

TOWN HALL

June 5, 2024

The meeting was called to order at 2:01 p.m. by Chairperson Port. Trustees Rambo and Mueller were present. The Board Administrator Melissa Palmer and Fiscal Officer Karen Walder were present.

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

The Pledge of Allegiance was said.

ROAD DEPT: Mr. Layne stated that the Road Department is making good progress on Dines Road. Mr. Rambo asked when they plan on starting the resurfacing, and Mr. Layne stated that it will be the week after 4th of July and will last about 3-4 weeks. Mrs. Walder stated that we received Notice of Commencement for the project.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on May 16, 2024, as presented. Mr. Rambo seconded the motion and it passed unanimously.*

WINDOW REPLACEMENT AGREEMENT: Chief Frazier stated that this window acts as a secondary exit for the dormitory, and it currently does not function.

Mr. Mueller made the motion to approve the agreement between the Russell Township Board of Trustees and Pella Commercial of Bedford Heights, Ohio, as updated June 3, 2024 and approved by the Geauga County Prosecutor's Office, for the replacement of the emergency egress window in the Russell Fire Station, for the total installed amount of \$2,075.00. Mr. Rambo seconded the motion and it passed unanimously.

AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Chair Kristina Port to sign the Pella Commercial agreement on behalf of Russell Township, dated June 3, 2024, for the replacement of the emergency egress window in the Russell Fire Station. Mr. Mueller seconded the motion and it passed unanimously.*

AMBULANCE INSURANCE SETTLEMENT: Chief Frazier stated he talked to the adjustor this morning and should receive proof of loss tomorrow. Should have the papers to sign for the next meeting.

STRATEGIC STUDY: Asst. Fire Chief Sambula stated that they have been in a few conference calls with OFCA for the strategic study. Stated that Frank Cook from the Ohio Chief's Association is going to conduct that study. The first 2 sessions are with Fire Department personnel only and the dates for those workshops are August 10th and September 29th. The 3rd session will then include other Township employees and community members to get their input to the strategic plan.

POLICE: Chief Swaidner stated that the new workstations were installed last week. Chief Swaidner stated that last weekend was Coffee with a Cop and had a good turnout. Chief Swaidner stated that he just received notification that they achieved the Lexipol Connect Gold Award for excellence in policy management and training.

TOWN HALL

June 5, 2024

Ms. Port stated that she attended Coffee with a Cop and said it was really well done and the community seemed to appreciate the ability to come in and speak with the Police Department.

ACCEPT DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, to accept the donation of a gift card in the amount of \$150.00 to Augie's Pizza, from Janice Duale and Donald Long as a donation to the Police*

Department. Mr. Rambo seconded the motion and it passed unanimously.

Mr. Mueller made the motion to approve the use of the \$150.00 for the Police Department staff at the discretion of Police Chief Tom Swaidner. Mr. Rambo seconded the motion and it passed unanimously.

ZONING LETTER: "PROTECT TOWNSHIP ZONING AUTHORITY": Mr. Wrench stated that everyone received a letter from GCTA for signatures to support township zoning authority. The Trustees all stated that they will sign the petition.

NE OHIO PLANNING & ZONING WORKSHOP: *Mr. Mueller made the motion to approve reasonable and necessary expenses for up to 8 people to attend the NE Ohio Planning and Zoning Workshop in Willoughby Hills, Ohio on June 28th, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

FACILITIES: Mr. Wrench stated that the painters were in last week and completed the painting at the cemetery.

Mr. Wrench stated that some pieces of the siding was replaced on the west side of the Town Hall. Mr. Wrench stated that he is making some headway with the contractor for the gate at the Recycling Center. He has received a rough quote but waiting on pictures before he presents to the board. Mr. Wrench stated that it will be solar power with battery backup.

Mr. Wrench stated that Geauga Trumbull will be switching providers for recycling pickup, and that will go in effect July 1st.

FISCAL OFFICER: Mrs. Walder gave a shoutout to Russell resident and County Auditor Chuck Walder who testified at the Ohio Statehouse before the Joint Committee on property tax review and reform. This committee is tasked with addressing the reevaluation increases and to make recommendations to the property tax laws. They are supposed to make those recommendations by the end of the year.

OTARMA POOL REP & ALTERNATES: *Mr. Rambo made the motion to authorize Karen Walder to act as Authorized Signatory and OTARMA Pool Representative and Jennifer Dorka as Alternate Representative to represent Russell Township with Ohio Township Risk Management Authority (OTARMA), vote on behalf of the township, and act as liaison for issues relating to risk reduction, loss control information, and other required OTARMA business. Mr. Mueller seconded the motion and it passed unanimously.*

TOWN HALL

June 5, 2024

2025 BUDGET: ADVANCE PREP FOR BUDGET WORKSHOPS: Mrs. Walder asked that if there are any questions before the workshops, to reach out to her. Mrs. Walder's recommendation is to keep in mind that the Trustees are responsible for setting the budget and encourages everyone to review the binders and come prepared with questions and ideas. Mrs. Walder stated that if there is an item that needs to be added to the budget, to be prepared to decide on a dollar amount to put in the budget.

Mrs. Walder went over the dates and times of the workshops for each of the

departments. The Board will have a Community Building workshop after the last Wednesday workshop. Mrs. Walder stated that the notice has been submitted and will be posted in the June 6th papers. A copy of the budget will be posted on the website and in the Fiscal Office.

SUPPLEMENTAL APPROPRIATION #5: RESOLUTION 2024-20: Mrs. Walder stated that she included the additional paving at the Administration Building, however the Board will still need to make the decision on whether to proceed this year. She

wanted to include this in the budget so the ending balances would be updated for the budget workshops.

Mr. Mueller made the motion to adopt the Supplemental Township Annual Appropriation #5, Resolution 2024-20, 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. Rambo seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED

COMMUNITY BUILDING UPDATE: Mr. Rambo stated that they poured the concrete floor. Steel poles will be going up in the next 2 weeks. He noted that the subcontractor doing the trenching accidentally cut the Internet cable to the Admin building and the Admin staff was without Internet service from approximately 10:30 until 4:00pm. Mrs. Walder thanked the ADP staff for their prompt assistance in contacting Spectrum and arranging repairs. She also asked Trustee Rambo to address this issue with ACM, as the residents should not be asked to spend taxpayer money to address a mistake by a vendor.

COMMUNITY BUILDING UPDATE: NAME OF BUILDING: The Trustees stated that they will put some thought into a name for the new Community Building and will revisit at the next meeting.

COMMUNITY BUILDING UPDATE: FURNITURE UPDATE: Had a discussion regarding the furniture. The Trustees agree to (6) 6' round tables, (8) 8' rectangle tables, 60 chairs and 8 conference room chairs.

COMMUNITY BUILDING: APPLICATION FOR PAYMENT #2: *Mr. Mueller made the motion to approve Application No. 2 for Payment for the Community Meeting Building, invoice date 5/15/2024, in the amount of \$45,408.82 to ACM Construction Management LLC, as recommended by David Roose, Project Manager, Strollo Architects, in an email to Karen Walder, dated May 15, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

TOWN HALL

June 5, 2024

COUNTY ENGINEER TAX MAP DEPT: ADDRESS RECOMMENDATIONS: *Mr. Mueller made the motion to approve Resolution 2024-19, a Resolution which authorizes the Geauga County Engineer's Office Tax Map Department to determine and recommend house numbers to the Board of Trustees for assignment. Mr. Rambo seconded the motion and it passed unanimously.*

CEMETERY FEES & DELAY INCREASE: *Mr. Mueller made the motion to approve the increase in Cemetery fees at the 25% rate per the schedule provided by Cemetery Clerk Jennifer Dorka for the May 16, 2024 meeting, amending the proposal to round to the nearest dollar, with the increases going into effect August 1, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

MEMORIAL DAY DEBRIEF: Ms. Port stated that she received a note from the Historical Society saying how pleased they were. Mr. Mueller stated that there was an issue with having no restrooms and the Trustees agree to getting a porta potty for next year. Mr. Mueller also stated that another issue was no sound system so they will have to look into something for next year. Mr. Rambo stated there was an issue with traffic control showing up too late. Chief Swaidner stated that he will assign an officer next year for traffic control. Ms. Dorka suggested having a designated cleanup crew after the event because trash was left sitting in the church for 2 weeks. Ms. Port stated that the cleaning of the Church prior to the event was very nicely done.

EXCHANGE ROAD/ADMIN BLDG TELEPHONES: *Mr. Mueller made the motion to approve the exchange through Geauga County ADP of 10 Yealink Teams phones in the Admin and Road buildings for 10 UC Mitel 6940 phones for a net zero cost to Russell Township. Mr. Rambo seconded the motion and it passed unanimously.*

OPWC ELECTION: Need more information on this and will table it till the next meeting.

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

The meeting moved into executive session at 3:09 pm.

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

The meeting moved to regular session at 3:53 pm.

FIRE HIRE: Mr. Mueller made the motion to hire Brock Bowling as a part-time Firefighter/EMT at the beginning rate, per Salary Schedule 38, effective June 16, 2024. Ms. Port seconded the motion and it passed unanimously.

ACCEPT RESIGNATION: Mr. Rambo made the motion to accept the resignation of Sergeant Robert Bialosky from the Russell Township Police Department, effective July 15, 2024. Mr. Mueller seconded the motion and it passed unanimously.

TOWN HALL

June 5, 2024

ACCEPT RESIGNATION: ZONING COMMISSION: Mr. Mueller made the motion to accept the resignation of Benjamin Kotowski from the Russell Township Zoning Commission, effective June 5, 2024, based on the email received by Kristina Port on May 22, 2024. Mr. Rambo seconded the motion and it passed unanimously.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 3:55 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone