

RUSSELL TOWN HALL

AUGUST 15, 2024

The meeting was called to order at 7:00 p.m. Trustees Port, Rambo and Mueller were present. The Board Administrator and the Fiscal Officer were also present.

The Pledge of Allegiance was said.

The following Department Heads were present: Assistant Fire Chief Nick Sambula.

COPIER SERVICE AGREEMENT: *Mr. Mueller made the motion to retroactively approve the Sales and Service Agreement with ComDoc, Inc., for the purchase of an AltaLink C8135T2 copier for an amount of \$7,373.00, with service payments per the Service Pool #1 Contract Rates, per DocuSign Agreement signed by Chief John Frazier on June 7, 2024, upon delivery of the copier. Mr. Rambo seconded the motion and it passed unanimously.*

AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to retroactively authorize Chief John Frazier to act as signatory for the ComDoc, Inc. copier Sales and Service Agreement dated June 7, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

SOUTH RUSSELL CULVERT: The Board was updated that South Russell Village plans to go forward with the culvert project with or without the OPWC grant. They are still waiting on the Engineer for plans however the cost estimate is \$93,000, and if OPWC grant is not obtained, South Russell Village proposes to split the cost with Russell Township. The Board is also still waiting to hear from the Geauga County Engineer. The Board will be updated on the grant progress and will not commit to a dollar amount until they hear from the Geauga County Engineer and look at the 2025 budget for funding.

FISCAL OFFICER: Mrs. Walder mentioned to the Board that OPERS open enrollment for healthcare was now open.

Mrs. Walder updated the Board on the camera project for the Administration Building which is 99% completed.

Mrs. Walder advised the Board that she will most likely have a supplemental appropriation for the next meeting, she also hopes to include the cost for the electrical connection to the Community Building, if it is available.

BANK RECONCILIATION & FINANCIAL REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for July 2024, as submitted by Fiscal Officer Karen Walder. Mr. Rambo seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED.

AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to approve and retroactively authorize Kristina Port to act as signatory for the Kroger Settlement Subdivision Participation and Release Form, dated June 17, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to approve and authorize Kristina Port to act as signatory for the One Time Strategic Community Investments Grant Program agreement. Mr. Rambo seconded the motion and it passed unanimously.*

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AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to authorize Karen Walder to act as signatory for the One Time Strategic Community Investments Grant Program via the OH/ID website. Mr. Rambo seconded the motion and it passed unanimously.*

2024 PROJECT PLANNER: The Board reviewed the 2024 project list updating everyone on any progress they have made on their items. The Board reidentified who was the lead on each project and asked that they keep working on them.

TEAM DEVELOPMENT: The Board Administrator advised the Board that they need to have one last team development training course and gave them some dates to look at availability. This will be the last training in the program.

STEWARDSHIP LETTER: The Board asked the Board Administrator to go ahead with letters to address the concerns in the letter from Shane Wohlken, and to move forward with removing a deer stand from park property.

COMMUNITY BUILDING: APPLICATION FOR PAYMENT #5: *Mr. Rambo made the motion to approve Application No. 5 for Payment for the Community Meeting Building, invoice date August 5, 2024, in the amount of \$70,624.37 to ACM Construction Management LLC, as recommended by David Roose, Project Manager, Strollo Architects, in an email to Karen Walder, dated August 6, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

COMMUNITY BUILDING: CHANGE ORDER #2: *Mr. Rambo made the motion to approve Change Order No. 2 to the Community Meeting Room Project:*

<i>Change Requests per Owner</i>	<i>Add</i>	<i>\$13,818.81</i>
<i>Allowance #1 (partial)</i>	<i>Deduct</i>	<i>\$ 2,365.69</i>
<i>Allowance #2 (partial)</i>	<i>Deduct</i>	<i>\$ 4,253.79</i>

resulting in a \$7,199.33 increase to the ACM Construction Management Contract Value as allowance funds were applied to perform the action items identified in letters to Strollo Architect Project Manager David Roose, Change Order #2 dated August 7, 2024, for a new contract value of \$1,103,104.41. Mr. Mueller seconded the motion and it passed unanimously.

AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Trustee Matthew Rambo to sign Change Order #2 to the ACM Construction Management Contract, for the Community Meeting Building Project, on behalf of the Russell Township Board of Trustees, Change Order #2 dated August 7, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

COMMUNITY BUILDING: The Board was updated on "option 3" for the First Energy electric service, which would allow much of the existing trenching to be utilized. The Board had a work session, and Trustee Port prepared a folder with sample language for a rental agreement that Trustee Rambo offered to write up the proposed rental agreement for the Community Building for the Board to review at the next meeting. Trustee Port noted that rental pricing options still needed to be determined and is waiting for payment options from that the Fiscal Officer is getting from Chase Bank.

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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). Mr. Rambo seconded the motion and it passed unanimously.*

The meeting moved into executive session at 8:10 p.m.

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

The meeting moved into regular session at 8:39 p.m.

SHANE WRENCH MOVE: *Mr. Rambo made the motion to move Shane Wrench to the position of Zoning Inspector/Facilities Manager in the Russell Township Zoning Department, at the 8-year experience level which will be indicated as \$35.00 per hour on the next revised Salary Schedule requested of the Fiscal Officer. The promotion is effective August 1, 2024. A one-year probation period will begin on the official starting date. Mr. Mueller seconded the motion and it passed unanimously.*

SALARY SCHEDULE: *Mr. Rambo made the motion to adopt Salary Schedule 39, content approved and effective August 1, 2024. Ms. Port seconded the motion and it passed unanimously.*

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

The meeting was adjourned at 8:41 p.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka