

RUSSELL TOWN HALL

September 28, 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.

Pledge of Allegiance was said.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on August 30, 2023, as presented. Ms. Port seconded the motion and it passed unanimously.*

**MINUTES:** *Ms. Port made the motion to accept the minutes of the Regular Meeting held on September 7, 2023, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**KOBELLA CONTRACT:** The Board noted that the APA did not stamp the contract as to form. There were several changes requested to the contract language, however the vendor was unwilling to make any changes to their Terms.

*Mr. Mueller made the motion, at the recommendation of the Facilities Manager, to authorize the installation, by Kobella Plumbing Heating Cooling Inc., of an Arzel pneumatic zoning system in the Administration Building, for \$10,442.00, and 3 annual subscriptions to Club-Furnace & AC preventive maintenance membership programs for \$194.00 each, for a cost this year of \$11,024.00. Ms. Port seconded the motion and it passed unanimously.*

**RADIO PURCHASE:** The Fiscal Officer informed the Board of the Road Departments radios that need to be updated as the FCC license is expired, and the vendor is no longer able to supply low band equipment. The new radios will share the band used by the County Engineers and County Sherriff. This purchase will include seven truck mounted radios, two portable radios, and installation. The radio delivery is projected to be twenty weeks out.

*Mr. Mueller made the motion, at the recommendation of the Road Superintendent, to authorize the purchase of 7 APX 1500 mobile radios & 2 APX 900 portable radio units to work on the Geauga County P25 System, for a cost of \$31,301.61, based on quote #2196737 from Motorola Solutions, dated June 12, 2023, programming, 3 years of service, & installation in vehicles included. Ms. Port seconded the motion and it passed unanimously.*

**ROADS: PAYMENT APPROVAL: PAY APPLIC #1:** *Mr. Mueller made the motion to approve Pay Application No. 1 for The Asphalt Resurfacing of Various Roads, Project RS-RUS-V-2023, in the amount of \$630,608.45 to Geauga Highway Co., as recommended by the Geauga County Engineer. Ms. Port seconded the motion and it passed unanimously.*

**DISPOSITION OF PROPERTY: ADMIN/FO:** *Ms. Port made the motion to dispose of the property identified on the list entitled "Admin & F.O. Disposal List 9/7/23", as the items are not needed for public use, are obsolete, or are unfit for public use. 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 August 2023, as submitted by Fiscal Officer Karen Walder. Ms. Port seconded the motion and it passed unanimously.*

RUSSELL TOWN HALL

September 28, 2023

**FISCAL OFFICER:** Mrs. Walder updated the Board on the progress of the financing for the new ambulance purchase. The Townships APA is reviewing the Lease-Purchase contract and the Purchase Agreement with the vendor. She hopes to have the documents ready to execute at the next Trustee meeting.

Mrs. Walder asked the Board if they had any concerns about the cleaning at the Administration Building going down to once a week instead of twice a week. The Board did not see a problem with this if the staff in the building felt like it was safe.

Mrs. Walder recapped the second quarter meeting with ADP for I.T. review. They discussed the new community building, audio at the Town Hall, and migrating of the Township website.

The Board Administrator advised the Trustees that she is working on audio/visual quotes and pricing for recording HR training for township employees.

The Board noted that no one went to the recycling center while it was closed, and this was the first time that has ever happened. Trustee Mueller asked about the progress on the cameras at the recycling center as it has been a long time since they were approved.

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

**COMMUNITY BUILDING:** Mr. Rambo has nothing new to report. The Board Administrator noted that she forwarded the latest building plans to ADP.

**CLEMANS-NELSON CONFERENCE:** *Ms. Port made the motion to authorize reasonable and necessary expenses for Jennifer Dorka to attend the Clemans-Nelson policy seminar on October 26, 2023, in Columbus. Mr. Mueller seconded the motion and it passed unanimously.*

**FUNDS for EDUCATIONAL EVENT:** Mrs. Walder asked the Board for funds to make gift bags or a class gift for the students at Laurel School who will be visiting the Township on October 13<sup>th</sup>.

*Mr. Mueller made the motion to authorize an amount not to exceed \$250.00 for materials associated with the Laurel School educational event to be held on October 13, 2023. Ms. Port seconded the motion. And it passed unanimously.*

**CPIM CONFERENCE:** *Mr. Mueller made the motion to authorize reasonable and necessary expenses for Karen Walder to attend the CPIM conference on October 26, 2023, in Columbus, OH. Ms. Port seconded the motion and it passed unanimously.*

Mrs. Walder asked the Trustees to reach out to the 1545 Park Board, as they are not responding to her or the Board Administrator. The Township approved to give them funds and they have not returned any vendor paperwork which is needed before the check can be issued. The Fiscal Office has no current phone number or mailing address for the park. The funds need to be issued by year end or the 1545 Park Board will not receive funds for 2023. Trustee Rambo commented that they must not need the funds if they aren't responding to the Fiscal Officer or looking for them. Trustee Port will reach out to the Park Board.

RUSSELL TOWN HALL

September 28,

2023

**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 6:45 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 7:00 pm.

**PERSONNEL POLICY MANUAL EXCEPTION: LEAVE DONATION:**

*Mr. Mueller made the motion to allow a non-precedent setting exception to the Personnel Policy & Procedure Manual, approving the two Applications to Donate Leave, dated September 12, 2023, permitting Mr. Benjamin Kimball to donate a total of 320 hours of sick leave (160 hours each to 2 individuals), which is outside the permitted number of donated leave hours. Ms. Port seconded the motion and it passed.*

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

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

The meeting was adjourned at 7:01 pm.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka