

RUSSELL TOWN HALL

NOVEMBER 7, 2007

The meeting was called to order at 7:02 p.m. by Chairman James Dickinson. Trustee Greg Studen was present. Trustee James Mueller was out of town and not able to attend the meeting.

Mr. Dickinson announced that Jayne Paullin was recording notes for the minutes, along with Fiscal Officer Gerri Heck. Mr. Dickinson welcomed guests, Road Superintendent Gene Layne, Zoning Inspector Ric Machnics, Police Chief Tim Carroll and Fire Chief John Frazier to the meeting.

**MINUTES:** *Mr. Dickinson made the motion to approve the minutes of the October 17, 2007 meeting, as presented. Mr. Studen seconded the motion and it passed unanimously.*

**MONTHLY REPORTS:** *Mr. Studen made the motion to acknowledge receipt of the October 2007, monthly reports. Mr. Dickinson seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT - 2008 PROPOSED TOWNSHIP PROJECTS:** Road Superintendent, Gene Layne, presented a list of projects that he recommends the Township should consider during 2008. Mr. Layne explained that he compiled the list based on what he feels needs to be completed. Mr. Dickinson read the list, which was in order of priority: Braeburn Lane (South), chip seal of various roads, Russell Lane and Thistle Lane. Mr. Layne explained that on an annual basis, a Proposed Township Project List is prepared and sent to the Geauga County Engineer for review. The Engineer's office then offers a cost estimate for each project. Mr. Layne said that after receipt of the cost estimates from the County Engineer's office, the Township can then decide which project(s) can be completed. *Mr. Studen moved to send to the Geauga County Engineer for review, the proposed assisted road projects for 2008 as recommended by the Road Superintendent. Mr. Dickinson seconded the motion and it passed unanimously.*

**ZONING DEPARTMENT** - Mr. Machnics had nothing to add to his monthly report. He said the building in the Township seems to be slow.

**FISCAL OFFICER** - Mrs. Heck had nothing to report.

**COMMENTS WERE TAKEN FROM THE PUBLIC**

**POLICE STATION UPDATE** - Mr. Studen reported that the Police Station project is moving along on schedule. The site work is progressing; the parking lot area is currently being prepared for asphalt. Mr. Studen said the contractor is planning to begin the asphalt process within a few weeks, weather permitting. He also said that the cement sidewalks are complete, glass has been installed in the window openings, the final finishing of the roof is being done this week, the garage doors are due to arrive shortly, the plumbers and the electricians are working inside the building and drywall is scheduled to begin within a few weeks.

**PRESENT POLICE STATION - CONDITION SURVEY:** Mr. Studen said he would like to have a study done to address the condition of the present Police Station building. He explained that

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the building has multiple problems and he feels the Township needs to have it evaluated. The areas he is most concerned about are the heating and cooling system, the condition of the roof, the condition of the structure and the design of the building. Mr. Dickinson asked if the study would provide the cost of repairs and remodeling. Mr. Studen said the study would include the estimated cost of recommended repairs, replacement of equipment and renovation of the building. Mr. Dickinson said he feels the study is a necessity and Mr. Studen said he will investigate the cost of the study and present the findings to the Board.

**CLOUT 2008 MEMBERSHIP:** The Coalition of Large Ohio Urban Townships (CLOUT) is a group formed to represent the more urbanized townships. CLOUT organizes conferences, sends out newsletters and represents the large townships' interests. The annual membership dues are placed in a General Fund account for CLOUT and used to help develop a litigation fund for CLOUT members. Mr. Dickinson asked that the approval of the 2008 membership dues be tabled until the next regular Trustees' meeting. He said he would like to investigate the organization and the services it offers.

**RESIGNATION:** Chief Carroll reported that a letter of resignation has been received from Marilyn Konecny, Police Clerk. After many years of service, she is retiring from the Russell Police Department. *Mr. Dickinson moved to acknowledge receipt of a letter of resignation, from Marilyn Konecny, with regret and best wishes, for her retirement from the Russell Police Department, and gratitude for the many years of service. Mr. Studen seconded the motion and it passed unanimously.*

*Mr. Studen moved to authorize the Fiscal Officer to advertise internally for the position of Police Clerk and if necessary, advertise the position in local publications. Mr. Dickinson seconded the motion and it passed unanimously.*

**EXECUTIVE SESSION:** *Mr. Studen made the motion to move in to executive session for the purpose of employment and compensation of public employees. Mr. Dickinson seconded the motion and it passed unanimously.*

The meeting moved in executive session at 7:35 p.m. with Fire Chief John Frazier and Kristina Port. Chief Frazier left the executive session and Police Chief Carroll and Sergeant McDermott joined the executive session.

Upon the motion of Mr. Studen and seconded by Mr. Dickinson, the meeting reconvened into regular session at 8:55 p.m.

*Mr. Studen made the motion that Captain Ken Russell's wages be increased to \$27.40 per hour starting with the November 16, 2007 pay period. Mr. Dickinson seconded the motion and it passed unanimously.*

**PURCHASE ORDERS:** were approved for:

Number	Purpose	Amount
208-2007	Additional ingots	\$ 380.00

## TOWNSHIP TRUSTEES

REGULAR

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Number	Purpose	Amount
209-2007	Concrete ingots - replaces PO 207/208 - vendor wanted C.O.D. charged on VISA	\$ 1,900.00
210-2007	Reimburse health ins prem	1,147.08
211-2007	Sewer chg - initial fee	117.50
212-2007	Vision premium	540.37
213-2007	Dental premium	1,382.96
214-2007	Sewer charge	100.00
215-2007	Sewer chg for 2 connections - Fire	400.00
216-2007	Rear tires for truck #55	440.00
217-2007	Command console for medic vehicle	2,929.99
218-2007	Vehicle striping - new vehicle	750.00
219-2007	Replace lost ck for pressure washer repair	461.00
220-2007	Trash pick up	76.89
221-2007	Cruiser repair	801.31

Bills were approved as presented and drawn for same.

Upon the motion of Mr. Studen and seconded by Mr. Dickinson the meeting was adjourned at 8:56 p.m.

Respectfully submitted,

James Dickinson, Chairman

Gerri Heck, Fiscal Officer