

RUSSELL TOWN HALL

January 18, 2024

The meeting was called to order at 7:00 p.m. Trustees Rambo and Port were present. The Board Administrator and the Fiscal Officer were also present.

Trustee Mueller was absent.

QUARTERLY REPORTS: *Mr. Rambo made the motion to accept the 4th Quarter 2023 departmental reports from the Police, Fire, Road, Facilities, & Zoning. Ms. Port seconded the motion and it passed.*

CRWP HYFI COST SHARE AGREEMENT: RENEWAL: *Mr. Rambo made the motion to approve the 2024 renewal of the Cost Share Agreement with Chagrin River Watershed Partners for the HyFi Water Level Sensor Network for a cost of \$3,450.00 per the proposal dated January 18, 2024. Ms. Port seconded the motion and it passed.*

AUTHORIZED SIGNATORY: HyFi: *Mr. Rambo made the motion to authorize Matthew Rambo to act as Russell Township's authorized signatory for the 2024 renewal of the Cost Share Agreement with Chagrin River Watershed Partners for the HyFi Water Level Sensor Network, dated January 18, 2024. Ms. Port seconded the motion and it passed.*

FACILITIES: TOWN HALL USE: *Mr. Rambo made the motion to grant permission for the Russell Township Citizens' Park District to use the Town Hall from 4:00 pm – 6:00 pm, on the third Wednesday of each month in 2024, subject to Township rules and regulations, and continued availability. Ms. Port seconded the motion and it passed.*

POLICE: DONATION: *Mr. Rambo made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Paul Szucs of \$100.00 to the Police Department. Ms. Port seconded the motion and it passed.*

Mr. Rambo motion to approve the use of the \$100.00 donation for the Police Department at the discretion of the Police Chief. Ms. Port seconded the motion and it passed.

FISCAL OFFICER: *Mrs. Walder reported that the 2023 W2's have been distributed. She also advised that Cleargov will go live next week for all departments to actively use. Mrs. Walder advised that she and Trustee Port will attend the zoom meeting for the Erosion Special Improvement District on January 23 from 12:00 p.m. – 1:00 p.m.*

CONFERENCE ATTENDANCE: *Mr. Rambo made the motion to approve reasonable and necessary expenses for Jennifer Dorka to attend the Local Government Officials Conference March 27 -28, 2024 in Columbus. Ms. Port seconded the motion and it passed.*

INVENTORY: 2023: *Mr. Rambo motion to accept the 2023 equipment inventory as presented from the Trustees, Fiscal Office, Fire, Police, Road, & Zoning departments. Ms. Port seconded the motion and it passed.*

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AUDITOR OF STATE AGREEMENT: OUTSIDE AUDIT SERVICES: *Mr. Rambo made the motion to approve the Memorandum of Agreement from the Ohio Auditor of State Keith Faber, for the proposal of an independent public accountant, Charles E. Harris & Associates, Inc, dated January 9, 2024. Ms. Port seconded the motion and it passed.*

AUDITOR OF STATE AGREEMENT: AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Karen Walder to act as Russell Township's authorized signatory and designee for the Memorandum of Agreement from the Ohio Auditor of State, for the proposal of an independent public accountant. Ms. Port seconded the motion and it passed.*

COMMENTS FROM THE PUBLIC WERE RECEIVED.

TRUSTEE PROJECT PLANNING: Ms. Port went over the list of projects with Mr. Rambo and they both stated they were already involved in some of the projects so they would be the lead on them. They would like to wait to assign the remaining projects until Trustee Mueller is present to give his input.

WEBSITE: The Board Administrator advised that she has been working with ADP (who we currently use for I.T. services) to move the Township website to be under the County's service. This would give the Township a new updated website that is user friendly and PDF searchable, including all posted meeting minutes. This will also give the Township an option to have an employee portal where all township employees have access to documents and information.

RESOLUTION: The Trustees discussed passing a resolution to restrict the retail and commercial sale, processing and growing of cannabis in the township. They would like Trustee Mueller to have input before the final decision is made.

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

The meeting moved into executive session at 7:45 p.m.

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

The meeting moved into regular session at 7:59 p.m.

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

The meeting was adjourned at 8:00 p.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka