

RUSSELL TOWN HALL

May 19, 2022

The meeting was called to order at 6:00 pm. Trustee Mueller, Trustee Port and Trustee Rambo were present. Board Administrator Melissa Palmer was also present.

The following Department Heads were present: Fire Chief John Frazier.

Fiscal Officer Karen Walder was absent.

Pledge of Allegiance was said.

CLERK PRO TEM: In the absence of a Fiscal Officer, Board of Trustees Chair Jim Mueller appoints Jennifer Dorka to serve as clerk pro tem.

GEAUGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES: The superintendent of the Geauga County Board of Developmental Disabilities, Don Rice, thanked the trustees and residents for their support over the years. Without that support and levies, the GCBDD couldn't provide the services that they do. In 2021 the GCBDD provided services for 1,004 people, with the youngest person being 3 months old and the oldest being 93 years old. Currently the program has helped 165 individuals enter the work force within the community. Mr. Rice offered to answer any questions and go in to detail about any of the offered services for the board and the members of the audience in attendance.

NE OHIO PLANNING & ZONING WORKSHOP: *Ms. Port made the motion to approve reasonable and necessary expenses for up to 6 people to attend the NE Ohio Planning and Zoning Workshop in Newbury, Ohio on June 24th, 2022. Mr. Rambo seconded the motion.*

The vote: Mr. Rambo – Abstain, Ms. Port – Yes, Mr. Mueller – Yes.

ROAD DEPT: HEATING UNITS: *Mr. Rambo made the motion to approve the standard agreement between Russell Township and Stankus Heating & Cooling, Jack Stankus Inc., for the replacement of 2 rooftop heating units and 2 infrared heaters for a sum of \$27,600.00, approved as to form by the County Prosecutor. Ms. Port seconded the motion and it passed unanimously.*

BUDGET PLAN FOR ARPA FUNDS: The board discussed what to do with the ARPA funds. The Fiscal Officer had suggested that the Trustees split the funds evenly between all the departments. The Board is not in favor of that idea and would like each department to submit ideas and projects that they would like to use the funding for, and the Trustees will decide which projects they want and how much each department will be allocated at a later date.

The Trustees were unsure of how to spend the funds and would like to only budget the funds that were already received by the Township for the 2023 budget and would not like to budget the second round of funding until a later date, when they have an idea of how they are going to spend the funds.

Ms. Port made the motion to budget the received tranche #1 ARPA funds in the amount of \$272,248.01 in FY2023. Mr. Rambo seconded the motion and it passed unanimously.

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BANK RECONCILIATION & FINANCIAL REPORTS: *Ms. Port made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for April 2022, as submitted by Fiscal Officer Karen Walder. Mr. Rambo seconded the motion and it passed unanimously.*

RESERVE STUDY: The Trustees would like to add language to the agreement for the reserve study provided by Miller Dodson that states they are required to receive input from the Department Heads about their facilities. The Board wants the Department Heads involved when Miller Dodson re-evaluates each facility and reserve items. None the Trustees have read the agreement and would like to find the best area to add the language before they send the agreement back to Miller Dodson to see if they will accept the added terms.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

STORAGE BUILDING: Mr. Rambo informed the board that he has no update and is still waiting on a response from the Prosecutor's Office.

POLICE STATION PLAQUE: Mr. Mueller asked the board if there were any grammatic changes to the draft he sent out of the plaque he would like to order for the Police Department honoring Chief Carroll. There was debate whether the plaque was necessary or appropriate, there was also the question of if the Fire Chief would also be receiving one for all his service, and why only the Police Department was receiving one for a Chief's service. Mr. Mueller told the board this was important to him, and he wanted to do this to recognize all the work that Chef Carroll did for Russell Township, and added that when the Fire Chief retires, he will get a plaque as well.

Mr. Mueller made the motion to authorize the preparation of a 27"x20" cast bronze plaque designed by Trustee Mueller for Timothy Carroll, per the sales order dated May 6, 2022, from All-Craft Wellman Products of Willoughby, Ohio, for a cost of \$2,840.00. Ms. Port seconded the motion.

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

AUTHORIZED SIGNATORY: PLAQUE: *Ms. Port made the motion to authorize Jim Mueller to act as Russell Township's authorized signatory for the All-Craft Wellman Products sales order, dated May 6, 2022. Mr. Mueller seconded the motion and it passed unanimously.*

BRIAR HILL USE POLICY: *Ms. Port made the motion to adopt an additional facility use policy for Briar Hill Church as follows: The township may accommodate memorial services in Briar Hill Church, scheduled & approved in advance, as property requests are handled now. Briar Hill Church may be considered for use from May through September. Memorial Services may be available for holders of deeds to plots in Russell cemeteries. A Russell resident should make the reservation request. There continues to be no heat, no AC, no water, no toilets, no ADA access. All the current rules for the township properties that protect the historic Town Hall should protect Briar Hill. Incense, etc. is also not permitted. Fees, rules, and regulations for use of the building follow current township property reservation policy. The insurance forms we require currently for township property reservations will continue to apply. Mr. Rambo seconded the motion and it passed unanimously.*

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ACCEPT DONATION: BLASTER: *Mr. Rambo made the motion to authorize Mrs. Palmer to coordinate with the Geauga County Auditor's Office to acquire 2 pallets of the offered Blaster hand sanitizer per the email dated May 12, 2022, AND to accept the donation of the pallet(s) of hand sanitizer from the CEO of Blaster, Inc., to Russell Township Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

Ms. Port made a motion to approve the use of the hand sanitizer donation for township use at the discretion of Mrs. Palmer. Mr. Rambo seconded the motion and it passed unanimously.

EMPLOYEE/ELECTEDS DEVELOPMENT: *Ms. Port made the motion to authorize Mr. Mueller to reach out to PRADCO to gain information and an estimate for organizational development services as recommended by Clemans Nelson. Mr. Rambo seconded the motion and it passed unanimously.*

EXECUTIVE SESSION: *Ms. Port 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). Mr. Rambo seconded the motion and it passed unanimously.*

The meeting moved into executive session at 7:26 pm.

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

The meeting moved into regular session at 8:07 pm.

FIRE-EMS RECRUIT APPOINTMENT: *Ms. Port made the motion to appoint Mr. Tom Moster to the position of Fire-EMS Recruit, effective May 20, 2022. Mr. Rambo seconded the motion and it passed unanimously.*

FIRE-EMS RECRUIT APPOINTMENT: *Mr. Rambo made the motion to appoint Mr. Ryan Downs to the position of Fire-EMS Recruit, effective May 20, 2022. Ms. Port seconded the motion and it passed unanimously.*

APPOINTMENT TO THE CITIZENS PARK BOARD: *Mr. Rambo made the motion to appoint LuAnn Judis to the remainder of the 3-year term on the Citizens' Park Board of Commissioners expiring the 2nd Monday in May 2025, pending the acceptance by the candidate. Ms. Port seconded the motion and it passed unanimously.*

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

The meeting was adjourned 8:08 pm.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

James Mueller, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka