

RUSSELL TOWN HALL

NOVEMBER 28, 2012

Chairman James Dickinson called the meeting to order at 7:00 p.m. Trustee Justin Madden was present. Mr. Mueller was not able to attend due to a work obligation. Department heads Gene Layne and Jack Gallagher were also present.

MINUTES: *Mr. Madden made the motion to accept the minutes of the regular meeting held on November 7, 2012, as amended. Mr. Dickinson seconded the motion and it passed.*

MONTHLY REPORTS: *Mr. Madden made the motion to accept the September 2012 monthly departmental report from the Maintenance Department. Mr. Dickinson seconded the motion and it passed.*

ROAD PROJECTS 2013: Mr. Layne will send the approved list of roads to the County Engineer's Office for assistance. Mr. Layne recommends resurfacing the roads and only one culvert replacement. *Mr. Madden made the motion to send to the County Engineer for review, the proposed road projects for 2013 as recommended by the Road Department Superintendent. Mr. Dickinson seconded the motion and it passed.*

MAINTENANCE DEPARTMENT: Mr. Gallagher reported that he is almost ready for the Holiday Lighting Ceremony. He has also done a lot of work for the NOPEC grant at the Administration Building.

INVENTORY & INDUSTRIAL APPRAISAL: The appraiser performed an on-site inspection of the Township owned properties as is recommended every 5 to 7 years. The appraiser expected to spend 3 to 4 days on-site however his work was done in ½ day. The department heads had such good documentation that the appraiser required little time to complete his inventory.

LAKE ERIE PROTECTION FUND: Mr. Madden met with Amy Brennan & Keely Davidson-Bennett from Chagrin River Watershed Partners and Bob Griesmer from Geauga County Soil and Water District. The payment for the LEPF grant will arrive in 2 installments. The work will be sent out for public bid. Phase I, funded by the LEPF grant, will be a survey and consultation. Phase II, funded by a separate grant to CRWP, will provide recommendations to participating landowners. Recommendations will not include heavy equipment or gabion baskets. Tree and shrub plantings will probably be recommended. Participating property owners will be required to contribute 25% of the costs of the project. Aerial photography shows a huge location and size change of Griswold Creek in the last few years. All findings & recommendations should be presented to the Zoning Commission for review.

COMMENTS FROM THE PUBLIC

WRIS CONSULTANTS: WRIS sent an inside page of the website for review. They will proceed with the construction of the website unless there are objections. The Trustees and department heads liked the look and organization of the home page and the inside page.

GTSWMD UPDATED SOLID WASTE MANAGEMENT PLAN: *Mr. Madden moved to approve Resolution 2012-10, a resolution approving the updated solid waste management plan for the Geauga-Trumbull*

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Solid Waste Management District. Mr. Dickinson seconded the motion and it passed.

RECYCLING FIXED CONTAINER/DROP-OFF CONTRACT: Mr. Gallagher stated that if a second recycling bin is installed at the recycling center there will be no room to put snow in the winter. If two bins are installed then the pickups will not be as frequent. The Saturday morning pickup helps to keep the bins from becoming overfilled. *Mr. Madden made the motion to approve the recycling fixed container/drop off program contract with Geauga-Trumbull Solid Waste Management District in effect from January 1, 2013 through December 31, 2015. Mr. Dickinson seconded the motion and it passed.*

PUBLIC MEETING & PUBLIC PARTICIPATION POLICY: In the near future, the Trustees will be preparing a Public Meeting Policy and will be reviewing the Public Participation in Meetings Policy. In the absence of a Public Meeting Policy general parliamentary law applies. Mr. Dickinson will contact the County Prosecutor, the County Township Association, and the Ohio Township Association to see if they have templates or recommendations for these policies.

GEAUGA PARK DISTRICT HUNTING: The Police Department and the Township were not notified of the culling of deer that is taking place at the West Woods Park. Postcards were received by some residents regarding the hunt, but the Police Department and the Township Administration wish to be officially notified in advance.

DEPUTY FISCAL OFFICER: Three applicants for the Deputy Fiscal Officer position were interviewed by the Trustees. The Trustees will meet on December 3 at 7 pm in the Fire-Rescue Station to discuss the applicants and make a decision. This will be the only item of business at the meeting on December 3rd.

ANNOUNCEMENTS: The next regular Trustees' meeting will be held at 7 p.m., Wednesday, December 5th, 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
177-2012	Repair HVAC Condensing Unit	42,830.00
178-2012	NOPEC Energy grant proj: Admin Bldg	3,450.00
179-2012	NOPEC Energy grant proj: sign lighting	1,560.96
180-2012	Power clean all air ducts	2,500.00
181-2012	Fire Sta Ref Bonds 2012	7,562.39
182-2012	Fire Station Principal payment	78,000.00
183-2012	Dental premium	555.90

TOWNSHIP TRUSTEES

SPECIAL SESSION

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184-2012 Billing Air sample, air compress maint	1,160.00
185-2012 VOID	212.92
186-2012 Physical for new hire	429.00
187-2012 Road anticipation note principal	155,542.92

Bills were approved as presented and drawn for same.

Mr. Madden made the motion to adjourn. Mr. Dickinson seconded the motion and it passed. The meeting adjourned at 7:50 p.m.

James Dickinson, Chairman

Gerri Heck, Fiscal Officer
Recorded by: M. Palmer