

RUSSELL TOWN HALL

August 30, 2023

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

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

Pledge of Allegiance was said.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on August 3, 2023, as presented. Ms. Port seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on August 4, 2023, as presented. Ms. Port seconded the motion and it passed unanimously.*

**FIRE DEPT PLANNING STUDY:** Assistant Chief Sambula advised the Board that he has a letter from OFCA confirming the Fire Chief's non-involvement in the study as he is a member of the Board of Directors.

*Mr. Mueller made the motion to approve the engagement of the Ohio Fire Chiefs Association, for the development of mission, vision & core values, and strategic planning for the Russell Township Fire Department for a cost of \$21,350.00 per the proposal dated August 8, 2023, approved as to form by the Geauga County Prosecutor. Ms. Port seconded the motion and it passed unanimously.*

**AMBULANCE PURCHASE:** Mrs. Walder asked if there was a committee put together to help with the wants and needs for the new ambulance. Assistant Chief Sambula advised that the members of the Fire Department put a list together and that was sent to all the vendors for quotes so they would all have the same items. He also advised that documents were sent to the APA for review.

Mrs. Walder went over three possible financing options and advised that she has some questions for the leasing companies regarding early payments and down payments required. She asked the board to give her a range of what they would like for possible financing. Mr. Rambo asked for her to get both partial and full financing options to present to the board at the next meeting.

Chief Frazier noted that the Township's second Ambulance is due for replacement in five years, and the Board noted that it may be helpful to consider the financing so that this purchase is paid off before the next purchase is needed.

**STRYKER:** *Mr. Mueller made the motion to approve the purchase of 2 Ambulance cots, 2 Ambulance load systems, and 2 Automatic CPR devices for the Russell Township Fire Department from Stryker Sales LLC Inc., Medical Division, pricing within cooperative purchasing by a sole source manufacturer/distributor. Ms. Port seconded the motion and it passed unanimously.*

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**EXECUTE SALES AGREEMENT FOR PRODUCTS W/ STRYKER SALES LLC:**

*Mr. Mueller made the motion to execute the agreement entitled "Sales Agreement for Products" with Stryker Sales LLC., through its Medical Division, dated August 30, 2023, for the purchase of 2 Power Load Systems, 2 Cots, & 2 Chest Compression Systems, as described in the agreement effective August 30, 2023, for an amount of \$136,677.34, and approved by the Geauga County Prosecutor's Office. Ms. Port seconded the motion and it passed unanimously.*

**AUTHORIZED SIGNATORY:** *Mr. Mueller made the motion to authorize Matthew Rambo to act as the Authorized Signatory for Russell Township for the document entitled "Sales Agreement for Products" with Stryker Sales, LLC. for the purchase of 2 Power Load Systems, 2 Cots, & 2 Chest Compression Systems for the Fire Department. Ms. Port seconded the motion and it passed unanimously.*

**FEMA AFG GRANT: FEMA GO:** *Mr. Mueller made the motion to authorize Fire Chief John Frazier to accept the FY2022 Assistance to Firefighters Grant, award letter effective date August 7, 2023, in the amount of \$47,557.30 in Federal funding via the FEMA Grants Outcomes (FEMA GO) system, terms of which include an additional 5% non-federal (township) contribution for a total budget of \$49,935.17. Ms. Port seconded the motion and it passed unanimously.*

Chief Frazier advised that the Grant application included costs for the annual department physicals and new exercise equipment. The Fiscal Officer asked that the approval for purchasing exercise equipment be tabled until the department can obtain current quotes and terms for the equipment so she can review, and compare for compliance with the grant.

**CEMETERY CLAIM:** The Board administrator advised that the Board needed to clarify for the Facilities Manager if they wanted him to continue forward with the insurance claim and having the outhouse at Briar Hill Cemetery fixed after they were damaged from a tree falling in the last storm. Mrs. Walder advised the Board that in her opinion it is a poor use of taxpayer money to fix the outhouses at the cemetery that would still be non-operational following the repair. Trustee Mueller and Port disagreed that even though they aren't functional they have historic value to the grounds and many residents want them as was shown by the many phone calls received about having them fixed. Trustee Rambo agreed with Mrs. Walder that they had no value and said the Board would vote upon the issue.

*Ms. Port made the motion to authorize Facilities Manager Shane Wrench to proceed with the insurance claim and repair of the two outhouses at Briar Hill Cemetery that were damaged in the storm from a fallen tree. Mr. Mueller seconded the motion and it passed.*

*The Vote: Mr. Mueller – Yes, Ms. Port – Yes, Mr. Rambo – No.*

**RESOLUTION 2023-19: BUDGET AMOUNTS & RATES:** *Ms. Port made the motion to approve Resolution 2023-19: a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Mr. Mueller seconded the motion and it passed unanimously.*

**FISCAL OFFICER:** Mrs. Walder thanked the Fire Department for their operation and maintenance of the tornado siren.

Mrs. Walder recapped for the Trustees that from the statistics of the election in August, stating that Russell Township had the highest voter turnout in the County.

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The Fiscal Officer recapped the Budget Hearing and thanked Trustee Port for attending. She encouraged the other two Trustees to watch the recording of the hearing, and she also called attention to the ranking and statistics compiled by the Auditor, noting that Russell Township enjoys strong support by our residents for our comprehensive Police, Fire and Road services.

Mrs. Walder advised the Board that she will have a supplemental appropriation for approval at the next Trustee meeting and asked if anyone wanted to add additional funds to what she is preparing to please reach out to her.

**CERTIFICATE OF ESTIM RESOURCES:** *Mr. Mueller made the motion to accept the Certificate of Estimated Resources for Russell Township for the fiscal year beginning January 1, 2024, as approved by the Budget Commission and dated August 21, 2023. Ms. Port seconded the motion and it passed unanimously.*

**OTARMA INSURANCE INVOICE & COVERAGE RENEWAL:** *Ms. Port made the motion to continue the township membership, approve the 2023-2024 Anniversary Contribution, and authorize the Fiscal Officer to act as signatory and duly authorized officer of the Governmental Subdivision Russell Township. Mr. Mueller seconded the motion and it passed unanimously.*

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

#### **COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**CRWP HYFI COST SHARE AGREEMENT:** *Ms. Port made the motion to approve the Cost Share Agreement with Chagrin River Watershed Partners for the HyFi Water Level Sensor Network for a cost of \$3,450.00 per the proposal dated March 1, 2023, approved by the Geauga County Prosecutor's Office. Mr. Mueller seconded the motion and it passed unanimously.*

**TEAM DEVELOPMENT: RESCIND:** The Board explained to the Fiscal Officer that they were rescinding the motion to pay for her to have one on one executive coaching and instead, they want to have additional team development with the Department Heads and elected officials. They think involving more people in the training will be a much better value for the Township and residents. There was much discussion on who should participate, and the Board will decide that after more consideration but they want to move forward with the new group of employees for training.

*Mr. Mueller made the motion to rescind the previous July 20, 2023, approval of a 2-part engagement of Lori Gorrell, of Upward Solutions Coaching & Consulting, costing \$8,200.00. Ms. Port seconded the motion and it passed unanimously.*

**TEAM DEVELOPMENT:** *Mr. Rambo made the motion, at the request of the Fiscal Officer, to approve again the engagement of Lori Gorrell, of Upward Solutions Coaching & Consulting, for \$3,400.00, for only Part 1 of the 2-part proposal: Team Development Russell Township Fiscal Office, dated July 10, 2023. Ms. Port seconded the motion and it passed.*

*The vote: Mr. Mueller – Abstain, Ms. Port – Yes, Mr. Rambo – Yes.*

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**TEAM DEVELOPMENT:** *Ms. Port made the motion to approve the proposal from Lori Gorrell, of Upward Solutions Coaching & Consulting, for Team Development: Russell Township Elected Officials, Department Heads and Staff, for a cost of \$5,461.00, per the proposal dated August 29, 2023. Mr. Rambo seconded the motion and it passed.*

*The vote: Mr. Mueller – Abstain, Ms. Port – Yes, Mr. Rambo – Yes.*

**AUTHORIZED SIGNATORY: TEAM DEV: ELECTED OFFICIALS, ETC:**

*Mr. Rambo made the motion to authorize Matt Rambo to act as Russell Township's authorized signatory for the Upward Solutions Coaching & Consulting proposal, dated August 29, 2023. Ms. Port seconded the motion and it passed.*

*The vote: Mr. Mueller – Abstain, Ms. Port – Yes, Mr. Rambo – Yes.*

**COMPLIANCE TRAINING: ONSITE:** The Board Administrator presented the Board with a proposal from Clemans-Nelson on a platform and program that will have HR compliance training for all employees.

*Ms. Port made the motion to approve the proposal from Andrew Esposito, of Clemans-Nelson, for HR Compliance-Related Training, for an amount up to \$18,000, per the proposal dated August 21, 2023, with the intent to investigate course recording and a new Clemans-Nelson employee learning-education system. Mr. Rambo seconded the motion and it passed unanimously.*

**AUTHORIZED SIGNATORY: COMPLIANCE TRAINING: ONSITE:** *Ms. Port made the motion to authorize Matt Rambo to act as Russell Township's authorized signatory for the Clemans-Nelson proposal for Compliance Training, dated August 21, 2023. Mr. Mueller seconded the motion and it passed unanimously.*

**SEMI-PUBLIC SEWAGE DISPOSAL SYSTEM: AUTHORIZED SIGNATORY:**

*Ms. Port made the motion to authorize Matthew Rambo to act as the Authorized Signatory for Russell Township for the document entitled "Application to Operate a Semi-Public Sewage Treatment System Inspection Program September 1, 2023, to August 31, 2024" for the Road Department. 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 & 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 7:17 pm.

Chairman Rambo left the meeting at 7:20 pm.

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

The meeting moved into regular session at 7:20 pm.

**FIRE HIRE:** *Mr. Mueller made the motion to hire Tom Moster as a part-time Firefighter/EMT at the beginning rate of \$17.88 per hour, per Salary Schedule 37, effective September 1, 2023. Ms. Port seconded the motion and it passed.*

**FIRE HIRE:** *Mr. Mueller made the motion to hire Dominic Ferrante as a part-time Firefighter/EMT at the beginning rate of \$17.88 per hour, per Salary Schedule 37, effective September 1, 2023. Ms. Port seconded the motion and it passed.*

TOWNSHIP TRUSTEES

SPECIAL

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

The meeting was adjourned at 7:22 pm.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka