

RUSSELL FIRE-RESCUE STATION

February 5, 2014

Mr. Madden called the meeting to order at 4:30 PM. Trustees Jim Mueller and Gary Gabram were present. The following Department Heads were present: Police Chief Tim Carroll, Fire Chief John Frazier, and Zoning Inspector Ric Machnics. Road Superintendent Gene Layne was excused due to weather conditions. Also present was Fiscal Officer Charles Walder.

**FIRE DEPARTMENT:** Chief Frazier reported that there is a slight increase in fire calls. He reported that the Fire Department received an estimated \$500,000 in grants and about \$500,000 of revenue from ambulance billing. Chief Frazier also stated that the Fire Department is currently stable on staffing; however, the Fire Department is in need of a part-time administrative worker. Mr. Frazier would like to interview people and will have the job write-up for posting in the near future.

**Chief Frazier recently received the Chief Fire Officer Recognition and will be attending the ceremony in Dallas this summer.**

**ZONING DEPARTMENT:** Mr. Machnics stated that there is nothing to report at this time other than several people inquiring about Board of Zoning Appeals issues.

**POLICE DEPARTMENT:** Chief Carroll reported that the Police Department received a new software system. Mr. Madden reported that the County Prosecutor praised the Police Department for its effort on the recent murder case on Cloveridge Rd.

**POLICE VEHICLE PURCHASE:** Chief Carroll recommended the purchase a new Police Vehicle per his retention schedule. Mr. Walder reported that due to skipping previous year vehicle purchases, maintenance costs have increased. Money has been allocated for a new vehicle purchase in the 2014 appropriations. This was hinged on the police levy passing. *Mr. Gabram moved to approve the purchase of a 2014 Ford Crown Victoria/Police Interceptor (CVPI) vehicle for an amount of \$27,530.91 from Liberty Ford of Solon, Ohio less a trade-in of \$2,000.00 for the 2007 Ford CVPI for a final cost of \$25,530.91 as recommended by the Police Chief. Mr. Mueller seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT:** The Road Department recently received a \$250,000 grant for the Hemlock Point Road resurfacing project. The Township is responsible for a \$50,000 match towards the project. Thanks go out to Mr. Madden, Mr. Layne, County Engineer Joe Cattell, and Deputy Engineers Stone, Gorris, and Hajjar.

**RESURFACING OF LARKSPUR LANE - RESOLUTION:** *Mr. Mueller made the motion to approve Resolution 2014-5, a Resolution of Convenience and Necessity for the Improvement of Larkspur Lane (TR 154), which authorizes the Geauga County Engineer to prepare engineering plans for the improvement of Larkspur Lane in Russell Township. Mr. Gabram seconded the motion and it passed unanimously.*

RUSSELL FIRE-RESCUE STATION

February 5, 2014

**MILEAGE CERTIFICATION:** *Mr. Gabram made the motion to certify that Russell Township, as of December 31, 2013, was responsible for maintaining 55.41 miles of public roads. Mr. Mueller seconded the motion and it passed unanimously.*

**ANNUAL REPORTS:** *Mr. Gabram made the motion to acknowledge receipt of the 2013 annual departmental reports from the Fire, Police, Road/Maint, & Zoning departments. Mr. Mueller seconded the motion and it passed unanimously.*

**FISCAL OFFICER'S REPORT:** *Mr. Walder reported that Jennifer Dorka was hired as a part-time administrative assistant, reporting to the Fiscal Officer.*

The next Geauga Township Association (GTA) quarterly meeting will be held April 9<sup>th</sup> in Russell Township. Location, catering, and speaker are to be decided by Russell Township. One proposed location is the Fire Station.

Mr. Walder reported that he would like to obtain credit cards for use by the dept. heads. Currently, a credit card is kept at the Fiscal Office and is signed out and in by employee users for each purchase. *Mr. Gabram made the motion to authorize Fiscal Officer Charles Walder to obtain Russell Township credit cards for the use of the township department heads according to Russell Township policies and procedures. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Walder reported that he applied for 4 grants from the Ohio EPA for the Township Recycling Center. The grants cover an outreach and educational program, curbside recycling, litter prevention, and drop-off recycling.

**FISCAL OFFICER'S PERMANENT APPROPRIATIONS:** *Mr. Mueller made the motion to adopt Resolution 2014-04: the Permanent Township Annual Appropriations for the fiscal year ending December 31, 2014. Mr. Gabram seconded the motion and it passed unanimously.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED AND ACCEPTED.**

**RECYCLING CENTER:** *Mr. Mueller stated that the recycling center needs to be worked on this year. He proposed that an 8 inch double reinforced concrete pad be put down to reduce damage from the recycling bins and the hauling trucks. Mr. Walder suggested that a plan to fix up the recycling center be implemented once the status of the EPA grants is known.*

**OPPOSITION TO SEWAGE TREATMENT REGULATIONS:** *Mr. Mueller made the motion to adopt Resolution 2014-3: Opposing Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules. Mr. Gabram seconded the motion and it passed unanimously.*

**HOUSE NUMBERS ASSIGNED TO CO. AUDITOR:** *Mr. Gabram made the motion to adopt Resolution 2014-6: Authorizing the Geauga County Auditor to Assign House Numbers and Street Addresses within Russell Township. Mr. Mueller seconded the motion and it passed unanimously.*

RUSSELL FIRE-RESCUE STATION

February 5, 2014

**REQUEST FOR USE OF TOWN HALL:** *Mr. Gabram made the motion to grant permission for the Geauga County Recorders Office & Probate Court to use the Town Hall on June 3<sup>rd</sup> & 5<sup>th</sup>, 2014 from 6:30 PM - 8:30 PM for the Good Deeds Project, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

*Mr. Gabram made the motion to wave the fee for the Geauga County Recorder's Office use of the Town Hall. Mr. Mueller seconded the motion and it passed unanimously.*

**MEETING TIME CHANGE:** *Mr. Madden proposed that the meeting times be changed on a 3 month probationary period to reduce departmental overtime. The first meetings of the month, normally at 4:30 PM, will be held at 1:00 PM; the second meetings of the month, normally held at 7:00 PM will be held at 5:30 PM.*

*Mr. Gabram made the motion to approve the time change, on a 3-month temporary basis, with the intent to reduce departmental overtime for the first meeting of the month from 4:30 PM to 1:00 PM and the second meeting of the month from 7:00 PM to 5:30 PM. Mr. Mueller seconded the motion and it passed unanimously.*

**PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.**

**ANNOUNCEMENTS:** *The next regular Trustees' meeting will be held at 5:30 PM, Wednesday, February 19, in the Russell Township Fire-Rescue Department.*

*Technical remodeling assistance and low interest loans are now available through the Heritage Home Program. Owner occupied homes that are 50 years old or older in Russell Township are eligible. Call 216-426-3116 or email [HHP@HeritageHomeProgram.org](mailto:HHP@HeritageHomeProgram.org) for more information.*

*Mr. Mueller made the motion to adjourn. Mr. Gabram seconded the motion and it passed unanimously.*

*The meeting was adjourned at 5:34 PM.*

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: B. Milite