

RUSSELL TOWN HALL

March 20, 2025

The meeting was called to order at 6:30 p.m. Trustees Port, Mueller and Hare were present.

6:30 P.M. EXECUTIVE SESSION: *Mr. Mueller made the motion to move into executive session to discuss the appointment of a public official pursuant to ORC 121.22(G)(1). Mr. Hare seconded the motion, and it passed unanimously.*

The meeting moved into executive session at 6:34 p.m.

There was one item for discussion in this executive session, and the following people were invited to attend.

Item #1: Adrienne Knauer.
In at 6:34 p.m.; out at 6:51 p.m.

Mr. Mueller made the motion to exit executive session and return to regular session at 6:51 p.m. Mr. Hare seconded the motion, and it passed unanimously.

#1 BOARD OF ZONING APPEALS: *Ms. Port made the motion to appoint Adrienne Knauer to the remainder of the 5-year term on the Board of Zoning Appeals, term ending December 31, 2029, pending notification & acceptance by the candidate. Mr. Mueller seconded the motion, and it passed unanimously.*

The board recessed at 6:52 p.m.

The meeting will reconvene at 7:00 p.m.

– RECESS –

The meeting moved into regular session at 7:02 p.m.

The following Department Heads were present: Police Chief Tom Swaidner, and Assistant Fire Chief Nick Sambula. The Board Administrator was also present.

The Fiscal Officer was absent.

The Pledge of Allegiance was said.

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

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

GUEST: Don Rice, Superintendent Geauga DD: Mr. Rice advised the board that the age range of people using the service range from newborn to ninety-two years old. Mr. Rice informed the board that most of their funding is from local levies and only about six percent of funding is from the state and eight percent of the funding is from the federal level. Mr. Rice encourages anyone who has questions about what services are offered and what all Geauga DD offers to please call him or visit their website.

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POLICE RIFLES w/ TRADE-IN: *Mr. Mueller made the motion to approve the purchase of 6 Daniel Defense police rifles with lights, switches, slings & optics from Tactical Assault Specialists (TAS), of Chagrin Falls, OH, for \$14,166.00, minus the trade-in value of \$3,300.00 for 6 departmental Colt M-4s patrol rifles (with a trade-in value of \$550.00 each), for a final sum of \$10,866.00, per the TAS estimate dated February 23, 2025 submitted by Chief Swaidner in an email to the trustees dated March 14, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

ROAD DEPARTMENT: The board was advised that three applications were received for the Road Superintendent position.

ZONING DEPARTMENT: In the absence of the Zoning Inspector Shane Wrench Ms. Port brought to the attention of the board a property in the Hemlock HOA that has started to collapse. She explained the situation best of her knowledge, the president of the HOA Jeff Leggett was in attendance and explained the concerns of the property from the HOA and neighbor's point. Mr. Mueller would like to investigate declaring an emergency for having the collapsing home torn down. The house is vacant at this time but the property tax is being paid by a relative out of state so there are still many logistical factors, and rights to the property to figure out before the board can take any action. Ben Kotowski also spoke to the board concerning the out of state family member he was able to contact, the family of the deceased homeowner has hired an attorney to help with the property and legal rights. The Board would like to discuss further and move forward with demolishing the structure if possible.

Marie Sullivan, a member of the HOA also spoke about the intersection at state route 306 and Chagrin Mills. This is the main entrance to the development and there are many accidents due to poor visibility, and the deployment having a narrow road. The board cautioned that they have no control over state route 306 and any possible signage or lights, but would like to set aside thirty minutes at the next trustee meeting on April third to discuss options with the Road Superintendent, and ask if he has any contacts with ODOT and what can be done with the township road to help mitigate the danger of the narrow road and poor visibility.

POLICE DEPARTMENT: Chief Swaidner advised the board that the new car that was ordered in 2023 was delivered and will be sent for outfitting soon.

PISTOL SIGHTS: *Mr. Hare made the motion to approve the purchase of 18 pistol sights and associated equipment from Delta Strategic, of Macedonia, OH, for \$8,282.00, dated January 29, 2025, submitted by Chief Swaidner in an email to the trustees dated March 14, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

PISTOL HOLSTERS: *Mr. Mueller made the motion to approve the purchase of 18 Blackhawk holsters from Revelyst, of Overland Park, KS, for \$1,407.24, dated March 3, 2025, submitted by Chief Swaidner in an email to the trustees dated March 14, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

TASER HOLSTERS: *Mr. Mueller made the motion to approve the purchase of 18 Taser 7 holsters and Tek-Mount receivers from Blade-Tech Holsters, of Streetsboro, OH, for \$1,171.46, per quote #RTOW16358-1, dated January 30, 2025, submitted by Chief Swaidner in an email to the trustees dated March 14, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

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TASER W/ TRADE-IN: *Ms. Port made the motion to approve the purchase of 8 Tasers with associated equipment & warranties, as described in the quote from Axon Enterprises, Inc., of Scottsdale, AZ, dated March 5, 2025, indicating a \$600.00 savings for the trade-in value of 5 departmental taser handles which are obsolete/no longer supported, for a final total of \$24,282.05, submitted by Chief Swaidner in an email to the trustees dated March 14, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

TASER AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to authorize Chief Swaidner to act as Russell Township's authorized signatory for the quote from Axon Enterprises, Inc. dated March 5, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

POLICE SERVER REFRESH: *Mr. Mueller made the motion to approve the replacement of the Police Department file server and rack from Simvay Systems, of Westlake, OH, quote #KO022220, for \$22,917.60, dated February 14, 2025, submitted by Chief Swaidner in an email to the trustees dated March 14, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

SERVER REPLACEMENT AUTHORIZED SIGNATORY: *Mr. Hare made the motion to authorize Chief Swaidner to act as Russell Township's authorized signatory for the quote from Simvay Systems dated February 14, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

SERVER RACK & INSTALLATION: *Mr. Mueller made the motion to approve the Police Department's proposed 4 post rack with installation from Simvay Systems, of Westlake, OH, quote #KO022204, for \$3,396.89, dated March 10, 2025, submitted by Chief Swaidner in an email to the trustees dated March 14, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

SERVER 4 POST RACK AUTHORIZED SIGNATORY: *Mr. Hare made the motion to authorize Chief Swaidner to act as Russell Township's authorized signatory for the quote from Simvay Systems dated March 10, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

CLE FOUNDATION/UHLIN GRANT: *Mr. Mueller made the motion that the Board of Trustees accepts the grant from the Philip R. Uhlir Fund at the Cleveland Foundation of \$2,697.00 to the Police Department. Mr. Hare seconded the motion, and it passed unanimously.*

Mr. Hare motion to approve the use of the \$2,697.00 grant for general support for the Russell Township Police Department at the discretion of the Police Chief. Mr. Mueller seconded the motion, and it passed unanimously.

UAN ACCEPT DONATION: *Mr. Mueller made the motion, to accept the donation of the previous UAN system, which has now been replaced by a new one, from the Ohio Auditor of State; donated items are a 2021 HP Elite Desktop computer, 2021 HP monitor, and 2019 HP Laser Jet Pro printer. Mr. Hare seconded the motion, and it passed unanimously.*

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UAN DISPOSITION OF PROPERTY: *Mr. Mueller made the motion to dispose of township property listed in the email from Jennifer Dorka sent to the trustees with the subject "Inventory – Disposal old UAN" dated March 11, 2025, as the items identified are not needed for public use, are obsolete, or are unfit for public use. Mr. Hare seconded the motion, and it passed unanimously.*

RESOLUTION 2025-7: TRANSFER FUNDS: *Mr. Mueller made the motion to approve Resolution 2025-7: a resolution requesting the annual transfers to Special Revenue Funds as allowed by the ORC. Mr. Hare seconded the motion, and it passed unanimously.*

RESOLUTION 2025-8: TRANSFER FUNDS: *Mr. Hare made the motion to approve Resolution 2025-8: a resolution requesting the annual transfers of Capital Projects Funds (Vehicles) as allowed by the ORC. Mr. Mueller seconded the motion, and it passed unanimously.*

RESOLUTION 2025-9: TRANSFER FUNDS: *Mr. Mueller made the motion to approve Resolution 2025-9: a resolution to transfer funds in the amount of \$135,563.75 from the General Fund to the Fire Fund 2111. Mr. Hare seconded the motion, and it passed unanimously.*

MONTHLY FINANCIALS & BANK REC: *Mr. Hare made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for February 2025, as submitted by Fiscal Officer Karen Walder. Mr. Mueller seconded the motion, and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED.

NOPEC COMMUNITY EVENT: *Mr. Hare made the motion to approve the agreement with NOPEC for the Community Event Sponsorship for monies up to \$1,500.00 for community events per the agreement and at the discretion of the Board Administrator. Mr. Mueller seconded the motion, and it passed unanimously.*

AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to authorize Melissa Palmer to act as Russell Township's authorized signatory for the NOPEC Community Event Sponsorship Organization Acknowledgement dated March 12, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

TT LAPTOP: *Mr. Mueller made the motion to approve the proposed new trustee office standard spec laptop with additional video capability to run monitor/display system at the Community Room, based on the quote from Technology Express SOS Computers, LLC, of Kingston, TN, quote #85248, for \$1,972.00, dated March 13, 2025, submitted in an email to the trustees dated March 18, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

MEMORIAL DAY: Ms. Port would like to start the planning for Memorial Day, and the event will be Sunday May 18th. She would like to check with the road department to see what time were on the signs for last year and have all departments ready to participate. The Board Administrator verified that she sent the contact list from last year to the board so they can start planning the event.

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The Board Administrator advised the board that there was an applicant for the Leadership Geauga Youth Program that is a Russell resident, if this student is accepted into the program that will be the student sponsored by the township which was already approved. The board was also encouraged to have any interested employees for the adult program to send their interest to the board, as it will be time to apply for the adult program soon. All township employees are welcome to apply to the board for sponsorship, elected officials will not be sponsored by the township but are encouraged to apply and pay the tuition themselves if they wish to attend the program (this is due to ORC compensation regulations).

COMMUNITY ROOM: With the community room still not available, and having an unknown availability date, the board will allow the voting day polling location to remain at the Town Hall. The Board Administrator will call the Board of Elections and inform them of this, and voting will hopefully be moved to the Community Room for the November election.

EXECUTIVE SESSION: *Mr. Mueller made the motion to move into executive session to discuss the employment and compensation of a public employee and the appointment of an elected official pursuant to ORC 121.22(G)(1) AND pursuant to ORC 121.22(G)(2) a potential land sale at competitive bid. Mr. Hare seconded the motion, and it passed unanimously.*

The meeting moved into executive session at 8:36 p.m.

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

There are three separate items for discussion in this executive session, and the following people were invited to attend.

Item #2: Melissa Palmer, Nick Sambula.
In at 8:36 p.m.; out at 8:37 p.m.

Item #3: Melissa Palmer.
In at 8:37 p.m.; out at 8:58 p.m.

Item #4: Melissa Palmer.
In at 8:58 p.m.; out at 9:00 p.m.

The meeting moved into regular session at 9:00 p.m.

#2 FIRE-EMS RECRUIT APPOINTMENT: *Mr. Mueller made the motion to appoint Mr. Alexander McKeigan to the position of Fire-EMS Recruit, effective March 21, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

TOWNSHIP TRUSTEES

SPECIAL

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

The meeting was adjourned at 9:00 p.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka