

RUSSELL TOWN HALL

December 18, 2024

The meeting was called to order at 7:00 p.m. Trustees Port and Rambo were present. The Board Administrator and the Fiscal Officer were also present.

The following Department Heads were present: Police Chief Tom Swaidner, Zoning Inspector Shane Wrench and Assistant Fire Chief Sam Brown.

Trustee Mueller was absent.

The Pledge of Allegiance was said.

MINUTES: *Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on December 5, 2024, as presented. Ms. Port seconded the motion, and it passed.*

POLICE DEPARTMENT: Chief Swaidner notified the board that the department received the AAA Platinum award for safety for the second year in a row. This is the highest award that the department may receive, and he thanked all his staff for their contribution.

The Police Chief updated the board that the materials for the Police Garage will be delivered on Monday, and the construction should start soon after.

CRUISER GARAGE PHASE 3: INTERIOR LINER/INSULATION: *Mr. Rambo made the motion to accept the contract dated December 10, 2024, for Phase 3 Interior Liner & Insulation for the Police Department Cruiser Garage, from Pole Barns Direct LLC, for the amount of \$9,546.74, as modified by the Geauga County Prosecutor's Office. Ms. Port seconded the motion, and it passed.*

POLE BARNs DIRECT: AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Kristina Port to act as signatory for the Pole Barns Direct LLC agreement for the Cruiser Garage project, phase III contract dated December 10, 2024. Ms. Port seconded the motion, and it passed.*

CRUISER GARAGE: PHASE II: CONCRETE: *Mr. Rambo made the motion to accept the estimate #944, dated December 6, 2024, for Phase II Concrete floor and apron for the Police Department Cruiser Garage, from Groundworx Construction LLC, for the amount of \$11,000.00. Ms. Port seconded the motion, and it passed.*

ACCEPT DONATION: *Mr. Rambo made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Robert Kovey & family via Pershing Co/BNY Mellon Trust of \$250.00 to the Police Department. Ms. Port seconded the motion, and it passed.*

Ms. Port made the motion to approve the use of the \$250.00 donation for the Police Department at the discretion of the Police Chief. Mr. Rambo seconded the motion, and it passed.

ACCEPT DONATION: *Mr. Rambo made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Mr. Anthony Paskevich of \$1,000.00 to the Police Department. Ms. Port seconded the motion, and it passed.*

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Ms. Port made the motion to approve the use of the \$1,000.00 donation for the Police Department at the discretion of the Police Chief Tom Swaidner. Mr. Rambo seconded the motion, and it passed.

ACCEPT DONATION: *Mr. Rambo made the motion, based on the Fiscal Officer's recommendation, to accept the donation from the Mr. Robert Donahey of \$250.00 to the Police Department. Ms. Port seconded the motion, and it passed.*

Ms. Port made the motion to approve the use of the \$250.00 donation for the Police Department at the discretion of the Police Chief Tom Swaidner. Mr. Rambo seconded the motion, and it passed.

FIRE DEPARTMENT: Assistant Chief Brown advised the Board that the Fire Department was able to get the house fire under control and stop major loss, but there was smoke damage. Assistant Chief Brown stressed that the department received much support from the surrounding departments, and there were no injuries during the fire.

ASM VENUE AGREEMENT: *Mr. Rambo made the motion to accept the venue agreement between the Russell Township Board of Trustees and ASM International, Inc., dated December 9, 2024, for use of the ASM venue for the Russell Fire Department Strategic Planning Sessions. Ms. Port seconded the motion, and it passed.*

AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to retroactively authorize Kristina Port to sign the ASM venue agreement, dated December 9, 2024. Ms. Port seconded the motion, and it passed.*

FIRE STUDY FOOD ALLOWANCE: *Mr. Rambo made the motion to approve the funds request for food and beverages for those involved with the Russell Fire Department Strategic Planning Sessions, sponsored by the township trustees, for an amount up to \$1,700.00. Ms. Port seconded the motion, and it passed.*

STRYKER: *Mr. Rambo made the motion, at the request of Chief Frazier, to approve the purchase agreement for equipment maintenance & repair plans from Stryker Corporation dated December 6, 2024, effective 1/1/2025 – 12/31/2027, Order Number 11032367, in the amount of \$31,203.00. Ms. Port seconded the motion, and it passed.*

AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Kristina Port to sign the Stryker purchase agreement for equipment maintenance & repair plans dated December 6, 2024. Ms. Port seconded the motion, and it passed.*

ZONING: Trustee Port asked the Zoning Inspector for a report on the webinar she asked him to join and the safety council luncheon. Mr. Wrench told the Board that the speaker at the Geauga Safety Council Lunch was from the BWC, and he spoke about all the different programs that the BWC offers.

HOT WATER TANK: The Board asked Mr. Wrench if he had replaced the hot water tank at the Administration building as it has not been working for over a week. Mr. Wrench asked the Board if he was able to order one if funds were available.

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Mr. Rambo made the motion to approve Mr. Wrench of purchasing a new hot water tank for the administration building based on the proposal dated 12/12/24 from Go Green Heating, Air Conditioning, IAQ, INC. for the amount of \$3,750.00. Ms. Port seconded the motion, and it passed.

RECYCLING CENTER: Mr. Wrench asked the board if he could close the recycling center on Christmas as the pickup day will be delayed for the holiday. The Board advised that he may close the recycling center if it is needed.

RECYCLING CENTER: DROP-OFF SITE AGREEMENT: *Mr. Rambo made the motion to approve the two-year right of entry and use of property agreement for the single-stream drop-off recycling program with Geauga-Trumbull Solid Waste Management District, in effect from January 1, 2025, through December 31, 2026, pending revision requested by the Geauga County Prosecutor. Ms. Port seconded the motion, and it passed.*

FISCAL OFFICER: The Fiscal Officer advised the Board that she watched the webinar about the Supreme Court ruling, and the township will have to discuss new policies regarding the township newsletter and public records.

Ms. Port asked Mrs. Walder if she would be ready to have the yearly records committee meeting in January, and Mrs. Walder said she would look into it.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

RESOLUTION OF APPRECIATION: BILL DOWNING: *Mr. Rambo made the motion to adopt Resolution 2024-40: A Resolution of appreciation for William (Bill) Downing upon his second retirement from the Russell Township Board of Zoning Appeals. Ms. Port seconded the motion, and it passed.*

CRWP HYFI COST SHARE AGREEMENT: RENEWAL: *Mr. Rambo made the motion to approve the 2025 renewal of the Cost Share Agreement with Chagrin River Watershed Partners for the HyFi Water Level Sensor Network for a cost of \$3,450.00 per the proposal dated December 16, 2024. Ms. Port seconded the motion, and it passed.*

AUTHORIZED SIGNATORY: HyFi: *Mr. Rambo made the motion to authorize Kristina Port to act as Russell Township's authorized signatory for the 2025 renewal of the Cost Share Agreement with Chagrin River Watershed Partners for the HyFi Water Level Sensor Network, dated December 16, 2024. Ms. Port seconded the motion, and it passed.*

OTARMA BOARD OF DIRECTORS BALLOT: *Mr. Rambo made the motion to approve:*

Scott M. Haws, Plain Twp, in Stark Co

Ronald J. Lumbrezer, Royalton Twp, in Fulton Co

as the two candidates nominated by the Russell Township Board of Trustees, to the OTARMA Board of Directors, term 2025 – 2029. Ms. Port seconded the motion, and it passed.

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2025 CONFERENCE ATTENDANCE: *Mr. Rambo made the motion to approve reasonable and necessary expenses, paid from the general fund, for up to 4 Police Officers to attend the Ohio Safety Congress and Expo, in Columbus, April 16-18, 2025. Ms. Port seconded the motion, and it passed.*

COMMUNITY BUILDING: APPLICATION FOR PAYMENT #9: *Mr. Rambo made the motion to approve Application No. 9 for Payment for the Community Meeting Building, invoice date December 9, 2024, in the amount of \$32,292.52 to ACM Construction Management LLC, as recommended by David Roose, Project Manager, Strollo Architects, in an email to Matthew Rambo, dated December 16, 2024. Ms. Port seconded the motion, and it passed.*

LIVE STREAMING: *Mr. Rambo made the motion to approve the livestreaming project in the Community Room from Just Add Tech with the purchase of encoder hardware for an amount of \$1,300.00, with the streaming support service to be purchased & enabled in 2025. Ms. Port seconded the motion, and it passed.*

THEN & NOW PO: STROLLO ADDITIONAL SERVICES: Fiscal Officer Karen Walder asked the Board to continue this matter as she has not had time to review the documents. Ms. Port asked Mrs. Walder to have the information ready for the next Trustee meeting on January 9, 2025.

RENTAL AGREEMENT: The Board agreed that they were both comfortable with the changes to the rental agreement that were made by the APA and can accept that as the current version of the rental agreement and will make changes to the agreements as necessary.

Mr. Rambo made the motion to approve the venue rental agreement as modified by the APA. Ms. Port seconded the motion, and it passed.

Ms. Port mentioned that she attended the meeting for Chagrin River Watershed Partners and the annual membership fee will increase by 4.1% and asked the Fiscal Officer to make sure that there were funds in temporary appropriations to cover this cost.

Ms. Port mentioned ESID and getting more of the homeowner's associations involved.

Ms. Port thanked Mr. Rambo for taking the lead on the Community Building and for all his work on the project.

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). Ms. Port seconded the motion, and it passed.*

The meeting moved into executive session at 8:10 p.m.

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

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

Item #1: Melissa Palmer and Sam Brown.

In at 8:10 pm; out at 8:17 pm

Item #2: Melissa Palmer and Sam Brown.

In at 8:17 pm; out at 8:28 pm

The meeting moved into regular session at 8:29 p.m.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 8:29 p.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka