

RUSSELL TOWN HALL

December 5, 2007

Chairman James Dickinson called the meeting to order at 7:02 p.m. Trustees Greg Studen and James Mueller were present.

Mr. Dickinson welcomed guests and Department Heads.

MINUTES: *Mr. Mueller made the motion to approve the minutes of the November 20, 2007, meeting, as presented. Mr. Studen seconded the motion and it passed unanimously.*

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

MAINTENANCE DEPT.: Mr. Dickinson said the Holiday Lighting Ceremony held on December 2 went very well. He thanked the Historical Society and Jack and Vince in the Maintenance Dept. for their work on the Lighting Ceremony. The lights put up by the Maintenance Dept. are very good this year.

CEMETERY: Mr. Childs is having a marker put on his father's grave. He has asked the Trustees to remove the large tree by the grave, because he thinks tree roots will interfere with the foundation for the marker. Mr. Gallagher, Maintenance Superintendent, said he has probed the marker site extensively and has not found any tree root problems. He will put in a three-foot foundation for the marker. It cannot be done anymore this year because of the weather conditions. Mr. Mueller said he felt if a problem with the tree develops in the future the Township would deal with it at that time. He thinks the tree should stand until there is a problem. Mr. Studen said there are a lot of trees in the cemetery that the Township has to manage. These trees have an impact on the cemetery. If this particular tree becomes diseased or is dying or effecting graves the tree will be removed. Mr. Dickinson said he would call Mr. Childs and inform him of the Board's feeling and the foundation will be set when the weather permits.

POLICE STATION: Jim Dixon, Construction Manager, was present. He reported that they are primarily focusing on the inside work at the Police Station. The parking lot asphalt is in and completed. Some outside work such dirt grading and outside lighting still need to be completed. The permanent electric will be brought in sometime this week. The timing on this project has worked well. Mr. Studen said that Hummel Construction, J.Dixon Co. and the Architect have worked well together and it has been a good team effort. Everything is right on schedule.

CHANGE ORDER: Hummel Construction requested a change order. Mr. Dixon and Police Chief Carroll explained each of the five items on the change order. Mr. Studen said that these changes were well worth doing now, as it will be cheaper in the long run. Mr. Dixon is working with the contractor to keep the costs down. Zoning Inspector Ric Machnics asked if a rain garden had been considered for drainage. Mr. Studen said a rain garden was not feasible on this site. Mr. Mueller said that most construction projects had at least a 5% cost in change orders. This is very good that this is only the second change order. Mr. Dixon said these were not so much changes

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as improvements. They are trying to make it as perfect as possible. *Mr. Mueller moved to approve the following change order numbers for the Russell Police Station Project:*

7.	<i>Bullet Resistant Wall/Door Changes</i>	<i>\$3,566.00</i>
10.	<i>Stone Coping ILO Aluminum</i>	<i>\$1,039.00</i>
14.	<i>Yard Drains - Date Stone</i>	<i>\$1,400.00</i>
18.	<i>Parking Lot Additional - Grading Extra - Easton</i>	<i>\$3,600.00</i>
20.	<i>Add Asphalt at HC Parking(Fire Station)</i>	<i>\$1,874.00</i>

as listed on the Change Order Request from Hummel Construction Company, dated December 4, 2007, for an amount of \$11,479.00. Mr. Studen seconded the motion and it passed unanimously.

HEALTH INSURANCE: Mr. Dickinson explained that at the last Trustees' meeting two health insurance representatives gave presentations. Tonight Sean Sprouse, a representative from the Burnham and Flower Agency was present. The Township has been doing business with Burnham and Flower for the last few years. Mr. Sprouse said they do an annual review and have moved the Township from company to company. They have a team of people working and have access to every major carrier and use a combination of carriers. The present plan with United Healthcare would increase 23%. Russell Township has been a healthy group, but there have been increased underwriting charges and the HRA plan was underpriced. Mr. Sprouse feels this will be a competitive price and only a few companies administer HRA plans. Mr. Sprouse suggested the Township consider alternate 1 of the medical plan alternates and monthly premium rates schedule. Mr. Mueller said he felt the HRA plan was better for the employees and saved the Township money. Mr. Sprouse said he appreciated the Township's business and was willing to discuss any proposal.

