

TOWN HALL

February 20, 2025

The meeting was called to order at 7:00 p.m. by chairperson Port. Trustees Mueller and Hare were present. The Board Administrator Melissa Palmer and Fiscal Officer Karen Walder were present.

The Pledge of Allegiance was said.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on February 6, 2025, as presented. Mr. Hare seconded the motion, and it passed unanimously.*

**TRUSTEE APPOINTMENT:** Ms. Port stated the Mr. Hare has completed his background check and all his requirements that were needed. Mrs. Walder stated that Mr. Hare assumed his duties as of February 5<sup>th</sup>. Mr. Hare thanked Mrs. Walder for sitting down with him and going over processes and the budget.

*Ms. Port made the motion to acknowledge the appointment of Trustee Christopher Hare by Probate Court Judge Timothy Grendell to the Russell Township Board of Trustees, filling the unexpired term of Matthew Rambo; this appointment expires December 31, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

**ANNUAL REPORTS:** *Ms. Port made the motion to acknowledge receipt the 2024 annual departmental reports from Facilities, & Zoning. Mr. Mueller seconded the motion, and it passed unanimously.*

**ANNUAL REPORTS:** *Mr. Mueller made the motion to accept the 2024 annual departmental reports from Police, Fire, Road. Mr. Hare seconded the motion, and it passed unanimously.*

**FIRE: DISPOSITION OF PROPERTY:** *Mr. Mueller made the motion, at the recommendation of the Fire Chief, to dispose of the property identified in a document entitled "Russell FD 2024 Inventory Items for Disposal" emailed to the trustees on February 3, 2025, as the items are not needed for public use, are obsolete, or are unfit for public use. Mr. Hare seconded the motion, and it passed unanimously.*

**ROAD DEPT: PLOW TRUCK:** Mrs. Palmer stated that Mr. Layne needed to go through a couple more steps that weren't completed before the meeting. Need to check it against the state bid pricing and needs to be reviewed by the APA. Mrs. Walder noted that the reserve study calls for the truck's replacement in 2026 and was not sure why the purchase is happening a year early. Ms. Port stated it was good price, and it would give the Road Department a complete fleet. The last plow truck was purchased in 2023 and normally have been doing a 3-year schedule and this would be a 2-year schedule. Ms. Port suggests having a discussion at the next meeting with Mr. Layne.

**ZONING DEPART:** Ms. Port stated that she reached out to the Zoning Department today and wants to schedule a meeting again with the BZA and ZC in the spring.

**CEMETERY WAIVER: CHRISTINA LIVERS:** *Mr. Hare made the motion to waive the fees for one cemetery full burial for Mrs. Christina Livers in appreciation of her many years of service to Russell Township. Mr. Mueller seconded the motion, and it passed unanimously.*

**PERMANENT APPROPRIATIONS:** Ms. Port asked if there is a chance after Miller Dodson comes if they find the amounts that are currently going into the reserve funds aren't enough, can it be adjusted. Mrs. Walder stated that it could be by done by a supplemental appropriation.

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*Mr. Mueller made the motion to adopt Resolution 2025-6, the Permanent Township Annual Appropriations for the fiscal year ending December 31, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

**COPIER SERVICE AGREEMENT:** *Ms. Port made the motion to approve the Sales and Service Agreement with ComDoc, Inc., for the purchase of one Xerox VersaLink C415 multi-function copier for \$1,200.00, with Contract print rates set at \$.0155 for Black & White, \$.11 for Color, per the proposal emailed February 14, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

**AUTHORIZED SIGNATORY:** *Mr. Hare made the motion to authorize Karen Walder to act as signatory for the ComDoc, Inc. copier Sales and Service Agreement via DocuSign. Mr. Mueller seconded the motion, and it passed unanimously.*

**RESERVE STUDY INCLUSION:** *Mr. Hare made the motion to authorize setting a minimum dollar threshold of \$3,000.00 for inclusion in the township's Reserve Study. Mr. Mueller seconded the motion, and it passed unanimously.*

**GENERAL FUND RESERVE FUND:** Mrs. Walder stated that our goal this year is to reestablish a reserve fund for the General Fund. In 2023 we "cashed out" the reserve fund to fund the Community Room project. Based on permanent appropriations and the General Fund's recommended cash reserve, Mrs. Walder recommends allocating \$350,000 as the initial transfer amount of the new Admin reserve fund. Mrs. Walder stated that they need to provide to Miller Dodson a starting balance of each of the funds so they can do their amortization schedule. The new reserve study will include the Community Room.

*Mr. Mueller made the motion to set a transfer-in amount of \$350,000 from the General Fund to the new Admin Reserve Fund. Mr. Hare seconded the motion, and it passed unanimously.*

Mrs. Walder asked the Board if they wanted road paving to be added to the reserve study. It can be part of the study, but in the past the Road Superintendent hasn't needed that but with him retiring this year, Mrs. Walder asked if they wanted it to be added. Ms. Port was concerned with how accurate the projection of the study would be with the price of asphalt and the weather conditions we have. Mr. Mueller and Ms. Port are in favor of it but would like to discuss it with the Road Superintendent.

**APTUS&C:** *Mr. Mueller made the motion to authorize 2 Fiscal Office employees to attend the APTUS&C virtual conference via webinar from July 22-23, 2025, for a cost of \$599.00 each. Mr. Hare 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 January 2025, as submitted by Fiscal Officer Karen Walder. Mr. Hare seconded the motion, and it passed unanimously.*

#### **COMMENTS FROM THE PUBLIC WERE RECEIVED**

**BOARD OF ELECTIONS:** Mrs. Palmer stated that the Board of Elections called her and asked if they could change the contract to the Community Room. Mrs. Palmer stated that the acoustic issue needs to be taken care of first. The Board agrees to

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reserve the Town Hall and Community Room for the May election.

*Ms. Port made the motion to authorize Kristina Port to execute the Contract for May 6, 2025, Election Day Polling Location with the Geauga County Board of Elections. Mr. Mueller seconded the motion, and it passed unanimously.*

**COMMUNITY ROOM USE:** *Mr. Mueller made the motion to grant permission for the Geauga County Board of Elections to use the Community Room or the Town Hall from 5:30 am – 9:00 pm, on May 6, 2025, subject to Township rules and regulations. Mr. Hare seconded the motion, and it passed unanimously.*

**US PROTECTIVE COMMERCIAL AGREEMENT:** Ms. Port stated that Mr. Wrench got quotes and it was sent to the APA for review but hasn't heard back. Getting an Occupancy Permit is dependent on getting this installed. Mrs. Walder did a Fiscal Office review of the agreement and pointed out that it is a 5-year agreement with an automatic renewal. Mrs. Walder stated that the vendor has the right to increase the charges after 1 year by the amount equal to the increase in the CPI for USA.

*Mr. Mueller made the motion to enter into an agreement between the Russell Township Board of Trustees and US Protective Services, of Cleveland Ohio, to provide the labor & installation of a new cell communicator to the fire alarm control panel at the Community Room as an independent system for an amount of \$795.00, set up a new account, and provide monthly monitoring service fees of \$28.75 for the Community Room control panel, agreement dated February 20, 2025, pending APA approval. Mr. Hare seconded the motion, and it passed unanimously.*

**US PROTECTIVE AUTHORIZED SIGNATORY:** *Mr. Hare made the motion to authorize Karen Walder to act as authorized signatory on behalf of Russell Township Board of Trustees for the agreement with US Protective Services for fire alarm services at the Community Room, dated February 20, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

**PROPOSED REVENUE & EXPENSE TRACKING:** Mrs. Walder presented a mock-up she proposes to present to the Board in the quarterly report. She noted as there are some services that are on a common meter, such as gas, a prorated amount based on the square footage would be utilized, as suggested by Trustee Mueller.

**TECH UPDATE:** Mrs. Walder stated that the fiber connection is completed between the two buildings. Cameras are installed and live at the Community Room and the Recycling Center. Mrs. Walder stated that money has been encumbered for training for access control, license plate reader and cameras. The Board recommends that Mr. Wrench and someone from the Police Department should be part of the training. Mrs. Walder recommends that that Ms. Dorka should be part of the training since she will be taking the reservations for the Community Room.

Mr. Mueller would like the surveillance signs back up at the Recycling Center.

**SUBSTANTIAL COMPLETION FORM:** There are still some issues that haven't been completed. Mr. Wrench was notified by Servisoft that that is an issue with the new water softener system and Mr. Wrench needs to speak with the contractor regarding it. Has a quote for \$1,700 to fix it but needs to figure out

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whose responsibility it is to fix it.

Mrs. Walder has strong reservations about executing a substantial completion certificate due to the number of issues currently that are outstanding. From a fiscal standpoint, Mrs. Walders understanding of the document it allows them to bill us for the 8% retainage on the contract that is to be paid out at completion. Mrs. Walder does not recommend signing the substantial completion form and potential pay out the 8% with still having issues not completed.

Ms. Port stated that they found positive air pressure in the vestibule, and it causes the outside door to not completely shut. The contractor needs to figure out this issue.

Ms. Port wants some kind of ADA push button/power assist for the doors. Mrs. Palmer stated that the building is ADA compliant and it's not a requirement to have and it would be an add on. Ms. Port also asked for a baby changing station to be added to one of the bathrooms but noted that both items would be handled by the Township and not as a Change Order.

**COMMUNITY ROOM: TDS ACOUSTIC DESIGN:** Mr. Wrench received a quote from an acoustic engineer recommended by Just Add Tech. Mrs. Palmer stated that it's not because of no carpet or furniture, it's because of lateral echoing. Mrs. Walder recommends Board action regarding the acoustics after suffering with the Town Hall acoustics all these years.

*Mr. Mueller made the motion to accept the proposal presented by Thomas Ryan of Technological Design Studios LLC (TDS), for the acoustic engineering modeling and proposed acoustic design for the Russell Township Community Room, for an amount of \$3,200.00 plus up to \$300.00 reimbursable expenses, dated February 14, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

**TDS ACOUSTIC DESIGN: AUTHORIZED SIGNATORY:** *Mr. Mueller made the motion to authorize Kristina Port to act as authorized signatory on behalf of Russell Township for the Technological Design Studios LLC (TDS) proposal dated February 14, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

**PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.**

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

The meeting was adjourned at 8:27 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone