

RUSSELL TOWN HALL

January 21, 2025

The meeting was called to order at 10:00 a.m. Trustees Port and Mueller were present. The Fiscal Officer was also present.

The Pledge of Allegiance was said.

QUARTERLY REPORTS: *Ms. Port made the motion to accept the 4th Quarter 2024 departmental reports from Police, Fire, Road, Facilities, & Zoning. Mr. Mueller seconded the motion, and it passed.*

ACCEPT DONATION: *Ms. Port made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Junction Auto Sales Inc. of \$1,000.00 to the Fire Department. Mr. Mueller seconded the motion, and it passed.*

Ms. Port made the motion to approve the use of the \$1,000.00 donation to the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion, and it passed.

MOU TEMPORARY SNOWPLOW TRUCK LOAN: *Ms. Port made the motion to retroactively authorize the Chair, Kristina Port, to sign the Memorandum of Understanding between the Geauga County Engineer and the Russell Board of Trustees for the temporary loan of a snowplow truck for emergency snow & ice response from January 10, 2025, until January 31, 2025. Mr. Mueller seconded the motion, and it passed.*

MOU EMERGENCY SIGNATORY AUTHORIZATION: ANNUAL: *Ms. Port made the motion to authorize the Chair of the Board of Trustees to sign Memoranda of Understanding between the Geauga County Engineer and the Russell Board of Trustees in situations appropriate under the existing signed 2024-2025 Snow and Ice Control Agreement. Mr. Mueller seconded the motion, and it passed.*

FACILITIES: Ms. Port asked that everyone think of ideas for this year's Drop Off Improvement Grant (DIG Grant) and give those ideas to the Facilities Manager Shane Wrench. At this time his suggestion for the grant funding is to plant more trees around the recycling center.

THEN & NOW PO: STROLLO ADDITIONAL SERVICES: *Ms. Port made the motion, at the request of Fiscal Officer Karen Walder, to approve a Then and Now Purchase Order in the amount of \$7,852.50 for Strollo Architects based on the Additional Services Log for 10/21/24 - 12/31/24 submitted to Karen Walder in an email dated January 9, 2025. Mr. Mueller seconded the motion, and it passed.*

EXTENDING: STROLLO SERVICES: *Ms. Port made the motion to authorize Strollo Architects to provide additional services for the Community Room Project through February 28, 2025. Mr. Mueller seconded the motion, and it passed.*

ENCUMBRANCE: STROLLO SERVICES: *Ms. Port made the motion to authorize an encumbrance in the amount of \$10,000.00, for additional services by Strollo Architects for the Community Room Project through February 28, 2025. Mr. Mueller seconded the motion, and it passed.*

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ACM PAY REQUEST #10: *Ms. Port made the motion to approve Application #10 for Payment for the Community Meeting Building, invoice date January 13, 2025, in the amount of \$49,344.52 to ACM Construction Management LLC, as recommended by David Roose, Project Manager, Strollo Architects, in an email to Karen Walder dated January 13, 2025. Mr. Mueller seconded the motion, and it passed.*

ELECTED COMPENSATION: ANNUAL: *Mr. Mueller made the motion for the Trustees and Fiscal Officer to be compensated for their services using the salary method, consisting of equal monthly payments pursuant to stated amounts as authorized by the ORC, made solely from the General Fund, and with any adjustments to be made in the final pay for the year. Ms. Port seconded the motion, and it passed.*

FISCAL OFFICER: Mrs. Walder advised the Board that the township's HR legal counsel has a new option for a monthly subscription to webinars. Currently attending their webinars it's a fee of \$85 per person per webinar registration, the new subscription will be \$80 per month with unlimited attendees and webinars. Mrs. Walder asked the Board if they would be interested in this service, and they advised it would be beneficial for more employees in the township to be able to attend the training.

Mrs. Walder advised the Board that the amount for the 2025 NOPEC Energy Grant awarded to the township is \$13,295.00, and there is still some 2024 funding available. The Resolution and Grant Agreement for participation will be ready for the next Trustee meeting.

Mrs. Walder updated the Board on the 2024-year end closure, and that she will reach out to the Department Heads for them to review and update 2025 capital requests in ClearGov. Ms. Port asked if permanent appropriations will be ready by the second meeting in February, and Mrs. Walder advised that is the goal, however it depends on when the 2024 fiscal year is closed, and when the township receives the first Amended Certificate from the County Budget Commission.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

QUALIFIED POOL: PROFESSIONAL ARCHITECTS: *Ms. Port made the motion to accept Rob Morgan LLC into the pool of qualified professional landscape architects and design firms for use by Russell Township based on the Statements of Qualifications received in January 2025. Mr. Mueller seconded the motion, and it passed.*

CRWP MEMBERSHIP 2025: *Ms. Port made the motion to approve the 2025 membership dues expense of \$4,314.00 (2024 \$4,144.00) for the Chagrin River Watershed Partners, Inc. Mr. Mueller seconded the motion, and it passed.*

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Ms. Port advised that she sent an email to Mr. Wrench about leadership training through the GGP and that he will be looking into it and if he thinks it will be beneficial then he will be requesting funds for the yearly program.

COMMUNITY BUILDING: Ms. Port advised that the architect and the project manager should review the list of recent issues reported on the building.

Mrs. Walder advised that she has asked her assistant to review the venue rental agreement and add all the items that the board has decided on (like rental fees and hour minimums) to the agreement. She will then suggest any other items that need to be added for the Board to review. Mrs. Walder suggested that after that is completed, she sends the agreement to OTARMA for them to review and provide additional suggestions.

Ms. Port asked Mrs. Walder about the I.T. review that she attended and will ask all other departments who are not with ADP to conduct a review of the OTARMA I.T. recommendations and report back to the Board.

CLEANING SERVICE ESTIMATE: *Ms. Port made the motion to approve the estimate from Good Cleaning LLC of \$400.00 per month for weekly cleaning services in the Community Room/Building starting March 1, 2025, as described in the email from Karen Walder to the Trustees on January 9, 2025. Mr. Mueller seconded the motion, and it passed.*

Mrs. Walder asked the Board if they have considered where the Board of Elections will host polling locations for the May 6th and November 4th elections. The Board of Elections has sent over the request to use the Town Hall for both elections, and Mrs. Walder questioned if the Board should suggest the new Community Building. Ms. Port said the Board will consider this for the next meeting.

EXECUTIVE SESSION: *Ms. Port made the motion to move into executive session to discuss the employment and compensation of a public employee and the appointment of an elected official pursuant to ORC 121.22(G)(1). Mr. Mueller seconded the motion, and it passed.*

The meeting moved into executive session at 10:35 a.m.

There are two separate employment and appointment items for discussion in the executive session, and the following people were invited to attend.

Item #1: Jennifer Dorka and Karen Walder.

In at 10:35 a.m.; out at 10:36 a.m.

Item #2: No other attendees.

In at 10:36 a.m.; out at 10:49 a.m.

Ms. Port made the motion to return to regular session. Mr. Mueller seconded the motion, and it passed.

The meeting moved into regular session at 10:49 a.m.

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#1 VACATION BUYBACK: *Mr. Mueller made the motion to accept the Memorandum of Understanding, signed on January 5, 2025, by local OPBA representative Vince Valerio, to approve payment for the equivalent of 120 hours of vacation for employee Michael McIvor. Ms. Port seconded the motion, and it passed.*

The reporter in attendance asked if there was any agreement on an appointment for the replacement trustee in Mr. Rambo's seat, Mr. Mueller advised that the board is not in agreement on who to appoint so the decision will go to the Judge.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

Mr. Mueller made the motion to adjourn. Ms. Port seconded the motion, and it passed.

The meeting was adjourned at 10:53 a.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka