATION:** Chief Carroll reported that a 9 year old boy leaving the Hemlock Hills pool area had been approached by a white male in a green sedan. The man asked for help finding a dog and then suggested that the boy get in his car. The boy ran to the safety of the pool. The man sought by police is of slight build, has a small goatee, and a buzz haircut. The suspect may be associated with another assault.

**WEBSITE:** Melissa Palmer reported on the two most responsive proposals for the website project. The two candidates both have advantages and disadvantages. Both are able to offer technical support for some township departments and are able to train a user to edit the website. One candidate suggests an extensive overhaul to the website design that would make it simple to edit. Another candidate suggests a simple update to the home page and more extensive training in HTML and web design software. Further discussion with the candidates is required. Mrs. Palmer will make a recommendation at a future date.

**TELISYS PRESENTATION:** Don Shoemaker and Tom Atkinson, of Telisys Communications, delivered a Power Point presentation to summarize the findings and recommendations in their Final Report. They report that our current total annualized costs are \$33,835.00. Telisys recommends leveraging existing servers and equipment to lower the necessary investment in equipment. Telisys estimates the 10 year cost of ownership to be over \$459,000 with the new system on a 5 year municipal lease as opposed to \$500,000 with the current system. They estimate the first year cost savings based on their recommendations to be \$4,501.00. Mr. Shoemaker advocates going out to bid with other local townships and public groups as there is advantage in numbers. Regionalization was also discussed as an advantage for hospitals, schools, and libraries for data transfer and security. Some West Geauga schools currently send security camera video feed directly to the Russell Township Police Station to enhance their security. The Trustees thanked Telisys for their presentation.

**ASBESTOS INSPECTION REPORT:** EA Group performed an Asbestos Assessment on the old Police Station and provided the Trustees with a report on their findings. The Trustees will review the report in more detail and address the asbestos issue in the near future.

**COMMENTS WERE TAKEN FROM THE PUBLIC**

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**ANNOUNCEMENTS:** Mr. Dickinson announced that NOACA and Geauga Transit would be at the next Board of Trustees meeting to discuss fuel saving alternatives and the possible uses of the parking area at Rts 306 and 87. The next Trustees meeting will be on August 6<sup>th</sup> at 7 p.m.

**EXECUTIVE SESSION:** Ms. Port made the motion to move in to executive session for the purpose of discussing the discipline of personnel and possible litigation. Mr. Mueller seconded the motion and it passed unanimously.

The meeting moved in executive session at 8:46 p.m. with Steven Sferra, legal counsel, Police Dept. Chief Tim Carroll, and Melissa Palmer in attendance.

Upon the motion of Ms. Port and seconded by Mr. Mueller, the meeting reconvened into regular session at 10:02 p.m.

**PURCHASE ORDERS:** were approved for:

Number	Purpose	Amount
155-2008	Legal Counsel	\$ 5,300.00
156-2008	Void	
157-2008	Labor & Material Repair Briar Hill	1,200.00
158-2008	Worker's Comp.	2,288.26
159-2008	Water	141.50
160-2008	Water	500.00
161-2008	Water & Cooler Rentals	127.24
162-2008	Water & Cooler Rentals	500.00

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 10:02 p.m.

Respectfully submitted,

James Dickinson, Chairman

Melissa Palmer, Secretary to  
Board of Trustees