

RUSSELL TOWN HALL

February 16, 2023

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

The following Department Heads were present: Fire Chief John Frazier

Pledge of Allegiance was said.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on February 2, 2023, as presented. Ms. Port seconded the motion and it passed unanimously.*

ANNUAL REPORTS: *Mr. Mueller made the motion to accept the 2022 annual reports from Fire, Police, Road, Facilities, & Zoning. Ms. Port seconded the motion and it passed unanimously.*

POLICE: DISPOSITION OF PROPERTY: *Ms. Port made the motion, at the recommendation of the Police Chief, to dispose of township property identified in the letter from Chief Swaidner, dated February 13, 2023, as each item is not needed for public use, is obsolete, or is unfit for public use. Mr. Mueller seconded the motion and it passed unanimously.*

AUTHORIZED SIGNATORY: TRC: *Ms. Port made the motion to approve the 2nd phase chain link fencing project & authorize Mr. Rambo to act as Russell Township's authorized signatory for TRC Landscape Services Inc estimate #59892 for the Recycling Center, dated February 2, 2023. Mr. Mueller seconded the motion and it passed unanimously.*

AUTHORIZED SIGNATORY: GTSWMD DIG GRANT: *Ms. Port made the motion to authorize Mr. Rambo to act as Russell Township's authorized signatory for the Drop-off Improvement Grant (DIG) 2023 application, dated February 16, 2023, to Geauga Trumbull Solid Waste Management Dist. Mr. Mueller seconded the motion and it passed unanimously.*

LANDSCAPE ESTIMATES: *Mr. Mueller made the motion to approve the CJ Landscape, LLC landscape maintenance estimate, entitled Russell Township Landscape Worksheet 2023, attached to an email from Shane Wrench dated February 15, 2023, for the price of \$34,805.84. Ms. Port seconded the motion and it passed unanimously.*

The board was advised that the call list for the alarm system was very outdated and the people on the list either no longer work for the township or are inappropriate people to be calling. The board needs to come up with new call lists for each property that US Protective Services service. The board also discussed the "weak signal" alarm that has occurred several times since the panels were replaced. Ms. Palmer indicated the alarm company would be coming in to look into the issue.

ROAD DEPT: ROAD MATERIALS: *Mr. Mueller made the motion to approve the Road Superintendent's recommendation for road materials bids for primary and secondary suppliers and authorize the Fiscal Officer to advertise for bids. Ms. Port seconded the motion and it passed unanimously.*

DONATION: *Mr. Mueller made the motion based on the Fiscal Officer's recommendation, to accept the donation from Paul & Teri Szucs of \$100.00 to the Fire Department. Ms. Port seconded the motion and it passed unanimously.*

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Ms. Port made the motion to approve the use of the donation of \$100.00 for the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion and it passed unanimously.

FISCAL OFFICER: Fiscal Officer Karen Walder advised the trustees that fiscal year 2022 has been closed, and noted some highlights from the 4Q fiscal office report. Mrs. Walder also advised the Board that the township has received its first amended certificate showing total resources of \$14,603,169.63, which she asked the trustees to accept.

AMENDED CERTIFICATE: *Ms. Port made the motion to accept the Amended Certificate of Estimated Resources #1 for Russell Township for the fiscal year beginning January 1, 2023, as revised by the Budget Commission, and dated February 6, 2023. Mr. Mueller seconded the motion and it passed unanimously.*

PERMANENT APPROPRIATIONS: *Mr. Mueller made the motion to adopt Resolution 2023-4, the Permanent Township Annual Appropriations for the fiscal year ending December 31, 2023. Ms. Port seconded the motion and it passed unanimously.*

Ms. Port asked Mrs. Walder if there has been a noticeable decrease or if she expects a decrease in the cable franchise fee that the township receives due to steaming services becoming more popular and cable becoming less popular in households.

The fiscal officer advised the board that on-site work for the township's 2020-2021 audit will be starting next week.

Mrs. Walder informed the board that the township received a second Opioid settlement check in the amount of \$1,687.32.

The Fiscal Officer was advised to budget levy tax collection at 98% by the budget commission and that will be reflected in the 2024 proposed budget. Mrs. Walder also advised that work on the TY2024 budget has begun, and the budget workshops are scheduled for June 12-13. Chief Frazier noted he will not be available those dates but would ask one of his Assistant Chiefs to attend. The Fiscal Officer also reminded the trustees that Russell Townships budget hearing is scheduled for August 21 at 11:45 am. Trustee Rambo indicated he would not be available that date.

Mrs. Walder encouraged departments to be thinking about projects to use the grant from NOPEC. The township has \$13,980.00 in grant funds to spend this year. Trustee Rambo suggested storm windows for the Town Hall be considered.

CREDIT CARD PAYMENT METHOD: *Mr. Mueller made the motion to authorize the payment of PNC credit card accounts via Chase Bill Pay and authorize the Fiscal Officer to make application and/or execute any required agreements in order to process such payments using the Chase Bill Pay method. Ms. Port seconded the motion and it passed unanimously.*

Trustee Port asked whether payments made using Chase Bill Pay would still show up on the list of payments for Trustee approval and Mrs. Walder said they would.

FISCAL OFFICER'S REPORT: *Mr. Mueller made the motion to acknowledge receipt of the 4th quarter 2022 report from the Russell Township Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.*

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

COMMENTS FROM THE PUBLIC WERE RECEIVED.

QUALIFIED POOL: PROFESSIONAL ARCHITECTS: *Mr. Mueller made the motion to accept Strollo Architects Inc and Onyx Creative into the pool of qualified professional architects and design firms for use by Russell Township based on the Statements of Qualifications received in February 2023. Ms. Port seconded the motion and it passed unanimously.*

PROFESSIONAL ARCHITECT SERVICES: *Mr. Mueller made the motion to enter contract negotiations with Strollo Architects for the required professional architectural design services on the Community Meeting Building as Strollo Architects is the firm determined to be most qualified for this project by the Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

Trustee Rambo indicated he would take the lead on these negotiations and bring the proposal to the next meeting.

ADP MEETING: Mrs. Walder updated the board on a meeting that she attended with the County's ADP Department. The Board Administrator and Trustee Rambo were also present at the meeting, and Mrs. Walder provided a quick recap: the township is still waiting on some phone hardware that was backordered; all Microsoft 365 accounts are backed up both locally and on the County servers; the township was advised that they can cancel the Windstream internet service as the Spectrum service has had no issues; a work/training session will be held in early March at the Admin building; and ADP will conduct periodic cybersecurity phishing tests and will make recommendations for training based on the results. In addition, ADP would like to look into a new camera system for the Administration Building as the one that it currently has utilizes cameras that are not secure, and at the same time, they can also look into adding a camera system to the Road Department. ADP will also be working with Mrs. Palmer on IT-related policies related to passwords, multifactor authentication, and acceptable use guidelines. She will also talk with ADP about disaster recovery plans for cyber.

EXECUTIVE SESSION: *Ms. Port 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 6:52 pm.

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

The meeting returned to regular session at 7:28 pm.

VACATION BUYBACK: *Mr. Mueller made the motion to accept the Memorandum of Understanding, signed on February 3, 2023, by local OPBA representative Michael McIvor, to approve payment for the equivalent of 200 hours of vacation for employee Todd Owen. Ms. Port seconded the motion and it passed unanimously.*

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Mr. Mueller made the motion to authorize Melissa Palmer to implement the level of discipline as discussed and outlined by the Russell Trustees. Ms. Port seconded the motion. The motion passed.

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

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 7:32 pm.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka