

RUSSELL TOWN HALL

JULY 25, 2007

The meeting was called to order at 7:03 p.m. by Chairman James Dickinson. Trustee Jim Mueller was present. Mr. Dickinson announced that Trustee Greg Studen was out of town and would not attend this meeting. Mr. Dickinson also announced that Jayne Paullin was recording notes for the minutes, along with Fiscal Officer Gerri Heck. Mr. Dickinson welcomed guests and department heads Chief Tim Carroll and Maintenance Superintendent Jack Gallagher.

MINUTES: *Mr. Mueller made the motion to approve the minutes of the July 9, 2007 meeting, as presented. Mr. Dickinson seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Mr. Dickinson made the motion to accept the June 2007, monthly reports. Mr. Mueller seconded the motion and it passed unanimously.*

POLICE DEPARTMENT - DONATION: *Mr. Mueller moved that the Board of Trustees accept the donation of \$25.00 to the Police Department. Mr. Dickinson seconded the motion and it passed unanimously.*

LETTER FROM THE MOST REVEREND J. DELANO ELLIS, II TO CHIEF CARROLL: Mr. Dickinson said a letter was sent to Chief Carroll, from Most Reverend J. Delano Ellis, II, the Senior Police Chaplain for the City of Cleveland, thanking the Chief for having invited him to share in the Groundbreaking Celebration for the new Police Department. He wished the department well in the new building. Chief Carroll said the Police Department appreciated that Reverend Ellis could attend the celebration and that the officers are grateful for his blessing.

POLICE OFFICER TRAINING: Chief Carroll reported that Officers Lillash and Swainder recently attended the CASA Safety Day, held at Notre Dame Cathedral Latin. CASA (Court Appointed Special Advocates) is a volunteer organization that focuses on training adults to serve as court appointed special advocates for children.

POLICE STATION UPDATE: Chief Carroll reported that the foundation footers are poured, and the contractors have started setting cement blocks in place, for the new Police Station.

TOWN HALL USE: *Mr. Mueller moved to grant permission for Hunter's Woods Homeowners' Association to use the Town Hall on Tuesday, August 28, 2007, at 7:00 p.m., subject to Township rules and regulations. Mr. Dickinson seconded the motion and it passed unanimously.*

COMMENTS WERE TAKEN FROM THE PUBLIC.

CELLULAR PHONES FOR MAINTENANCE AND ROAD DEPARTMENTS: Mr. Gallagher presented a proposal from Verizon Wireless for the purchase of cellular phones and service from Verizon Wireless. He explained that he and the Road Superintendent, Gene Layne, feel it would be advantageous for the employees to use a cellular phone, purchased with the option to talk

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between phones. Two different brands loaned demonstration units to the Township for trial. The company that performed the best was Verizon Wireless. Mr. Gallagher explained that with new cellular phones, the employees would not need to use the current paging system to contact one another. There is no charge for "air time" when using the "Push to Talk" service offered by Verizon Wireless. The Township would need to purchase the cellular phones and the Township would be charged a monthly access charge for service. Mr. Gallagher pointed out that during an emergency, if the cellular communications are not operating, he was told by the Verizon representative that the "Push to Talk" service would work. He added that the contract through Verizon Wireless can be cancelled anytime. *Mr. Mueller moved to approve the proposal from Verizon Wireless for the purchase of eight (8) cellular phones at \$19.99 each and the monthly access charge of \$36.44 per phone for the use of the Road Department and Maintenance Department employees, as recommended by the Maintenance Superintendent and the Road Superintendent. Mr. Dickinson seconded the motion and it passed unanimously.*

PRESENTATION - TELISYS: Mr. Dickinson introduced Don Shoemaker, President of Telisys Communications Consultants, who was invited to present his company's services. Mr. Shoemaker explained that his company has worked with several private companies, school districts, cities, villages and townships to audit, inventory and assess all telecommunications within an organization and present a cost savings analysis. Mr. Shoemaker said Telisys Communications Consultants would conduct a holistic study of Russell Township's total voice/data telecommunication systems, services and costs with the goal of significantly enhancing internal/external communications efficiency for the long term, while reducing and controlling costs. The scope of the study would encompass all existing township facilities and would take into consideration any future relocation of existing facilities. Mr. Shoemaker said a verification of all telecommunication billing and contracts would be done. Telisys would also manage a Request for Proposal (RFP) associated with the design and specs for the new telecommunications platform that would accommodate the specific needs of the Township. A discussion was held. Mr. Mueller suggested that the Trustees complete the projects that are currently started, before beginning a new project. Mr. Dickinson noted that the improvement of telecommunications is included on the Board of Trustees' 2008 goals and that the Trustees would table this issue with the intention to start investigating telecommunications later this year. Mr. Shoemaker advised the Trustees to contact the municipalities and schools that Telisys has serviced in order to learn more about the services that Telisys offers. Mr. Dickinson thanked Mr. Shoemaker for the presentation.

FORMER BP STATION SITE: Mr. Gallagher explained that he has been investigating the landscaping options for the former BP station site. He suggested that some landscaping be done on the property and that stone be added in the parking area. He said he feels that the parking area does not need to be paved this year. Mr. Gallagher said he would like the Trustees'

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permission to contact local landscapers to obtain quotes for landscaping the site. *Mr. Mueller moved to approve up to \$6,000.00 for landscaping of the former BP station site. Mr. Dickinson seconded the motion and it passed unanimously.*

ANNOUNCEMENTS: Mr. Dickinson announced that Dines Road, west of Chillicothe Road, will be closed on July 26 and July 27 for preliminary subsurface investigation work for a bridge replacement.

The next regular Trustees' meeting is scheduled for Wednesday, August 1, 2007 at 7:00 p.m.

PURCHASE ORDERS: were approved for:

| Number | Purpose | Amount |
|----------|--|--------------|
| 151-2007 | Testing for site preparation for Police Station | \$ 5,000.00 |
| 152-2007 | Permit fee for construction of Police Station | \$ 4,000.00 |
| 153-2007 | Appropriation charge distribution | \$ 450.00 |
| 154-2007 | Guardrail replacement | \$ 2,110.00 |
| 155-2007 | Reimburse deposit for blue print plans of Police Station | \$ 200.00 |
| 156-2007 | Outfitting pkg for new truck | \$ 54,214.43 |
| 157-2007 | 2-wheel chocks; spotlight; spotlight bracket | \$ 598.80 |
| 158-2007 | Extra to cover item 304 issues | \$ 897.50 |
| 159-2007 | Testing for construction of Police Station | \$ 20,000.00 |
| 160-2007 | Builders risk insurance - new Police Station | \$ 1,760.00 |
| 161-2007 | Exhaust extraction system | \$ 41,350.00 |

Bills were approved as presented and drawn for same.

Upon the motion of Mr. Mueller and seconded by Mr. Dickinson the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

James Dickinson, Chairman

Gerri Heck, Fiscal Officer