

TOWN HALL

Jul 6, 2023

The Chair, Mr. Rambo, called the meeting to order at 2:00 pm. Trustees Kristina Port and Jim Mueller were present. Fiscal Officer Karen Walder was present, and Board Administrator Melissa Palmer was absent.

The following Department Heads were present: Fire Chief John Frazier, Road Superintendent Gene Layne, Zoning Inspector Shane Wrench and Police Lieutenant Scott Lillash.

The Pledge of Allegiance was said.

MINUTES: *Ms. Port made the motion to accept the minutes of the Special Meeting held on the morning of June 12, 2023, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to accept the minutes of the Special Meeting held on the afternoon of June 12, 2023, as presented. Ms. Port seconded the motion and it passed unanimously.

Mr. Mueller made the motion to accept the minutes of the Special Meeting held on June 13, 2023, as presented. Ms. Port seconded the motion and it passed unanimously.

Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on June 15, 2023, as presented. Ms. Port seconded the motion and it passed unanimously.

Mr. Mueller made the motion to accept the minutes of the Special Meeting held on June 22, 2023, as presented. Ms. Port seconded the motion and the vote was as followed: Mr. Mueller abstained; Ms. Port yes; Mr. Rambo yes and the motion passed.

QUARTERLY REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the 2nd Quarter 2023 Fire, Road, Zoning, & Facilities reports. Ms. Port seconded the motion and it passed unanimously.*

SCHOOL SAFETY OFFICER: The Trustees asked Lieutenant Lillash what the Chief's plans were on selecting the SSO. Lieutenant Lillash stated that the Chief posted the job opening and have had 2 candidates apply and will have interviews next week. Chief Swaidner will give his recommendation at the next Trustee meeting.

SCHOOL SAFETY OFFICER OPBA MOU: *Mr. Mueller made the motion to approve the Memorandum of Understanding between Russell Township Board of Trustees and the Ohio Patrolmen's Benevolent Association creating a School Safety Officer (SSO) position assigned to Westwood Elementary School. Ms. Port seconded the motion and it passed unanimously.*

AUTHORIZED SIGNATORY: SSO: OPBA: *Ms. Port made the motion to authorize Chair Matthew Rambo to act as Russell Township's authorized signatory for the Memorandum of Understanding between Russell Township Board of Trustees and the Ohio Patrolmen's Benevolent Association creating a School Safety Officer (SSO) position. Mr. Mueller seconded the motion and it passed unanimously.*

SCHOOL SAFETY OFFICER WEST G MOU: *Ms. Port made the motion to approve the Memorandum of Understanding between Russell Township Board of Trustees and the West Geauga Board of Education establishing a School Safety Officer (SSO) as a joint cooperative effort. Mr. Mueller seconded the motion and it passed unanimously.*

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AUTHORIZED SIGNATORY: SSO: WEST G: *Mr. Mueller made the motion to authorize Chair Matthew Rambo to act as Russell Township's authorized signatory for the Memorandum of Understanding between Russell Township Board of Trustees and the West Geauga Board of Education. Ms. Port seconded the motion and it passed unanimously.*

POSITION DESCRIPTION: SCHOOL SAFETY OFFICER (SSO): *Mr. Mueller made the motion to adopt the position description for the School Safety Officer, as prepared by Clemans-Nelson, effective July 6, 2023. Ms. Port seconded the motion and it passed unanimously.*

SALARY SCHEDULE: *Mr. Mueller made the motion to adopt Salary Schedule 37, content approved and effective July 1, 2023, which includes the School Safety Officer position. Ms. Port seconded the motion and it passed unanimously.*

POLICE VEHICLE 2024 PURCHASE: Lieutenant Lillash stated that the Chief received a quote from Statewide Ford of Van Wert for a 2024 Interceptor Utility vehicle for \$49,544.00 and Hall's Public Safety will be doing the graphics and providing equipment for \$16,374.06. Ms. Port asked if they would consider getting a 988 Hotline graphic added to Police vehicles. Lieutenant Lillash said he would talk to Chief Swaidner regarding this.

Mr. Mueller made the motion to approve the purchase of a 2024 Ford Police Interceptor Utility vehicle from Statewide Ford of Van Wert, Ohio, for a cost of \$49,544.00, per Reference #230917SR attached to the June 20, 2023, letter to the township trustees from Chief Swaidner; and an estimated cost of \$350.00 for document fees and 30-day tags. The vehicle will be upfitted by Hall's Public Safety of Twinsburg, Ohio, for a cost of \$16,374.06, per estimate #EST-12416, dated June 20, 2023, for a final vehicle estimated cost of \$66,268.06. Ms. Port seconded the motion and it passed unanimously.

FIRE DEPT: STRATEGIC PLANNING PROPOSALS: Chief Frazier stated that they are still waiting for a quote from the Fire Chief's Association and will have Asst. Chief Sam Brown reach out to them for an update.

FIRE DEPARTMENT: Chief Frazier stated that Drake Force, who was in the University Hospital paramedic program, graduate successfully from the program. Chief Frazier also shared that their new vehicle is due in sometime this month.

GEAUGA SAFETY COUNCIL: *Mr. Mueller made the motion, at the recommendation of the Fiscal Officer, to approve the payment of \$300.00 to the Geauga Safety Council for the 10 regular meeting registrations July 1, 2023 through June 30 2024. Ms. Port seconded the motion and it passed unanimously.*

AUTHORIZED SIGNATORY: SAFETY COUNCIL: *Mr. Mueller made the motion to authorize Chair Matthew Rambo to act as Russell Township's authorized signatory for the Geauga Safety Council regular meeting registrations for July 2023 through June 2024. Ms. Port seconded the motion and it passed unanimously.*

FISCAL OFFICE UPDATES: Mrs. Walder thanked Chief Frazier for having Asst. Fire Chief Nick Sambula hold a training session on CPR/AED training for the Administration and Road Department staff.

Mrs. Walder stated that the 2020-2021 Audit Report has been released. Mrs. Walder said she discussed with the audit representative the topic of electronic payments and what are best practices. Per their recommendation, the Fiscal Office is going to

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establish a new procedure of our electronic payments for the 4 companies that are currently paid electronically, and any new ones authorized by the Board. A cover sheet will need to be signed by 2 Trustees and the Fiscal Officer before that electronic payment is made.

Mrs. Walder also noted the reminder to the department heads regarding Deferred Comp withdrawals for payroll, which mainly effects departments that have part-time employees.

Mrs. Walder noted two developments in the Worker's Comp claim that has been going on for 2 years, and she put 2 documents in each of the Trustee's box for them to review.

Mrs. Walder shared a recap of the quarterly meeting with ADP. They are going to look at updating and combining our Admin cameras and the new recycling cameras. Mrs. Walder stated that they were appreciative of being included on the front end of the planning for the new building and have agreed to participate in whatever the Township's needs are for the new building. Mrs. Walder stated they discussed the 2024 website migration for the public website. ADP will be in contact with the Township to set up the gatekeeper security fob for all ADP-managed computers.

AUTHORIZED SIGNATORY: CLEAR GOV: *Mr. Mueller made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's authorized signatory for the Clear Gov Service Order, dated June 22, 2023, approved by the Geauga County Prosecutor's Office. Ms. Port seconded the motion and it passed unanimously.*

OAPT TAKEAWAYS: Mrs. Walder shared some take aways from the OAPT training attended by the Mrs. Walder and Mrs. Ezzone. ADP Administrator Frank Antenucci did a very good session on cybersecurity, which included a recommendation that the Board consider requiring cybersecurity training for all employees. Ms. Port suggested that it be added to our employee on-boarding. Another training topic was on Levies and the impact of HB140. Mrs. Walder suggested the Board may want to conduct a "state of the Township" public meeting this Fall, to discuss the new community building, Town Hall project, and Fire department staffing initiatives. Mrs. Walder also shared that the BWC may be making additional refunds stemming from the 2020 "Billion Back" refund. The session on Ohio Ethics Laws noted there are short informational webinars specifically for first responders posted on their website. Lastly, the HR session noted that the top motivators for employee satisfaction are: opportunities for advancement/growth, recognition, flexibility, and finally, wages.

4th OF JULY PARADE: Mr. Rambo thanked the departments and other elected officials for showing up and representing the Township at the West Geauga 4th of July Parade.

COMMENTS FROM THE PUBLIC RECEIVED

BLDG UPDATE: Mr. Wrench stated that he received a drawing from Schwartz and is going to work on getting a larger print. Boring work has not been done yet. Mr. Rambo indicated that updated drawings from Strollo were expected at the end of the month.

STEWARDSHIP WALK: WEST RIVER: Mrs. Walder stated that Mrs. Palmer wanted it noted that the Trustees did receive the Stewardship report.

US ASSOCIATION of PUBLIC TREASURERS: *Mr. Mueller made the motion to authorize reasonable and necessary expenses for one Fiscal Office staff member to*

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attend the online APT US&C Annual Conference from August 14-16, 2023. Ms. Port seconded the motion and it passed unanimously.

AUBURN TOWNSHIP WALKTHROUGH: Mr. Mueller stated that he went with Mr. Layne for a walkthrough at the Auburn Township Road Department and was very impressed. Mr. Mueller stated that if the building is under 20,000 sq. ft. then we wouldn't need a fire suppression system and would save the Township money, so thinks that the Road Department could build one for 18,000 sq. ft. Mr. Mueller also noted Mr. Dixon worked with Auburn Township and would like to do the same. He encouraged the other Trustees go for a walkthrough.

MS. PORT UPDATES: Ms. Port stated that she received an email from OPWC about signing the documents for the Dines Road paving project.

Ms. Port thanked the Department Heads again for their participation in the 4th of July Parade.

Ms. Port asked if it was okay for her to sign up for the OTA webinar regarding eSid, which costs \$20 and the Trustees agreed it was fine.

EXECUTIVE SESSION: *Mr. Mueller 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). Ms. Port seconded the motion and it passed unanimously.*

The meeting moved into executive session at 2:43 pm.

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

The meeting moved into regular session at 2:49 pm.

FIRE DEPARTMENT PARAMEDIC: *Mr. Mueller made the motion to approve the move of Mr. Drake W. Force from EMT to part-time Paramedic, at the starting rate per Salary Schedule 37, due to his successful completion of the Paramedic Program, effective July 1, 2023. Ms. Port seconded the motion and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 2:50 pm.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone