

TOWN HALL

September 5, 2024

The meeting was called to order at 2:01 p.m. by Chairperson Port. Trustees Rambo and Mueller were present. The Board Administrator Melissa Palmer and Fiscal Officer Karen Walder were present.

The following Department Heads were present: Police Chief Tom Swaidner, Fire Chief John Frazier, Road Superintendent Gene Layne, and Zoning Inspector Shane Wrench. Asst. Fire Chief Nick Sambula and Asst. Fire Chief Sam Brown were present.

The Pledge of Allegiance was said.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on August 1, 2024, as presented. Mr. Rambo seconded the motion, and it passed unanimously.*

Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on August 15, 2024, as presented. Mr. Mueller seconded the motion, and it passed unanimously.

FIRE DEPT: Chief Frazier stated that work on the detention basin at the Fire Department has been completed. It is full and the hydrant is back in service for fire prevention. Chief Frazier proposes to perform annual treatment to reduce weed growth.

Asst. Fire Chief Sam Brown stated they completed the first session of the strategic plan 3 weeks ago and have the second session with members of the Fire Department on September 28th. From that they will have a "mission, vision and values" statement. Once the second session is completed it will then move to a session around strategy against the mission, vision and values with the community's involvement. There will be additional meetings after the September 28th session.

POLICE DEPT: Chief Swaidner stated that the department participated in Unity Day, along with the Fire Department, and it was a success. Chief Swaidner stated that they will be having Coffee with a Cop in October and will also be participating in Trunk-or-Treat at the Geauga Sheriff's Office.

ROAD DEPT: Mr. Layne stated that Dines Road is completed, and the project went as planned.

2025 TOWNSHIP ROAD PROJECT REQUESTS: Mr. Layne presented his project plans for 2025 based on the \$525,000 budgeted. First priority is addressing Hillbrook Lane landslide. Second priority would be to resurface Hunting Hills Drive, Squire Lane, and Deerbrook Drive. Mr. Layne stated that he has preliminary estimates on those roads. Mr. Layne stated his third priority would be the South Russell culvert project. Mr. Layne stated that the County Engineer wants the projects submitted by October 1st so they can start working on specs over winter. Ms. Port stated that she wants to make sure that South Russell is communicating with the Geauga County Engineer and keeps the Trustees in the loop on the culvert. Mr. Layne said that a representative from the Geauga County Engineer's office would come to a meeting to discuss with the Board, if desired. Mr. Layne also felt Russell Township should not pay for South Russell Village's engineering costs.

SCRAP DAY: Mr. Layne stated that Scrap-Day is on September 14th and would appreciate anyone that is available to come out and help with the event from 9am - Noon. Mrs. Palmer stated that a list of acceptable items is listed on the website.

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CEMETERY AGREEMENT: *Mr. Rambo made the motion to retroactively approve a one-time opportunity for Mrs. Melinda Redding to improve the gravesite of her husband to include the raising of the bench stones, the re-laying of the concrete in stages, and the re-setting of the stones, and the addition of soil; all work to be kept in the confines of the gravesite; all work to be performed by others, no expenses to be incurred by Russell Township; no assurances or guarantees granted for this one time solution opportunity. Mr. Mueller seconded the motion, and it passed unanimously.*

ZONING DEPT: Mr. Wrench stated that they had Zoning Commission meeting last week and they finalized all 12 chapters to be submitted to the Trustees. Barry Rogers will be at the next meeting to review with the Board. Mr. Wrench stated that Laurel School has postponed again.

Mr. Wrench stated that that he has received 2 applications so far for the Zoning Secretary position. Applications are due by September 13th and will set up interviews after that.

Mr. Mueller stated that he heard that they are not going to be building homes on the 7 lots in Chagrin Hts. Mr. Wrench stated that they had meetings about bringing in city water and was having issues with the County with a master plan for water management. Mr. Wrench stated that there is plenty of sewage capacity, it's just water issues. Mr. Wrench stated that there was a permit for one house to be built but there has been no activity.

FACILITIES: Mr. Wrench stated that he is still waiting for a schedule from the contractor for the gate at the Recycling Center. Is hoping the gate will be installed in the next 2 weeks. Stated he had OUPS out last week and they marked everything for the trenching.

Mr. Wrench updated the Board on the tree that fell on the power lines in the cemetery. Windstream has gotten their lines disconnected but now it's the County's responsibility to take care of cleaning it up.

Mr. Wrench stated that Fire Extinguisher Service was out about 2 weeks ago and had quite a haul of equipment to take back for maintenance but everything is back and recertified for the next year.

TEAM BUILDING WORKSHOPS: Ms. Port brought up the HR team building workshops that were for upper management and said there needs to be better representation from the departments. Ms. Port asked the Department Heads for any positives that came from the workshops and how could it be better, especially with working with everyone's schedule. Ms. Port asked the Board Administrator to look into some other options and said that the Board wants to be sure the Department heads have the tools needed.

FISCAL OFFICE: Mrs. Walder thanked Mr. Wrench and Mr. Layne for getting the handrail installed on the patio.

Mrs. Walder congratulated Jessica Ezzone for her 6-year work anniversary as of September 1st.

Mrs. Walder informed the Department Heads and Trustees that the Fiscal Office will be closed after 1:00 pm tomorrow.

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Mrs. Walder stated that she sent out to the Board information regarding OTARMA renewal. Premiums have increased by 17% and she had a brief discussion with the OTARMA rep regarding the top 4 things that contributed to increase: property values, rate increases in vehicles, annual expenditures have increased and additions to safety service staff. She said that OTARMA is also, for the first time, offering a loyalty credit of about \$2,800. Mrs. Walder said if there are any questions to reach out to her.

FISCAL OFFICER – AMENDED RATE RESOLUTION 2024-24: *Mr. Rambo made the motion to adopt the Amended Rate 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, as recommended by the Fiscal Officer. Mr. Mueller seconded the motion, and it passed unanimously.*

SUPPLEMENTAL APPROPRIATION: *Ms. Port made the motion to adopt the Supplemental Township Annual Appropriation Resolution 2024-25 to provide for the additional sums (SUPPL#7 \$80,450.00) to be set aside and appropriated in*

*FUND 1000 \$41,500.00
FUND 2031 \$ 3,000.00
FUND 2111 \$23,450.00
FUND 2181 \$ 2,500.00
FUND 4910 \$10,000.00*

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

CERTIFICATE: *Mr. Rambo made the motion to accept the Certificate of Estimated Resources, dated August 30, 2024, for Russell Township for the fiscal year beginning January 1, 2025. Mr. Mueller seconded the motion, and it passed unanimously.*

SPECIAL REVENUE FUND: *Mr. Rambo made the motion to adopt the 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. Mueller seconded the motion, and it passed unanimously.*

CYBEROHIO’S LOCAL GOV GRANT: Mrs. Walder stated that the grant is due by September 16 and will be working at putting that together next week, and if Police and Fire want to participate, to submit information to her by September 10th.

Mr. Rambo made the motion to authorize Karen Walder to submit the grant application on behalf of Russell Township for the CyberOhio Software and Service Grant and to act as the authorized signatory for Russell Township for documents related to the grant. Mr. Mueller seconded the motion, and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

STEWARDSHIP TASKS: DEER STAND REMOVAL: Mrs. Palmer stated that there is a deer stand that needs to be taken down. Trustees suggest sending a letter to all adjacent properties saying they have so many days to remove the deer stand and if it’s not removed, the Township will be taking it down.

COMMUNITY BUILDING: CHANGE ORDER #3: Mr. Rambo stated that the media box behind the head table, for some reason did not make it into the plans.

Mr. Rambo made the motion to approve Change Order No. 3 to the Community Meeting Room Project:

*Change Requests per Owner Add \$ 3,167.53
Allowance Dollars Applied Applied \$ 0.00
resulting in a \$3,167.53 increase to the ACM Construction Management*

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Contract Value to perform the action items identified in letters to Strollo Architect Project Manager David Roose, Change Order #3 dated August 27, 2024, for a new contract value of \$1,106,271.94. Ms. Port seconded the motion, and the votes are as follows: Mr. Mueller abstained; Mr. Rambo yes; Ms. Port yes and the motion passed.

AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Trustee Matthew Rambo to sign Change Order #3 to the ACM Construction Management Contract, for the Community Meeting Building Project, on behalf of the Russell Township Board of Trustees, Change Order #3 dated August 27, 2024. Mr. Mueller seconded the motion, and it passed unanimously.*

WATER SOFTENER: NEW: Mr. Rambo stated that we had an allowance to upgrade the water softener system to provide service to the new building. Servisoft came out and can upgrade the current system for around \$5,000 or can get a new system for \$7,950. Mr. Rambo's recommendation is to get the new system, which is less than the allowance, and it would be handle water treatment for both the Administration Building and Community Room. Mr. Wrench stated that it is a commercial grade unit. Mrs. Walder asked if that was going to come out of the allowance and Mr. Rambo said yes.

Mr. Mueller made the motion to approve the new equipment proposal for water softener, carbon filter, chemical feed pump & pressure tank proposal, dated August 21, 2024, from Servisoft, for \$7,950.00. Quote includes equipment, installation, start-up & training. Mr. Rambo seconded the motion, and it passed unanimously.

WATER SOFTENER: AUTHORIZED SIGNATORY: *Mr. Rambo motion to authorize Matthew Rambo to act as signatory for the Proposal dated August 21, from Servisoft, for the new Administration Building & Community Room water softener. Mr. Mueller seconded the motion, and it passed unanimously.*

SNOW MELT SYSTEM: Mr. Rambo stated that Mrs. Walder brought this back up since we received additional grant money. The Board needs to decide if they want it and if so, do they want to do electrical system or gas operated system. They have not seen actual costs for either option, however Mr. Rambo estimated a cost of \$50,000. If the Board decides they want a snow melt system, it also affects which First Energy option is needed. They agree to look at the gas option so they can go with option 3 with First Energy. They will have to ask David Roose pull specs for the gas option and then decide from there if they will install the snow melt system.

CCI: Mrs. Walder stated that the total amount from CCI covers sourcing and installation of the security cameras for the Community Room, data cabling required for the wireless access points, the door access controls equipment, fobs and programming and wiring the Community room. It also includes running the fiber backbone between the Administration Building and the Community Building. The recommendation is to source the IT cabinet from ADP for \$700 and battery backup unit for the IT rack from MNJ for \$1,050.

Mr. Mueller asked if someone was going to be designated to monitor the cameras. Mrs. Walder stated that no will be monitoring the cameras but they are available on the TVs that we have at the Administration Office. The recordings will be retained for 14 days, but if an event occurs, the recordings can be stored for a longer period.

Mr. Rambo made the motion to approve the nine CCTV camera installation and data cabling project, the Access controls at seven door locations, and the Fiber Backbone to the Community Room, with the Quote No. 22084 version 3e, dated September 3, 2024, from Cable Communications Inc., for \$35,575.36 which includes both labor and materials. Mr. Mueller seconded the motion, and it passed unanimously.

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CCI: AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Karen Walder to act as signatory for Quote #22084, from Cable Communications Inc., for the CCTV, Access Controls, and Fiber Backbone Project. Ms. Port seconded the motion, and it passed unanimously.*

MNJ: *Mr. Mueller made the motion to approve the purchase of the Battery Backup Unit to be installed in the Community Room IT rack, with the Quote No. 5001628529 from MNJ Technologies, dated August 13, 2024, for an amount of \$1,050.00. Mr. Rambo seconded the motion, and it passed unanimously.*

Mr. Mueller stepped out at 3:24 pm.

ADP: *Mr. Rambo made the motion to approve the purchase of the IT equipment data rack model #GT-1C400-CA to be installed in the Community Room utility area, based on an email from Michael Dorka, ADP, sent to Karen Walder, dated August 15, 2024, to be purchased through Geauga County ADP/DoIT, Chardon, Ohio, for an amount of \$700.00. Ms. Port seconded the motion, and it passed.*

Mr. Mueller stepped back in at 3:27 pm.

SPECTRUM: Mrs. Walder stated this is a recommendation from ADP to upgrade our service from a coax service at \$149 per month to a fiber optic service to the Admin Building and the new Community Building at \$675 per month. This would be a 36 month extension of our current service agreement.

Mr. Rambo made the motion, at the request of the Fiscal Officer, to approve an addendum to the existing agreement with Spectrum/Charter Communications Operating LLC for fiber internet service at 200 mbps for a term of 36 months, at a cost of \$675.00 per month, per service order dated July 29, 2024. Mr. Mueller seconded the motion, and it passed unanimously.

AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Karen Walder to act as authorized signatory for the service order with Spectrum/Charter Communications Operating LLC for fiber internet service dated July 29, 2024. Ms. Port seconded the motion, and it passed unanimously.*

FE ELECTRICAL OPTIONS: *Mr. Rambo made the motion to select First Energy Option 3, information provided by Mike Sanders, First Energy, in an email to Dan Fauskey, ACM Construction Management, dated August 29, 2024, for providing electrical power to the Russell Township Community Room. Ms. Port seconded the motion, and it passed unanimously.*

OPIOID MONEY: Ms. Port stated that she reached out to Ravenwood and asked them if they have put on any fairs or community events relating to drugs or overdoses and is waiting to hear back. Told the Police and Fire Department if they have any ideas for preventions on drugs or any other training events they could do, to let her know.

COMMUNITY ROOM: USE POLICY/AGREEMENT: Mr. Rambo presented a rough draft of an agreement. Stated need to add a section that it is a public space and is under video surveillance. Trustees asked about payment options and Mrs. Walder stated that the Fiscal Office has a meeting with Chase next week to discuss payment options. Mr. Rambo stated that there is a policy about cancellation for any reason by the owner. The Trustees are to review the agreement and need to come to an agreement about pricing.

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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) AND ORC 121.22(G)(2) the purchase of property for public purposes. Mr. Rambo seconded the motion, and it passed unanimously.*

The meeting moved into executive session at 3:45 pm.

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

The meeting moved to regular session at 4:28 pm.

DOMESTIC PARTNERS POLICY: *Mr. Mueller made the motion to authorize changes to the Russell Township Personnel Policy Manual effective September 5, 2024, reflecting the addition of a policy permitting Domestic Partners to be added to the township's insurance benefits. Mr. Rambo seconded the motion, and it passed unanimously.*

POLICE PROMOTION: *Mr. Rambo made the motion to promote Police Officer Brian Beaumier to the position of Sergeant, and full-time police officer and constable, with the Russell Township Police Department. The conditions of employment are as follows: The official starting date is September 16, 2024. Pay scale will be based on Salary Schedule 39. A one-year probationary period commences on the official starting date. Mr. Mueller seconded the motion, and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

Mr. Rambo made the motion to adjourn. Mr. Mueller seconded the motion, and it passed unanimously.

The meeting was adjourned at 4:30 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone