

RUSSELL TOWN HALL

July 20, 2023

The meeting was called to order at 6:00 pm. Trustees Rambo, and Port were present. The Board Administrator Melissa Palmer and Fiscal Officer Karen Walder were also present.

The following Department Heads were present: Assistant Fire Chiefs Brown and Sambula, Police Chief Tom Swaidner via virtual meeting.

Trustee Mueller was absent.

Pledge of Allegiance was said.

**MINUTES:** *Ms. Port made the motion to accept the minutes of the Regular Meeting held on July 6, 2023, as presented. Mr. Rambo seconded the motion and it passed.*

**QUARTERLY REPORTS:** *Ms. Port made the motion to accept the 2nd Quarter 2023 Fire, Road, Zoning, & Facilities reports. Mr. Rambo seconded the motion and it passed.*

**QUARTERLY REPORTS:** *Ms. Port made the motion to acknowledge receipt of the 2nd Quarter 2023 Police Department report. Mr. Rambo seconded the motion and it passed.*

**FIRE DEPARTMENT:** Trustee Rambo asked the Assistant Fire Chiefs to summarize the three proposals for the study. Mr. Sambula and Mr. Brown summarize the proposals and that two were from private companies and one was from the Ohio Fire Chiefs Association. They recommended the Ohio Fire Chiefs Association based on the knowledge of fire departments, and government, that will be more accurate to Russell Township. Trustee Rambo asked the Fiscal Officer to review the proposal and then send it to the APA for review.

**TEAM DEVELOPMENT/EXECUTIVE COACHING:** Trustee Port asked the Fiscal officer if this program has been beneficial and if she is sharing the knowledge gained from the program with the department heads. Mrs. Walder responded that she believes the program has been very beneficial to her and her team, although she hasn't shared anything specific with the department heads, she is using what she has learned to better communicate with them. Trustee Port asked if it would be beneficial to have the Trustees and Department Heads participate in the program? Mrs. Walder said that she would highly recommend the Trustees and Department Heads participate in the team development program and believes it would largely benefit the Township.

*Ms. Port made the motion, at the request of the Fiscal Officer, to approve a 2-part engagement of Lori Gorrell, of Upward Solutions Coaching & Consulting, for a total cost of \$8,200.00 per the proposal dated July 10, 2023. Mr. Rambo seconded the motion and it passed.*

**AUTHORIZED SIGNATORY: TEAM DEV/EXEC COACH:** *Ms. Port made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's authorized signatory for the Upward Solutions Coaching & Consulting proposal, dated July 10, 2023. Mr. Rambo seconded the motion and it passed.*

**AMENDED CERTIFICATE:** *Ms. Port made the motion to accept the Amended Certificate of Estimated Resources #5 for Russell Township for the fiscal year beginning January 1, 2023, as revised by the Budget Commission, and dated July 10, 2023. Mr. Rambo seconded the motion and it passed.*

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**SUPPLEMENTAL APPROPRIATION #5: RESOLUTION 2023-17:** *Ms. Port made the motion to adopt the Supplemental Township Annual Appropriation #5, Resolution 2023-17, to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2023, as recommended by the Fiscal Officer. Mr. Rambo seconded the motion and it passed.*

**FISCAL OFFICER'S REPORT:** Mrs. Walder reviewed the 2<sup>nd</sup> quarter report with the board and explained that the salaries accounts would be around fifty percent since the year is half over and that all departments are below that at this point. Mrs. Walder directed the Board to a new report which shows the percent of capital appropriations encumbered year-to-date, which range from a high of 88% for the Road Dept, down to just 6% for the General Fund. Mrs. Walder pointed out that there were nine new vendors last quarter, and Trustee Port asked if at the end of the year if Mrs. Walder can present the board with a list of all new vendors for the year. Mrs. Walder also asked the Board if they would be interested in seeing a projected cash flow report. This exercise is done each quarter based on assumptions about projected spending and looks ahead 6 months. The Trustees indicated that they would be interested in its inclusion in the quarterly report.

*Ms. Port made the motion to acknowledge receipt of the 2<sup>nd</sup> Quarter 2023 report from the Russell Township Fiscal Officer. Mr. Rambo seconded the motion and it passed.*

**BANK RECONCILIATION & FINANCIAL REPORTS:** *Ms. Port made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for June 2023, as submitted by Fiscal Officer Karen Walder. Mr. Rambo seconded the motion and it passed.*

**BWC:** Mrs. Walder advised the board that the APA advised her that the pending BWC Appeal action will be handled by the Assistant Attorney General and our APA will coordinate with the AG's office. The township doesn't need to hire outside council.

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**STEWARDSHIP WALK:** The Trustees discussed the results of the stewardship walk in the West River Drive 1. The board decided to send a letter to the neighbor that is mowing on the park property, and to send letters to surrounding neighbors about the feeders that are on park property.

**OPWC FINANCIAL ASSISTANCE: DINES ROAD: AUTH SIG:** *Mr. Rambo made the motion to authorize Trustee Matt Rambo to serve as authorized signatory on behalf of the Board of Trustees for the Grant/Loan Agreement for the project entitled TR0144 AB Dines Road Resurfacing, OPWC Project No. CG05AA/CG06AA. Ms. Port seconded the motion and it passed.*

**OPWC FINANCIAL ASSISTANCE: DINES ROAD: AUTH SIG:** *Ms. Port made the motion to authorize Fiscal Officer Karen Walder to serve as authorized signatory on behalf of the Board of Trustees for the promissory note in the amount of \$250,000.00 for the Grant/Loan Agreement, TR0144 AB Dines Road Resurfacing, OPWC Project No. CG05AA/CG06AA. Mr. Rambo seconded the motion and it passed.*

**GSWCD FINANCIAL SUPPORT:** *Ms. Port made the motion to express appreciation to Geauga Soil and Water Conservation District for the services and programs they provide in meeting the township's NPDES goals and to Russell Township residents, and to authorize a payment of \$3,000.00. Mr. Rambo seconded the motion and it passed.*

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**MOU COUNTY CONSOLIDATED PERMIT EPA NPDES PHASE 2:** *Ms. Port motion to approve the Memorandum of Understanding dated July 20, 2023, regarding the County Consolidated Permit for the Ohio EPA NPDES Phase 2 Program, approved by*

*the Geauga County Prosecutor's Office. Mr. Rambo seconded the motion and it passed.*

**EXECUTIVE SESSION:** *Ms. Port 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. Rambo seconded the motion and it passed.*

The meeting moved into executive session at 6:31 pm.

*Ms. Port made the motion to return to regular session. Mr. Rambo seconded the motion and it passed.*

The meeting moved into regular session at 6:46 pm.

**HIRE: POLICE: SCHOOL SAFETY OFFICER:** *Ms. Port made the motion, based on the recommendation of the Police Chief, to promote Scott McDermott from part-time Detective to full-time School Safety Officer, police officer, and constable with the Russell Township Police Department. The conditions of employment are as follows: The official starting date is August 1, 2023. A one-year probation period will begin on the official starting date. The pay scale will be per Salary Schedule 37. Equipment to be provided by the Russell Police Department as required pursuant to the agreement between Russell Township and the Ohio Patrolmen's Benevolent Association. Mr. Rambo seconded the motion and it passed.*

**PARAMEDIC CONTRACT/TUITION LOAN AGREEMENT:** *Ms. Port made the motion, at the recommendation of Chief Frazier, to enter into a Tuition Loan Agreement with Mr. Dominic J. Ferrente for his 2023-2024 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.*

**PARAMEDIC CONTRACT/TUITION LOAN AGREEMENT:** *Ms. Port made the motion, at the recommendation of Chief Frazier, to enter into a Tuition Loan Agreement with Mr. Tom Moster for his 2023-2024 Auburn Career Center, ODPS #302 Accredited Paramedic Program training and certification, approved as to form by the Geauga County Prosecutor's Office. Mr. Rambo seconded the motion and it passed.*

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

The meeting was adjourned at 6:48 pm.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka