

RUSSELL FIRE-RESCUE STATION

JANUARY 8, 2014

Fiscal Officer Chuck Walder called the meeting to order at 4:30 PM. Trustees Gary Gabram, Justin Madden, and Jim Mueller 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.

ORGANIZATION: *Mr. Mueller nominated Mr. Madden for Chairman of the Russell Township Board of Trustees for the year 2014. Mr. Gabram seconded and it passed unanimously.*

Mr. Mueller nominated Mr. Gabram for Vice-Chairman of the Russell Township Board of Trustees for the year 2014. Mr. Madden seconded and it passed unanimously.

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Regular Meeting held on December 18, 2013, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

FIRE DEPARTMENT: The Fire Department has submitted the 4th Quarter Report; Chief Frazier suggested that the Trustees discuss the report at the next meeting.

Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the generous donation to the Fire Department from R.W. Donahey for \$250.00. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Mueller made the motion to approve the use of the \$250.00 donation at the discretion of the Fire Chief. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the generous donation to the Fire Department from Mrs. Peg Hetrick for \$50.00. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Mueller made the motion to approve the use of the \$50.00 donation at the discretion of the Fire Chief. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the generous donation to the Fire Department from Christina Livers for \$50.00. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Mueller made the motion to approve the use of the \$50.00 donation at the discretion of the Fire Chief. Mr. Gabram seconded the motion and it passed unanimously.

Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the generous donation to the Fire Department from Gurmit Lotey for \$150.00. Mr. Gabram seconded the motion and it passed unanimously.

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Mr. Mueller made the motion to approve the use of the \$150.00 donation at the discretion of the Fire Chief. Mr. Gabram seconded the motion and it passed unanimously.

HAZMAT COG PROXY: *Mr. Mueller made the motion to authorize Chief Frazier to carry a letter of proxy to the HAZMAT COG meetings in the event that a Trustee is not in attendance. Mr. Gabram seconded the motion and it passed unanimously.*

ROAD DEPARTMENT: A letter was received from the county indicating that the last 300 feet of Stillwater Drive is undedicated. Therefore, Stillwater will be taken off the Road Resurfacing Project list for 2014 and the situation will be investigated.

SEWER AND EASEMENT UPDATE: *Mr. Mueller made the motion to accept, certify, and dedicate the Sanitary Sewer Line Easement and Plat dated December 25, 2013, at the recommendation of Gerry Morgan, Department of Water Resources. Mr. Gabram seconded the motion and it passed unanimously.*

GEAUGA-TRUMBULL SOLID WASTE MANAGEMENT DISTRICT: Mr. Walder and Mr. Gabram attended the GTSWMD meeting regarding the upcoming change in the contract. The new contract indicated that both paper and cardboard would be included in the recycling pickup. The Township currently uses another company to recycle paper and cardboard that generates revenue; GTSWMD does not pay for recyclables. The Township received a new contract that would allow the Township to continue to use the separate carrier for paper and cardboard while continuing to use GTSWMD for plastics and other recyclables. Mr. Walder reported that along with the new contract, there were some recent issues with GTSWMD as they switched carriers for their recycling, resulting in the previous carrier's drivers quitting and the dumpsters not being picked up. Mr. Walder reported that the bins have finally been dumped and that GTSWMD will pick up the bins 3 times a week; if the dumpsters continue to be at capacity, 2 more bins may be asked for.

Mr. Gabram made the motion to approve the amended single stream drop off recycling program contract with Geauga Trumbull Solid Waste Management District, received on December 31, 2013, in effect from January 1, 2014 through December 31, 2016. Mr. Mueller seconded the motion and it passed unanimously.

ZONING DEPARTMENT: Mr. Machnics reported that the Zoning Department is quiet as it always is during the holidays.

POLICE DEPARTMENT: The 4th Quarter Police Report has been received.

Mr. Gabram made the motion based on the Fiscal Officer's recommendation to accept the generous donation to the Police Department from the Donahey family for \$250.00. Mr. Mueller

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seconded the motion and it passed unanimously.

Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, to approve the use of the \$250.00 donation at the discretion of the Police Chief. Mr. Madden seconded the motion and it passed unanimously.

Mr. Gabram made the motion to accept the generous donation to the Police Department from Andrew & Rebecca Peko for \$50.00. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Gabram made the motion to approve the use of the \$50.00 donation at the discretion of the Police Chief. Mr. Madden seconded the motion and it passed unanimously.

Mr. Gabram made the motion, based on the Fiscal Officer's recommendation, to accept the generous donation to the Police Department from Elen Palmieri Kastelic for \$20.00 and stuffed animals. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Gabram made the motion to approve the use of the \$20.00 donation and stuffed animals at the discretion of the Police Chief. Mr. Madden seconded the motion and it passed unanimously.

RESOLUTION 2014-1: *Mr. Mueller made the motion to pass Resolution 2014-1: A Resolution of Celebration on the occasion of Chief Timothy Carroll's Twenty-fifth Anniversary of employment with Russell Township. Mr. Gabram seconded the motion and it passed unanimously.*

FISCAL OFFICER'S REPORT: Mr. Walder reported that the Township currently uses ADP for payroll services. However, with the change in health care laws, he started investigating new payroll companies that would help ease the administrative load of the new health care reporting requirements as well as increase functionality and ease of use of payroll functions. Mr. Walder recently met with Paycor who offers a payroll and human resources function that would help improve time tracking for employees, reduce paper usage, and user-friendly software to learn as well as help keep the Township compliant with the Affordable Care Act requirements. Paycor representatives Mike Hughes and Dona Canaan discussed the advantages of Paycor to the Township, including easier software to use than ADP, a secure cloud based system, and an HR component specifically created to help Russell Township maintain compliance with the ACA.

THERE WERE NO COMMENTS FROM THE PUBLIC.

HERITAGE HOME PROGRAM: The Heritage Home Program contract was sent to the County Prosecutor's Office for review.

SCOTT PROPERTY: The demolition permit has been posted. The contractor applied for an EPA authorization which includes a

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10 day waiting period. There was no hazardous material found in the structure, reducing the cost for the Township. After the waiting period, the house will be cleaned out and demolition will begin.

RESIGNATION: *Mr. Mueller made the motion to accept with regret the resignation of Susan Baker from the employ of the Township, effective January 31, 2014. Mr. Gabram seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWN HALL: *Mr. Gabram 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, 2014 from 6:30 - 8:30 PM, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

GAS VENDOR-RYAN BOUCHER: *Mr. Walder extended thanks to Ryan Boucher from H.P. Technologies, Inc. who brokered 7 of the Township's properties for natural gas in 2013, resulting in considerable savings for the Township. He works with over 40 suppliers in the U.S. and is able to obtain fixed or variable rates, based on the client's needs and usage.*

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

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

Mr. Mueller made the motion to appoint Mr. Gabram 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. Mueller made the motion to appoint Mr. Gabram as the Township representative to the Storm Water Management Program. Mr. Madden seconded the motion and it passed unanimously.*

HAZMAT COUNCIL OF GOVERNMENTS: *Mr. Gabram made the motion to appoint Mr. Mueller as the Trustee representative to the HAZMAT Council of Governments. Mr. Madden seconded the*

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motion and it passed unanimously.

CHAGRIN VALLEY INTERGOVERNMENTAL COUNCIL: *Mr. Gabram made the motion to appoint Mr. Mueller as the Township representative for the CVIGC. Mr. Madden seconded the motion and it passed unanimously.*

OPBA: *Mr. Mueller made the motion to appoint Mr. Gabram as the Township representative for the OPBA Management committee. Mr. Madden seconded the motion and it passed unanimously.*

ANNOUNCEMENTS: The next CTA meeting will be held January 29, 2014 at the Westwoods Nature Center. Reservations are due January 17.

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

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 5:43 PM.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: B. Milite