

Minutes: Russell Township Zoning Commission  
Russell Fire-Rescue Station  
December 11, 2013

Present: Richard E. Snyder, Chairman  
Bruce Murphy  
Donna Weiss Carson  
Ben Kotowski  
Tom Warren  
Diana Steffen, Secretary

The Chairman called the meeting to order at 8:20 p.m.

**MINUTES OF NOVEMBER 20, 2013** – *Mr. Murphy moved to accept the minutes as submitted, Mr. Kotowski seconded and the motion passed unanimously.*

**MICROSOFT SURFACE TABLETS** – The Township has recently acquired six tablets for the use of the Zoning Commission and secretary. Mr. Snyder said he has worked with his tablet and it is easy to set up. There is WiFi in the Fire Station but it is not yet available for the Commission to use during meetings. Mr. Snyder asked everyone to read and sign the Township's policy statement for the tablets. He said the Trustees have purchased them as a pilot cost savings project for the Township. There is expected to be savings in staff time and paper usage. Mr. Warren suggested the Commission establish email addresses to use for zoning work only.

Action Item: Mrs. Steffen will contact Chief Frazier to obtain the password for the WiFi. She will ask the Trustees' assistant to set up new email addresses using the Township mail servers.

**PROPOSED HOUSEHOLD SEWAGE TREATMENT SYSTEM RULES – REVISED** – Mr. Snyder received from Bob Weisdack a resolution for use by township trustees, but it arrived too late for the Russell Trustees to meet and consider it before the deadline. Mr. Weisdack also sent his comments on the second draft of the proposed rules. The Commission discussed the draft. Mr. Murphy mentioned that the authority for the new rules will be held by the Ohio Department of Health, but the responsibility for them will fall to the County Health Department, which is of concern to Mr. Weisdack. The Commission agreed to write a letter to support Mr. Weisdack's position on the draft, which will be sent via email to reach the Ohio Department of Health by tomorrow, December 12<sup>th</sup>, the deadline for comments. Mr. Warren composed a letter which was approved by the Commission.

*Mr. Murphy moved to approve sending this letter to the Ohio Department of Health, Ms. Weiss Carson seconded and the motion passed unanimously.*

Action Item: Mrs. Steffen will email the letter tomorrow.

(The email as sent is attached to these minutes.)

**GUIDE PLAN UPDATE DISCUSSION – Demographics**: Mr. Kotowski said he had issues with a software program and was unable to print out a draft of his work with the charts. He said that Bill Beers, outgoing president of the West Geauga School Board, has conducted research on the demographics of the school system, and has agreed to attend the next Zoning Commission meeting to present the results of his work. Mr. Snyder asked Mr. Kotowski to review the updated charts for interesting or meaningful data that may be of use to the Commission.

**Regional Relationships**: Mr. Snyder noted that Mary Samide, Geauga County Commissioner, has called N.O.A.C.A. to request that someone in that agency provide assistance to the Commission. He is waiting for a call back from N.O.A.C.A.

