

TOWN HALL

January 5, 2022

Fiscal Officer Karen Walder called the meeting to order at 2:06 pm. Trustees Kristina Port and Jim Mueller were present. Trustee Rambo arrived at 2:08 pm after a quorum was established.

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

The Pledge of Allegiance was said.

Mrs. Walder congratulated Mrs. Palmer on her promotion to Board Administrator. Mrs. Walder thanked Mr. Gabram for his 28 plus years of service to the Township. Mrs. Walder thanked the Department Heads, her staff and Mrs. Palmer for all the work preparing materials for each of the meetings.

Mrs. Walder stated that she received Mr. Mueller and Mr. Rambo's Oath of Office

ORGANIZATION: *Mr. Rambo made the motion to open nominations for Chair of the Russell Township Board of Trustees for year 2022. Mr. Mueller seconded the motion and it passed unanimously.*

Ms. Port nominated herself for the Chair

Mr. Mueller nominated himself for the Chair.

Mr. Mueller made the motion to close nominations for Chair of the Russell Township Board of Trustees for year 2022. Ms. Port seconded the motion and it passed unanimously.

For Ms. Port for Chairman of the Russell Township Board of Trustees for the year 2022, the vote was as followed: Mr. Mueller no; Mr. Rambo no; Ms. Port yes.

For Mr. Mueller for Chairman of the Russell Township Board of Trustees for the year 2022, the vote as followed: Mr. Mueller yes; Mr. Rambo yes; Ms. Port no. Mr. Mueller was elected as Chairman.

Mr. Rambo made the motion to open nominations for Vice-Chair of the Russell Township Board of Trustees for year 2022. Mr. Mueller seconded the motion and it passed unanimously.

Ms. Port nominated herself for the Vice-Chair.

Mr. Mueller made the motion to close nominations for Vice-Chair of the Russell Township Board of Trustees for year 2022 and to elect Ms Port as Vice-Chair. Ms. Port seconded the motion and it passed unanimously.

Ms. Port was elected for Vice-Chairman of the Russell Township Board of Trustees for the year 2022.

MINUTES: *Ms. Port made the motion to accept the minutes of the Regular Meeting held on December 1, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to accept the minutes of the Special Meeting held on December 14, 2021, as presented. Ms. Port seconded the motion and it passed unanimously.

Ms. Port made the motion to accept the minutes of the Regular Meeting held on December 15, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.

QUARTERLY REPORTS: *Ms. Port made the motion to acknowledge receipt of the 4th Quarter 2021 departmental reports from the Police, Fire, Road, Facilities & Zoning. Mr. Mueller seconded the motion and it passed unanimously.*

HAZMAT COG PROXY: *Ms. Port made the motion to authorize Chief John Frazier to carry a letter of proxy to the HAZMAT COG meetings in the event that a Trustee is not in attendance. Mr. Rambo seconded the motion and it passed unanimously.*

ACCEPT DONATION: *Ms. Port made the motion, based on Fiscal Officer's recommendation, to accept the donation from Junction Auto Sales, Inc of \$1,000.00 to the Fire Department. Mr. Rambo seconded the motion and it passed unanimously.*

Ms. Port made the motion to approve the use of the \$1,000.00 donation for the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion and it passed unanimously.

ZONING DEPARTMENT: Mr. Wrench stated that looking over the annual report, it's interesting to see the numbers given the cost of construction materials. Mr. Wrench stated he collected almost \$10,000 in

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permits and 10 new homes getting built.

Ms. Port stated that the ZC and BZA members should have iPads if they wanted to do Zoom meeting. Mr. Wrench stated that the ZC members already have iPads and stated that the BZA does not desire to have them. Ms. Port asked Mr. Wrench to double check with the BZA to see if they would like them now.

IT PROPOSAL: Mrs. Palmer would like to suggest going back to getting quotes for the Administration Building and the Road Department and getting them update ASAP. She stated that she received a quote from Simvay that included the Police and Fire Department and forwarded it to the Board. Mr. Rambo suggested checking with ADP, but Mrs. Palmer stated they told her they didn't have the bandwidth to take it on. Mr. Rambo stated he will reach out to ADP and see if they would be able to service the building. Mrs. Palmer stated she will talk to Simvay to get a quote for just the Administration Building and the Road Department.

RESERVE STUDY: Mr. Wrench stated Miller Dodson wants to have a virtual conference with the department heads, where Miller Dodson can educate the department heads and the Township can update Miller Dodson on changes since the previous study. Mr. Wrench stated a date needs to be picked and will reach out to the department heads about availability.

Mrs. Walder stated she understands that the Township needs to redo the reserve study this year because the Old Fire Station is no longer existing. So as part of the refresh of the reserve study, the department heads will have the ability to review their reserve items and submit anything that should come off or be added.

OLD FIRE STATION/RECYCLING CENTER: Mr. Wrench stated that the contractor did a fabulous job and was in and out and very thorough. Mr. Wrench stated that the recycling center itself has been an issue last week with the holidays and keeping it clean. Mr. Wrench said looking forward, will want to look at getting it fenced and landscaped. He stated he reached out to Rob Morgan and stated Mr. Morgan sent him some landscape renderings if the Trustees want to go with a landscape architect. Mr. Wrench stated he talked to Mrs. Walder regarding available funds, and she indicated there are funds for professional services.

Mr. Mueller does not think we need to hire a landscape architect, just put a line of pine trees across the front. Mr. Wrench stated there was talk of putting up mounds in the front to help block the recycling center. Ms. Port stated there is still money available from the Go Green Grant that can be used to install a fence. Ms. Port would like to see some design plans since this is the town center and would like it to look nice.

Mr. Wrench stated that the security cameras need to be put back up. Mr. Mueller asked Mr. Wrench to get a quote from Green Vision to get poles up.

Mr. Rambo suggests getting a few quotes from various landscape companies, not necessarily a landscape architect because of cost. Mrs. Walder stated working with Rob Morgan in the past, he was very cost effective and helped to define the scope and the design so we could go out and quote different parties.

STORAGE BUILDING: PROJECT UPDATE: Mr. Wrench stated that he reached out to the company that did a pole barn project on Music Street and stated that the price was about 1/7th of the cost of our current project. Mr. Wrench stated that if he sends them the prints, he could work up a cost and could meet with Mr. Wrench and the 2 Chief's to go over their needs.

Ms. Port stated she reached out to TC Architects, and they told Ms. Port that the cost of pre-engineered steel building is not going to go down in price, but only go up. She stated that when they put in their recommendations for cost, we have 2 bids that meet within the 10% window. The Trustees have till the end of January to decide if they are going to accept one of the bids or not. Ms. Port stated that if they decide they want to go the pole barn route they would have to start over and wouldn't have a building built in 2022.

FISCAL OFFICE: Mrs. Walder stated that the Fiscal Office is deep into year end closing and new year opening. She stated that 2022 temporary appropriations have been entered and purchase orders and blankets were issued. As part of year end, Jennifer and Jessica will be working with department heads to process any invoices for our final 2021 purchase orders and identifying which purchase orders can be closed. Mrs. Walder stated that she has stared on the required notes to the financial statements as part of the Fiscal Integrity Act.

RESOLUTION – TAX ADVANCE REQUEST: *Ms. Port made the motion to approve Resolution 2022-1, a Request for Advance of Taxes Collected. Mr. Rambo seconded the motion and it passed unanimously.*

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ROAD PROJECT: CHANGE ORDER APPROVAL: Ms. Port made the motion, at the recommendation of the Geauga County Engineer, to approve Change Order No. 1 & Final to the Asphalt Resurfacing of Various Roads, RS-RUS-V-2021, reflecting a net decrease of \$13,150.50, for a revised Chagrin Valley Paving Inc Contract Value of \$283,529.20, based on the document dated December 7, 2021. Mr. Rambo seconded the motion and it passed unanimously.

ROAD PROJECT: PAYMENT APPLICATION: Mr. Rambo made the motion to approve Pay Application No. 2 & Final for the Asphalt Resurfacing of Various Roads, Contract RS-RUS-V-2021, in the amount of \$15,937.50 to Chagrin Valley Paving Inc, as recommended by the Geauga County Engineer. Ms. Port seconded the motion and it passed unanimously.

SPECTRUM REVISED: Ms. Port made the motion, at the request of the Fiscal Officer, to approve 400 x 20 business internet ultra service for 8501 Kinsman Road, per order #12890442 from Spectrum for \$114.99 month to month, with a \$99.00 installation charge, dated January 3, 2022 and to authorize the Fiscal Officer to sign the necessary Service Order. Mr. Rambo seconded the motion and it passed unanimously.

FREEMAN, MATHIS & GARY LLP: Mr. Rambo made the motion that it is advisable and necessary that additional counsel be retained and that the law firm of Freeman, Mathis & Gary LLP, with Chenee M. Castruita, Esq. and Elisabeth Gentile, Esq., be hired at the rate of \$150.00 per hour, for an amount up to \$5,000.00, for the purpose of advising the Board of Trustees on pending legal matters. Ms. Port seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL: Mr. Rambo made the motion to appoint Jim Mueller the Township representative to the Health District Advisory Council. Mr. Mueller seconded the motion and it passed unanimously.

Mr. Rambo made the motion to appoint Kristina Port the alternate Township representative to the Health District Advisory Council. Mr. Mueller seconded the motion and it passed unanimously.

CHAGRIN RIVER WATERSHED PARTNERS: Ms. Port made the motion to appoint Matt Rambo as the Township representative to the Chagrin River Watershed Partners. Mr. Mueller seconded the motion and it passed unanimously.

Ms. Port made the motion to appoint Kristina Port as the alternate Township representative to the Chagrin River Watershed Partners. Mr. Rambo seconded the motion and it passed unanimously.

STORM WATER MANAGEMENT PROGRAM: Mr. Rambo made the motion to appoint Kristina Port as Township representative to the Storm Water Management Program. Mr. Mueller seconded the motion and it passed unanimously.

HAZMAT COUNCIL OF GOVERNMENTS: Mr. Rambo made the motion to appoint Jim Mueller as Trustee representative to the HAZMAT Council of Governments. Ms. Port seconded the motion and it passed unanimously.

CVIGC: Ms. Port made the motion to appoint Jim Mueller as the Trustee representative to the Chagrin Valley Intergovernmental Council. Mr. Rambo seconded the motion and it passed unanimously.

OPBA: Ms. Port made the motion to appoint Matt Rambo as the Trustee representative to the Ohio Patrolman's Benevolent Association township management committee. Mr. Rambo seconded the motion and it passed unanimously.

VERCOG: Mr. Rambo made the motion to appoint Jim Mueller as the Trustee representative to the Valley Enforcement Regional Council of Governments. Ms. Port seconded the motion and it passed unanimously.

WG DCC: Mr. Rambo made the motion to appoint Kristina Port as the Trustee representative to the West Geauga District Communications Committee. Mr. Mueller seconded the motion and it passed unanimously.

VOLUNTEER FIREFIGHTERS' DEPENDENTS FUND BOARD: Ms. Port made the motion to appoint Jim Mueller & Matt Rambo as the Township Trustee representatives to the Volunteer Firefighters' Dependents Fund Board for 2022. Mr. Rambo seconded the motion and it passed unanimously.

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GOV DEALS RESOLUTION: *Ms. Port made the motion to approve Resolution 2022-2 Authorizing the Use of Internet Auction for Disposition of Township Property. Mr. Rambo seconded the motion and it passed unanimously.*

OTA CONFERENCE: *Mr. Rambo made the motion to approve reasonable and necessary expenses for Kristina Port to attend the OTA Conference, January 26th to 28th, 2022 in Columbus, OH. Ms. Port seconded the motion and it passed unanimously.*

GTSWMD POLICY COMMITTEE: BALLOT: *Ms. Port made the to vote for Kristina O'Brien, Bainbridge Township, for a 2 year term as Geauga Township representative to the Geauga Trumbull Solid Waste Management District Policy Committee as the January 12, 2022 GCTA Meeting. Mr. Rambo seconded the motion and it passed unanimously.*

TRUSTEE MEETING SCHEDULE: *Mr. Rambo made the motion to approve the Trustee 2022 regular meeting schedule as follows: the 1st Thursday of the month at 2:00 pm and the 3rd Thursday of the month at 6:00 pm. Ms. Port seconded the motion and it passed unanimously.*

EXECUTIVE SESSION: *Mr. Rambo made the motion to move into executive session to discuss the employment and compensation of 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 3:52 pm.

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

The meeting moved in regular session at 3:58 pm.

REHIRE COMPENSATORY TIME REQUEST: GENE LAYNE: *Mr. Rambo made the motion to authorize 120 hours of compensatory time for Mr. Gene Layne per his annual request for 2022 based on his rehire agreement. Ms. Port seconded the motion and it passed unanimously.*

BZA HIRE: *Mr. Rambo made the motion to appoint Nicole Mulloy to the Russell Township Board of Zoning Appeals to fulfill the unexpired term ending December 31, 2025. 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 3:59 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone