

RUSSELL TOWN HALL

November 17, 2022

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

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

Pledge of Allegiance was said.

MINUTES: *Ms. Port made the motion to accept the minutes of the Regular Meeting held on November 3, 2022, as presented. Mr. Rambo seconded the motion and it passed unanimously.*

QUARTERLY REPORTS: *Ms. Port made the motion to accept the 3rd Quarter 2022 departmental report from the Police Dept. Mr. Rambo seconded the motion and it passed unanimously.*

FACILITIES: The Board Administrator reported to the Trustees that the Facilities Manager needs to take the flag at the northeast corner down as it is tattered and needs repaired. He would like to know if he can put up a smaller nylon flag up for the winter or take the flag down for the winter. The Board would like the Facilities Manager to purchase a large new flag and have it up all winter as they think the residents appreciate the flag being out all year.

ANNUAL INSURANCE 2023 MEDICAL MUTUAL "OPTION A w/\$6750": *Mr. Rambo made the motion to renew the following Insurance coverage for the year 2023: Health – Med Mut SuperMed PPO HRA6750 "Option A" AND for the Board of Trustees to approve the township funding of the HRA at the \$6,750/individual & 13,500/family level (Russell Township covering 100% of the deductible) for the year 2023. Ms. Port seconded the motion and it passed unanimously.*

EMPLOYEE CONTRIBUTION: *Ms. Port made the motion to continue the 15% employee contribution amount toward the benefits package. Mr. Rambo seconded the motion and it passed unanimously.*

INSURANCE: *Mr. Rambo made the motion to approve the following insurance benefits for Russell Township officials and full-time employees for the year 2023:*
Health Insurance – Medical Mutual HRA 6750
Life Insurance – Principle Financial
Dental – DentaSelect Plus Plan C476 – 12 months
Vision – PHI VSP Option #4, 12 months
Ms. Port seconded the motion and it passed unanimously.

MEDICAL AUTHORIZATION FOR FO: *Mr. Rambo made the motion to authorize the Fiscal Officer to execute the agreements for Medical Mutual insurance coverage and the HRA funding by the township for 2023 on behalf of the Russell Township Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

DENTAL AUTHORIZATION FOR FO: *Mr. Rambo made the motion to authorize the Fiscal Officer to execute the agreement for DentaSelect Plus coverage for 2023 on behalf of the Russell Township Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

RUSSELL TOWN HALL

November 17, 2022

The Fiscal Officer advised the Trustees that the updated Reserve Study should be ready for the next meeting. The department heads' comments have been sent and she is waiting on the revised copy to be sent back.

TEMPORARY APPROPRIATIONS 2023: *Mr. Rambo made the motion to adopt Russell Township's Temporary Annual Appropriation Resolution 2022-22 for the fiscal year ending December 31, 2023, as recommended by the Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.*

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

The Fiscal Officer advised the Board that the 2018-2019 Audit has been completed, and she asked that a Trustee attend the exit conference to review the audit report. Mr. Mueller will attend the exit conference. Mrs. Walder asked the Trustees to approve her response letter to the Auditor of State.

AUDIT REPRESENTATION LETTER AUTHORIZATION: *Mr. Rambo made the motion to authorize Chairman Jim Mueller to sign the 2018-2019 Audit Representation Letter on behalf of the Russell Township Board of Trustees. Ms. Port seconded the motion and it passed unanimously.*

FOs RESPONSE to MANAGEMENT LETTER: *Mr. Rambo made the motion to acknowledge the letter dated November 17, 2022, from Fiscal Officer Karen Walder responding to the 2018-2019 Audit Draft Management Letter received on November 9, 2022. Ms. Port seconded the motion and it passed unanimously.*

BWC CATEGORY 9444: This new category is for employees who work 100% of the time in an office (or at home) and not out in the field. Before the Township adopts this category Mr. Rambo has questions about the description of the job being 100% in office and needs clarification.

Ms. Port made the motion to designate the following positions as Class Code 9444, "Clerical & Clerical Telecommuter", for the purposes of Bureau of Workers Compensation payroll classification, effective 1/1/2023:

Police Clerk

Fire Clerk

because their duties are entirely in the office with no duties outside the office. Mr. Rambo seconded the motion and it passed unanimously.

The Fiscal Officer advised the Board that the year end training for our accounting program will be December 5th and the Fiscal Office will be closed that day.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

The Board discussed the community meeting room, and the option of downsizing if needed. Mr. Rambo indicated that next step is an RFP to get a complete set of plans, and he felt \$40,000 would be sufficient funds to get the project to the point of going out for bid. He said groundbreaking could occur in April or May. Ms. Port asked about site prep and survey requirements, which at this point are still to be determined. Mr. Mueller brought up the idea of hiring an Engineer like South Russell Village must oversee the project.

RUSSELL TOWN HALL

November 17, 2022

The Board reviewed a draft for the request for qualifications, so that they can advertise for bids for the project.

The Trustees discussed the draft meeting schedule for next year and will finalize it at the next meeting. Mr. Rambo indicated that he would not be available until January 9, 2023 for the Township organizational meeting. Mrs. Walder will check if this presents any issues for the fiscal operations.

The Trustees requested that a Resolution of Appreciation be written for Judge Trapp to be presented at the legal aid society event where she is being honored with the 2022 Legacy of Justice Award.

Ms. Port made a motion to approve the expense of a holiday lunch not to exceed one thousand dollars for pizza and pop to show appreciation for each department. Mr. Rambo seconded the motion and it passed unanimously.

GTSWMD DROP-OFF RECYCLING AGREEMENT: *Ms. Port made the motion to authorize Melissa Palmer to proceed with contract negotiations with GTSWMD for Drop-Off Recycling on behalf of the Russell Township Board of Trustees. Mr. Rambo seconded the motion and it passed unanimously.*

Trustee Port reported that she has created the online portal for Russell Township for the Ohio Opioid disbursements.

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 7:01 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 7:20 pm.

POSITION DESCRIPTION: ASSISTANT FIRE CHIEF: *Ms. Port made the motion to adopt the position description for the Assistant Fire Chief, as prepared by Clemans-Nelson, effective November 17, 2022. Mr. Rambo seconded the motion and it passed unanimously.*

FIRE DEPARTMENT: ASST CHIEF: *Ms. Port made the motion to approve the promotion of Mr. Nick Sambula from part-time Paramedic to part-time Assistant Chief, earning the regular part-time Paramedic pay plus the Assistant Chief pay adder per Salary Schedule 35a, adder paid as 12 equal payments per year, effective December 1, 2022, with a one-year probationary period commencing on the starting date. Mr. Rambo seconded the motion and it passed unanimously.*

FIRE DEPARTMENT: ASST CHIEF: *Ms. Port made the motion to approve the promotion of Mr. Sam Brown from part-time Paramedic to part-time Assistant Chief, earning the regular part-time Paramedic pay plus the Assistant Chief pay adder per Salary Schedule 35a, adder paid as 12 equal payments per year, effective December 1, 2022, with a one-year probationary period commencing on the starting date. Mr. Rambo seconded the motion and it passed unanimously.*

RUSSELL TOWN HALL

November 17,

2022

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 7:22 pm.

James Mueller, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka