

RUSSELL TOWN HALL

December 21, 2023

The meeting was called to order at 6:00pm. Trustees Rambo, Port and Mueller were present. The Board Administrator and the Fiscal Officer were also present.

The following Department Heads were present: Fire Chief John Frazier.

**MINUTES:** *Ms. Port made the motion to accept the minutes of the Regular Meeting held on December 7, 2023, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**MINUTES:** *Ms. Port made the motion to accept the minutes of the Special Meeting held on December 11, 2023, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**MINUTES:** *Ms. Port made the motion to accept the minutes of the Special Meeting held on December 14, 2023, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**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 unanimously.*

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

**ACCEPT DONATION:** *Ms. Port made the motion, based on the Fiscal Officer's recommendation, to accept the donation of \$300.00 for benefit of the Road Dept employees, from Robert Starrett of Munson Twp, who appreciates the Road Department staff's efforts taking care of the Russell Township cemeteries. Mr. Mueller seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to approve the use of the \$300.00 for the Road Department at the discretion of the Road Superintendent. Ms. Port seconded the motion and it passed unanimously.*

**REQUEST FOR USE OF TOWN HALL:** *Mr. Mueller made the motion to grant permission for Hemlock Hills HOA to use the Town Hall on the 2<sup>nd</sup> Sunday of every month in 2024, with one exception being a reservation for the third Sunday in May, from 6 pm – 10 pm, subject to Township rules and regulations, and subject to continued availability. Ms. Port seconded the motion and it passed unanimously.*

**GENERATOR:** *Mr. Mueller made the motion to approve the proposal from Portman Electric, of Chesterland, Ohio, for one three phase 25 Kw Generac Generator for \$25,900.00 & a disconnect, and with the Accessory Option Cold Weather Kit for an additional \$795.00, for a total cost of \$26,695.00, based on the proposal dated December 18, 2023. Ms. Port seconded the motion and it passed unanimously.*

**GENERATOR: AUTHORIZED SIGNATORY:** *Mr. Mueller made the motion to authorize Matthew Rambo to act as authorized signatory for the Portman Electric proposal dated December 18, 2023. Ms. Port seconded the motion and it passed unanimously.*

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**ACCEPT DONATION:** *Ms. Port made the motion, based on the Fiscal Officer's recommendation, to accept the donation from the Paskevich Family of \$500.00 to the Police Department. Mr. Mueller seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to approve the use of the \$500.00 donation for the Police Department at the discretion of the Police Chief Tom Swaidner. Ms. Port seconded the motion and it passed unanimously.*

**ACCEPT DONATION:** *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, to accept the donation of a \$150.00 gift card to Augie's Pizza from Debby and Mark Tower to the Police Department. Ms. Port seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to approve the use of the \$150.00 gift card for the Police Department at the discretion of the Police Chief Tom Swaidner. Ms. Port seconded the motion and it passed unanimously.*

**AMENDED CERTIFICATE:** *Mr. Mueller made the motion to accept the Amended Certificate of Estimated Resources #7 for Russell Township for the fiscal year beginning January 1, 2023, as revised by the Budget Commission and dated December 18, 2023. Ms. Port seconded the motion and it passed unanimously.*

**SUPPLEMENTAL APPROPRIATION #8: RESOLUTION 2023-30:** *Mr. Mueller made the motion to adopt the Supplemental Township Annual Appropriation #8, Resolution 2023-30, to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2023, as recommended by the Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.*

**INSURANCE ENROLLMENT:** Mrs. Walder reminded the Board that new enrollment forms for Dental, Vision and Voluntary Life insurance must be completed, signed, and returned to the fiscal office by December 27, 2023.

**BANK RECONCILIATION & FINANCIAL REPORTS:** *Mr. Mueller made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for November 2023, as submitted by Fiscal Officer Karen Walder. Ms. Port seconded the motion and it passed unanimously.*

#### **COMMENTS FROM THE PUBLIC RECEIVED.**

**CAPITAL BUDGET:** The Board Administrator updated the Board that three applications were submitted for the State Capital Funding Request. One from the Board for the difference in budgeted and actual cost of the Community Meeting Building, one from the Fire Department for a new fire engine, and one from the Fiscal Officer for remodeling the Town Hall.

**COMMUNITY MEETING BUILDING:** Mr. Rambo advised he is still going back and forth with the Builder for the Community Meeting Building to finalize the contract language, and that the Board will most likely need a special meeting to approve the contract. Mrs. Walder reminded the Board that funds need to be encumbered by 12/29/2023.

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**BOARD OF ELECTIONS:** *Ms. Port made the motion to authorize Fiscal Officer Karen Walder to execute the Contract for March 19, 2024, Primary Election Day Polling Location with the Geauga County Board of Elections. Mr. Mueller seconded the motion and it passed unanimously.*

TASKS: 5:30am cover open - Shane Wrench, Police.  
9 pm cover close – Shane Wrench, Police.

**TOWN HALL USE:** *Mr. Mueller made the motion to grant permission for the Geauga County Board of Elections to use the Town Hall from 5:30 am – 9:00 pm, on March 19, 2024, subject to Township rules and regulations. Ms. Port seconded the motion and it passed unanimously.*

**TOWNSHIP PROPERTY ISSUE:** The Board Administrator advised the Board that they will need to send letters as recommended by the WRLC to address the adjacent property owner issues on Fraser Lane affecting the Upper Chagrin Preserve property. Mr. Rambo said that the resident has been very cooperative, and he thinks this will be an easy fix.

**2024 TASKS:** The Board Administrator provided a 2024 Trustee Project Planning diagram to the Board for tasks that need to be completed next year.

**LED LIGHTBULBS:** The Board Administrator noted that we still have plenty of LED lightbulbs for residents and encourages them to stop in and pick up their light bulbs.

**FIRE DEPARTMENT STUDY:** Chief Frazier updated the Board on the progress of the Fire Department Study and that they are working to secure a location for the community input session – one with breakout rooms available.

**EXECUTIVE SESSION:** *Ms. Port made the motion to move into executive session to discuss the employment & 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 6:39 p.m.

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

The meeting moved into regular session at 6:44 p.m.

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**UNIFORM ALLOWANCE:** *To clarify a decision made on December 7, 2023, Ms. Port made the motion to set the Uniform Allowance for Police Officers, Police Chief, Police Lieutenants, & Road Department employees at \$1,200.00. Mr. Mueller seconded the motion and it passed unanimously.*

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

The meeting was adjourned at 6:45 p.m.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka