

RUSSELL FIRE-RESCUE STATION

NOVEMBER 7, 2012

Chairman James Dickinson called the meeting to order at 7:00 p.m. Trustees Jim Mueller and Justin Madden were present. Chiefs Carroll and Frazier were also present.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the regular meeting held on October 3, 2012, as presented. Mr. Madden seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Mr. Madden made the motion to accept the September 2012 monthly departmental reports from the Fire, Police, Road, & Zoning Departments. Mr. Mueller seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the September 2012 monthly departmental report from the Maintenance Department. Mr. Madden seconded the motion and it passed unanimously.*

FIRE-RESCUE DEPARTMENT: Hurricane Sandy showed the emergency preparedness and good planning in place in Geauga County. The County did a great job planning and preparing safety forces with briefings from the National Weather Service. The Fire Department had 21 calls in 2 days. One fallen tree on Fairmount Road presented a problem for an extended period of time. A structure fire caused difficulty for other local fire departments responding with mutual aid.

The Geauga County Fair Director's Award was given to members of the fire department for action above and beyond the call of duty. The award was for a highly successful rescue of a musician at the County Fair.

SCOTT PROPERTY: The Trustees will send a letter to Geauga County Building Commissioner, Mr. Mihalsin, regarding the Hemlock Point Road property that burned. The letter will be copied to property owner Annette Scott, her attorney, and creditors. The Trustees want everyone informed that a building inspection has been requested and that a possible result of that inspection is to have the house taken down.

POLICE DEPARTMENT: Chief Carroll has received the new all-wheel drive police car. He also is planning on purchasing new lightbars for the vehicles. The current bars were installed in 1998. The replacement parts are obsolete. New lightbars take far less power from the running vehicles. Four sets of lightbars can be installed for approximately \$7,680.00. Stop sticks were used recently to safely stop a vehicle. Chief Carroll also reported a successful lockdown at Westwood Elementary School.

COMMENTS FROM THE PUBLIC

PERSONNEL POLICY MANUAL: Mr. Dickinson explained that the Township department heads and Fiscal Officer had met to review the revised draft of the personnel policy manual. Clemans-Nelson Associates has been working on revisions to the document. Mr. Dickinson reiterated that the department heads are to make the document fit how the Township actually works. Chief Frazier explained that the cell phone policy still needed a little more research.

RUSSELL FIRE-RESCUE STATION

NOVEMBER 7, 2012

WATERLINE EXTENSION REQUEST: Mr. John P. Reed was represented by attorney Mr. Ken Fisher. Mr. Fisher has worked with the Township on waterline extension requests in the past. Mr. Fisher stated that Mr. Reed's lot would not be subdivided except as permitted in the Zoning Code, and that easements extending the waterline would not be granted. The waterline tie-in is in the right-of-way. The tap-in fee goes to Hunting Valley. Fire Chief Frazier asked further questions about the size and location of the extension and its location relative to Stump Hollow. Mr. Fisher did not know those details. Mr. Machnics previously distributed a memo to the Trustees. He explained that the extension would cross Griswold Creek. This extension project requires a Zoning Certificate due to the Riparian Zone setback. Mr. Dickinson said that deed restrictions can protect large lot zoning. Mr. Fisher agreed to deed restrictions. Mr. Fisher will contact Zoning Inspector Machnics to discuss the issues involved with crossing the Riparian Zone of Griswold Creek.

HISTORICAL SOCIETY: RUSSELL SCHOOL SIGN: Mrs. Jeanne Schroeder presented the Trustees with a sketch for a stone monument and wooden historical marker to the Russell School. They suggest placing the markers close to SR 87 and SR 306 near the plantings at the north east corner. Bricks were saved from the demolition of the Russell School. Approximately 80 will be used to face the pillars of the stone monument. Mr. Mueller suggested that the entire faceplate, estimated at 18 feet high and 20 feet wide, be erected. He said it was dismantled with the idea that it could be re-erected. Mrs. Schroeder suggested that the Historical Society would need monetary support for installation of the full arch. Mr. Mueller also recommended that space be left on the wooden marker for a future QR code. Mr. Madden asked if the Historical Society would consider other locations for the markers. The markers could be placed near the Fire Department or Town Hall.

OTARMA INSURANCE DEDUCTIBLES: Information has not been received regarding the possible change to high deductibles. The Trustees are expecting cost estimates based on different deductible options and a review of the Township's loss history.

APPROPRIATIONS RESOLUTION 2012-09: *Mr. Mueller moved to adopt the Appropriations Resolution 2012-09, amending the permanent appropriations for the fiscal year ending December 31, 2012, by reallocating funds in the General Bond Retirement Fund as follows: \$3,900 from 3101-810-810-0000 Principal Payments to 3101-830-830-0000 Interest Payments. Mr. Madden seconded the motion and it passed unanimously.*

UAN YEAR END TRAINING: *Mr. Madden made the motion to approve reasonable and necessary expenses for up to three people to attend the UAN end of year training to be held in Columbus during December 2012. Mr. Mueller seconded the motion and it passed unanimously.*

AUDITOR'S REPORT: Mrs. Heck received the Auditor's Report on the Fiscal Audit for 2010 and 2011. No post audit meeting was recommended because the report was free of any material misstatements. Mr. Dickinson asked that this topic be placed

RUSSELL FIRE-RESCUE STATION

NOVEMBER 7, 2012

on the agenda for the next meeting.

BOARD OF TRUSTEES GOALS FOR 2013: *Mr. Mueller moved to approve the 2013 Goals for the Russell Township Board of Trustees. Mr. Madden seconded the motion and it passed unanimously. Mr. Dickinson asked that the goals be placed on the Township website.*

WG COMMUNITY JOINT RECREATION DISTRICT: *Mr. Rick Izant was the only applicant for the vacant seat on the West Geauga Community Joint Recreation District. Two rounds of advertising were completed. The Trustees are pleased that Mr. Izant will offer his time to serve the community. Mr. Mueller made the motion to appoint Mr. Rick Izant to the West Geauga Community Joint Recreation District Board for the remainder of the three year term ending April 2013. Mr. Madden seconded the motion and it passed unanimously.*

FRACK FREE GEAUGA: *Mr. Dickinson chose to table the discussion of the resolution put before the Board by Frack Free Geauga. When it appears on the agenda in the future, Ms. Jess Shaner will be notified.*

FISCAL OFFICER REPLACEMENT: *Mr. Dickinson spoke with Ms. Sheila Salem, the Township's representative from the Geauga County Prosecutor's Office, regarding proper procedure for the replacement of a retiring Fiscal Officer. He cited the Ohio Revised Code section which deals with the Trustees appointing the Fiscal Officer. Ms. Salem recommended that each Trustee come up with one or two candidates for the Fiscal Officer position. Mr. Dickinson requested that Legal Notices be placed in newspapers, and that the vacancy be announced through the Township email newsletter and website, and also through press releases to the local papers. The Board of Trustees are directed to appoint a deputy Township Fiscal Officer. The timeline is very tight. The Trustees will hold Special Meetings to interview and to hire. It was agreed that applications would be due Friday, November 23rd. Interviews will be held on Monday, November 26th. The appointment will be made on Wednesday, November 28th. Beginning December 5th, the Fiscal Officer will attend a year end training in Columbus. Ideally, the appointee will also attend the conference.*

UPPER CHAGRIN PRESERVE: *Mr. Dickinson will draft a letter to explain the status of Township land management efforts at the Upper Chagrin Preserve.*

FAIRMOUNT CENTER: *The meeting between the Township Board of Trustees and the Fairmount Center Board of Trustees will have to be moved to December.*

LEPF/OLEC GRANT: *The grant documents were executed last week. Mr. Madden will act as the liaison between the Township and Chagrin River Watershed Partners for the Lake Erie Protection Fund grant reporting.*

GTSWMD: *Discussions of Resolution 2012-10 and the renewal of the Recycling Fixed Container/Drop Off Program Contract were tabled until the next meeting.*

RUSSELL FIRE-RESCUE STATION

NOVEMBER 7, 2012

ZONING COMMISSION REFRESHMENTS: *Mr. Mueller made the motion to approve \$100.00 for the purchase of a party tray or light supper in December for the volunteers on the Zoning Commission in appreciation of their efforts. Mr. Madden seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWNSHIP PROPERTIES: *Mr. Madden made the motion to grant permission for the Hackamore Woods Homeowners Association to use the Town Hall on November 8, 2012, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

RE-APPOINTMENT TO THE ZONING COMMISSION: *Mr. Mueller made the motion that Mr. Ben Kotowski be re-appointed to a full 5-year term on the Zoning Commission commencing January 1, 2013. Mr. Madden seconded the motion and it passed unanimously.*

RE-APPOINTMENT TO THE BOARD OF ZONING APPEALS: *Mr. Mueller made the motion that Mr. Steve Gokorsch be re-appointed to a full 5-year term on the Board of Zoning Appeals commencing January 1, 2013. Mr. Madden seconded the motion and it passed unanimously.*

LEASES: *The leases pay for the utility costs and maintenance of the Administration Building. It is expected that electricity costs at the Administration Building will decrease due to the improvements made possible by the NOPEC energy grant. Mr. Mueller made the motion that the leases with Craun and Associates and the Noramar Co. for the office space at 8501 Kinsman Road be renewed at the current rate through December 31, 2013. Mr. Madden seconded the motion and it passed unanimously.*

FAMILY & MEDICAL LEAVE POLICY: *Mr. Madden made the motion to adopt the Family and Medical Leave Policy, drafted and recommended by Clemans-Nelson & Associates Inc., effective immediately. Mr. Mueller seconded the motion and it passed unanimously.*

ANNOUNCEMENTS: *The next regular Trustees' meeting will be held at 7 p.m., Wednesday, November 28th, in the Russell Township Fire-Rescue Department.*

Holiday Lighting Ceremony: December 2nd from 4 pm - 6 pm

Road Dept Toy Collection: *The Road Department Holiday Collection for needy families in Geauga County begins November 22nd and runs through December 19th. Donations may be left any time inside the front door at the Road Garage, 15625 Chillicothe Rd. Accepting gently used household items, clothes, toys, and non-perishable food. Call Gene Layne with questions, 338-5309.*

PURCHASE ORDERS: were approved for:

Number	Purpose	Amount
165-2012	4 light bars, strap kits, supplies	\$ 7,680.00
166-2012	Truck repairs	524.00
167-2012	National Fire Codes Subscription	855.00
168-2012	Powerspec computer/MS Pro 2012	800.00
169-2012	Annual generator inspection/service	500.00

RUSSELL FIRE-RESCUE STATION

NOVEMBER 7, 2012

170-2012 Door hinge repair	32.21
171-2012 Repair stinger monitor	448.31
172-2012 Pine roping & greens for Russell signs	360.00
173-2012 Rubbish removal for remainder of year	320.00
174-2012 New radiator for Mack #46	875.00
175-2012 Tires original PO written to Kolsom	1,935.60
176-2012 Replace front springs on Mack #47	1,700.00

Bills were approved as presented and drawn for same.

Mr. Mueller made the motion to adjourn. Mr. Madden seconded the motion and it passed unanimously. The meeting adjourned at 8:29 p.m.

James Dickinson, Chairman

Gerri Heck, Fiscal Officer
Recorded by: M. Palmer