

RUSSELL TOWN HALL

February 15, 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 following Department Heads were present: Chief John Frazier.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on February 1, 2024, as presented. Mr. Rambo seconded the motion and it passed unanimously.*

ANNUAL REPORTS: *Mr. Mueller made the motion to accept the 2023 annual reports from the Fire, Police, Road, Facilities, & Zoning Departments. Mr. Rambo seconded the motion and it passed unanimously.*

AGENDA CHANGE: *Mr. Mueller made the motion to amend the agenda order as discussed. Mr. Rambo seconded the motion and it passed unanimously.*

AMENDED CERTIFICATE: *Mr. Rambo made the motion to accept the Amended Certificate of Estimated Resources #1 for Russell Township for the fiscal year beginning January 1, 2024, as revised by the Budget Commission and dated February 8th, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

PERMANENT APPROPRIATIONS: *Mr. Rambo made the motion to adopt Resolution 2024-4, the Permanent Township Annual Appropriations for the fiscal year ending December 31, 2024. Ms. Port seconded the motion and it passed unanimously.*

ROAD VEHICLE PURCHASE: The Fiscal Officer Karen Walder advised the Board that the Road Superintendent's current truck was purchased as a used Honda Ridgeline in 2016, and the purchase cost amortized to a cost of \$3,000/yr. The proposed replacement truck, based on a 10-year life would increase that amortized cost by 50%, to over \$4,500/yr. To the Fiscal Officers knowledge, the current Road Supers' Honda Ridgeline has been a fine vehicle that hasn't incurred much maintenance cost. Ms. Port advised that the Ford F-150 utility truck will better suit the needs of the Road Superintendent's job as this vehicle has a full-size bed and can be utilized by the Road crews when another vehicle is needed. The Board also mentioned that all other Departments purchase new vehicles that are made for the departments and that the F-150 will be better utilized and support the Road Departments work better than the Ridgeline.

Mr. Rambo made the motion to approve the purchase of a 2023 Ford F-150 Supercab from Preston Ford of Burton, Ohio, for a cost of \$45,885.00, cost of document fees and 30-day tag included, per the Buyers Order and email, dated January 25, 2024, from Greg Chismar, of Preston Superstore, to Gene Layne, Road Superintendent. Mr. Mueller seconded the motion and it passed unanimously.

AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Kristina Port to act as signatory for documents associated with the purchase of the 2023 Ford F-150 Supercab from Preston Ford of Burton, Ohio. Mr. Mueller seconded the motion and it passed unanimously.*

RUSSELL TOWN HALL

February 15, 2024

BRAUN CHIEF XL AMBULANCE CONTRACT: CHANGE ORDER APPROVAL:

Chief Frazier advised the Board that the members of the committee in charge of the specs for the Ambulance met, and attended the pre-construction meeting for the ambulance, and there were a few changes that were made to the interior design. This change order reflects the changes.

Mr. Mueller made the motion to approve Change Order No. 1 to the Braun Chief XL original purchase contract with Penn Care Inc, of Niles, Ohio, of an amount of \$337,779.00, reflecting net additions of \$1,954.00, for a revised Contract Value of \$339,733.00, based on the document dated February 6, 2024. Mr. Rambo seconded the motion and it passed unanimously.

AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to authorize Kristina Port to act as authorized signatory and designated purchaser for Change Order #1, dated February 6, 2024, to the Penn Care Contract for the Braun Chief XL Ambulance for the Russell Township Fire Department. Mr. Rambo seconded the motion and it passed unanimously.*

FISCAL OFFICER'S REPORT: The Fiscal Officer pointed out to the Board that the Zoning and Cemetery fees for 2023 did not reach the budgeted revenue target for 2023, however total Revenue for the Township was approximately \$400,000 over budget, with the General Fund, Road, Police and Fire funds each exceeding budgeted revenue.

Mr. Rambo made the motion to acknowledge receipt of the 4th Quarter 2023 report from the Russell Township Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.

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

The Fiscal Officer informed the Board that she will be attending a swearing-in ceremony at the new county building on February 27th for all Fiscal Officers, where Judge Mary Jane Trapp will be performing the swearing-in.

The Fiscal Officer also updated the Board that new ID cards from Principal for Dental and Vision coverage were mailed out. In addition, the 1095 Forms should be available from Medical Mutual in late February.

The Fiscal Officer indicated that she should have recommended starting dollar amount for a new General Fund Reserve Fund for the Board at the next Trustee meeting.

The Fiscal Officer thanked her staff and the Department heads for their efforts in getting the year end completed, and Permanent Appropriations prepared.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

RUSSELL TOWN HALL

February 15, 2024

GROUND BREAKING: The groundbreaking ceremony for the new Community Meeting Building will be held on March 1st at 10 a.m. The Board discussed the various items that will be needed for the event and set a budget of \$1,000.00.

Mr. Rambo made the motion to approve the March 1, 2024, Community Building Groundbreaking event, expenditures for refreshments, shovels, & other items, for a cost up to \$1,000.00. Mr. Mueller seconded the motion and it passed unanimously.

CANNABIS OPERATORS: Ms. Port and Mr. Rambo advised that based on what they learned at the OTA winter conference that if the Board passes a resolution prohibiting adult use and operation for cannabis, and the state changes the guidelines then the state guidelines will trump the Township's resolution.

Mr. Rambo made the motion to adopt Resolution 2024-3, prohibiting adult use cannabis operators within the unincorporated area of Russell Township. Mr. Mueller seconded the motion and it passed unanimously.

CRWP MEMBERSHIP 2024: Ms. Port advised that CRWP will be having a meeting next week via zoom and she plans on attending.

Mr. Mueller made the motion to approve the 2024 membership dues expense of \$4,144.00 (2023 \$3,947.00) (2022 \$3,759.00) for the Chagrin River Watershed Partners, Inc. Mr. Rambo seconded the motion and it passed unanimously.

OPIOID CLAIM: The Board Administrator advised that the Township needs to accept or deny the change in claim before the next trustee meeting, and if no action is taken then the default is to agree. If not in agreement a legal representative (not the APA) will have to attend the hearing in Southern New York. The claim amount that the Township would receive is \$1.00. The Board wishes not to take any action currently.

AUDIO/VISUAL: The Board Administrator advised that there has been a meeting with three vendors for the Audio & Visual needs at the new Community Meeting Building and that each vendor will be submitting a proposal.

The Fiscal Officer shared plans with the Board for cameras at the Administration Building, Recycling Center, and the Community Meeting Building. All the cameras will be on one server. She also told the Board that there are plans for virtual locks at the Administration Building and new Community Meeting Building. She will share more details when she has them.

The Board discussed the offer from ADP (the I.T. vendor) to have an ADP employee work from Russell Township offices as needed to assist the Township with the security camera, access controls, and IT for the new building. Trustee Port expressed concern over liability, and the Fiscal Officer will follow up with OTARMA and ADP to address this concern.

OTA CONFERENCE: Ms. Port advised that at the OTA conference she spoke with Red Cross and would like them to come and speak at a meeting about their program where they will provide smoke detectors to residents for free with their "Sound the Alarm" program.

RUSSELL TOWN HALL

February 15, 2024

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). Mr. Rambo seconded the motion and it passed unanimously.*

The meeting moved into executive session at 8:07 p.m.

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

The meeting moved into regular session at 8:32 p.m.

FIRE HIRE: *Mr. Mueller made the motion to hire Nathan Oriani as a part-time Firefighter/EMT at the beginning rate of \$18.86 per hour, per Salary Schedule 38, effective March 1, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

FIRE HIRE: *Mr. Mueller made the motion to hire Alexander Newton as a part-time Firefighter/EMT at the beginning rate of \$18.86 per hour, per Salary Schedule 38, effective March 1, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

RESOLUTION 2024-5: *Mr. Mueller made the motion to adopt Resolution 2024-5, A Resolution of Appreciation for John T. Bryan who retired from the Russell Fire-Rescue Department after 39 years of service. Mr. Rambo seconded the motion and it passed unanimously.*

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

The meeting was adjourned at 8:35 p.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka