

TOWN HALL

July 11, 2024

The meeting was called to order at 2:03 p.m. by Chairperson Port. Trustees Rambo and Mueller were present. The Board Administrator Melissa Palmer was 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.

CLERK PRO TEM: In the absence of a Fiscal Officer, Board of Trustees Chair Kristina Port appoints Jennifer Dorka to serve as clerk pro tem.

MINUTES: *Mr. Muller made the motion to accept the minutes of the Special Meeting for the Road Department & Police Department Budget Workshops held on June 11, 2024, as presented. Mr. Rambo seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to accept the minutes of the Special Meeting for the Fire Dept Budget Workshop held on June 11, 2024, as presented. Mr. Rambo seconded the motion and it passed unanimously.

Mr. Rambo made the motion to accept the minutes of the Special Meeting for the Zoning, Facilities, and General Fund Budget Workshops held on June 12, 2024, as presented. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Mueller made the motion to accept the minutes of the Special Meeting for the Community Building Operations Policies and Tasks Planning Session held on June 12, 2024, as presented. Mr. Rambo seconded the motion and it passed unanimously.

Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on June 20, 2024, as presented. Mr. Mueller seconded the motion and it passed unanimously.

QUARTERLY REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the 2nd Quarter 2024 Police and Road reports. Mr. Rambo seconded the motion and it passed unanimously.*

GUEST: TREE CITY PLANNING: ODNR FORESTRY MANAGER MATT LEIDEN: Matt Leiden, Regional Urban Forester, came and presented information on becoming a Tree City. To qualify as a Tree City, you must meet 4 standards; a tree board, a public tree care ordinance, a community forestry program with an annual budget of at least \$2 per capita and an Arbor Day observance and proclamation. Mr. Rambo asked if one of the Russell Township Park Boards could be the Tree Board and Mr. Leiden stated the Tree Board is appointed by the Trustees. Mr. Leiden stated that there are grants he can help the Township get to help improve the forest, such as cutting down dead or diseased trees. Mr. Mueller asked if we could put something in the zoning resolution about how many trees can be cut down when building, and Mr. Leiden stated that he does have language that can be incorporated into the resolution. Mr. Leiden stated that they will help assist with the selection of trees for the Township properties. Ms. Port asked if they offer continuing education on current issues with trees, and Mr. Leiden said yes, and they send out emails with updates.

FIRE DEPARTMENT: Chief Frazier stated he received state bid pricing on the new pickup truck and has submitted the requisition to the Fiscal Office and is just waiting for the Budget Commission to process the insurance funds. Mr. Rambo asked how long it will take for them to receive the truck and Chief Frazier said should have it in

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the 4th quarter.

OTARMA GRANT: Ms. Port stated we received notification from OTARMA about the MORE Grant Program for safety and one of the items it can be used towards and an AED. Ms. Port asked Chief Frazier if they could look into pricing for an AED for the new Community Building and apply the grant towards this purchase.

POLICE DEPARTMENT: Chief Swaidner stated that they have seen recently a lot more stolen vehicles and stolen items from vehicles in the surrounding areas. Chief Swaidner reminded everyone to keep their cars locked and this was also posted on their Facebook pages.

RESOLUTION: SERGEANT BIALOSKY: *Mr. Rambo made the motion to adopt Resolution 2024-22: A Resolution of Appreciation for Sergeant Robert A. Bialosky Upon His Retirement. Mr. Mueller seconded the motion and it passed unanimously.*

DISPOSITION OF PROPERTY: ROAD: *Mr. Mueller made the motion to dispose of township property listed on the documents attached to the email from Road Superintendent Gene Layne to the trustees, dated June 28, 2024, as each item identified is not needed for public use, is obsolete, or is unfit for public use. Mr. Rambo seconded the motion and it passed unanimously.*

ROAD DEPT: SIGN REMOVAL AT RUSSELL ROAD: Mr. Layne received an email from a Chagrin Falls resident to their Mayor regarding the Russell Township sign causing problems for deliveries and EMS causing confusion. Mr. Layne stated that the sign has been there for about 40 years and the resident wants it to be moved. Mr. Layne stated that there really isn't another good spot. Mr. Rambo said if it's causing problems, he sees no issues removing it. Ms. Port and Mr. Mueller agree.

Ms. Port thanked Ryan Munn from the Road Department for letting her ride in the dump truck for the 4th of July Parade.

ZONING DEPARTMENT: Mr. Wrench stated that he has issued 20 permits, and 3 new houses are being built. Mr. Wrench stated that he had an inquiry from the Hillbrook Club looking to redevelop the site into a housing site but at this point sounds like it's at a standstill. Mr. Wrench stated that Laurel School's was on for this coming Monday for BZA but postponed it till August because they didn't have all their plans ready.

Ms. Port stated that she attended the Planning & Zoning Workshop and thought it was very informative.

TRC: ELECTRIC GATE: Mr. Wrench stated that he sent out TRC's estimate for a solar power gate for the Recycling Center. The cost is \$11,150 and the DIG Grant covers 90% of the cost and the Township will be responsible for 10%. Mr. Wrench stated that Mr. Layne and the Road Department offered to asphalt in the trench.

Mr. Mueller made the motion to approve the installation of a 30' swing gate at the Recycling Center, per estimate #60489 from TRC Landscape Services Inc, for the amount of \$11,150.00, dated July 3, 2024; the project is funded by the Geauga-Trumbull Solid Waste Management District's Drop-Off Improvement Grant, with a required 10% match from the township. Mr. Rambo seconded the motion and it passed unanimously.

AUTH SIGNATORY: TRC: ELECTRIC GATE: *Mr. Rambo made the motion to authorize Kristina Port to act as Russell Township's authorized signatory for the TRC*

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Landscape Services Inc estimate #60489 for the swing gate at the Recycling Center. Mr. Mueller seconded the motion and it passed unanimously.

FRAUD TRAINING AOS 2024-2025: All employees must watch a short Fraud Training video and sign off on a form that they watched the video. Ms. Dorka stated that all employees and elected officials must watch this video and has to be done by the end of September. Ms. Dorka stated that she will send the link and form to the department heads.

DISPOSITION OF PROPERTY: FISCAL OFFICE: *Mr. Rambo made the motion to dispose of township property listed on the document entitled "Disposal List", email from Jennifer Dorka to M Palmer, dated June 27, 2024, as each item identified is not needed for public use, is obsolete, or is unfit for public use. Mr. Mueller seconded the motion and it passed unanimously.*

FURNITURE PURCHASE: *Mr. Mueller made the motion to approve the purchase of Community Building (Conference Room and Event Hall) furnishings from MV Sales LLC of Mentor, Ohio, for a cost of \$21,269.00, per the estimate #2016955, dated June 25, 2024, with delivery requested after October 15, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

AUTH SIGNATORY: MV FURNITURE: *Ms. Port made the motion to authorize Matthew Rambo to act as Russell Township's authorized signatory for the MV Sales LLC estimate #2016955, for the purchase of Community Building (Conference Room and Event Hall) furnishings. Mr. Rambo seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED

COMMUNITY BUILDING: APPLICATION FOR PAYMENT #4: *Mr. Mueller made the motion to approve Application No. 4 for Payment for the Community Meeting Building, invoice date July 1, 2024, in the amount of \$72,629.98 to ACM Construction Management LLC, as recommended by David Roose, Project Manager, Strollo Architects, in an email to Melissa Palmer, dated July 8, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

COMMUNITY MEETING BUILDING: POLICIES & TASKS SESSION: Will have another working session at the next Trustee Meeting, July 18th. Some topics for discussion will be building name, staffing strategy, use policy, patio furniture, and Cintas rugs.

ADMINISTRATION BLDG LOT PAVING: BID OUT OR CHANGE ORDER: Mr. Rambo said a question came from the Fiscal Officer whether we had to have separate contract for the additional paving for the other parking lot or do a change order. The initial thought was separate contracts, however, after talking with ACM and Strollo, they did include unit pricing for asphalt in the contract, which would cover that parking lot as well. Fiscal Officers recommendation was to get estimates, not bids since it will be under \$75,000. Mr. Rambo stated that when ACM bid, they were the low bid partially because their unit cost prices were lower than everyone else and agreed to honor those prices. Mrs. Palmer stated that Mrs. Walder probably wanted to pull it out of the contract because if you leave that additional paving in, it will go towards the 10%. Mr. Rambo thinks we should get estimates but thinks they will be higher. Mrs. Palmer asked how long you can hold onto the change order because if it's good till fall then can wait before getting estimates. Mr. Rambo stated that the price is in the bid contract and won't change. Decided to wait till September to get other estimates since asphalt pricing fluctuates too much.

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ODOT CONTRACTOR: PERMISSION TO PARK: *Mr. Rambo made the motion to grant permission until August 16th, 2024 for Cole Burton Contractors LLC, working on the ODOT paving of SR 87/Kinsman Rd, to park approximately 6 cars and approximately 2 pieces of road resurfacing equipment on the gravel lot south of the Police Department driveway with the condition that they do not at any time infringe upon driveway & road access for the township's Safety Services. Mr. Mueller seconded the motion and it passed unanimously.*

EXECUTIVE SESSION: *Mr. Mueller 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.*

The meeting moved into executive session at 3:26 pm.

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

The meeting moved to regular session at 3:45 pm.

PARAMEDIC CONTRACT/TUITION LOAN AGREEMENT: *Mr. Mueller made the motion, at the recommendation of Chief Frazier, to enter into a Tuition Loan Agreement with Mr. Nathan Oriani for his 2024-2025 UH Geauga Medical Center Paramedic Program training and certification, approved as to form by the Geauga County Prosecutor's Office. Mr. Rambo seconded the motion and it passed unanimously.*

SICK TIME TRANSFER: *Mr. Mueller made the motion, at the recommendation of Chief Swaidner, to transfer in 241.40 hours of sick leave for new Russell Township Police Department employee Mr. Matthew Weaver, which was documented as Mr. Weaver's sick leave balance from his previous employer in a letter from the Chester Township Fiscal Officer, Patricia Jarrett, dated June 27, 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 3:47 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone