

TOWN HALL

May 5, 2022

The Vice Chair, Ms. Port, called the meeting to order at 2:03 pm. Trustee Rambo was present and Chair Jim Mueller arrived at 2:13 pm. 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

The Pledge of Allegiance was said.

MINUTES: *Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on April 7, 2022, as presented. Ms. Port seconded the motion and it passed.*

Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on April 21, 2022, as presented. Ms. Port seconded the motion and it passed.

TOWN HALL SIDING: Mr. Wrench stated there has been discussion over the last several years about getting Town Hall resided but then talked about relocating it. Moving Town Hall seems to be out of the question now. Mr. Wrench asked the Trustees if he can move forward with working up a package for bidders. It would include soffits, facias and trim and that would have to go out for bids. Mr. Wrench stated they have been budgeting \$25,000.00 a year to do one side at a time and that would also include electrical work through the exterior. Trustees agree for Mr. Wrench to get a package together for the next step.

Mr. Wrench stated that the trees have been ordered for the recycling center. Once CEI receives their check, they will schedule to get the poles installed.

FIRE: Chief Frazier stated there was a garage fire on Caves Road and destroyed it but the crews were able to keep the house from catching on fire.

Ms. Port asked Chief Frazier about an update about getting an AED for the Administration Building. Chief Frazier stated he will get pricing.

POLICE: Chief Swaidner stated they purchased a Kid Print ID System, which is a child ID system that prints out an ID card for kids. Chief Swaidner said they will be offering it to Russell Township residents and can come in annually to get an updated ID. On the back of the card it gives information on what to do if your child is missing.

Mr. Mueller would like for the Police Department to set up a day and time once or twice a year for residents to come in with their children to get this done. He doesn't want their day constantly disrupted by residents by just showing up. Chief Swaidner said they are planning on having days for that or if residents call and make an appointment that would fine.

Chief Swaidner stated that the Police Department completed their drug take back on April 30 and collected 109 pounds of prescription drugs. They have turned that over to the DEA and they will dispose of it properly.

Chief Swaidner said that 2 officers participated in Your Life or Choice, which is run through the Geauga County Sheriff's Office. It was held at Parkside Church in Bainbridge and program to bring awareness to teen drunk driving.

Coffee with a Cop is on Saturday, May 14 from 9:00am – 11am.

SOCIAL MEDIA POLICY – FACEBOOK PAGE PERMISSION: Chief Swaidner would like to get a Facebook page for the Police Department so they can post any events or programs that are going on. Stated he spoke with Mrs. Palmer regarding the policy. Mrs. Palmer stated that in 2019 the Trustees approved a Social Media Policy, which embedded in that policy is a website social media administrator position and that gave Mrs. Palmer the authority to designate other users for Facebook or pages in other departments. Mrs. Palmer stated that Chief Swaidner has been given permission to have a page as long as he fulfills the rules set up by the Trustees, which includes no Ads and no comments permitted.

POLICE DEPT: Mrs. Palmer followed up with the Trustees on the MOU for the bargaining units for the Juneteenth holiday. Stated she received the MOU from our management consultant, and it's already been signed by both Chief Swaidner and the OPBA rep.

OPWC SCIP/TIP FUNDING APPLICATION: Mr. Layne recommends going for a loan instead of a grant to get a kick start on paving. Mr. Layne stated the Dines Road is in desperate need of repaving and come culvert work. Mr. Layne would like to ask the state for \$500,000.00 to pave Dines Road. Mr. Layne estimates it will be around \$650,000.00 project. Stated that the State offers no interest loans that can be paid over 10 years. If successful of receiving the loan, Mr. Layne believes that he will have all chip and sealed roads paved by 2025. Mr. Mueller and Mr. Rambo agree with going ahead with the application for the loan.

Ms. Port made the motion to approve the following project for the Fiscal Year 2024 (Round 37) Township pre-application for Ohio Public Works Commission: Dines Road: Asphalt Resurface, and Replace Culverts as needed. Mr. Rambo seconded the motion and it passed unanimously.

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AUTHORIZED SIGNATORY: OPWC: Ms. Port made the motion to authorize Jim Mueller to act as Russell Township's authorized signatory for the OPWC application Fiscal Year 2024(Round 37). Mr. Rambo seconded the motion and it passed unanimously.

CULVERT REPLACEMENT: HILLBROOK LANE SOUTH: Mr. Rambo made the motion, at the request of the Road Superintendent, to accept the proposal from Grade Line, Inc. for the Replacement of Culvert 00.190 on Hillbrook Lane South, Russell Township, for a total contract amount of \$26,682.50, pending certification by the Township Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.

CULVERT REPLACEMENT: PEKIN RD: Mr. Rambo made the motion, at the request of the Road Superintendent, to accept the proposal from Grade Line, Inc. for the Replacement of Culvert 02.300 on Pekin Road, Russell Township, for a total contract amount of \$23,939.00, pending certification by the Township Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.

ROAD DEPT: HEATING UNITS: Mr. Layne stated that in the north bay they house the trucks they have radiant heaters and are in need of being replaced. This winter had a rooftop heater go out. The rooftop heaters are 25-30 years old. Both the rooftop heating units and infrared heaters are reserve items.

Ms. Port made the motion, at the request of the Road Superintendent, to accept the proposal from Stankus Heating & Cooling, Jack Stankus Inc., for the replacement of 2 rooftop heating units and 2 infrared heaters, per Proposal Reference # 2292-191, dated March 31, 2022, for a sum of \$27,600.00. Mr. Rambo seconded the motion and it passed unanimously.

AUTHORIZED SIGNATORY: STANKUS: Ms. Port made the motion to authorize Jim Mueller to act as Russell Township's authorized signatory for the Stankus proposal for rooftop and infrared heaters. Mr. Rambo seconded the motion and it passed unanimously.

DISPOSITION OF PROPERTY: ROAD: Mr. Rambo made the motion, at the recommendation of the Road Superintendent, to dispose of the yellow highlighted items identified on the document entitled "Russell Road Department, April 13, 2022, Disposition of Property," as the item is not needed for public use, is obsolete, or is unfit for public use. Ms. Port seconded the motion and it passed unanimously.

MAY 3 PRIMARY: Mrs. Walder expressed congratulations to Russell's former Fiscal Officer and current Geauga County Auditor Chuck Walder on his decisive every precinct primary win, and expressed thanks to Trustees Mueller, Rambo and former trustee Gabram for their endorsements.

ARPA ANNUAL REPORT/DIVISION OF ARPA FUNDS: Mrs. Walder stated that she has submitted the annual report as of April 30 and provided the board with the report and some recommendations for next step. Mrs. Walder stated that the board has about \$544,000.00 in ARPA money to be allocated. Stated that the Township is now in the position to spend that money and she made a couple of recommendations in her April 25 email. One is to adopt a resolution or motion indicating that prefer use of funds should be direct benefit to the residents. She recommends that the funds be divided equally between the departments, which would be \$136,000.00 each. Recommends that the Trustees and department heads review the procurement policy that was adopted.

2023 BUDGET UPDATE: Mrs. Walder stated that 2023 budget process is well underway. After we close the year we start laying in the actuals from 2021. Mrs. Walder said she sent out to each department head a request for their 5-year capital needs and asked for that information back by May 13. Mrs. Walder said she will need to the Board to identify what ARPA spending they would like to allocate in the budget for 2023 and 2024.

Mrs. Walder extended the offer to meet with any Trustee or department head on a one on one basis in advance of the Budget Workshops to take a refresher on the important topics of the budget. One being the Trustee's responsibility to set the budget. Other topics would be the format budget submission, materials we received from the Budget Commission prior to and after the hearing. Also, review of the common terms that are part of the budget. Mrs. Walder asked anyone to reach out and will be happy to spend an hour or two before the Budget Workshops.

INTERFUND TRANSFERS: Mr. Rambo made the motion to adopt Resolution 2022-14 authorizing the transfers of funds from the General Fund to both the Road Fund and the Police Fund, as recommended by the Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.

FISCAL OFFICER'S REPORT: Ms. Port made the motion to acknowledge receipt of the 1st Quarter 2022 report from the Russell Township Fiscal Officer. Mr. Rambo seconded the motion and it passed unanimously.

NOPEC: Mrs. Walder reminded the department heads about the NOPEC funding this year and hasn't heard from anyone about projects to utilize that funding. Any projects that would be energy saving would be eligible, including HVAC, facility lighting, street lighting, windows/doors/insulation, and EV charging stations.

GUEST SPEAKER: ZONING COMMISSION: Nathan Wynveen and Ben Kotowski from the Zoning Commission spoke to the board regarding property at the intersection of 306 and Music Street. They drafted a letter that they wanted permission to send to the property owners to engage them to clean up their

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properties and if there was something they or the Trustees could do to help. Mr. Rambo isn't comfortable leaning on a property if they are up to date on taxes and not violating anything zoning related. Unfortunately, there is nothing the Trustees can do regarding the appearance of property. Mr. Mueller isn't in favor of sending a letter either.

COMMENTS FROM THE PUBLIC WERE RECEIVED

STORAGE BUILDING: Mr. Rambo stated he has not heard back from the APA. Mr. Rambo stated he has no interest in the project right now, that it's more a want than a need. Mr. Rambo stated he would be in favor of reallocating funds for a new building or for updating the Road Department building. Mr. Layne said the building does have a lot of issues. It has lots of cracks in the wall and floors are busting up. Electrical needs to be replaced. The Board agrees to continue looking at options for the Road Department to help improve their buildings.

GSWCD FINANCIAL SUPPORT: *Ms. Port made the motion to express appreciation to Geauga Soil and Water Conservation District for the services and programs they provide in meeting the township's NPDES goals and to Russell Township residents, and to authorize a payment of \$3,000.00. Mr. Rambo seconded the motion and it passed unanimously.*

HyFi COST SHARING INTENT: *Mr. Rambo made the motion to express the Board of Trustee's intent to contribute some funds to the HyFi costs if the amount meets with the approval of the Fiscal Officer and the project continues to be of benefit and necessity to the safety forces. Ms. Port seconded the motion and it passed unanimously.*

GCTA MEMBERSHIP: *Ms. Port made the motion to authorize the expenditure of \$490.00 for membership in the Geauga County Township Association for 4 full members and six affiliate members. Mr. Rambo seconded the motion and it passed unanimously.*

ESID SUPPORT MEETING REPRESENTATIVE: Ms. Port stated she will be the representative for the May 24th meeting and Mr. Rambo offered to be a back up incase she was not able to attend.

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 3:58 pm.

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

The meeting moved in regular session at 4:19 pm.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 4:19 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone