

TOWN HALL

March 3, 2022

The Chair, Mr. Mueller, called the meeting to order at 2:00 pm. Trustee Port and Trustee Rambo were present. Board Administrator Melissa Palmer was present and Fiscal Officer Karen Walder was absent.

The following Department Heads were present: Police Chief Tom Swaidner, Fire Chief John Frazier, Road Superintendent Gene Layne and Zoning Inspector Shane Wrench

The Pledge of Allegiance was said.

CLERK PRO TEM: In the absence of Fiscal Officer, Board of Trustees Chair Jim Mueller appointed Jessica Ezzone to serve as clerk pro tem.

MINUTES: *Ms. Port made the motion to accept the minutes of the Special Meeting held on January 13, 2022, as presented. Mr. Rambo seconded the motion and it passed unanimously.*

Ms. Port made the motion to accept the minutes of the Special Meeting held on January 20, 2022, as presented. Mr. Rambo seconded the motion and it passed unanimously.

Ms. Port made the motion to accept the minutes of the Special Meeting held on February 5, 2022, as presented. Mr. Rambo seconded the motion and it passed unanimously.

Ms. Port made the motion to accept the minutes of the Special Meeting held on February 10, 2022, as presented. Mr. Rambo seconded the motion and it passed unanimously.

ANNUAL REPORTS: *Ms. Port made the motion to accept the 2021 annual reports from the Police, Fire, Road, Facilities & Zoning. Mr. Rambo seconded the motion and it passed unanimously.*

ESO BAA HIPPA: *Ms. Port made the motion to approve, at the recommendation of Fire Chief Frazier, the HIPAA/Business Associate Addendum to the Master Subscription and License Agreement with ESO Solutions Inc., dated February 23, 2022, as approved by the Geauga County Prosecutor. Mr. Rambo seconded the motion and it passed unanimously.*

AUTHORIZED SIGNATORY: ESO MSLA RMS: *Mr. Rambo made the motion to authorize Trustee Jim Mueller to act as Russell Township's authorized signatory for the HIPAA/Business Associate Addendum to the Master Subscription and License Agreement with ESO Solutions Inc. Ms. Port seconded the motion and it passed unanimously.*

FIRE DEPT: Chief Frazier thanked Mr. Wrench for setting up the reserve study meeting with Miller Dodson.

HIGHWAY USE MANUAL: RESOLUTION 2022-4: *Ms. Port made the motion, at the recommendation of the Road Superintendent, to approve Resolution 2022-4: a Resolution adopting the Geauga County Commissioners' Highway Use Manual and authorizing the Geauga County Engineer's Office to issue and enforce all policies and procedures outlined therein. Mr. Rambo seconded the motion and it passed unanimously.*

GRADALL: KEY BANK FINANCING: Mr. Layne stated that the Gradall is on his equipment replacement schedule. The current Gradall is 16 years old and is the heartbeat of the Road Department. Mr. Layne is proposing to replace the old Gradall with a one from Southeastern Equipment. Mr. Layne stated that Southeastern Equipment currently has 1 in stock. Ms. Port asked Mr. Layne what he plans on doing with the old Gradall. Mr. Layne stated that these machines are municipal specific, so it is worth keeping it as a backup.

Mr. Rambo made the motion expressing the intent to accept the Financing Proposal, dated February 28, 2022, from Key Government Finance for a Tax-Exempt Lease-Purchase of a Gradall D152 Excavator, subject to normal approval procedures, and to authorize the Fiscal Officer to prepare, sign & submit any necessary finance application documents; finance application based on new Gradall in stock at Southeastern Equipment of Mentor, OH for the amount of \$272,755.84. Ms. Port seconded the motion and it passed unanimously.

BRUSH CHIPPER: Mr. Layne stated that the current chipper is 26 years old, and it does still have some residual value and would like to place it on GovDeals. Mr. Layne is proposing to replace it with a new Brush Bandit Chipper from KTS Equipment Inc for \$37,608.25. Mr. Layne stated the chipper was also part of his equipment replacement schedule. Mr. Rambo asked Mr. Layne what the useful life of the new chipper would be, and Mr. Layne said 25 – 30 years. *Action to be taken after permanent appropriations are approved.*

ROAD DEPT: Mr. Layne stated he received an email from ODOT stating that the application for the stimulus funds grant for Dines Road was not approved.

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POLICE DEPT: Chief Swaidner stated that for 2022 the state is requiring continuing professional training for police officers across the state. Chief Swaidner stated that he applied for a grant and received 50% the cost of the training associated with salaries, which was \$5,302.68. Chief Swaidner stated that the training is based on current trends in law enforcement and recommendations to help officers with diversity and de-escalation.

CLE FOUNDATION/UHLIN GRANT: *Ms. Port made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the grant from the Philip R. Uhlir Fund at the Cleveland Foundation of \$1,351.00 to the Police Department. Mr. Rambo seconded the motion and it passed unanimously.*

Mr. Rambo made the motion to approve the use of the \$1,351.00 grant for general support for the Russell Township Police Department at the discretion of the Police Chief. Ms. Port seconded the motion and it passed unanimously.

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

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

POLICE CRUISER: Chief Swaidner stated he sent out a proposal to purchase a new vehicle, which will replace one of the current vehicles that has 110,000 miles on it and which will be traded in. The Chief proposes to purchase a 2022 Ford Explorer Police Interceptor. Chief Swaidner stated he reached out to 2 different Ford dealerships, which one was state bid holder and is recommending going with that bid. That bid is through Montrose Ford of Fairlawn. The price was \$36,877.41 and the trade in value of \$6,000, which would bring the purchase price to \$30,877.41.

Chief Swaidner stated he reached out to Hall Public Safety who does the outfitting. They quoted \$14,908.89 for installation, graphics, and tear down of old vehicle. Chief Swaidner stated that they have been budgeting for this in the 5-year plan. Some of the equipment will be reused, such as, in car camera system, radios and some of the caging. *Action to be taken after permanent appropriations are approved.*

POLICE DEPT: Ms. Port asked Chief Swaidner for an update regarding the grant that is available for body cameras and how the policy is coming along. Chief Swaidner stated that the first round of the grant has been distributed. Chief Swaidner stated he continues drafting a policy that will work for the department and the county. Chief Swaidner stated he has started looking at different options of cameras, one that integrates with current vehicle camera system or get one separate. He has been getting pricing on hardware, software, and retention. Chief Swaidner said that departments he knows that have received the grant, only received 50% of what they asked.

ZONING: CONSULTANT FOR ZONING RESOLUTION: Mr. Wrench stated there was discussion last August about hiring Dave Dietrich to come in and review and rewrite the zoning resolution as needed, but it wasn't in the budget so had to wait till this year. Mr. Dietrich sent in a revised signed contract. Mr. Wrench stated it was sent to our APA and was approved by her. Mr. Dietrich is proposing to do it for \$25 per hour with a price not to exceed \$3,500.00. *Action to be taken after permanent appropriations are approved.*

STORAGE BUILDING UPDATE: Mr. Chordar, from TC Architects, stated he has been in contact with Action Contractors, who are interested in continuing to discuss the project and hold their pricing for a short period. Mr. Chordar went over the items they were looking at deducting and Action Contractors came up with a \$81,202.68 deduction. Mr. Rambo identified a potential problem in that the project was designed and bid a certain way; telling Action Contractors we will take your bid but are changing the designs and not giving the other bidders an opportunity to do the same doesn't seem right. Mr. Rambo suggests sticking to the original \$500,000.00 budget and have a building and materials that reflect that budget. Mr. Chordar stated he talked to the APA and was getting conflicting information and is going to review the updated bid submitted by Action Contractors and make sure the process is being done correctly.

RECYCLING CENTER: LANDSCAPE BIDS: Mr. Wrench stated that this project is a multifaceted issue. He has received 2 quotes, one from TRC and one from CJ Landscaping. They both addressed the trees, which was the main point. TRC used their artistic side and added a bunch of beds with plants and shrubs but the total was \$16,300.00. CJ Landscaping did similar but with smaller beds and fewer plantings and his scope of work was \$8,465. Mr. Wrench said they didn't have a design to go off of so each came up with their own plans.

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Mr. Wrench stated that the Township currently has \$10,000.00 from the DIG Grant to use by the end of May. Stated he will be applying for another grant that is \$15,000.00, with a 10% match. Mr. Wrench said he talked to Jennifer Jones, and the grant money can be used towards the trees or a fence.

CEI POLES: Mr. Wrench said he received lighting options from the Illuminating Company. Mr. Wrench stated it was roughly \$2,500 - \$3,000 for 2 poles. There is a \$25.00 fee per year per item on the pole. Mr. Wrench stated that Allen from Visual Armor is suggesting 2 cameras per pole.

Mr. Rambo made the motion to approve CEI installing two new lights and two poles for additional lighting at the Recycling Center for a cost up to \$3,500.00. Ms. Port seconded the motion and it passed unanimously.

Mr. Rambo made the motion to approve the additional cost to locate township owned security cameras on CEI light poles at the rate of \$25.00 per camera or attachment per year. Ms. Port seconded the motion and it passed unanimously.

LANDSCAPE ESTIMATES: *Ms. Port made the motion to approve the CJ Landscape, LLC landscape maintenance estimate, entitled Russell Township Landscape Worksheet 2022, dated February 15, 2022, for the price of \$32,880.98. Mr. Rambo seconded the motion and it passed unanimously.*

Mr. Rambo made the motion authorizing Fiscal Officer Karen Walder to sign and execute the CJ Landscape LLC contract for 2022. Ms. Port seconded the motion and it passed unanimously.

TOWN HALL ADA RAMP: LARSEN: Mr. Wrench spoke with Larsen Architects, who recommended a portable metal ramp. Mr. Wrench had a company come out to give him an estimate but hasn't heard back. Mr. Wrench stated he was at the County Building Department and Building Inspector said regardless of what we do, being a public building, it would have to go through commercial review, which requires an architectural seal or a professional engineer's stamp on it. Mr. Wrench received a rough estimate of 20 – 30 hours for an ADA design. Hoping to get the new ramp done by the May 3rd election.

Mr. Rambo made the motion to authorize funds for Larsen Architect of Lakewood, Ohio, to prepare plans for the Town Hall ADA ramp for a cost up to \$3,000.00. Ms. Port seconded the motion and it passed unanimously.

AUTHORIZED SIGNATORY: SCRAP TIRE GRANT: *Mr. Rambo made the motion to authorize Trustee Kristina Port to act as Russell Township's authorized signatory for the 2022 Scrap Tire Grant Application to the Geauga Trumbull Solid Waste Management District. Ms. Port seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED

NOPEC ENERGIZED COMMUNITY RESOLUTION: *Ms. Port made the motion to adopt Resolution 2022-3, a resolution authorizing all actions necessary to accept the NOPEC 2022 Energized Community Grant. Mr. Rambo seconded the motion and it passed unanimously.*

NOPEC ENERGIZED COMMUNITY SIGNATORY: *Mr. Rambo made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's Local Contact and authorized signatory for the 2022 NOPEC Energized Community grant agreement and portal system. Ms. Port 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, 2022, as revised by the Budget Commission and dated February 7, 2022. Ms. Port seconded the motion and it passed unanimously.*

PERMANENT APPROPRIATIONS: *Mr. Rambo made the motion to adopt Resolution number 2022-5: the Permanent Township Annual Appropriations for the fiscal year ending December 31, 2022. Ms. Port seconded the motion and it passed unanimously.*

OHIO ASSOCIATION OF PUBLIC TREASURERS: *Ms. Port made the motion to authorize reasonable and necessary expenses for two Fiscal Office staff members to attend the full OAPT Annual Fiscal Officer Training Program from June 13 – 17, 2022. Mr. Rambo 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 January 2022, as submitted by Fiscal Officer Karen Walder. Ms. Port seconded the motion and it passed unanimously.*

IT PROPOSAL: ADP: COST LIST: Mr. Rambo passed out the cost breakdown of the IT upgrade to the

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Administration Building and Road Department. The initial outlay for equipment and labor is about \$24,000.00 and annual recurring costs of \$3,000 - \$4,000 for licenses and cloud-based support. Mr. Rambo stated that ADP is ready to go if it is approved. The package would include new computers for the Administration Building and 2 new computers for the Road Department and new Microsoft emails.

There is an additional computer for just the Trustees only.

Currently, anyone that is on the @russelltownship.us domain, is deemed to be at risk and cannot contact anyone within the county, including the Township's APA.

Mr. Rambo made the motion to engage Geauga County ADP to continue to update and secure the Administration Building and Road Department IT and phone system per the cost breakdown emailed to Trustee Rambo on January 27, 2022, for a cost up to \$30,000.00. Ms. Port seconded the motion and the votes as followed: Mr. Rambo – yes, Ms. Port – abstained, Mr. Mueller – yes and the motion passed.

Subsequent to the motion, Mr. Rambo advised that ADP requested unanimous agreement by the Board in order to proceed with this work. Mr. Rambo said he will talk with ADP regarding this situation.

GCTA EVENT FUNDS: *Mr. Rambo made the motion to support the Geauga County Township Association dinner event to be hosted by Russell Township Trustees on April 13, 2022, with funding authorized in the amount of \$3,000.00. Ms. Port seconded the motion and it passed unanimously.*

POST PERMANENTS: BRUSH CHIPPER: ROAD EQUIPMENT PURCHASE: *Ms. Port made the to authorize the purchase of a new Intimidator 12XP Brush Bandit Chipper from KTS Equipment Inc, for a total purchase price of \$37,608.25, off the Sourcewell Contract #062117-BAN/05119-BAN, as recommended by Road Superintendent Gene Layne. Mr. Mueller seconded the motion and it passed unanimously.*

AUTHORIZED SIGNATORY: BRUSH CHIPPER: *Ms. Port made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's authorized signatory for the documents related to the purchase of the Intimidator 12XP Brush Bandit Chipper, quote 137197 from KTS Equipment Inc. dated December 29, 2021. Mr. Rambo seconded the motion and it passed unanimously.*

GOV DEALS: DISPOSITION OF PROPERTY: *Mr. Rambo made the motion, at the recommendation of the Road Superintendent, to dispose of township property on the email dated March 1, 2022, entitled "Russell Road Department, Disposition of Property: GovDeals for March 3, 2022," as each item is not needed for public use, is obsolete, or is unfit for public use. Ms. Port seconded the motion and it passed unanimously.*

POST PERMANENTS: POLICE CRUISER: POLICE VEHICLE PURCHASE, TRADE-IN & EQUIPPING: *Ms. Port made the motion to approve the purchase of a 2022 Ford Explorer Police Interceptor for the amount of \$36,877.41 from Montrose Ford of Fairlawn, Ohio, cost of document fees and 30 day tag included, less a trade-in of \$6,000.00 for the 2017 Ford Explorer Police Interceptor #8123, plus shipping, equipment purchase, removal & installation equipment & graphics by Hall Public Safety for a cost \$14,908.89, for a final cost of \$45,786.30, per the February 23, 2022 letter from Chief Swaidner. Mr. Rambo seconded the motion and it passed unanimously.*

POST PERMANENTS: CONSULTANT FOR ZONING RESOLUTION: *Ms. Port made the motion to accept the proposal dated February 24, 2022, for professional consulting services by Planning & Zoning Services LLC to review & revise the township zoning resolution at a rate of \$25.00 per hour not to exceed \$3,500.00, approved by the Geauga County Prosecutor. Mr. Rambo seconded the motion and it passed unanimously.*

BOARD OF ELECTIONS: *Mr. Rambo made the motion to authorize Fiscal Officer Karen Walder to execute the Contract for Election Day Polling Location with the Geauga County Board of Elections. Ms. Port seconded the motion and it passed unanimously.*

TOWN HALL USE: *Mr. Rambo made the motion to grant permission for the Geauga County Board of Elections to use the Town Hall from 5:30 am – 9:00 pm, on May 3, 2022, subject to Township rules and regulations. Ms. Port seconded the motion and it passed unanimously.*

TOWNSHIP HOLIDAY: JUNETEENTH: *Ms. Port made the motion to authorize the amendment of the Russell Township Personnel Policy Manual (Section 7.01 Holidays) to include the paid leave holiday Juneteenth Day (June 19th). Mr. Rambo seconded the motion and it passed unanimously.*

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

TOWNSHIP TRUSTEES

REGULAR

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The meeting moved into executive session at 4:13pm.

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

The meeting moved in regular session at 4:53 pm.

ROAD DEPT PROMOTION: *Ms. Port made the motion to accept Road Superintendent Gene Layne's recommendation and promote Matt Romagni to the position of Laborer IIA in the Russell Township Road Department. The promotion is effective April 1, 2022. A one-year probation period will begin on the official starting date. Pay scale for Matt Romagni will be \$27.29 per hour per Salary Schedule 35. Mr. Rambo seconded the motion and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 4:54 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone