

RUSSELL FIRE-RESCUE STATION

DECEMBER 1, 2010

Chairman James Mueller called the meeting to order at 7:00 p.m. Trustees James Dickinson and Kristina Port were present. Mr. Mueller welcomed guests.

The Pledge was said.

SPECIAL TRUSTEES MEETING MINUTES: *Mr. Dickinson made the motion to accept the minutes of the Special Meeting held on November 3, 2010, as presented. Ms. Port seconded the motion and it passed unanimously.*

REGULAR TRUSTEES MEETING MINUTES: *Mr. Dickinson made the motion to accept the minutes of the Regular Meeting held on November 17, 2010, as presented. Ms. Port seconded the motion and it passed unanimously.*

SPECIAL TRUSTEES MEETING MINUTES: *Mr. Dickinson made the motion to accept the minutes of the Special Meeting held on November 17, 2010, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

SPECIAL TRUSTEES MEETING MINUTES: *Mr. Dickinson made the motion to accept the minutes of the Special Meeting held on November 22, 2010, as presented. Ms. Port seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Mr. Dickinson made the motion to acknowledge receipt of the November 2010, monthly departmental reports from the Police and Road Departments. Ms. Port seconded the motion and it passed unanimously.*

FISCAL OFFICER: Mrs. Heck, Fiscal Officer, described the opportunities made available by enrolling in online banking. The Township would be able to pay regular and routine bills online such as utilities (gas, phone, & electric), insurance (health, vision & dental), and PERS related expenses. The Fiscal Officer will authorize when bills are to be paid and then confirmation memos would come from UAN. The Trustees can review the confirmation memos and then check off that they had seen them. Mr. Mueller wants tracking and assurances of a security system. Mrs. Heck said the bills would go through the Township's system before being paid. Middlefield Bank has the security system. Mr. Dickinson identified three issues 1) Trustee access to the Middlefield Bank accounts, 2) aim for payroll to be by direct deposit only, 3) bills would be automatically paid before the Trustees could review them. Ms. Port wants the issue tabled until next year as she feels the procedures are not yet in place. Direct deposit paychecks cannot be required without a motion from the Trustees. Employees would need to come into the Fiscal Officer and provide their bank account information. Currently, Trustees get called in to the Administration Building to sign paychecks. Mr. Dickinson made the motion that, effective January 1, 2011, all employees of Russell Township are required to receive their paychecks through direct payroll deposit and must provide the necessary information to the Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.

OTARMA PROXY: A Proxy Statement was received from OTARMA the

RUSSELL FIRE-RESCUE STATION

DECEMBER 1, 2010

new liability insurance carriers for the Township. The insurance company suggested that the Fiscal Officer and the Assistant to the Fiscal Officer be identified as the contacts for the Proxy. Mrs. Heck will call OTARMA and get more information.

POLICE LEVY CERTIFICATION: The certification of the Police levy vote arrived. The Board of Elections certified that 2803 votes were cast. 1816 voted for the levy. 987 voted against the levy.

FIRE TRUCK LOAN: Mrs. Heck reviewed the details of the fire truck loan. Approximately \$120,000.00 is owed and \$12,500.00 in interest to pay. The Township will not have to pay the interest if the loan is paid off early. Mrs. Heck recommends waiting to decide on this issue until February when all the balances are in and the Township knows exactly where it stands financially. \$35,000.00 will go back into the Fire Department operations fund. Mr. Mueller recommends that Chief Frazier be involved in this discussion as it is his budget.

COMMENTS WERE TAKEN FROM THE PUBLIC

ZONING COMMISSION APPOINTMENT: In the last month, three highly qualified individuals were interviewed for the vacancy on the Zoning Commission. Discussion was held on the candidates' strengths. *Mr. Mueller made the motion that Justin Madden be appointed to serve on the Zoning Commission for the full 5-year term commencing January 1, 2011. Mr. Dickinson seconded the motion. The vote was Mr. Dickinson yes, Ms. Port no, and Mr. Mueller yes.* The Land Use Planning Guide is due for a revision in 2015. The Trustees and the Zoning Commission will engage in a joint effort to revise the document. Questionnaires are sent out to get a sense of the will of the community. The Zoning Commission works with consultants to create a policy.

BUS GARAGE LEASE: Mr. Dickinson explained that the draft of the Bus Garage lease that was signed and returned by the West Geauga Board of Education is not the same lease that was submitted to them. Mr. Dickinson will review the West Geauga signed document to see if substantial changes were made. He will write a memo with his findings to the Trustees before the next meeting.

TRUSTEES' MEETING SCHEDULE: *Ms. Port made the motion to approve the Trustees' 2011 regular meeting schedule as presented. Mr. Dickinson seconded the motion and it passed unanimously.*

CLOUT MEMBERSHIP: Mr. Mueller suggested that the \$200.00 CLOUT membership dues are worth the leverage that they buy the Township. Russell Township is a larger rural Township with some of the same urban issues to address. Ms. Port said she had been to the conferences put on by CLOUT and prefers OTA and GCTA. Mr. Dickinson agreed that now he does not wish to continue in the group.

PLANET AID: Mr. Gallagher has learned that Planet Aid is involved in a scandal and may not be living up to its

RUSSELL FIRE-RESCUE STATION

DECEMBER 1, 2010

obligations as a worthy charity. Mr. Gallagher asks that the Trustees consider replacing the Planet Aid donation boxes with another charity donation box such as Special Olympics. *Ms. Port made the motion to authorize Mr. Gallagher to switch the donation bins from Planet Aid to Special Olympics. Mr. Dickinson seconded the motion and it passed unanimously.*

ANNOUNCEMENTS: The next regular Trustees' meeting will be held at 7:00 p.m., Wednesday, December 15, in the Russell Township Fire-Rescue Department.

PURCHASE ORDERS: were approved for:

Number	Purpose	Amount
181-2010	Medical & Life	\$ 792.97
182-2010	Station cleaning supplies	\$ 1,255.75
183-2010	Road Levy Anticipation Note	\$ 175,202.22
184-2010	Website update & tech support	\$ 1,200.00
185-2010	Void	
186-2010	Air Sample Service	\$ 1,130.00
187-2010	Service Fire Alarm	\$ 225.00
188-2010	Tires, State price, to vendor	\$ 1,823.36
189-2010	Unlimited air time, MDTs 2011	\$ 1,671.47
190-2010	Reimburse HRA claim	\$ 75.81

Bills were approved as presented and drawn for same.

Upon the motion of Mr. Dickinson and seconded by Mr. Mueller, the meeting was adjourned at 8:02 p.m.

James Mueller, Chairman

Gerri Heck, Fiscal Officer

Recorded by: M. Palmer