

RUSSELL TOWN HALL

May 16, 2024

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

The following Department Heads were present: Chief John Frazier.

**HEMLOCK RD. CULVERTS:** Mayor Koons of South Russell Village advised the board that the culverts under Hemlock Road are too small and need to be replaced; when there is heavy rain, the road will flood. The culverts are in both South Russell and Russell. He said he will look into the cost and possible grants or funding and when the time comes, he would like the Township to give him a letter of support for the project. He will be back in the future with more information.

**MINUTES:** Trustee Port said that under the Dines Road section of the May 2<sup>nd</sup> meeting minutes the word both was underlined, and she felt that wasn't appropriate and asked for that underline to be removed. The board agreed.

*Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on May 2, 2024, as amended. Mr. Rambo seconded the motion and it passed unanimously.*

**2024 ROAD PROJECT: HILLBROOK LN SOUTH:** *Mr. Rambo made the motion to approve Resolution 2024-17, a Resolution of Convenience and Necessity for the Improvements of Hillbrook Lane South (TR-0480) in Russell Township, which authorizes the Geauga County Engineer to prepare engineering plans. Mr. Mueller seconded the motion and it passed unanimously.*

**DINES ROAD PAVING:** *Mr. Mueller made the motion to execute the agreement with Ronyak Paving, Inc from Burton, Ohio, for the amount of \$911,825.00, for the project entitled The Road Widening of Sections A-B of Dines Road, TR-0144, Russell Township, Geauga County, as recommended by the Geauga County Engineer. Mr. Rambo seconded the motion and it passed unanimously.*

**ACCEPT DONATION:** *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, to accept the donation of \$100.00 cash, received by Firefighter/EMT Jacob Ebright on May 10, 2024, as a donation to the Fire Department staff. Mr. Rambo seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to approve the use of the \$100.00 for the Fire Department staff at the discretion of Fire Chief John Frazier. Mr. Rambo seconded the motion and it passed unanimously.*

**SUPPLEMENTAL APPROPRIATION #4: RESOLUTION 2024-18:** *Mr. Rambo made the motion to adopt the Supplemental Township Annual Appropriation #4, Resolution 2024-18, to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2024, as recommended by the Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.*

**US ASSOCIATION of PUBLIC TREASURERS:** *Mr. Rambo made the motion to authorize reasonable and necessary expenses for up to two Fiscal Office members to attend the online APT US&C Annual Conference in August 2024. Mr. Mueller seconded the motion and it passed unanimously.*

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**AUDIT 2022-2023: AUTHORIZED SIGNATORY:** *Mr. Rambo made the motion to authorize Karen Walder to sign the Management Representation Letter to Charles E. Harris & Associates, Inc, dated May 1, 2024, on behalf of Russell Township for the Auditor of State audit period 2022-2023. Mr. Mueller seconded the motion and it passed unanimously.*

**AOS LETTER: AUTHORIZED SIGNATORY:** *Mr. Rambo made the motion to authorize Karen Walder and Chair Kristina Port to sign the Post-Audit Letter on behalf of Russell Township, received from Charles E. Harris & Associates, Inc, dated May 1, 2024, for the Auditor of State’s audit period 2022-2023. Mr. Mueller seconded the motion and it passed unanimously.*

**FISCAL OFFICER:** The Fiscal Officer updated the board on the Circle K gas cards, and that the APA sent recommendations for the application. She asked if the board was comfortable with the terms and conditions, and if so, she was ready to submit the application. The board told her to go ahead and submit the application for the gas cards.

The Fiscal Officer told the board that the recycling companies’ routes will be changing, but the Russell Township recycling center pickups will stay the same.

The Fiscal Officer advised the board that all of the five-year capital requests from the departments have been entered into Cleargov and also sent to the Board. The Fiscal Officer will now ask the departments to prioritize their requests for 2025.

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

**FIRE:** Chief Frazier clarified for the board that he would like to fund items from his 2023 capital budget and were not completed in this year’s budget. He will reprioritize all the capital items and discuss with the fiscal officer to determine if a supplemental appropriation is needed.

Chief Frazier updated the board that the 1996 ambulance that was being used to transport equipment had an electrical short that caused a lot of damage, he has contacted the insurance company and is waiting to hear from the insurance adjuster.

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**COMMUNITY BUILDING: CHANGE ORDER #1:** *Mr. Mueller made the motion to approve Change Order No. 1 to the Community Meeting Building Project:*

<i>Change Requests per Owner</i>	<i>Add</i>	<i>\$53,128.71</i>
<i>Value Engineering items</i>	<i>Deduct</i>	<i>\$32,382.50</i>
<i>Allowance #2 (partial)</i>	<i>Deduct</i>	<i>\$ 5,746.21</i>
<i>Allowance #3 (complete)</i>	<i>Deduct</i>	<i>\$15,000.00</i>

*resulting in no increase to the ACM Construction Management Contract Value as Value Engineering savings and allowance funds were applied to perform ten action items identified in letters to Strollo Architect Project Manager David Roose, Change Order #1 dated May 13, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

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**AUTHORIZED SIGNATORY:** *Mr. Rambo made the motion to authorize Trustee Matthew Rambo to sign Change Order #1 to the ACM Construction Management Contract, for the Community Meeting Building Project, on behalf of the Russell Township Board of Trustees, Change Order #1 dated May 13, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

**MEMORIAL DAY:** The board reviewed the program. They were advised that Briar Hill Church was cleaned, and all the veteran markers and flags were out on the graves.

**TOWN HALL STUDY:** The board was updated that only one bid was received for the Town Hall Study, and they decided to push the project to a later date due to uncertainty about the legislation requiring a ballot action, and the expense of the new Community Building project.

**LAND STEWARDSHIP:** Mr. Rambo and the Board Administrator updated the board that there are three properties that The Westen Land Conservancy would like to address regarding encroachment. Mr. Rambo will work with the Board Administrator on this.

**GCTA MEMBERSHIP:** *Mr. Mueller made the motion to authorize the expenditure of \$490.00 for membership in the Geauga County Township Association for 4 full members and 6 affiliate members. Mr. Rambo seconded the motion and it passed unanimously.*

**CEMETERY FEES:** The board was presented with multiple options for fee adjustments for the cemeteries. The last time the fees were raised was in 2017. The board was also given the fee schedules for surrounding areas to show that Russell is on the low to middle end and that with the adjustments would still be in the middle for cemetery fees. The board will review and decide at the next meeting.

**EXECUTIVE SESSION:** *Mr. Rambo made the motion to move into executive session to discuss the employment and 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 8:06 p.m.

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

The meeting moved into regular session at 8:15 p.m.

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

The meeting was adjourned at 8:15 p.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka