

RUSSELL FIRE-RESCUE STATION

JANUARY 9, 2013

The Township Fiscal Officer called the meeting to order at 4:30 p.m. Trustees Jim Dickinson, Jim Mueller, and Justin Madden were present. Police Chief Carroll was present. Fire Chief Frazier arrived at 4:40 p.m.

REORGANIZATION: Mrs. Gerri Heck, Township Fiscal Officer, asked for nominations for Chairman for the year 2013. Mr. Mueller nominated Mr. Jim Dickinson for Chairman of the Russell Township Board of Trustees for the year 2013. Mr. Madden seconded the motion. A vote was held and the motion passed unanimously.

Mr. Mueller nominated Mr. Madden for Vice-Chairman of the Russell Township Board of Trustees for the year 2012. Mr. Dickinson seconded the motion. A vote was held and the motion passed unanimously.

REGULAR TRUSTEES MEETING MINUTES: Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on December 19, 2012, as presented. Mr. Madden seconded the motion and it passed unanimously.

QUARTERLY REPORTS: Mr. Madden made the motion to acknowledge receipt of the 4th Quarter 2012 departmental reports from the Fire, Police, Maintenance, Road, and Zoning departments. Mr. Mueller seconded the motion and it passed unanimously.

HEALTH INSURANCE: Mrs. Heck reported that the health insurance is expected to increase approximately 4.61%. Two family health forms must be turned in before a final package can be put together for the Township. Mr. Sean Sprouse will attend the next meeting of the Board on January 16th to finalize the health insurance plan.

ASSISTANT TO FISCAL OFFICER: Mr. Walder reported that the vacant position had been posted and published. There were 21 applicants. An initial screening of the applicants is underway. Interviews of a select few will be underway next week.

FISCAL OFFICE CONSULTANT: Mr. Walder approached the Trustees at the last meeting about the possibility of hiring Mrs. Heck to assist him in the transition. Mr. Walder feels that \$25 per hour is a bargain for someone with her experience. Her hours will decline over time. One task that she will perform is to work on the records retention. Records must be either kept or purged and some documents should be put into electronic format. Mr. Mueller and Mr. Madden favor the idea as mistakes can be costly. Mr. Dickinson identified this idea as fair to the Township and fair to Mrs. Heck. It is mutual and she can provide services to the Township as an independent contractor. Mr. Walder will call Ms. Sheila Salem, County Prosecutor's Office, for her review of the decision. Mr. Mueller made the motion that, per the request of Mr. Charles Walder, it is advisable and necessary to hire Mrs. Gerri Heck as a part-time temporary consultant at the rate of \$25.00 per hour and with a maximum compensation of \$5,000.00, for the purpose of assisting the new Deputy Fiscal Officer to learn his duties and responsibilities in a transition. Mr. Madden seconded the motion and it passed unanimously.

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RESOLUTION - TAX ADVANCE REQUEST: Mr. Dickinson read the Resolution aloud. Mr. Mueller made the motion to approve Resolution 2013-1, a Resolution Requesting the Advance of Taxes Collected. Mr. Madden seconded the motion and it passed unanimously.

COMMENTS WERE TAKEN FROM THE PUBLIC

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL: Mr. Madden made the motion to appoint Mr. Mueller as the Township representative to the Health District Advisory Council. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Mueller made the motion to appoint Mr. Madden as the alternate Township representative to the Health District Advisory Council. Mr. Madden seconded the motion and it passed unanimously.

WEST GEAUGA DISTRICT COMMUNICATIONS COMMITTEE: Mr. Mueller made the motion to appoint Mr. Madden as the Township representative to the West Geauga District Communications Committee. Mr. Madden seconded the motion and it passed unanimously.

CHAGRIN RIVER WATERSHED PARTNERS: Mr. Mueller made the motion to appoint Mr. Madden as the Township representative to the Chagrin River Watershed Partners. Mr. Madden seconded the motion and it passed unanimously.

Mr. Mueller made the motion to appoint Mr. Dickinson as the alternate Township representative to the Chagrin River Watershed Partners. Mr. Madden seconded the motion and it passed unanimously.

STORM WATER MANAGEMENT PROGRAM: Mr. Madden made the motion to appoint Mr. Dickinson as the Township representative to the Storm Water Management Program. Mr. Madden seconded the motion and it passed unanimously.

HAZMAT COUNCIL OF GOVERNMENTS: Mr. Madden made the motion to appoint Mr. Mueller as the Trustee representative to the HAZMAT Council of Governments. Mr. Mueller seconded the motion and it passed unanimously.

OHIO TOWNSHIP ASSOCIATION: Mr. Mueller made the motion to approve reasonable and necessary expenses for Mr. Walder & Mr. Madden to attend the Ohio Township Association convention January 30 - February 2, 2013 in Columbus. Mr. Madden seconded the motion and it passed unanimously.

CHAGRIN VALLEY INTERGOVERNMENTAL COUNCIL: Mr. Mueller made the motion to appoint Mr. Dickinson as Trustee representative to the CVIGC. Mr. Madden seconded the motion and it passed unanimously.

REQUEST FOR USE OF TOWN HALL: Mr. Mueller made the motion to grant permission for the Geauga County Court & Registrar's

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Office to use the Town Hall on June 25 & 27, 2013 from 7 pm - 10 pm, subject to Township rules and regulations. Mr. Madden seconded the motion and it passed unanimously.

REQUEST FOR USE OF TOWN HALL: *Mr. Madden made the motion to grant permission for the Hemlock Hills Homeowner's Association to use the Town Hall on the third Sunday of each month, 2013 from 6:45 - 8:30 pm, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWN HALL: *Mr. Mueller made the motion to grant permission for the Hackamore Woods Homeowner's Association to use the Town Hall on February 6, 2013 from 6:30 - 8:30 pm, subject to Township rules and regulations. Mr. Madden seconded the motion and it passed unanimously.*

ANNOUNCEMENTS: The next regular Trustees' meeting will be held at 7:00 p.m., Wednesday, January 16th, in the Russell Township Fire-Rescue Department. The County Commissioners will hold a public meeting at the Town Hall on January 31st at 7 p.m. to discuss the SR 87/SR 306 sewer project.

PURCHASE ORDERS: were approved for:

Number	Purpose	Amount
195-2012	Gas & Diesel Dec	\$ 1,337.46
196-2012	Water & Cooler rent	25.60
197-2012	Road Uniform allowances	3,160.00
198-2012	Gas & Diesel	3,000.00
199-2012	Gas & Diesel	75.00
200-2012	Ambulance Billing Service	110.00
201-2012	Employee/Employer Retirement Contrib	17,257.20
202-2012	Gas & Diesel	40.00
1-2013	Electricity	24,500.00
2-2013	Street Lighting	7,000.00
3-2013	Natural Gas	20,500.00
4-2013	Phone Service	21,000.00
5-2013	Cell phone service	4,190.00
6-2013	Pager service	775.00
7-2013	Payroll service	6,000.00
8-2013	Gas & Diesel	93,500.00
9-2013	Water & Cooler charges	1,270.00
10-2013	Ambulance billing	12,000.00
11-2013	Sewer charges	1,440.00
12-2013	BWC TPA Services	5,800.00
13-2013	Reimburse medical ins. Premium	90.00
14-2013	Cold patch	400.00
15-2013	Uniform rental	3,700.00
16-2013	Matt service	2,600.00
17-2013	Janitorial service	2,000.00
18-2013	Quarterly pest control	360.00
19-2013	Serv/maint Water Service, Admin/TH	1,200.00
20-2013	Alarm monitoring service	1,800.00
21-2013	Annual generator inspection	1,000.00
22-2013	Paper shredding day	375.00
23-2013	Cardboard recycling	4,000.00
24-2013	Mobile data terminal server use	500.00
25-2013	Service for MDT service/TAC system	3,500.00
26-2013	Accurint service	360.00

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27-2013 VEG annual dues	7,000.00
28-2013 Air time for Mobile Data Terminal	1,968.00
29-2013 Night vision pocketscope lease	300.00
30-2013 Yearly dues MidAtlantic Great Lakes Org	400.00
31-2013 Inspect & repair cots & stairchair	770.00
32-2013 Web domain hosting/DSL internet	580.00
33-2013 Trash removal service	4,635.36
34-2013 Water & rental chg	800.00

Bills were approved as presented and drawn for same.

Upon the motion of Mr. Mueller and seconded by Mr. Madden the meeting adjourned at 5:12 p.m.

James Dickinson, Chairman

Gerri Heck, Fiscal Officer
Recorded by: M. Palmer