ROAD DEPT.: Mr. Layne said he had nothing specific to discuss at this time.

ZONING DEPT.: Mr. Dickinson asked if the appointments to the Zoning Boards could be delayed until the next regular meeting.

FIRE-RESCUE DEPARTMENT - LEVY: Chief Frazier reported that the last operating levy for the Fire-Rescue Department was passed twelve years ago and expenses have been rising over the years. Mr. Studen said a .75 mill levy was necessary to maintain the present service. There have been no increases in the last eleven years and he is hoping the voters understand. Mr. Mueller said when the expenses are projected out over the next few years there are negative numbers. Mr. Campbell asked if the ambulance billing could be increased. Chief Frazier said Medicare and the insurance companies set the rate they will pay. *Mr. Mueller moved to adopt Resolution Number 2007-18: A Resolution Declaring It Necessary to levy A Tax in Excess of the Ten Mill Limitation for a continuing period. For the purpose of providing and maintaining fire apparatus, appliances, buildings, or site therefore, or sources of water supply and materials therefore, or the establishment and maintenance of lines of fire alarm telegraph or the payment of permanent, part-time, or volunteer firefighters or*

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firefighting companies to operate the same, including, the payment of the firefighters employers' contribution required under section 742.34 of the Revised Code, or the purchase of ambulance equipment, or the provision of ambulance, paramedic or other emergency medical services operated by a fire department or firefighting company; pursuant to ORC 5705.19 (I). This would be a levy in the amount of 0.075 mills. Mr. Studen seconded the motion and it passed unanimously.

FISCAL OFFICER - TEMPORARY APPROPRIATIONS: *Mr. Studen moved to adopt Resolution Number 2007-16: the Temporary Township Annual Appropriation Resolution for the fiscal year ending December 31, 2008, as recommended by the Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.*

ACCEPTING TAX RATE: *Mr. Studen moved that the Board of Trustees approve the Amended Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and County Auditor per Resolution 2007-20. Mr. Mueller seconded the motion and it passed unanimously.*

COMMENTS WERE TAKEN FROM THE PUBLIC

TOWNSHIP PERSONNEL POLICY - AMENDMENT OF SECTION 6.2: *Mr. Dickinson explained that Section 6.2 of the Township Personnel Policy needed some clearer language. Vacation time can be accumulated up to 240 hours. The Department Heads have the option of buying the vacation time if the employee is needed. Some employees who have gone over the 240 hours are being given some time to use up the time. If the time is not used the time will be lost. Mr. Mueller moved to amend Section 6.2 of the Township Personnel Policy. Mr. Studen seconded the motion and it passed unanimously.*

HEALTH INSURANCE: *Mr. Dickinson explained that the following resolutions needed to be passed because a new Township Trustee has been elected. **Insurance Resolution:** Mr. Mueller made the motion to approve Resolution 2007-19 which is a resolution: That whereas it is the intent of the Russell Township Board of Trustees to fulfill the obligations imposed upon it under Section 505.60 of the Ohio Revised Code. Now, therefore, be it resolved by the Board of Trustees of Russell Township, Geauga County, Ohio, that elected Township officers and their immediate dependents shall be included in the township paid health, group life, vision and dental insurance, effective January 1, 2008. Mr. Studen seconded the motion and it passed unanimously.*

Mr. Studen made a motion to approve that any Township officer or full-time employee who elects not to participate in the Township's health care plan, the Township will reimburse the officer or full-time employee for each out-of-pocket premium that the officer or employee incurs for insurance policies as provided in section 505.601 of the Revised Code. This payment will not exceed an amount equal to the average premium paid by the Township for officers and employees under policies it procures effective January 1, 2008. Mr. Mueller seconded the motion and it passed unanimously.

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LEASE RENEWALS: Two tenants rent area in the Administration Building. The rents have not been raised for a number of years, because the market for commercial real estate property is not in high demand and the tenants have been good. The Board of Trustees felt since it had been five years since the last increase there should be a modest increase. **CRAUN & ASSOCIATES:** *Mr. Studen made the motion that the lease with Craun and Associates, for space at 8501 Kinsman Road be renewed at \$1463 per month until December 31, 2008. Mr. Mueller seconded the motion and it passed unanimously.*

THE NORAMAR COMPANY: *Mr. Studen made the motion that the lease with The Noramar Company, for space at 8501 Kinsman Road be renewed at \$870 per month until December 31, 2008. Mr. Mueller seconded the motion and it passed unanimously.*

REGULAR MEETING SCHEDULE 2008: A tentative meeting schedule was presented for the Board of Trustees' approval. *Mr. Mueller moved to approve the Trustees' 2008 regular meeting schedule as presented in a draft form. Mr. Studen seconded the motion and it passed unanimously.*

POLICE STATION: Chief Carroll presented proposals for the phone system, the video system and the final finish and equipment.

The first part of the proposal was for shelving/storage items. This proposal had four items with two options. Chief Carroll recommended that the proposal be accepted from Central Business Group for a total \$7,947. This is a state contract price. A second part of this proposal was for Furniture and Storage for \$69,637.02. This was at State of Ohio Contract pricing and included installation. Chief Carroll recommended that this purchase be made from O M Workspace. *Mr. Mueller moved to approve the purchase of the fixtures, furniture and equipment (FF&E) for the new Police Station from O M Workspace and Central Business Group in the amount of \$77,584.02, as recommended by the Police Chief. Mr. Studen seconded the motion and it passed unanimously.*

The second proposal was for a phone system. Chief Carroll said he was looking for a simple, but functional system at the least expense. The system he was recommending was Samsung equipment and was upgradeable. The vendor he was recommending was Lucas Computing. Mr. Dickinson asked that this proposal be tabled until the next regular meeting, as he wanted to look over the proposal more closely.

The third proposal was for video and audio equipment. This equipment would be located in the three interview rooms, the lobby, the booking room and the parking lots. The equipment would be motion activated. The Chief recommended the quote from Rebman Systems. This price was State of Ohio contract price and the company has a good reputation. *Mr. Mueller moved to approve the purchase of the video system for the new Police Station from Rebman Systems in the amount of \$33,564, as recommended by the Police Chief. Mr. Studen seconded the motion and it passed unanimously.*

ANNOUNCEMENTS: The next regular Trustees' meeting will be held on Wednesday, December 19, 2007.

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RESOLUTION OF APPRECIATION: Mr. Mueller made and Mr. Dickinson seconded a motion to pass a Resolution of Appreciation to Greg Studen for his many years of service to Russell Township Mr. Studen thanked everyone for their help over the years.

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

The meeting moved in executive session at 9:07 p.m. with Gene Layne, and Melissa Palmer in attendance.

Upon the motion of Mr. Mueller and seconded by Mr. Studen, the meeting reconvened into regular session at 9:50 p.m.

PROMOTION: *Mr. Studen made the motion that Jim Koller be promoted from a 2B worker in the Road Department to a 2A worker at the two-year experience level as recommended by the Road Department Superintendent. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to hire Melissa Palmer as a part-time administrative secretary at the starting rate on the compensation schedule effective immediately. Mr. Studen seconded the motion. The vote was Mr. Studen abstain, Mr. Mueller yes and Mr. Dickinson yes.

PURCHASE ORDERS: were approved for:

Number	Purpose	Amount
234-2007	Portable Pulse Oximetry Units	\$ 975.00
235-2007	Low Level Strainer for 4321	
	Wheel Chock for 4321	1,140.85
236-2007	Services for Site Police Station	1,500.00
237-2007	Change Orders Police Station	10,205.00
238-2007	Rubbish pick up	75.00
239-2007	Drive Tires For 4336	2,376.00
240-2007	Janitorial Service	346.50
241-2007	Tablet Computer Tough book	2,600.00

Bills were approved as presented and drawn for same.

Upon the motion of Mr. Studen and seconded by Mr. Mueller the meeting was adjourned at 9:55 p.m.

Respectfully submitted,

James Dickinson, Chairman

Gerri Heck, Fiscal Officer