

RUSSELL FIRE-RESCUE STATION

DECEMBER 15, 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 and Zoning Department Head Mr. Machnics.

The Pledge was said.

REGULAR TRUSTEES MEETING MINUTES: *Ms. Port made the motion to accept the minutes of the Regular Meeting held on December 1, 2010, as presented. Mr. Dickinson seconded the motion and it passed unanimously.*

MONTHLY REPORTS: *Mr. Dickinson made the motion to accept the November, 2010 monthly departmental reports from the Police and Road departments. 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 Fire, Maintenance, & Zoning departments. Ms. Port seconded the motion and it passed unanimously.*

FISCAL OFFICER - AMENDED RATE RESOLUTION: This amended rate resolution must be made since the Police Levy was passed by the voters in November. When it is signed the Fiscal Officer, Gerri Heck, will send it to the County Budget Commission. *Mr. Dickinson moved to adopt the Amended Rate Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor, as recommended by the Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.*

FISCAL OFFICER - TEMPORARY APPROPRIATIONS: Temporary Appropriations are based on the Certificate given to the Township by the Budget Commission in August. The resolution identifies how funds will be used until the final balances are available in March. The blue sheets provided by Mrs. Heck are for the Trustees reference. The blue sheets are not required and do not go to the Budget Commission. Mrs. Heck answered questions from the Trustees about categories and appropriations. Mrs. Heck will look into how to handle any future NOPEC grant money. *Mr. Dickinson moved to adopt the Temporary Township Annual Appropriation Resolution for the fiscal year ending December 31, 2011, as recommended by the Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.*

TRANSFER: FIRE & RESCUE FUND: A transfer of funds is necessary in the Fire and Rescue Ambulance Fees Fund in order to pay Great Lakes Billing, the company that collects the ambulance ride fees. The transfer is from the Salaries line item so it requires the approval of the Trustees. *Ms. Port made the motion to transfer \$2,000.00 from Fire and Rescue, Ambulance and EMS Services Fund 2281-230-160-0000 Salaries to Fire and Rescue, Ambulance and EMS Services Fund 2281-230-599-0000 Other Expenses. Mr. Mueller seconded the motion and it passed unanimously.*

COMMENTS WERE TAKEN FROM THE PUBLIC

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ELECTRONIC FILE TRANSFERS & ACCESS TO ACCOUNTS: Ms. Port expressed dissatisfaction with the online banking features available to the Township. She can review the ledger but must click on each individual check to see the image. It was also slow loading on her computer. In the future she is interested in eliminating extra printouts of checks and warrants. But, she doesn't see that the current online banking system helps her as a Trustee. Mr. Mueller is concerned about hacking. He would like routine bills paid electronically to reduce paperwork. He envisions reviewing the checks issued and the account balances online. Mr. Dickinson would like a demonstration. Mrs. Heck indicated that the Trustees expressed interest in online banking. Mrs. Heck suggests continuing with the reports and statements as is done currently. Ms. Port wants a policy and procedure developed for this issue.

BUS GARAGE: Mr. Dickinson reviewed the history of the Bus Garage property. He said that he spoke with Mr. McDade, the Interim Operations Manager for the West Geauga School District. Mr. McDade explained to Mr. Dickinson that the independent attorney hired by the School Board merged documents which caused changes to be made in the lease language that was originally prepared by Mr. Dickinson and approved by the Trustees. Mr. Dickinson identified significant changes in definitions and remediation language in the lease signed and dated November 22nd by Mr. William Beers. Mr. McDade explained that the changes and deletions were not intended by him or by Dr. Deringer. Mr. McDade will review the lease again. Mr. Dickinson will provide the same lease approved by the Trustees with the expiration date of March 31, 2011. Mr. Dickinson continues to express concern over liability. He expects West Geauga Board of Education to pay for the Phase II and remediation. Ms. Port suggested that the bus garage lease will need to be extended even past March 31st as the roof is not on the building yet. The lease prepared by Mr. Dickinson will be voted upon at the next Trustees meeting.

TIME-WARNER LATE FEE: Mr. Dickinson reviewed the recent discussion with Time-Warner over the franchise fee check paid to the Township. Usually the franchise fee is received in February. This year the check which exceeded \$43,000.00 was not received until November. The Trustees are interested in receiving the late fee to which they feel entitled. The late fee is identified as 12% or the maximum allowed by law. The Trustees consulted with Sheila Salem of the Geauga County Prosecutor's office. *Mr. Dickinson made the motion to hire the law firm of Walter & Haverfeld, LLP for a sum not to exceed \$2,000.00 to represent the Township in dealings with Time-Warner regarding late franchise fee payments and the installation of dark fiber to the Township buildings. Ms. Port seconded the motion and it passed unanimously.*

ZONING DEPARTMENT: Mr. Machnics reported that the activity in the Zoning Department is positive. He requested that the Trustees consider approving alternates for the Zoning Commission and Board of Zoning Appeals. He said that alternate members would expedite the resolution of issues

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especially on the Board of Zoning Appeals. Alternate members could train so that they have the experience and background necessary to sit on the Board. Sheila Salem was consulted on the topic of alternates. She highly recommends alternates for the BZA. She does not recommend them particularly for the Zoning Commission as alternate members are frequently frustrated by not doing anything or voting.

ENERGY AUDIT: Ms. Port met with Ryan Kopko who sent a quote to perform the energy audit. He can identify energy savings and help with the grant. He has software to track monthly utility bills. The cost of the audit is reimbursable from the grant. The Town Hall, Road Department, Maintenance Building, and Administration Building are the primary focus of the audit. Lighting needs to be change out in some buildings. The Police Chief is said to be concerned that his air conditioning is expensive in the summer, while his heat is very cheap in the winter. Ms. Port said that Briar Hill Church will likely not have the boiler and HVAC replaced. She said that her research indicates that it is better to keep the building cold. Mr. Mueller indicated that he expected to focus the grant money on the Town Hall windows and roof which are not insulated. Ms. Port is interested in programmable thermostats and phone applications that can check on thermostats. The quote is for a comprehensive study. She says not every building will need something. Mr. Dickinson expects that the Police and Fire buildings which are so new will be energy efficient. He sees more energy savings potential in the Road, Maintenance, and Administration buildings. Mr. Dickinson suggested that for the sum of approximately \$4,800.00 the audit could be performed on all of the buildings. *Mr. Dickinson made the motion to hire One Stop Energy Services to perform an energy audit as specified in quote number Q10-02-2011 for \$4,875.00. Ms. Port seconded the motion and it passed unanimously.*

ROAD TRUCK TAKE-HOME REQUEST: Ms. Port questioned the request by Mr. Layne to take home a Road Department vehicle during the winter months. Mr. Mueller felt the request was appropriate and that Mr. Layne should be allowed to do so. Mrs. Heck was concerned about granting this request. Ms. Port wanted to know what other Townships do and what their policies are if they allow it. Sheila Salem indicated that issues arise over limiting personal use, liability, insurance coverage, and gasoline use. This issue will be tabled until Mr. Layne can report on the matter.

BOARD OF ZONING APPEALS RESIGNATION: *Mr. Mueller made the motion to accept the resignation of Mr. Justin Madden from the Board of Zoning Appeals effective January 15th, 2011. Mr. Dickinson seconded the motion and it passed unanimously.*

APPOINTMENT TO THE ZONING COMMISSION: *Ms. Port made the motion that Justin Madden begin his appointed term on the Zoning Commission commencing January 16, 2011 and concluding December 31, 2015. Mr. Dickinson seconded the motion and it passed unanimously.*

BOARD OF ZONING APPEALS RESIGNATION: *Mr. Dickinson made the motion to accept with regret the resignation of Dr. Edith Lerner from the Board of Zoning Appeals effective January*

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15th, 2011. Mr. Mueller seconded the motion and it passed unanimously.

VOLUNTEER FIRE FIGHTERS' DEPENDENTS FUND:

Mr. Dickinson made the motion to appoint Ms. Port and Mr. Mueller as the Township Trustee representatives to the Volunteer Fire Fighters' Dependents Fund for 2011. Mr. Mueller seconded the motion and it passed unanimously.

ANNOUNCEMENTS: The next regular Trustees' meeting will be held at 7:00 p.m., Wednesday, January 5th, in the Russell Township Fire-Rescue Department.

The Road Department Holiday Collection for needy families in Geauga County runs through December 20th. 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
191-2010	Replace broken key pad	\$ 650.00
192-2010	Ambulance billing service	\$ 575.61
193-2010	Gas & diesel	\$ 316.03
194-2010	December trash removal	\$ 357.33
195-2010	NFPA annual dues	\$ 150.00

Bills were approved as presented and drawn for same.

EXECUTIVE SESSION: Mr. Dickinson made the motion to move into executive session for a discussion with an attorney, pursuant to O.R.C. 121.22(G)(3). Mr. Mueller seconded the motion and it passed unanimously. The meeting moved into executive session at 8:25 p.m.

Mr. Dickinson made the motion to move into regular session. Ms. Port seconded the motion and it passed unanimously. The meeting moved back into regular session at 8:35 p.m.

Upon the motion of Mr. Dickinson and seconded by Ms. Port the meeting adjourned at 8:36 p.m.

James Mueller, Chairman

Gerri Heck, Fiscal Officer

Recorded by: M. Palmer