

RUSSELL TOWN HALL

September 19, 2024

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

The Pledge of Allegiance was said.

The following Department Heads were present: Police Chief Tom Swaidner.

**SWEARING IN CEREMONY: SERGEANT BRIAN BEAUMIER**

**MINUTES:** *Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on September 5, 2024, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**ROAD PROJECTS 2025:** The Board noted that this will complete the paving project in the township so that all roads are paved, and none will be chip and seal.

Ms. Port thanked the Road Department and all Township employees that showed up for the scrap event last Saturday.

*Mr. Mueller made the motion to send to the County Engineer for review, the following proposed road resurfacing projects for 2025: Hillbrook South, Hunting Hills Dr., Squire La., Deerbrook, Beechwood Dr., & Hemlock Rd., as recommended by Road Department Superintendent Gene Layne. Mr. Rambo seconded the motion and it passed unanimously.*

**FISCAL OFFICER:** Mrs. Walder advised the Board that she is working remotely through October first and the best way to be in contact with her is email.

Mrs. Walder reminded everyone that the Buckeye Deferred Compensation advisers can help with planning for retirement with OPERS.

The Fiscal Officer submitted the Cyber Ohio grant last week, with projects from the Administration Office and Police Department.

Mrs. Walder updated the Board on the Administration phones and said that the new phones should be in and switched out next week.

The Assistant to the Fiscal Officer updated the Board that all employees have updated their Formfire, which will allow the Township to get health insurance quotes for next year.

The Assistant to the Fiscal Officer updated the Board on the required fraud training, and that is almost complete. The Fiscal Officer added that the deadline for this was next week.

**CPIM CONFERENCE:** *Mr. Mueller made the motion to authorize reasonable and necessary expenses for up to three Fiscal Office members to attend the CPIM conference on October 24, 2024, in Columbus, OH. Mr. Rambo seconded the motion and it passed unanimously.*

**DINES ROAD: RONYAK PAYMENT APPROVAL:** *Mr. Mueller made the motion to approve Pay Application No. 1 for the Dines Road Project RW-0144-AB-2024 in the amount of \$483,342.50 from Russell Township local funds. Mr. Rambo seconded the motion and it passed unanimously.*

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**DINES ROAD: OPWC DISBURSEMENT REQUEST:** *Mr. Mueller made the motion to authorize Matthew Rambo, Trustee, and Karen Walder, Fiscal Officer, to sign Appendix E, Disbursement Request Form and Certification, Dines Road Resurfacing, OPWC Project #CG05AA/CG06AA, for Disbursement No. 1 in the amount of \$350,000.00. Mr. Rambo seconded the motion and it passed unanimously.*

**AMENDED: RESOLUTION 2024-26:** *Mr. Mueller made the motion to adopt the Amended Resolution 2024-26 to create a Special Revenue Fund for the One-Time Strategic Community Investment Grant awarded in the amount of \$370,905.00 from the State of Ohio. Mr. Rambo seconded the motion and it passed unanimously.*

**AMENDED CERTIFICATE:** *Mr. Rambo made the motion to accept the Amended Certificate of Estimated Resources #5 for Russell Township for the fiscal year beginning January 1, 2024, as revised by the Budget Commission and dated September 16, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

**SUPPLEMENTAL APPROPRIATION:** *Mr. Mueller made the motion to adopt the Supplemental Township Annual Appropriation Resolution 2024-28 to provide for the additional sums (SUPPL#8 \$90,914.30) to be set aside and appropriated in*

<i>FUND 1000</i>	<i>\$17,307.50</i>
<i>FUND 2111</i>	<i>\$ 8,185.00</i>
<i>FUND 2908</i>	<i>\$65,421.00</i>

*for the fiscal year ending December 31, 2024, as recommended by the Fiscal Officer. Mr. Rambo seconded the motion and it passed unanimously.*

**RESOLUTION 2024-29:** *Mr. Rambo made the motion to adopt Resolution 2024-29 Requesting the Annual Transfer of Capital Projects Funds (Buildings). Mr. Mueller seconded the motion and it passed unanimously.*

**RESOLUTION 2024-30:** *Mr. Rambo made the motion to adopt Resolution 2024-30 Requesting the Annual Transfer of Capital Projects Funds (Vehicles). Mr. Mueller seconded the motion and it passed unanimously.*

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

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

**GUEST: BARRY ROGERS: ZONING COMMISSION:** Mr. Rogers advised the Board that the new Zoning Commission member was working out very well, and they are excited to have her on the Board. Mr. Rogers asked the Board if they had any questions on the update for the Zoning Resolution. He noted that all comments from the Board and the Board of Zoning Appeals were taken into consideration and discussed, also that the Zoning Inspector had the updated version if anyone wanted to review it. He noted that any term that has a definition in the document will be bolded. He asked the Board if the Zoning Commission could move forward and send the draft to the County for approval. After it is approved the draft will be presented to the Trustees for approval and adoption. The Board gave Mr. Rogers its approval to proceed with taking the next steps in completing the draft.

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Ms. Port noted that interviews for the Zoning Secretary position would be conducted in executive session on September 25th at 5pm and would be sunshined by the Zoning Inspector.

**CONTRACT INCREASE UPDATE:** Mr. Rambo noted he is still working with the APA regarding his questions.

**STRATEGIC CAPITAL GRANT FUNDING: USE:** The Board would like to leave some of the funding for the building if more funds are needed. They asked that everyone come up with ideas for the grant money, so proper planning can be done. The Fiscal Officer noted that the 2025 Budget has \$130,000 allocated for the community building, and if grant funding was used, then those funds could be put toward a Reserve Fund or for property tax relief.

Ms. Port suggested using the grant funds to relocate the recycling center, creating more room for parking, and adding a walkway to the Community Building, for additional parking if it is needed. The Board discussed the number of parking spaces currently at the Town Hall versus to the spaces that will be at the Administration building once the new parking spaces are added.

**SNOW MELT:** *Mr. Rambo made the motion to not proceed with the installation of a snow melt system at the Community Room due to the substantial delay of 3 to 4 months which the system would cause for the project at this stage in the planning. Mr. Mueller seconded the motion and it passed unanimously.*

**COMMUNITY BUILDING UPDATE:** Mr. Rambo will send out the electronic copy of the rental agreement so that the Board members can make comments or changes for the next meeting.

The Board decided that for now the payment methods for rentals in the Community Building will be cash or check. If there is a need to add credit card payment in the future the Board will consider it at that time. The Board asked that the Fiscal Officer have all the money for rentals with the Community Building in one fund that way it is easier to see fund totals for the revenue.

Mr. Rambo noted that the windows were installed, and the doors are due next week.

**COMMUNITY BUILDING: APPLICATION FOR PAYMENT #6:** *Mr. Rambo made the motion to approve Application No. 6 for Payment for the Community Meeting Building, invoice date September 9, 2024, in the amount of \$121,197.81 to ACM Construction Management LLC, as recommended by David Roose, Project Manager, Strollo Architects, in an email to Matthew Rambo, dated September 11, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

**COMMUNITY BUILDING: CHANGE ORDER #4:** *Mr. Rambo made the motion to approve Change Order No. 4 to the Community Meeting Room Project:*

<i>Change Requests per Owner</i>	<i>Add</i>	<i>\$82,729.30</i>
<i>Allowance Dollars Applied</i>	<i>Applied</i>	<i>\$ 0.00</i>

*resulting in a \$82,729.30 increase to the ACM Construction Management Contract Value to perform the action items identified in letters to Strollo Architect Project Manager David Roose, Change Order #4 September 11, 2024, for a new contract value of \$1,189,001.24. Mr. Mueller seconded the motion and it passed unanimously.*

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**AUTHORIZED SIGNATORY:** *Mr. Rambo made the motion to authorize Trustee Matthew Rambo to sign Change Order #4 to the ACM Construction Management Contract, for the Community Meeting Building Project, on behalf of the Russell Township Board of Trustees, Change Order #4 dated September 11, 2024. Mr. Mueller seconded the motion and it passed unanimously.*

**TRAINING FUNDS: ZONING:** Ms. Port asked the Fiscal Officer to encumber One thousand dollars for training for the Zoning Inspector.

Ms. Port intends to attend the GCSWD Annual Meeting on October 15 and that she is still working with CRWP regarding a grant for the Hillbrook slide repairs.

**EXECUTIVE SESSION:** *Mr. Rambo 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) AND to ORC 121.22(G)(2) the purchase of property for public purposes. Ms. Port seconded the motion and it passed unanimously. The meeting moved into executive session at 8:07 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 8:11 p.m.

**ACCEPT RESIGNATION:** *Mr. Mueller made the motion to accept the resignation of Police Officer & Constable Evan Smythe from the Russell Township Police Department, effective September 10, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

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

The meeting was adjourned at 8:12 p.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka