

RUSSELL TOWN HALL

June 23, 2022

The Chair, Mr. Mueller, called the meeting to order at 6:00 pm. Trustee Port and Rambo were present. Fiscal Officer Karen Walder and Board Administrator Melissa Palmer were also present.

Pledge of Allegiance was said.

**MINUTES:** *Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on May 5, 2022, as presented. Mr. Mueller seconded the motion.*

The vote: Mr. Rambo – Yes, Ms. Port – Abstain, Mr. Mueller – Yes.

**MINUTES:** *Mr. Rambo made the motion to accept the minutes of the Special Meeting held on May 14, 2022, as presented. Ms. Port seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on May 19, 2022, as presented. Mr. Mueller seconded the motion.*

The vote: Mr. Rambo – Yes, Ms. Port – Abstain, Mr. Mueller – Yes.

**MINUTES:** *Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on June 2, 2022, as presented. Ms. Port seconded the motion.*

The vote: Mr. Rambo – Yes, Ms. Port – Abstain, Mr. Mueller – Yes.

**GEAUGA SAFETY COUNCIL:** *Mr. Rambo made the motion, at the recommendation of the Fiscal Officer, to approve the payment of \$250.00 to the Geauga Safety Council for the 10 regular meeting registrations July 1, 2022, through June 30, 2023. Ms. Port seconded the motion and it passed unanimously.*

**AUTHORIZED SIGNATORY: SAFETY COUNCIL:** *Mr. Mueller made the motion to authorize Chairperson Jim Mueller to act as Russell Township's authorized signatory for the Geauga Safety Council regular meeting registrations for July 2022 through June 2023. Ms. Port seconded the motion and it passed unanimously.*

**CITIZENS' PARK DISTRICT: REPRESENTATIVE/GUEST:** Park Board Commissioner Mr. Howland requested funding from the Trustees to replace the Local Government funding that the County no longer provides to parks and now gives to the Township. He requested \$5,000 for 2022 and \$5,000 for 2023. This is the amount that the park was receiving from the Local Government Fund. The Trustees discussed the matter and will approve the funds for 2022 and will revisit the request for 2023 after the Townships budget hearing in August. Mr. Mueller thanked the Park Board for the write-up. Ms. Port requested that Park Board Minutes be emailed to the Trustees. Mr. Rambo suggested that the Park Board consider moving their meetings back to the Russell Town Hall.

**6:15 PM PUBLIC HEARING, 2023 BUDGET:** *Mr. Rambo made the motion to open the public hearing on the proposed budget for the year 2023. Ms. Port seconded the motion and it passed unanimously.*

Fiscal Officer Karen Walder provided a recap of the Budget process:

- Public notice provided through CVT, Maple Leaf and RT website
- Budget consists of 23 Funds, each with their own sources of revenue and permitted expenditures
- Township budget for 2023 includes \$12 million in available resources. Sources of revenue includes levies, state rollback, inside millage, local government distributions, fees & fines, grants (like ARPA & OPWC), sales of assets and interest on investments.
- Budget preparation includes guidance from the Budget Commission, input on revenue and expenditure trends from various professionals, a look back over the past five years, and budgeted capital per the recent budget workshops with each Department.
- The 2023 budget was prepared using the UAN budget module and follows the required submission format including 2 years past actual, current year

RUSSELL TOWN HALL

June 23, 2022

- appropriations, plus one year forward.
- No new levies are needed to support 2023 budgeted expenditures.

**Intro to Community/Meeting Room:** The Board reviewed the project outline submitted by Facilities Manager Shane Wrench, which outlined the work he anticipates will need to be done to convert the garage at the Administration Building into a community meeting room. This would be "phase 1" of a two-part project to restore the Town Hall ("phase 2" is currently budgeted for TY2024).

COMMENTS FROM THE PUBLIC WERE RECEIVED.

*Ms. Port made the motion to close the public hearing on the proposed budget for the year 2023. Mr. Rambo seconded the motion and it passed unanimously.*

The Public Hearing closed at: 6:28 pm.

**2023 BUDGET:** *Ms. Port made the motion to approve the proposed budget for the year 2023. Mr. Rambo seconded the motion and it passed unanimously.*

**CITIZENS PARK: LOCAL GOVERNMENT FUNDS:** *Mr. Rambo made the motion to provide the Russell Township Citizens' Park District with \$5,000 in lieu of Local Government Funds for the 2022 Fiscal Year. Mr. Mueller seconded the motion and it passed unanimously.*

**DEPOSITORY CONTRACT:** *Mr. Rambo made the motion to approve the Memorandum of Agreement for Renewal of the Deposit of Public Funds (Ohio) with JP Morgan Chase Bank, N.A. dated June 6, 2022. Ms. Port seconded the motion and it passed unanimously.*

**AUTHORIZED SIGNATORY: DEPOSIT OF PUBLIC FUNDS:** *Mr. Rambo made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's authorized signatory for the Memorandum of Agreement with JP Morgan Chase Bank for the Deposit of Public Funds, dated June 6, 2022. Ms. Port seconded the motion and it passed unanimously.*

**FISCAL OFFICER:** The Fiscal Officer Karen Walder gave the Trustees her top takeaways from the OAPT financial officers training that she attended and will communicate to the Board on a few Policy Manual updates for the board to consider.

**OHIO ASSOCIATION of PUBLIC TREASURERS:** *Mr. Rambo made the motion to authorize reasonable and necessary expenses for up to two Fiscal Office staff members to attend the online APT US&C Annual Conference from August 7-10, 2022. Mr. Mueller 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 August 2, 2022, subject to Township rules and regulations. Ms. Port 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 August 2, 2022, Election Day Polling Location with the Geauga County Board of Elections. Ms. Port seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED.

**IT UPDATE:** Mrs. Palmer advised the Board that as the quotes for all the IT work are coming in that she expects to need more funds than the Trustee originally approved. The cabling work, in particular is based on a worst-case scenario. Mrs. Palmer hopes to have all the final quotes ready for the next meeting. The Board is okay with extra funds as they most likely won't be needed.

RUSSELL TOWN HALL

June 23, 2022

Mr. Rambo gave the board an update on the Township owned property known as the Upper Chagrin Preserve. A response to the Township's letter to the adjoining property owner was conveyed to Mr. Rambo through Pete McDonald. There has been an ongoing issue with this adjoining property owner, and he advised that the Township might have to pay to have the problem remediated, but there is no real solution yet. Mr. Rambo would like to settle on a solution with the property owner and not have to get lawyers involved. Mr. Mueller expressed concern about "stray bullets" originating from this property owner's land and the safety of students on the Preserve land.

The Fiscal Officer recommended that the Trustees establish a threshold for the items included in the new reserve study and Mr. Rambo suggested five thousand dollars, which the Board agreed to. This will be communicated to Miller-Dodson when the 2022 reserve study update commences.

Ms. Port asked if the August 4th regular Trustee meeting could be moved from 2 pm to earlier that morning, as she has a scheduling conflict. The Board has no problem with moving the meeting time up and will set a new time.

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

The meeting was adjourned at 7:06 pm.

James Mueller, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka