

TOWN HALL

February 6, 2025

The meeting was called to order at 2:00 p.m. by chairperson Port. Trustees Mueller and Hare were present. The Board Administrator Melissa Palmer was present.

The following Department Heads were present: Asst. Fire Chief Nick Sambula, Zoning Inspector Shane Wrench and Road Superintendent Gene Layne.

The Pledge of Allegiance was said.

**CLERK PRO TEM:** In the absence of a Fiscal Officer, Board of Trustees Chair Kristina Port appoints Jennifer Dorka to serve as clerk pro tem.

**INTRODUCTION OF NEW TRUSTEE: CHRISTOPHER HARE:** Ms. Port introduced Mr. Hare. Stated he was appointed by Judge Grendell and has been sworn into office. Mrs. Palmer stated that Mr. Hare has made huge strides into getting everything completed. Have his employment packet, his oath and faithful performance coverage and he has completed the fingerprinting for BCI but will take a few weeks to get the results. Mrs. Palmer stated that Mr. Hare is unable to vote and sign at today's meeting but is able to participate. Spoke with the APA and was advised that Mr. Hare to not vote yet because of the appointment process.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on January 9, 2025, as presented. Ms. Port seconded the motion, and it passed.*

*Mr. Mueller made the motion to accept the minutes of the Special Meeting held on January 16, 2025, as presented. Ms. Port seconded the motion, and it passed.*

**EMPLOYER AFFIDAVIT:** *Mr. Mueller made the motion to acknowledge receipt of the Employer Affidavit documenting the association of Christopher Hare with KeyBank, dated February 4, 2025, and signed by Christopher A. Hare, and to attach the document as presented to the minutes of this meeting. Ms. Port seconded the motion, and it passed.*

**ANNUAL REPORTS:** *Ms. Port made the motion to acknowledge receipt of the 2024 annual departmental reports from the Police, Fire, & Road Departments. Mr. Mueller seconded the motion, and it passed.*

**FIRE DEPT:** Asst. Fire Chief Sambula stated that the request for qualifications came in for architects for the Fire Station renovation and Chief Frazier submitted a letter to select Larsen Architects. Stated that they were the architects for the Police and Fire Station. Mrs. Palmer stated that there were 2 the architects that submitted qualifications, TC Architects and Larsen Architects. Mrs. Palmer stated that both are in the pool of qualified architects for the year and are welcome to go back to them for projects. The next step is to negotiate a contract with Larsen for the renovation.

Ms. Port appreciated extending the invitation to residents, service members and employees to participate in the strategic planning workshop. Asst. Fire Chief Sambula stated that they were really grateful for the responses and everyone's participation.

**CLEANING SERVICE PROPOSAL:** Mr. Layne stated that they have been without a cleaning service for a few years. Currently, once a week they are coming off the road early to do the cleaning. Received an estimate from Anago for \$300 a month and Mr. Layne stated that the contract was sent to the APA. Some changes were made and have been agreed upon.

*Ms. Port made the motion to approve the agreement from Anago of Cleveland of*

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*\$300.00 per month for weekly cleaning services in the Township Road Garage starting on or after February 21, 2025, as described in the proposal emailed by Gene Layne to the Trustees on January 31, 2025. Mr. Mueller seconded the motion, and it passed.*

**ZONING DEPT:** Mr. Wrench stated that he did the final submission to the APA's office of a packet of 2 months' worth of photos from the Caves Road property and will hopefully have some actions come from it.

Mr. Wrench stated that he heard back from Linda Crombie, from the Planning Commission, about the changes to the Zoning Resolution. She reviewed the first 5 chapters and made notes, and the Zoning Commission was able to review those notes at the last their meeting. Stated she will have the rest of the chapters done for the March meeting. Stated that he has not heard back from the APA on updates to the Zoning Resolution.

Mr. Wrench stated that the DIG Grant and Scrap Tire Grant have been submitted. Stated that he got an estimate from CJ Landscaping to put in 12' pines to fill in some gaps at the Recycling Center. Stated that the Scrap Tire Event is set for August 16<sup>th</sup>.

Mr. Wrench stated that the storm water report has been submitted and delivered to the county.

Mr. Wrench thanked the Trustees for allowing him to attend the OTA Conference. Attended zoning sessions and one on the HB 315. Stated that they will be emailing out a handout on the House Bill and once he receives that, he will forward it to everyone.

**FACILITIES:** Mr. Wrench thanked Mr. Layne and his department for taking care of some bushes at the Town Hall that were causing visibility issues if turning south.

Mr. Wrench stated that he emailed out the estimate for U.S. Protective Services for security connections. There were 2 options, so Mr. Wrench reached out to the Fire Department for input. Stated that Mike Santilli from the Fire Department reached out and said that Option 2, the standalone system was the best option. U.S. Protective Services currently does our monitoring. The cost for Option 2 will be \$28.75/month and the first 3 months of monitoring will be free. Mr. Wrench asked the Trustees for approval to go ahead and submit a requisition for Option 2, and they agreed.

**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, 2025, as revised by the Budget Commission and dated February 3rd, 2025. Mr. Mueller seconded the motion, and it passed.*

**SEDGWICK WORKERS COMP CONFERENCE:** *Ms. Port made the motion to authorize reasonable & necessary expenses for one Fiscal Office representative to attend the Sedgwick Workers Comp Conference on March 11, 2025, in Independence, Ohio. Mr. Mueller seconded the motion, and it passed.*

**CONFERENCE ATTENDANCE:** *Mr. Mueller made the motion to approve reasonable and necessary expenses for up to three Fiscal Office representatives to attend the Local Government Officials Conference March 27 - 28, 2025 in Columbus. Ms. Port seconded the motion, and it passed.*

**FISCAL OFFICER'S REPORT:** *Ms. Port made the motion to acknowledge receipt of the 4th Quarter 2024 report from the Russell Township Fiscal Officer. Mr. Mueller seconded the motion, and it passed.*

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**NOPEC ENERGIZED COMMUNITY GRANT PROGRAM:** *Ms. Port made the motion to adopt Resolution 2025-5, a resolution authorizing all actions necessary to accept the NOPEC 2025 Energized Community Grant. Mr. Mueller seconded the motion, and it passed.*

**AUTHORIZED SIGNATORY: NEC GRANT PROGRAM:** *Ms. Port made the motion to authorize Kristina Port to act as Russell Township's authorized signatory for Resolution 2025-5 to accept the NOPEC Energized Community Grant, dated February 6, 2025. Mr. Mueller seconded the motion, and it passed.*

**NOPEC ENERGIZED COMMUNITY GRANT AGREEMENT:** *Ms. Port made the motion to approve the NOPEC 2025 Energized Community Grant Agreement and authorize Assistant to the Fiscal Officer Jennifer Dorka to act as Russell Township's designated Grantee Representative working in the grant website for the 2025 NOPEC Energized Community grant agreement and portal system. Mr. Mueller seconded the motion, and it passed.*

**CINTAS AGREEMENT:** *Ms. Port made the motion to accept the national rental agreement between Cintas Corporation and the State of Ohio for traffic mat rental services for the Russell Township Administration Building, with an agreement term of 36 months, a fee of \$84.11 for delivery every other week, and cancellation without obligation. Mr. Mueller seconded the motion, and it passed.*

**AUTHORIZED SIGNATORY: CINTAS:** *Ms. Port made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's authorized signatory for the CINTAS proposal, dated January 14, 2025. Mr. Mueller seconded the motion, and it passed.*

**BANK RECONCILIATION & FINANCIAL REPORTS:** *Ms. Port made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for December 2024, as submitted by Fiscal Officer Karen Walder. Mr. Mueller seconded the motion, and it passed.*

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

**PROFESSIONAL ARCHITECT SERVICES/SOQs:** *Ms. Port made the motion to select Larsen Architects, from the pool of SOQs, as the architect firm determined to be most qualified to work with Russell Township for this annual professional services appointment. Mr. Mueller seconded the motion, and it passed.*

**PROFESSIONAL LANDSCAPE ARCHITECT SERVICES/SOQs:** *Ms. Port made the motion to select Robert Morgan LLC, from the pool of SOQs, as the landscape architect firm determined to be most qualified to work with Russell Township for this annual professional services appointment. Mr. Mueller seconded the motion, and it passed.*

**CHAGRIN RIVER WATERSHED PARTNERS:** *Ms. Port made the motion to appoint Chris Hare as the alternate Township representative to the Chagrin River Watershed Partners. Mr. Mueller seconded the motion, and it passed.*

**NOPEC COMMUNITY SPONSORSHIP:** Mrs. Palmer gave an update that she has heard back from the Police Department with events they have submitted for. Stated she has included the Fire Department for candy for Unity Day and Trunk-or-Treat. If anyone else has ideas to submit the event information and how much by Monday. Mr. Mueller suggested having an open house for the businesses in our community, but Mrs. Palmer stated that would need to be checked with the APA regarding commercial logistics since this grant is for community sponsorship.

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**CONTRACT FOR ELECTION DAY POLLING:** Ms. Port stated that the Board of Elections reached out to come look at the new Community Room to see if it would be a good option for polling. Ms. Port stated that she has a meeting next Tuesday at 2:30 with them. Ms. Palmer stated that we could run into a problem with parking, so may have to come up a different working option for the employees.

**LEADERSHIP GEAUGA YOUTH SPONSORSHIP:** Ms. Port made the motion to approve the financial sponsorship of one West Geauga student, who is a Russell Township resident, to the 2025 Leadership Geauga Youth Institute Program for an amount of \$300. Mr. Mueller seconded the motion, and it passed.

**CLEMANS NELSON WEBINAR SUBSCRIPTION:** Ms. Port made the motion to authorize an amendment, dated January 22, 2025, to the existing Management Consultant Agreement with Clemans Nelson & Associates, Inc., for the addition of Unlimited Webinar Attendance, at the cost of \$80.00 per month. Mr. Mueller seconded the motion, and it passed.

**AUTHORIZED SIGNATORY: CLEMANS NELSON WEBINARS:** Ms. Port made the motion to authorize Kristina Port to act as Russell Township's authorized signatory for the amendment to the existing Management Consultant Agreement with Clemans Nelson & Associates Inc, for the addition of Unlimited Webinar Attendance, dated January 22, 2025. Mr. Mueller seconded the motion, and it passed.

**COMMUNITY BUILDING: CHANGE ORDER #6:** Ms. Port made the motion to approve Change Order No. 6 to the Community Meeting Room Project:

Change Requests per Owner	Add	\$ 621.00
Allowance Dollars Applied	Applied	\$ 0.00

resulting in a \$621.00 increase to the ACM Construction Management Contract Value to perform the action items identified in letters to Strollo Architect Project Manager David Roose, Change Order #6, dated February 3, 2025, for a new contract value of \$1,196,422.64; the Contract Time is increased by twenty-one days for a new Substantial Completion date of February 21, 2025. Mr. Mueller seconded the motion, and it passed.

**AUTHORIZED SIGNATORY:** Ms. Port made the motion to authorize Trustee Kristina Port to sign Change Order #6 to the ACM Construction Management Contract, for the Community Meeting Building Project, on behalf of the Russell Township Board of Trustees, Change Order #6 dated February 3, 2025. Mr. Mueller seconded the motion, and it passed.

**BOXCAST ANNUAL SERVICE:** Ms. Port made the motion to accept the proposal from BoxCast, for one year of service on the Standard Plan, for the cost of \$1,068.00. Mr. Mueller seconded the motion, and it passed.

**AUTHORIZED SIGNATORY: BOXCAST:** Ms. Port made the motion to authorize Jennifer Dorka to act as Russell Township's authorized signatory for the DocuSign proposal and BoxCast account. Mr. Mueller seconded the motion, and it passed.

**CHRISTINA LIVER:** Mr. Mueller stated that longtime Trustee, Christina Liver has passed away. Stated that calling hours are on February 13 at Gattozzi Funeral Home and the service is on February 14<sup>th</sup>. Mr. Mueller would like the Board to send flowers, and they agree it be paid by them personally.

**OTA CONFERENCE:** Ms. Port thanked the Township for allowing her to attend the conference. One of her takeaways is there is still a lot of discussion up in the air about the marijuana laws and they are still writing the rules. Another thing she

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realized our policy manual needs to be reviewed and updated. Recommends Mrs. Palmer and Ms. Dorka review it with herself and Clemens Nelson to get revisions made. Mrs. Palmer stated that the original team working on the policy manual updates are still working on the updates. Mrs. Palmer stated that she is happy to look at any lists Ms. Port has for updates to the policy manual.

**EXECUTIVE SESSION:** *Ms. Port made the motion to move into executive session to discuss the employment and compensation of public employee and the appointment of an elected official pursuant to ORC 121.22 (G) (1). Mr. Mueller seconded the motion, and it passed.*

The meeting moved into executive session at 3:14 pm.

*Item #1: Melissa Palmer, Jessica Ezzone, and Gene Layne*

*In at 3:17 pm; out at 3:29 pm*

*Item #2: Melissa Palmer, Jessica Ezzone, and Gene Layne*

*In at 3:29 pm; out at 3:32 pm*

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

The meeting moved to regular session at 3:32 pm.

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

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

The meeting was adjourned at 3:32 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone