

RUSSELL TOWN HALL

October 18, 2024

The meeting was called to order at 2:00 p.m. Trustees Port, Rambo and Mueller were present. The Board Administrator and the Fiscal Officer were also present.

The Pledge of Allegiance was said.

The following Department Heads were present: Assistant Fire Chief Nick Sambula.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on September 25, 2024, as presented. Mr. Rambo seconded the motion and it passed unanimously.*

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on October 3, 2024, as presented. Mr. Rambo seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Mr. Mueller made the motion to accept the 3^d Quarter 2024 departmental reports from the Fire, Police, Road departments. Mr. Rambo seconded the motion and it passed unanimously.*

FIRE: Assistant Chief Sambula updated the Board on the timeline for the fire study, the next step is to have the group sessions, which the Board agreed to conduct after the holidays. Once the dates are decided there will be outreach to the community and boards for participants.

ROAD PROJECT: CHANGE ORDER APPROVAL: *Mr. Rambo made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 1 & Final to the Dines Road Project RW-0144-AB-2024, reflecting total adds of \$19,020.00 AND reflecting total deducts of \$30,255.00, for a revised Ronyak Paving Inc. Contract Value of \$900,590.00, based on the letter from the County Engineer's Office dated October 8, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

DINES ROAD: RONYAK PAYMENT APPROVAL: *Mr. Rambo made the motion to approve Pay Application No. 2 & Final for the Dines Road Project RW-0144-AB-2024 in the amount of \$67,247.50 to Ronyak Paving, Inc. as recommended by the Geauga County Engineer in the letter to the Board of Trustees dated October 8, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

FACILITIES: The Board acknowledged that they received the snow plowing quotes but want a recommendation from the facility manager.

2025 HEALTH CARE RENEWAL: *Mr. Mueller made the motion to accept the renewal document from Medical Mutual, dated October 10, 2024, locking the township in for a 24-month period at a 9.5% increase from our 2022-2024 premium rates, effective at 2025 renewal date, all Medical Mutual benefits remain the same. Ms. Port seconded the motion and it passed unanimously.*

EMPLOYEE CONTRIBUTION: *Mr. Mueller made the motion to continue the 15% employee contribution amount toward the 2025 benefits package. Mr. Rambo seconded the motion and it passed unanimously.*

RUSSELL TOWN HALL

October 18, 2024

HRA FUNDING 2025: *Mr. Rambo made the motion to approve the township funding of the HRA at the \$6,750/individual & 13,500/family level (Russell Township covering 100% of the deductible) for the year 2025. Mr. Mueller seconded the motion and it passed unanimously.*

INSURANCE: *Mr. Rambo made the motion to approve the following insurance benefits for Russell Township officials and full-time employees for the year 2025:*
Health Insurance – Medical Mutual HRA 6750
Life Insurance – Principal Financial
Dental – Principal Financial
Vision – Principal Financial
Mr. Mueller seconded the motion and it passed unanimously.

AUTHORIZATION FOR FO: *Mr. Mueller made the motion for the Fiscal Officer to act as signatory and executor for the Principal Financial Vision, Dental, and Life renewal agreements received October 2024. Mr. Rambo seconded the motion and it passed unanimously.*

STD/LTD: The Fiscal Officer updated the Board on availability of short- and long-term disability coverage. Trustee Port indicated that it was something that could be revisited next year.

OTA TOWNSHIP EDUCATION SUBSCRIPTION: *Mr. Mueller made the motion to authorize the renewal of an annual OTA Township Education Subscription for use by township active and affiliate members of the Ohio Township Association for unlimited webinars and webinar archive access in 2025 for the cost of \$250.00. Mr. Rambo 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 September 2024, as submitted by Fiscal Officer Karen Walder. Mr. Rambo seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED.

LAUREL SCHOOL SETTLEMENT AGREEMENT: *Mr. Mueller made the motion to approve the document entitled Settlement Agreement and Release, with Laurel School, dated October 18, 2024, pending approval as to form by the Geauga County Prosecutor. Mr. Rambo seconded the motion and it passed unanimously.*

RESOLUTION: LAUREL SCHOOL: *Mr. Rambo made the motion to adopt Resolution 2024-31, to Allocate Payments in Lieu of Taxes from Laurel School, as recommended by the Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.*

The Board discussed the option of returning tax money to the residents like they did the previous year due to the property tax increase. The Fiscal Officer reviewed the amounts and revaluation relief actions taken by the Board for the current tax year. The Board asked the Fiscal Officer to reach out to the County Auditor regarding a reduction of the 2016 Fire levy by one hundred thirty-six thousand dollars, and to prepare a Resolution for the next Trustee meeting. As was done in the current tax year, the intent is for the general fund to transfer that same amount to the Fire Department in 2025 budget so that the Department doesn't losing any revenue.

RUSSELL TOWN HALL

October 18, 2024

NOPEC PROXY: ASSIGN: *Mr. Mueller made the motion to appoint and designate Dr. William Koons as the Proxy for the 2024 Northeast Ohio Public Energy Council (NOPEC) annual general assembly meeting on November 12, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

LEADERSHIP GEAUGA EVENT SPONSORSHIP: *Mr. Rambo made the motion to authorize the expenditure of \$500.00 to support the Leadership Geauga Education Day activities scheduled for November 15, 2024, at the request of Jessica Ezzone. Mr. Mueller seconded the motion and it passed unanimously.*

COPIER SERVICE AGREEMENT: *Mr. Rambo made the motion to approve the Sales and Service Agreement with ComDoc, Inc., for the purchase of two AltaLink C8235 copiers for \$7,373.00 each, with Contract Rates set at \$.007 for Black & White, \$.05 for Color copies, per the proposal updated October 15, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Fiscal Officer Karen Walder to act as signatory for the ComDoc, Inc. copier Sales and Service Agreement via DocuSign. Ms. Port seconded the motion and it passed unanimously.*

HB 47: The Board discussed the new requirement for AEDs. The Assistant Fire Chief advised that to his understanding this will affect indoor recreation facilities. The Board was concerned about Bob Hall Field, and the Assistant Chief is concerned about having an AED there and it not being stolen from the field, since each AED is about three thousand dollars. Mr. Rambo will reach out to the APA for clarification on this House Bill.

COMMUNITY BUILDING: The Board updated the rental agreement to have resident and non-resident pricing. The Board will ask the Facility Manager to start looking into updating the sign in front of the Administration Building to include the Community Building.

LANDSCAPE PLAN: COMMUNITY BUILDING: The Board gave the Board Administrator the go ahead to start the process of finding a landscape architect to come up with a plan for the landscaping around the Community Building, which they hope to complete in the spring.

GRANT FUNDING: The Board discussed the remaining Capital Project Grant funding. The grant needs to be spent by June 2026; the Board would like to offer each department seventy-five thousand dollars to put toward a capital project. They ask that the department heads send the project to the board, and they can ask the Fiscal Officer to appropriate the funding in supplemental for this year or have the funding for budget year 2025. The Board would like to offer the Police Department the funding for the cruiser garage that is currently being quoted, and asked the Fiscal Officer to add those funds for the supplemental that she has planned for the next Trustees meeting.

EXECUTIVE SESSION: *Mr. Rambo made the motion to move into executive session to discuss the employment and compensation of a 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 3:40 p.m.

RUSSELL TOWN HALL

October 18, 2024

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

Item #1: Melissa Palmer, Nick Sambula, and Karen Walder.

In at 3:40pm; out at 3:41pm

Item #2: Melissa Palmer, Nick Sambula, and Karen Walder.

In at 3:41pm; out at 3:42pm

Item #3: Melissa Palmer and Karen Walder.

In at 3:43pm; out at 3:47pm

Item #4: Melissa Palmer and Karen Walder.

In at 3:47pm; out at 3:48pm

Item #5: Melissa Palmer and Karen Walder.

In at 3:48pm; out at 3:49pm

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

The meeting moved into regular session at 3:49 p.m.

FIRE-EMS RECRUIT APPOINTMENT: *Mr. Mueller made the motion to appoint Mr. Joseph David Saltenis to the position of Fire-EMS Recruit, effective October 19, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

FIRE HIRE: *Mr. Mueller made the motion to hire John "Jack" Argie as a part-time Firefighter/EMT at the beginning rate, per Salary Schedule 39, effective November 1, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

ROAD DEPARTMENT: RESIGNATION: *Mr. Mueller made the motion to accept the resignation of full-time Mechanic/Road Worker IIB Nick Lanzaretta from the employ of Russell Township, based on the letter addressed to Gene Layne, dated October 15, 2024, resignation effective October 28, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

Ms. Port offered to contact the Board of Zoning Appeals and Zoning Commission members whose terms expire soon regarding re-appointment.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 3:54 p.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka