

RUSSELL TOWN HALL

November 21, 2024

The meeting was called to order at 7:00 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.

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

NOPEC: Mr. Ramos gave the Board a quick update on the NOPEC opt-in option for Russell Township residents if the Board accepts them. There were two public hearings held today by NOPEC and there was one resident who showed up to ask Mr. Ramos questions.

NOPEC OPT-IN RESOLUTION 2024-36: *Mr. Rambo made the motion to adopt Resolution 2024-36 authorizing all actions necessary to establish an Opt-In Natural Gas Program through NOPEC. Mr. Mueller seconded the motion, and it passed unanimously.*

NOPEC PLAN OF GOVERNANCE RESOLUTION 2024-37: *Mr. Rambo made the motion to adopt Resolution 2024-37 approving the Plan of Operation and Governance for the NOPEC Opt-In Gas Aggregation Program. Mr. Mueller seconded the motion, and it passed unanimously.*

TRENT METEER: HAZMAT SIGN, SPEED STUDY & MUFFLER NOISE: Mr. Meteer addressed the Board again about his issue with muffler noise from vehicles traveling down state route 87, and the issue he has with trucks driving through the community transporting hazardous waste. Ms. Port advised Mr. Meteer that the Board doesn't have control over the regulations on the state routes in the Township. She has also spoken with one trucking company that has assured her that they follow and pass all inspections for state regulations regarding their trucks. Ms. Port also noted that the state routes are designed to handle large trucks, unlike side streets, making the state routes safer for them to travel. The Board has repeatedly advised Mr. Meteer that they will not target a single trucking company. After much back and forth the Board will ask the Police Chief to request a speed study with ODOT but advised that this could also increase the speed limit on state routes 87 and 306 and not decrease them.

POLICE: DISPOSITION OF PROPERTY: *Mr. Rambo made the motion, at the recommendation of the Police Chief, to dispose of the property identified in a document entitled "Copier Disposal Request" emailed to the trustees on November 5, 2024, as the item is not needed for public use, is obsolete, or is unfit for public use.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.*

HOLIDAY LIGHTING: The Facility Manager submitted a quote this afternoon to the Board about the cost of holiday lighting. The Board and Fiscal Officer had questions, and the Facility Manager was not in attendance so they tabled the matter until they can get clarification on the scope of work for the quote.

TEMPORARY APPROPRIATIONS 2025: *Mr. Mueller made the motion to adopt Russell Township's Temporary Annual Appropriation Resolution 2024-34 for the fiscal year ending December 31, 2025, as recommended by the Fiscal Officer. Mr. Rambo seconded the motion, and it passed unanimously.*

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FISCAL OFFICER – AMENDED RATE RESOLUTION 2024-35: *Mr. Rambo made the motion to adopt the Amended Rate Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor, as recommended by the Fiscal Officer. 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 October 2024, as submitted by Fiscal Officer Karen Walder. Mr. Rambo seconded the motion, and it passed unanimously.*

The Fiscal Officer advised the Board that the Administration Buildings new copier has been delivered and set up, also the phone upgrades for the Administration Building have been completed. She noted the fourth quarter meeting with ADP had been scheduled and asked the Board to advise on any topics for discussion.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

TRUSTEE VACANCY: Mr. Mueller updated the Board that he has one candidate he has spoken to and that is Jim Dickinson. Ms. Port has spoken to Chris Hare and Charlie Butters about the position; however, Mr. Butters withdrew his name at the meeting. The Board also received a letter of interest from Gary Gabram.

COMMUNITY BUILDING: CHANGE ORDER #5: *Mr. Rambo made the motion to approve Change Order No. 5 to the Community Meeting Room Project:*

<i>Change Requests per Owner- Add</i>	<i>\$8,850.50</i>
<i>Allowance Dollars Applied - Applied</i>	<i>\$2,050.00</i>

resulting in a \$6,800.40 increase to the ACM Construction Management Contract Value to perform the action items identified in letters to Strollo Architect Project Manager David Roose, Change Order #5, dated November 12, 2024, for a new contract value of \$1,195,801.64; the new date of substantial completion will be January 31, 2025. Ms. Port seconded the motion, and it passed unanimously.

AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Trustee Matthew Rambo to sign Change Order #5 to the ACM Construction Management Contract, for the Community Meeting Building Project, on behalf of the Russell Township Board of Trustees, Change Order #5 dated November 12, 2024. Ms. Port seconded the motion, and it passed unanimously.*

COMMUNITY BUILDING: APPLICATION FOR PAYMENT #8: *Mr. Rambo made the motion to approve Application No. 8 for Payment for the Community Meeting Building, invoice date October 31, 2024, in the amount of \$229,44.31 to ACM Construction Management LLC, as recommended by David Roose, Project Manager, Strollo Architects, in an email to Melissa Palmer, dated November 7, 2024. Ms. Port seconded the motion, and it passed unanimously.*

WILLOWLEAF SIGN: *Mr. Rambo made the motion, at the request of Facilities Manager Shane Wrench, to approve the proposal for the 2 new HDU panel wood grain signs at the Administration Building, per estimate number 1359 from Willowleaf Studios, dated November 20, 2024, for an amount of \$1,795.00, pending revision to proposal. Mr. Mueller seconded the motion, and it passed unanimously.*

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ORGANIZATIONAL MEETING: The Board selected January 9, 2025, as the date for the first organizational 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 8:05 p.m.

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

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

Item #1: Melissa Palmer, Jen Dorka, and Karen Walder.

In at 8:07 pm; out at 8:08 pm

Item #2: Melissa Palmer, Jen Dorka, and Karen Walder.

In at 8:08 pm; out at 8:10 pm

Item #3: Melissa Palmer, Jen Dorka, and Karen Walder.

In at 8:10 pm; out at 8:16 pm

The meeting moved into regular session at 8:18 p.m.

RE-DO: 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, and due to a communication error: effective on November 1, 2024, not on October 16, 2024, as previously stated, for approximately 20 hours per week, with a one-year probationary period. Mr. Rambo seconded the motion, and it passed unanimously.*

ZONING COMMISSION: *Mr. Mueller made the motion to re-appoint Jim Dickinson to a full 5-year term on the Zoning Commission commencing January 1, 2025. Ms. Port seconded the motion, and it passed unanimously.*

FIRE HIRE: *Mr. Mueller motion to hire Laura Frazier as a part-time Firefighter/Paramedic with the Russell Township Fire Department at the beginning rate, per Salary Schedule 39, effective December 1, 2024. Mr. Rambo seconded the motion, and it passed.*

The vote: Mr. Mueller – Yes, Mr. Rambo – No, Ms. Port – Yes.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 8:19 p.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka