

TOWN HALL

October 3, 2024

The meeting was called to order at 2:01 p.m. by Chairperson Port. Trustees Rambo and Mueller were present. The Board Administrator Melissa Palmer and Fiscal Officer Karen Walder were present.

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

The Pledge of Allegiance was said.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on September 19, 2024, as presented. Ms. Port seconded the motion, and it passed unanimously.*

QUARTERLY REPORTS: *Ms. Port made the motion to acknowledge receipt of the 3rd Quarter 2024 departmental reports from the Fire, Police, and Road departments. Mr. Mueller seconded the motion, and it passed unanimously.*

FIRE DEPARTMENT: Asst. Fire Chief Sambula stated that they have completed the second session of the internal portion of the strategic study and have established the mission statement, vision statement and core values. Will set up potential dates for the second portion of the strategic study involving elected officials, admin staff and the community. The goal is to have about 40 participants.

VALUATION OF PROPERTY: *Mr. Rambo made the motion, at the recommendation of the Police Chief, to set the value of the 2018 Ford Taurus Police Interceptor at \$5,650.00 based on two pieces of documentation, the Kelley Blue Book and the CARFAX Value, presented to the trustees by Police Chief Swaidner in an email dated September 26, 2024. Mr. Mueller seconded the motion, and it passed unanimously.*

GOV DEALS: DISPOSITION OF PROPERTY WITH A RESERVE : *Mr. Rambo made the motion, at the recommendation of the Police Chief, to dispose of the 2018 Ford Taurus Police Interceptor with the reserve value of \$5,650.00, as established by the Board of Trustees, as the item is not needed for public use, is obsolete, or is unfit for public use. Mr. Mueller seconded the motion, and it passed unanimously.*

DISPOSITION OF PROPERTY: POLICE: *Mr. Mueller made the motion to dispose of township property listed on the documents attached to the email from Police Chief Tom Swaidner to the trustees, dated September 26, 2024, as each item identified is not needed for public use, is obsolete, or is unfit for public use. Mr. Rambo seconded the motion, and it passed unanimously.*

POLICE GARAGE: STUDER ARCHITECTS: Chief Swaidner stated that he has been getting quotes and has come to a final project configuration which he provided to the Board. The next step is getting an architect to stamp the plans. Once the plans are back, Pole Barns Direct would come out with a contract for the Trustees to review and sign. He will work with Mr. Wrench to get permits as needed from Zoning and Building Department. Everything would be handled through Pole Barns Direct, except for electrical and site prep. No surveying needs to be done because it is a slab.

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Mr. Muller made the motion to accept the proposal for architectural services from Studer Architects, LLC for the Police Cruiser Garage, on an hourly rate basis of \$120 per hour, plus reimbursable expenses; total services will be provided for a maximum amount of \$2,400.00, proposal dated October 1, 2024, as approved by the County Prosecutor's Office. Mr. Rambo seconded the motion, and it passed unanimously.

AUTHORIZED SIGNATORY: *Mr. Mueller made the motion for Chief Swaidner to act as signatory and executor for the Studer proposal for architectural services for the Police Cruiser Garage. Mr. Rambo seconded the motion, and it passed unanimously.*

POLICE DEPT: Chief Swaidner gave a reminder that Coffee with a Cop is on Saturday, October 19 from 9:00 am – 11: 00 am.

ZONING DEPT: Mr. Wrench stated that there are 2 variances for the upcoming BZA meeting. Zoning Commission is in their process for completion of the Zoning Resolution. There are few outstanding violations that are ongoing. In the process of interviewing for a new Zoning Secretary. Mr. Wrench stated that he was able to attend the Geauga Growth Partner Manager training and stated it was excellent training.

OTA ZONING INSPECTOR'S GROUP MTG: *Ms. Port made the motion to approve reasonable & necessary expenses for Zoning Inspector Shane Wrench to attend the OTA Zoning Inspector's Group Meeting in Blacklick, Ohio on October 25, 2024. Mr. Mueller seconded the motion, and it passed unanimously.*

FACILITIES: Mr. Wrench stated that TRC is currently onsite installing the posts and setting concrete. Kobella will be onsite on Monday to do their fall service. Servisoft will be onsite on Tuesday to install the new water softener system. Mr. Wrench stated that he is waiting for snow plow proposals to come back. Mr. Wrench stated that Spectrum has installed conduit and fiber optic cable to the Administration Building, and conduit has been run from the community building to the Recycling area.

AMENDED: RESOLUTION 2024-30: *Mr. Rambo made the motion to adopt the Amended Resolution 2024-30 requesting the annual transfer of capital projects funds (Vehicles.) Mr. Mueller seconded the motion, and it passed unanimously.*

2025 HEALTH CARE RENEWAL: Mrs. Walder stated that we received an offer from our current provider, Medical Mutual, to continue our current benefits for 2 years with a 1 time 9.5% increase in premium. Starting January 1, 2025, premiums would 9.5% increase and would be held for 24 months. Stated that our benefits agent said it's pretty unusual and reflects well on the Township. Mrs. Walder recommends that the Trustees take this offer.

Mr. Rambo made the motion to accept the special renewal option from Medical Mutual locking the township in for a 24-month period at a 9.5% increase from our 2023 premium rates (all Medical Mutual benefits remain the same,) effective at 2025 renewal date. 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 Medical Mutual Health Care renewal documents. Mr. Rambo seconded the motion, and it passed unanimously.*

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Mrs. Walder stated that the Township has the opportunity to offer a voluntary short-term/long-term disability program. An employee can sign up for it and it would be a payroll deduction and would be no cost to the Township.

ONBOARDING: PAYCOR: AUTH FOR FO: Mrs. Walder stated that she sent the Board information a new pricing program that Paycor is offering, which includes our current services and provide us with potential savings on monthly payroll fees and would add on onboarding and Paycor HR. Mrs. Walder stated that this will be effective November 1st.

Mr. Mueller asked what onboarding was. Ms. Dorka stated that employees will input their tax information into the system. Mrs. Walder stated starting this month Paycor now providing direct deposit switch support through their mobile app. The current policy is if an employee wants to change their direct deposit they have to come in and see Ms. Dorka but now they can do it on their own. Ms. Port still recommends employees to verify with Ms. Dorka that they did update their bank information. Ms. Dorka stated that she will get an email notification that an employee has updated their profile.

Mr. Rambo made the motion to approve the addition of onboarding and other services identified in the Paycor Order for Services presented in the email from Karen Walder dated September 27, 2024, and to authorize the Fiscal Officer to act as signatory and executor to effect this change. Mr. Mueller seconded the motion, and it passed unanimously.

OTA ANNUAL TOWNSHIP EDUCATION SUBSCRIPTION RENEWAL: The Trustees tabled this until next meeting. Ms. Port stated that she would like to bring this topic up at the next GCTA meeting.

FISCAL OFFICE: Mrs. Walder stated that the Fiscal Office will be closed next Wednesday-Friday and if any department needs a credit card, to come over next Tuesday to sign it out for the week.

Mrs. Walder asked the Department Heads if an E-ZPass would be beneficial for them since it is a slight cost saving having one. Asst. Fire Chief Sambula said they would use it because guys go up to Bowling Green a couple times a year for training.

Mrs. Walder stated that if the Board desires to provide revaluation relief of inside millage for next year, the deadline is November 15th.

Mrs. Walder also updated the Board that ADP is ready to implement the phone system switch as soon as Windstream updates their end.

COMMENTS FROM THE PUBLIC WERE RECEIVED

TREE CITY USA PROGRAM: Need more information before applying.

ONEOHIO OPIOID REPORTING: Mrs. Walder stated that a report was due by September 30th about how we spent the money, but since the Township hasn't yet expended any funds, we don't need to do a report.

TEMPORAY CLOSURE OF ADMINISTRATIVE BUILDING: Administrative staff will be working at the Town Hall the week of October 14th. Mrs. Palmer stated that it's better to provide a place for residents to go for permit pickup and to see an employee of the Township.

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ADVERTISE FOR JOB CANDIDATES ON UNIVERSITY WEB PORTALS: Mrs. Palmer stated that to advertise on a digital portal, we would have to have an agreement approved by the APA. Every university has different portals so would need an agreement for each portal. Mrs. Palmer stated that she will look more into this and get back to them. Ms. Port stated she is in favor of doing this.

USE POLICY/AGREEMENT: The Trustees agree on \$60/hour with a minimum reservation of 4 hours. If they go over the time they said, it will be \$100/hour for overage.

SAMPLE POSITION DESCRIPTION: BUILDING ATTENDANT: Ms. Port stated she had a position description from Bainbridge Township for their Building Attendant but wasn't specific for our needs as a coordinator. Mr. Rambo asked how Munson Township handles reservations and Mrs. Palmer stated they do not have a person dedicated to this task. Mr. Rambo does not think the Township should add staffing for this. Ms. Port stated that she would like to bring this topic up at the next GCTA meeting.

EXECUTIVE SESSION: *Mr. Mueller 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) AND pursuant to ORC 121.22(G)(3) to discuss imminent court action with counsel. Mr. Rambo seconded the motion, and it passed unanimously.*

The meeting moved into executive session at 3:02 pm.

Issue #1: Zoning Secretary Interview: Trustees, Mr. Wrench & Barry Rogers

Issue #2: Laurel School: Trustees, Melissa Palmer, Karen Walder and Susan Wieland (Attorney for Board).

Issue #3: Vacation Buyback: Trustees, Melissa Palmer and Chief Swaidner

Issue #4: Fire Dept Resignation: Trustees and Melissa Palmer

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

The meeting moved to regular session at 4:38 pm.

LAUREL SCHOOL: *Mr. Rambo made the motion to authorize the Geauga County Prosecutor's Office to negotiate a claim against Laurel School based upon discussions held in Executive Session on October 3, 2024, and subject to the Board of Trustees ratification of the final settlement. Mr. Mueller seconded the motion, and it pass unanimously.*

VACATION BUYBACK: *Mr. Mueller made the motion to approve payment for the equivalent of 160 hours of vacation for Chief Thomas Swaidner. Mr. Rambo seconded the motion, and it passed unanimously.*

ACCEPT RESIGNATION: FIRE DEPARTMENT: *Mr. Rambo made the motion to accept the resignation of part-time Firefighter/Paramedic Mitchell Plunk from the employ of Russell Township, based on the letter addressed to Chief Frazier received by the Township Trustees on October 3, 2024, resignation effective October 3, 2024. Mr. Mueller seconded the motion, and it passed unanimously.*

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HIRE: ZONING SECRETARY: *Mr. Mueller made the motion to approve the part-time employment of Bonnie Guyer as Zoning Secretary, at the starting Clerical rate of \$21.13 per hour, per Township Salary Schedule 39, effective October 16, 2024, for approximately 20 hours per week, with a one year probationary period, pending the completion of all paperwork with the Fiscal Office, and pending satisfactory results of the FBI/BCI background check, pending acceptance of the offer by the candidate. Mr. Rambo seconded the motion, and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 4:41 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone