

TOWN HALL

March 21, 2024

The meeting was called to order at 7:02 p.m. by chairperson Port. Trustees Rambo and Mueller were present. The Board Administrator Melissa Palmer was present.

The following Department Heads were present: Police Chief Tom Swaidner, Zoning Inspector Shane Wrench, and Asst. Fire Chief Nick Sambula

The Pledge of Allegiance was said.

**CLERK PRO TEM:** In the absence of a Fiscal Officer, Board of Trustees Chair Kristina Port appoints Jessica Ezzone to serve as clerk pro tem.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on March 7, 2024, as presented. Mr. Rambo seconded the motion and it passed unanimously.*

**ZONING RESOLUTION REVIEW: GUEST: BARRY ROGERS:** Mr. Wrench stated that the Zoning Commission has been working on the resolution rewrite. The Zoning Commission made it through the whole rewrite and the BZA has reviewed the resolution as well. Mr. Wrench introduced the Chair of the Zoning Commission, Barry Rogers. The Board and Mr. Rogers discussed the rewrite thoroughly and Mr. Rogers answered comments and questions from the Board. Mr. Rogers stated that he will make updates where needed and will send them to the Trustees for review again before any voting.

**BOARD OF ELECTIONS:** *Mr. Rambo made the motion to authorize Kristina Port to execute the Contract for November 5, 2024 Election Day Polling Location with the Geauga County Board of Elections. Mr. Mueller seconded the motion and it passed unanimously.*

**TOWN HALL USE:** *Mr. Rambo made the motion to grant permission for the Geauga County Board of Elections to use the Town Hall from 5:30 am – 9:00 pm, on November 5, 2024, subject to Township rules and regulations. Mr. Mueller seconded the motion and it passed unanimously.*

**GTSWMD DIG GRANT:** *Mr. Mueller made the motion to accept the Drop-off Improvement Grant Agreement, dated March 18, 2024, and to authorize Kristina Port to act as Russell Township's authorized signatory for the 2024 Drop-off Improvement Grant Agreement with Geauga Trumbull Solid Waste Management District. Mr. Rambo seconded the motion and it passed unanimously.*

**DINES ROAD UPDATE:** Mrs. Palmer stated that the County Engineer found some cost savings on the Dines Road project. Mrs. Palmer stated that a letter should be sent to Dines Road residents by the trustees informing residents of the project and why there is the need for safety improvements.

**POLICE COMPUTER PURCHASE:** Chief Swaidner stated one of his reserve items for next year is getting moved to this year, which is to replace their current desktop computer station. It was budgeted for and he was also seeking to use NOPEC funds towards this project, since the items do qualify. Trustees agreed to apply \$15,000 of NOPEC funds towards this project.

*Mr. Rambo made the motion to approve the Police Department's Desktop Computer Refresh 2024 Project, Quote #KO021959 v1, from Simvay Systems, for*

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*an amount of \$27,321.11. Mr. Mueller seconded the motion and it passed unanimously.*

**POLICE COMPUTER PURCHASE:** *Mr. Rambo made the motion to approve the Police Department's Desktop Computer Refresh 2024 Project, being paid by the NOPEC Energized Communities Grant in the amount of \$15,000 with the remainder being paid out of the Police Reserve Fund. Mr. Mueller seconded the motion and it passed unanimously.*

**RESOLUTION 2024-8: TRANSFER FUNDS:** *Mr. Mueller made the motion to approve Resolution 2024-8: a resolution to transfer funds in the amount of \$122,026.54 from the General Fund to the Road & Bridge Fund 2031. Mr. Rambo seconded the motion and it passed unanimously.*

**RESOLUTION 2024-9: SUSPEND ANNUAL TRANSFER:** *Mr. Rambo made the motion to approve Resolution 2024-9: a resolution to suspend the annual transfer of funds from the Road & Bridge Fund 2031 to Fund 4905 and Fund 4908, and to re-allocate the funds to "capital" to make them available for the 2024 township road paving project. Mr. Mueller seconded the motion and it passed unanimously.*

**BANK RECONCILIATION & FINANCIAL REPORTS:** *Mr. Mueller made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for February 2024, as submitted by Fiscal Officer Karen Walder. Mr. Rambo seconded the motion and it passed unanimously.*

#### **COMMENTS FROM THE PUBLIC WERE RECEIVED**

**PROPOSAL: WASTE MANAGEMENT:** *Mr. Mueller made the motion to authorize Kristina Port to act as Russell Township's authorized signatory for the Waste Management proposal dated February 15, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

**AV PROJECT: COMMUNITY BLDG: FUNDS:** *Mr. Mueller made the motion to approve the Audio/Video Proposals (#s 612, 614, 615, 618,640) presented by Just Add Tech, Inc., for Event Hall Video, Audio, and Livestreaming, and for Conference Room Audio and Video, for \$47,480.00, pending Geauga Co ADP's approval of the Bill of Materials. Mr. Rambo seconded the motion and it passed unanimously.*

**AUTHORIZED SIGNATORY:** *Mr. Rambo made the motion to authorize Matthew Rambo to act as Russell Township's authorized signatory for the Audio/Video Proposal from Just Add Tech, Inc. for Event Hall Video, Audio, and Livestreaming, and for Conference Room Audio and Video. Ms. Port seconded the motion and it passed unanimously.*

**INSPECTOR: COMMUNITY BUILDING:** *Mr. Rambo made the motion to approve the time & materials proposal for construction materials testing and special inspection services for the Community Meeting Building, per the estimate to Matthew Rambo, dated March 19, 2024, from Professional Service Industries, Inc., (PSI), for up to \$14,500.00, pending approval of the Geauga County Prosecutor. Mr. Mueller seconded the motion and it passed unanimously.*

**AUTHORIZED SIGNATORY:** *Mr. Rambo made the motion to authorize Matthew Rambo to act as Russell Township's authorized signatory for the time and materials proposal from Professional Service Industries, Inc, for testing and special*

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*inspection services for the Community Meeting Building. Ms. Port seconded the motion and it passed unanimously.*

**GEOTECH/SOILS:** Mr. Rambo stated that the contractor is running into soil issues and may have a 3<sup>rd</sup> party come out and test the soil.

**ADMIN BUILDING SECURITY CAMERAS:** *Mr. Rambo made the motion to approve the Geauga County ADP: Administration Building Security Camera Project, with the Quote No. S001585580, from MNJ Technologies Direct Inc., for \$36,860.00. Mr. Mueller seconded the motion and it passed unanimously.*

**TOWN HALL STUDY: SCOPE & PROPOSALS:** The Trustees agree to the scope of the work and for putting an ad out to get proposals for the Town Hall restoration study. The Trustees do not want to put the Town Hall restoration issue on the November 2024 ballot due to building the new Community building.

*Mr. Rambo made the motion to approve the purpose and scope of the Town Hall Study as identified in the email from Karen Walder on March 14, 2024 to the Trustees, and to advertise for proposals from interested parties to perform the Town Hall Study. Mr. Mueller seconded the motion and it passed unanimously.*

**SUPPLEMENTAL APPROPRIATION #2: RESOLUTION 2024-10:** *Mr. Mueller made the motion to adopt the Supplemental Township Annual Appropriation #2, Resolution 2024-10, to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2024, as recommended by the Fiscal Officer. Mr. Rambo seconded the motion and it passed unanimously.*

**GSWCD FINANCIAL SUPPORT:** *Mr. Mueller motion to express appreciation to Geauga Soil and Water Conservation District for the services and programs they provide in meeting the township's NPDES goals and to Russell Township residents, and to authorize a 2024 annual payment of \$3,000. Mr. Rambo seconded the motion and it passed unanimously.*

**MEMORIAL DAY:** *Mr. Rambo made the motion that the Board of Trustees, with the support of the Historical Society, hold the annual Memorial Day Observation on May 19, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

**EXECUTIVE SESSION:** *Mr. Rambo made the motion to move into executive session to discuss the employment and compensation of public employee pursuant to ORC 121.22 (G) (1). Mr. Mueller seconded the motion and it passed unanimously.*

The meeting moved into executive session at 9:10 pm.

*Mr. Mueller made the motion to return to regular session. Mr. Rambo seconded the motion and it passed unanimously.*

The meeting moved to regular session at 9:28 pm.

**VACATION BUYBACK:** *Mr. Mueller made the motion to accept the Memorandum of Understanding, signed on March 7, 2024 by local OPBA representative Mike McIvor, to approve payment for the equivalent of 140 hours of vacation for employee Vincent A. Valerio. Mr. Rambo seconded the motion and it passed*

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*unanimously.*

**HIRE PART-TIME:** *Mr. Mueller made the motion, based on the recommendation of Police Chief Tom Swaidner, to hire Matthew Less as a part-time police officer and constable with the Russell Township Police Department. The conditions of employment are as follows: The official starting date is April 1, 2024. A one-year probation period will begin on the official starting date. Pay scale will be at the three-year level per Salary Schedule 38. Equipment to be provided by the Russell Police Department as required pursuant to the agreement between Russell Township and the Ohio Patrolmen's Benevolent Association. Mr. Rambo seconded the motion and it passed unanimously.*

**HIRE PART-TIME:** *Mr. Rambo made the motion, based on the recommendation of Police Chief Tom Swaidner, to hire Evan Smythe as a part-time police officer and constable with the Russell Township Police Department. The conditions of employment are as follows: The official starting date is April 1, 2024. A one-year probation period will begin on the official starting date. Pay scale will be at the starting level per Salary Schedule 38. Equipment to be provided by the Russell Police Department as required pursuant to the agreement between Russell Township and the Ohio Patrolmen's Benevolent Association. Mr. Mueller seconded the motion and it passed unanimously.*

**RETIREMENT:** *Mr. Rambo motion to accept the retirement of Firefighter-Paramedic Laura Frazier from the employ of Russell Township effective May 1, 2024 with congratulations. Mr. Mueller seconded the motion and it passed unanimously.*

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

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

The meeting was adjourned at 9:30 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone