

RECORD OF PROCEEDINGS

Minutes TOWNSHIP TRUSTEES

REGULAR SESSION

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held RUSSELL FIRE-RESCUE STATION

May 1, 2013 20

Chairman James Dickinson called the meeting to order at 4:30 P.M. Trustees Justin Madden and James Mueller were present. Fiscal Officer Chuck Walder was present. The following department heads were also present: Police Chief Tim Carroll, Chief John Frazier, Mr. Layne, Mr. Gallagher, and Mr. Machnics.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on April 17, 2013, as presented. Mr. Madden seconded the motion and it passed unanimously.*

NORTHWOOD DAM UPDATE: The Chagrin River Watershed Partners had previously requested that Russell Township apply for a 319 grant that would help fund the removal of an inoperable dam on Northwood Drive. The township would only be an accommodator and act as the fiscal agent but would have no financial obligation for the grant or liability for the project. The 40 percent financial match that the grant requires may be met after the owner places a conservation easement on the property. The Township is not involved in the financing and no tax dollars will be used in this project. Chagrin River Watershed Partners were given the approval to continue to get the application together.

FIRST ENERGY: Three representatives from First Energy, Doug Hogan, Andy Liedel, and Kate Bloss, came to address the use of herbicides and an aerial saw in preventative maintenance for power line obstruction by brush and vegetation. Mr. Hogan, Manager of External Affairs, explained that First Energy was in receipt of the letter written by the Township Trustees dated February 25th that requested First Energy use the absolute minimum amount of herbicide as possible on Township property. Mr. Madden asked what type of herbicide products would be used and if they were similar to the brand Round Up. Ms. Bloss stated that the herbicide that they will use depends on brush density, but any that will be used in the Township will be acceptable for aquatic use. Mr. Mueller asked what the half-life of the herbicides used were. Ms. Bloss stated that some of the herbicides had 30 day effectiveness but could not give an exact answer. She said she understood the Township's concern as she was aware that Russell Township residents used wells as primary sources of water. Ms. Bloss stated that if brush density is low, the company uses an ultra-low volume application of herbicide. Ann McHugh, resident of Pine Hollow Drive, asked why the company could not cut down some of the smaller vegetation, such as that left on her property. Mr. Liedel said that the vegetation she was referring to, such as Sassafrass, was a root sucker. If this vegetation were cut down, multiples would grow in its place; therefore, the use of herbicide to control the growth would be more effective. Mr. Mueller suggested that First Energy should put together a "white paper" that outlines exactly what procedures and chemicals the company is using so that residents could stay informed and aware. Mr. Liedel stated that none of the herbicides First Energy currently uses requires masks or protective equipment. Mr. Hogan explained that aside from herbicide use, First Energy would also be using a helicopter with a

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saw attached to trim trees. Ms. Bloss stated that this aerial saw will side prune. Mr. Dickinson requested that the Township be notified before the sawing takes place in order to notify residents.

RUSSELL HISTORICAL SOCIETY: The Russell Historical Society's representative Jeanne Shroeder explained that Tony Paskevich agreed to do the architecture for the Russell School Memorial Arch pro-bono. Mr. Mueller stated that we had spent money to take down and reconstruct the school's faceplate to memorialize the thousands of graduates over the years. Mr. Al Klauss, Paskevich's representative, said that the plans would include a small park or seating area. Ms. Schroeder stated that the Historical Society would be selling inscribed memorial bricks to raise funds. The location suggested by the Historical Society is the North East corner lot on 306 where the BP Gas Station used to be. Mr. Dickinson said that nothing mentioned sounded like it would violate the purchase agreement from BP of the corner lot and would therefore be an acceptable location. Mr. Klauss estimated the project to cost \$31,000 for actual materials and construction plus \$6,000 for landscaping. Mr. Machnics said that the area would have to be resurveyed and a zoning permit would have to be issued to follow proper procedure. Mr. Gallagher stated that the arch would brighten the corner and could be added to their maintenance list. Mr. Madden questioned where people should park to visit the arch. Mr. Dickinson stated that a driveway was currently in place and could be kept in place for parking. Approval was given to the Historical Society to proceed with planning of the arch without commitment of any funds from the Township.

DEPARTMENTAL DISCUSSIONS:

FIRE DEPARTMENT: The 800 MHz radio system for the Fire Department was brought on-line ten days ago. Some minor glitches were fixed and the system is fully operational.

Mr. Frazier has received a FEMA inquiry. He had applied for a grant to purchase a new EKG Monitor that would replace an old one. New monitors are estimated to cost \$35,000.

Mr. Frazier had reviewed Mr. Mihalisin's letter to Annette Scott. He stated that the letter summed up the Fire Department's take on it and was much more straightforward than the last communication. *Mr. Frazier was excused at 5:33 P.M.*

ZONING DEPARTMENT: Mr. Machnics stated that the Zoning Department had seen an increase in activity as they usually do this time of year.

Ms. Scott was contacted about her property and the Zoning Department has received no further communication from her since she had sent a letter stating she intended to employ a new crew. Mr. Machnics stated that she needed a permit for any reconstruction that takes place and that she has current zoning violations that must be taken care of. *Mr. Machnics*

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was excused at 5:38 P.M.

POLICE DEPARTMENT: The new police car is in. The new car has an LED flasher bar, all wheel drive, and more horsepower than the older cars.

Police Chief Tim Carroll reported that the Westwood Elementary crisis drill on April 9th went very well. The children were quick to learn the procedure. Chief Carroll also reported that at the School Safety Meeting, the school stated it wants to revamp its safety procedures and safety precautions.

Police Chief Carroll reported that 66 pounds of prescription drugs from the drop box at the police station were turned in to the DEA for proper disposal.

Police Chief Carroll reported that he had also put in a grant for police vests.

ROAD DEPARTMENT: Mr. Layne reported on the Geauga County Engineer's Resource Rental Program, stating that it was a good back up plan in case any of the Township's equipment was to break down.

Mr. Madden made the motion, at the recommendation of the Road Department Superintendent, to approve Resolution 2013-11, A Resolution to participate in the Geauga County Engineer Resource Rental Program and authorizing Gene Layne and Charles Walder to request rental resources on behalf of the Township. Mr. Mueller seconded the motion and it passed unanimously.

MAINTENANCE DEPARTMENT: Mr. Gallagher reported that the Maintenance Department is preparing for the Memorial Day Observation. He also reported that both the shredding and recycling days will be coming up and are done at the Township's recycling center.

FISCAL OFFICER'S REPORT: Mr. Mueller made the motion to approve Resolution 2013-12 authorizing the following transfer of funds: \$10,000 from Machinery, Equipment, and Furniture Administration Equipment, line item 1000-760-740-000- to Contracted Services Road Maintenance, line item 1000-330-360-0000. Mr. Madden seconded the motion and it passed unanimously.

Mr. Madden made the motion that the project entitled Asphalt Resurfacing of Various Roads in Russell Township be awarded to Ronyak Paving of Burton, Ohio for a sum of \$664,890.00 as recommended by the Geauga County Engineer and Mr. Layne. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Walder reported that he met with the liability insurance representative, Cathy Gonzalez, from O.T.A.R.M.A. He addressed the following items the Township needs to comply with: hours have to be posted at the cemetery per Ohio law,

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all contracted services should sign a "hold harmless" agreement and provide certificate of liability naming the Township, a citizen complaint form and procedure should be established, and all Town Hall use should also have a "hold harmless" agreement. Furthermore, the Police Department officers should receive Hepatitis B vaccinations as well as conduct annual driver's refresher course, which Police Chief Carroll stated is already being done. Mr. Walder reported that the highest dollar lawsuits come from sexual harassment; The highest volume lawsuits come from roads and signs. O.T.A.R.M.A. suggested that the Road Department utilize monthly drive by reports for inspecting Township roads and signs, all departments should implement walk-around inspections of vehicles daily, and all departments should have annual record checks of driver's licenses. Mr. Layne reported that these procedures are already being followed in the Road Department. Mr. Walder reported that the Township will take action in following the procedures that are not currently being executed. Mr. Walder also requested a copy of each departments asset lists to compare to the list O.T.A.R.M.A. currently has.

Mr. Walder reported on the Dam Safety Meeting he attended on April 30, 2013. He stated that the information he gathered from the meeting suggested that the Belle Vernon Dam is currently not classified but should be re-inspected by ODNR due to houses being built in its downstream path. He reported that it may be reclassified by sending a formal request to the Ohio Department of Natural Resources. Mr. Walder also stated that he would like Mr. Layne to estimate the cost of damage to the Township culvert and road if the dam were to fail.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

COMPENSATION SCHEDULE REVISION: Mr. Dickinson reported that Melissa Palmer's role and job description has changed considerably since she was hired and is reflected in the following resolution:

Mr. Mueller made the motion to approve Melissa Palmer's transfer from Administrative Secretary to Assistant to the Trustees with her current longevity and at the pay rate as published on the revised Township Compensation Schedule. Mr. Madden seconded the motion and it passed unanimously.

BUDGET WORKSHOPS: The budget workshops for each department head will be scheduled for June 3rd and 4th from 9 A.M. to 11 A.M. and on June 5th from 2 P.M. to 4 P.M.

REQUEST FOR USE OF TOWN HALL: *Mr. Mueller made the motion to grant permission for the Hackamore Woods Homeowners Association to use the Town Hall on May 22, 2013 from 7 P.M. to 8:30 P.M. subject to Township rules and regulations. Mr. Madden seconded the motion and it passed unanimously.*

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ANNOUNCEMENTS:

The next regular Trustees' meeting will be held at 7 P.M., Wednesday, May 15, in the Russell Township Fire-Rescue Department.

Document Shredding will be held at the Russell Township Recycling Center May 11 from 9 A.M. to noon.

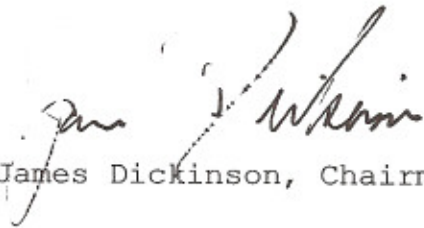
Scrap Tire Collection will be held at Russell Township Recycling Center on May 18 from 9 A.M. to noon. No business or commercial drop-off. Limit of 8 tires. **Must be off rim.**

Household Hazardous Waste Collection by GTSWMD will be held May 18, from 9 A.M. to noon at 12665 Merritt Rd. **No electronics accepted.**

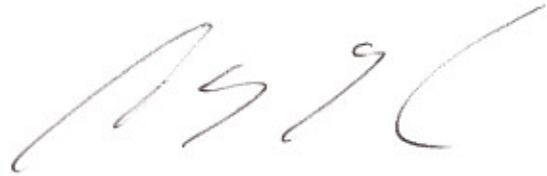
The Memorial Observance will be held at Briar Hill and Riverview on May 19, from 3 to 5 P.M.

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

The meeting was adjourned at 6:15 P.M.



James Dickinson, Chairman



Charles Walder, Fiscal Officer

Recorded by: B. Milite