

RUSSELL TOWN HALL

April 17, 2025

The meeting was called to order at 7:00 p.m. Trustees Port, Mueller and Hare were present. The Fiscal Officer and Board Administrator were also present.

The following Department Heads were present: Fire Chief John Frazier.

The Pledge of Allegiance was said.

**QUARTERLY REPORTS:** *Mr. Mueller made the motion to acknowledge receipt of the 1st Quarter 2025 departmental reports from Fire, Road, Facilities, & Zoning. Mr. Hare seconded the motion, and it passed unanimously.*

**ENGINEER:** There were two representatives in attendance from the Engineer's office to answer any questions about the Road Improvement Resolution that the Board was asked to accept for Road Improvement Projects for 2025. The Engineer's Office will advertise for bids next week once passing the resolution.

**ROAD PROJECTS: IMPROVEMENTS: RESOLUTION:** *Mr. Mueller made the motion to approve Resolution 2025-12: A Resolution which orders the Asphalt Resurfacing of Various Roads (Beechwood Drive, Deerbrook Drive, Hunting Hills Drive, and Squire Lane) adopts the plans and specifications, and orders that the project be let for bid. Mr. Hare seconded the motion, and it passed unanimously.*

**FACILITIES: GUEST:** Rob Morgan presented the Board with renderings of a landscape architectural plan for the community room and surrounding area. It is a cohesive plan with walking paths to connect the recycling center, and the crosswalk at the intersection. The plan also included a historical garden to pay tribute to Russell School. The stones from the school can also be incorporated into a seating option on the patio of the Community Room. The design showed native trees for shade and plantings in the flowerbeds and included a few pots for flowers that are placed at entryways. The next step will be for Mr. Morgan to incorporate feedback and to focus on the patio space and the plants that he would use in the design. The Board will have to decide if they want to use the plan in phases or just the plantings around the building and patio. Trustee Port brought up the possibility of a move of the recycling area or an expansion of the parking lot. Furniture storage was also discussed, and Mr. Morgan offered his assistance in furniture selection. Mr. Hare stressed the importance of ease of maintenance.

**MINUTES:** *Mr. Hare made the motion to accept the minutes of the Special Meeting held on April 3, 2025, as presented. Mr. Mueller seconded the motion, and it passed unanimously.*

**FIRE DEPT: POND MANAGEMENT: AQUA DOC:** *Mr. Mueller made the motion to accept the agreement between the Russell Township Board of Trustees and AQUADOC Lake & Pond Management, for the pond management program further described in the Contractor's proposal dated March 11, 2025, for the pond behind the Fire Station, for a cost of \$1,150.00. Mr. Hare seconded the motion, and it passed unanimously.*

**AUTHORIZED SIGNATORY:** *Mr. Hare made the motion to authorize Kristina Port to act as Russell Township's authorized signatory for the AQUADOC Lake & Pond Management proposal dated March 11, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

RUSSELL TOWN HALL

April 17,

2025

**MENARDS CREDIT CARD APPLICATION:** *Mr. Hare made the motion to authorize the Fiscal Officer to make application and/or execute agreements to obtain a Menard's credit card for the Russell Fire Department. Mr. Mueller seconded the motion, and it passed unanimously.*

**FIRE DEPT: SUPPLEMENTAL INSURANCE:** *Mr. Mueller made the motion to approve the Provident Accident & Health Policy Proposal ID 72812, dated April 16, 2025, through Burnham & Flower Insurance Group, Plan 3, for an annual premium of \$2,133.00, effective June 6, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

**FIRE: PHONE UPGRADE:** *Mr. Hare made the motion to authorize the purchase of a new Fire Station phone system from Raytec Systems of Stow, Ohio, proposal dated April 16, 2025, for an amount of \$14,717.00. Mr. Mueller seconded the motion, and it passed unanimously.*

**AUTHORIZED SIGNATORY:** *Mr. Mueller made the motion to authorize Kristina Port to act as Russell Township's authorized signatory for the Raytec Systems phone upgrade proposal dated April 16, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

**FIRE: PROFESSIONAL SERVICES:** *Mr. Mueller made the motion to enter contract negotiations with Larsen Architects for the required professional architectural design services & cost estimating, for a Fire Station locker room & dormitory area as Larsen Architects was the firm determined to be most qualified for this project by the Board of Trustees. Mr. Hare seconded the motion, and it passed unanimously.*

**HEMLOCK HILLS: HOA:** Jeff Leggett, Ben Kotowski and Marie Sullivan were present on behalf of the Hemlock Hills HOA. They asked for an update about the intersection of state route 306 and Chagrin Mills. Mr. Mueller suggested that perhaps guard rails with reflectors along Chagrin Mills could be installed. The HOA representatives suggested a warning sign, additional lighting, and/or paint marking on Chagrin Mills. The Board advised that this was a topic that had to be discussed with ODOT and any changes to the intersection need to be approved and performed by ODOT. The Board has asked the Road Superintendent to reach out to ODOT and advised the HOA representatives that he will attend the May 1<sup>st</sup> trustee meeting at 2:30 pm. Mr. Layne will need to speak about what he has found out as to a possible solution to this concern.

The HOA was very vocal about the demolition of the abandoned home, being a safety hazard that the township needs to tend to immediately. Ms. Port informed the HOA members that the Township must follow advice of our legal counsel since the property tax is being paid, the home isn't considered abandoned. The Board also explained that there are three brothers who are cousins to the deceased homeowner that are paying the property tax. Mr. Mueller shared information that conflicted with an email from the Zoning Inspector to the Board, which was read by Mr. Hare, indicating that the brothers will have the home taken down after they go through the home for any family memorabilia and valuables, including cars on the property which they need to get titles for. The brothers have an attorney they are working with to clarify the executor of the estate is before they can move forward. The Board will consult with legal counsel and the brothers before anything is done by the Township. Mr. Mueller expressed concern about the process dragging out for a long time. The members of the HOA will be at the May

RUSSELL TOWN HALL

April 17, 2025

1<sup>st</sup> meeting for an update as they are eager for the home to be demolished quickly.

**511 CITIZENS' PARK BOARD: GUEST:** Perry Howland advised the Board that they have signed the Contract for Bridge construction, which is estimated to take about ten days to build. He came before the board for permission to have a bridge built on the Upper Chagrin Preserve. Since the Park is the township's property he is requesting permission before the contractor orders materials. Mr. Howland advised the board that Mr. Wrench has seen the plans and spoken to the contractor. Mr. Howland is expecting a June start date for the construction of the bridge. Mr. Howland also advised that an Easement Agreement with First Energy allowing access to the property will need to be carried out by the Township. Ms. Port indicated that she has received the proposed Easement and is in communication with our legal counsel.

*Mr. Hare made the motion to authorize the Citizens' Park District 511 to build a bridge in the Upper Chagrin Preserve that will not have sunken posts, will have a weight limit of 4,000 pounds, and will be six feet wide for emergency rescue vehicles. Ms. Port seconded the motion, and it passed unanimously.*

**POLICE: ACCEPT DONATION:** *Mr. Hare made the motion to accept the cash donation from Mr. Nathan Wynveen in the amount of \$100.00 to the Police Department. Mr. Mueller seconded the motion, and it passed unanimously.*

*Mr. Mueller made the motion to approve the use of the \$100.00 donation to the Police Department at the discretion of the Police Chief. Mr. Hare seconded the motion, and it passed unanimously.*

**MDT PURCHASE: BAYCOM:** *Mr. Hare made the motion to accept the Police Department's request for 6 new Mobile Display Terminals (MDTs,) and accessories from Baycom, Inc., of Green Bay, Wisconsin, quote #KP409.5, dated April 9, 2025, for an amount of \$25,349.10. Mr. Mueller seconded the motion, and it passed unanimously.*

**AUTHORIZED SIGNATORY:** *Mr. Hare made the motion to authorize Chief Tom Swaidner to act as Russell Township's authorized signatory for the Baycom, Inc. MDT proposal dated April 9, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

**MDT PURCHASE: SIMVAY:** *Mr. Hare made the motion to accept the proposal for the Police MDT provisioning, quote KO022279, from Simvay Systems, of Westlake, Ohio, quote dated April 14, 2025, for an amount of \$4,600.00. Mr. Mueller seconded the motion, and it passed unanimously.*

**AUTHORIZED SIGNATORY:** *Mr. Mueller made the motion to authorize Chief Tom Swaidner to act as Russell Township's authorized signatory for the Simvay Systems MDT provisioning proposal dated April 14, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

**NOPEC REQUEST:** *Mr. Hare made the motion to approve the use of NOPEC Energized Community (NEC) grant funds in the amount of \$8,019.00 to defray part of the cost of the Police MDT purchases. Mr. Mueller seconded the motion, and it passed unanimously.*

RUSSELL TOWN HALL

April 17, 2025

**RESOLUTION 2025-11: ODOT ROAD SALT CONTRACT:** *Mr. Mueller made the motion to approve Resolution 2025-11, authorizing participation in the Ohio Department of Transportation Road Salt Contract 018-26. Mr. Hare seconded the motion, and it passed unanimously.*

**ODOT ROAD SALT CONTRACT: AUTHORIZATIONS:** *Mr. Mueller made the motion to authorize Fiscal Officer Karen Walder to act as agent in the name of Russell Township and Jim Koller to act as the ordering contact for participation in the Ohio Department of Transportation's Road Salt Contract 018-26. Mr. Hare seconded the motion, and it passed unanimously.*

**ROAD: PROFESSIONAL SERVICES:** The Road Superintendent would like to have Larsen Architects conduct a study and make plans for a new road garage. The board has many questions and as Mr. Layne was not in attendance they will defer discussion for the May 1<sup>st</sup> meeting.

*Ms. Port made the motion to enter contract negotiations with Larsen Architects for the required concept study for a Township Road Facility, as Larsen Architects was the firm determined to be most qualified for this project by the Board of Trustees. Mr. Hare seconded the motion, and it passed unanimously.*

**FISCAL OFFICER:** Mrs. Walder suggested that this was a good time for the board to consider having a strategic study for the township performed. With possibly having a new road garage and now the community room it would be beneficial to have a strategic plan for the direction and budget planning for the township. Mr. Hare requested the board to schedule a planning session for the board to discuss the future directions of the township and that it be before the budget sessions as there are many decisions that need to be made and projects to budget for. The Board agreed to hold this planning session on May 16<sup>th</sup> from 1-4pm.

**STROLLO PAYMENT REQUEST:** *Mr. Hare made the motion to approve a pay request in the amount of \$8,336.00 for Strollo Architects, Invoice #23014.00-14R2, dated April 2, 2025, submitted to Fiscal Officer Walder on April 7, 2025, for work through April 2, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

**EXTENDING: STROLLO SERVICES:** *Ms. Port made the motion to authorize Strollo Architects to provide additional services for the Community Room Project through May 31, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

**ENCUMBRANCE: STROLLO SERVICES:** *Mr. Hare made the motion to authorize an encumbrance in the amount of \$1,000.00, for additional services by Strollo Architects for the Community Room Project through May 31, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

**AMENDED CERTIFICATE:** *Mr. Hare made the motion to accept the Amended Certificate of Estimated Resources #2 for Russell Township for the fiscal year beginning January 1, 2025, as revised by the Budget Commission and dated April 7, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

RUSSELL TOWN HALL

April 17, 2025

**SUPPLEMENTAL APPROPRIATION #1: RESOLUTION 2025-10:** *Mr. Hare made the motion to adopt the Supplemental Township Annual Appropriation #1, Resolution 2025-10, to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2025, as recommended by the Fiscal Officer. Mr. Mueller seconded the motion, and it passed unanimously.*

**FIRE: LARSEN ARCHITECTS:** *Mr. Mueller made the motion to complete negotiations and accept the proposal for professional architectural design services & cost estimating, for a Fire Station locker room & dormitory area by Larsen Architects, proposal #24136 presented in an email dated April 15, 2025, from Chief Frazier to the trustees, for a sum of up to \$8,450.00. Mr. Hare seconded the motion, and it passed unanimously.*

**AUTHORIZED SIGNATORY:** *Mr. Hare made the motion to authorize Kristina Port to act as Russell Township's authorized signatory for the Larsen Architects Fire Locker Room/Dormitory proposal dated April 15, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

**COMMUNITY BUILDING: CHANGE ORDER #7:** *Mr. Hare made the motion to approve Change Order No. 7 to the Community Meeting Room Project:*

<i>Change Requests per Owner -</i>	<i>Add:</i>	<i>\$ 359.95</i>
<i>Allowance Dollars Applied -</i>	<i>Applied:</i>	<i>\$ 0.00</i>

*resulting in a \$359.95 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 #7, dated April 9, 2025, for a new contract value of \$1,196,782.59; the Contract Time is increased by fifty-six days for a new Substantial Completion date of April 18, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

**AUTHORIZED SIGNATORY:** *Mr. Hare made the motion to authorize Trustee Kristina Port to sign Change Order #7 to the ACM Construction Management Contract, for the Community Meeting Building Project, on behalf of the Russell Township Board of Trustees, Change Order #7 dated April 9, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

**ADP: ON-SITE:** Now that the Community Room is nearly complete, Mrs. Walder asked the Board if they were interested in having a member of ADP continue to work outside of the administration building one day every other week. There is no additional cost to the township other than the normal service tickets, and the Board likes the idea of someone from ADP being available. They asked the Fiscal Officer to contact ADP about continuing to have a representative and asked that the representative work from the administration building Tuesday, Thursday or Friday as that are the best days for the trustees if they have questions. Mrs. Walder also advised the Board of the upcoming Training on the ServiceNow portal, which will allow direct access to ADP support tickets.

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

RUSSELL TOWN HALL

April 17, 2025

**GCTA MEMBERSHIP:** *Mr. Mueller made the motion to authorize the expenditure of \$140.00 for membership of the Geauga County Township Association for 4 affiliate (staff) members. Mr. Hare seconded the motion, and it passed unanimously.*

**NOPEC COMMUNITY GRANT:** The Board Administrator advised the Trustees that all requests for Community Grant funding with NOPEC were approved and the Township received the \$1,500.00 that was requested.

Ms. Port advocated for the Mayors' Monarch Pledge in support of conservation efforts for Monarch butterflies.

**COMMUNITY ROOM:** The Board would like Mrs. Ezzone to speak with Rob Morgan about the patio furniture options. They discussed phasing in the patio furniture due to the cost estimates that Mrs. Ezzone sent to them.

Ms. Port advised that the May 1 meeting would start at 2:30pm, and the first July meeting would be on July 1 at 2:30pm.

**EXECUTIVE SESSION:** Mr. Hare made the motion to move into executive session to discuss the employment & 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 9:49 p.m.

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

Item #1: Melissa Palmer, Karen Walder, Jennifer Dorka.  
In at 9:49 p.m.; out at 9:54 p.m.

Item #2: Melissa Palmer, Karen Walder, Jennifer Dorka.  
In at 9:54 p.m.; out at 10:00p.m.

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

The meeting moved into regular session at 10:01 p.m.

*Ms. Port made the motion to adopt the recommended wage range for Road Superintendent as presented by Monica Williams of Clemans Nelson in an email to Melissa Palmer dated April 15, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

TOWNSHIP TRUSTEES

SPECIAL

RUSSELL TOWN HALL

April 17, 2025

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

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

The meeting was adjourned at 10:02 p.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka