

RUSSELL TOWN HALL

January 19, 2023

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

Pledge of Allegiance was said.

QUARTERLY REPORTS: *Mr. Mueller made the motion to accept the 4th Quarter 2022 departmental reports from the Police, Fire, Road, Facilities, & Zoning. Ms. Port seconded the motion and it passed unanimously.*

CLE FOUNDATION/UHLIN GRANT: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, that the Board of Trustees accepts the grant from the Philip R. Uhlir Fund at the Cleveland Foundation of \$1,351.00 to the Police Department. Ms. Port seconded the motion and it passed unanimously.*

Ms. Port made the motion to approve the use of the \$1,351.00 grant for general support for the Russell Township Police Department at the discretion of the Police Chief. Mr. Mueller seconded the motion and it passed unanimously.

ACCEPT DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Matt Sonnenlitter of \$138.00 to the Police Department. Ms. Port seconded the motion and it passed unanimously.*

Ms. Port made the motion to approve the use of the \$138.00 donation for the Police Department at the discretion of the Police Chief. Mr. Mueller seconded the motion and it passed unanimously.

FISCAL OFFICER: Mrs. Walder introduced the representative from the County Engineers office. She reviewed the paperwork and reports that were given to the Fiscal Officer which include a change order and final payment request.

ROAD PROJECT: CHANGE ORDER APPROVAL: *Mr. Mueller 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-2022, reflecting a net decrease of \$68,896.05, for a revised Karvo Companies Inc Contract Value of \$880,617.95, based on the document dated December 15, 2022. Ms. Port seconded the motion and it passed unanimously.*

ROAD PROJECT: PAYMENT APPLIC: *Mr. Mueller made the motion to approve Pay Application No. 2 & Final for the Asphalt Resurfacing of Various Roads, Contract RS-RUS-V-2022, in the amount of \$123,812.10 to Karvo Companies, Inc., as recommended by the Geauga County Engineer. Ms. Port seconded the motion and it passed unanimously.*

ROAD DEPT: OPWC DISBURSEMENT REQUEST: *Mr. Mueller made the motion to authorize Kristina Port, Trustee, and Karen Walder, Fiscal Officer, as signatories for the Disbursement Request Form & Certification, for Disbursement No. 2, OPWC Project ID #CG18Z, in the amount of \$50,000.00. Ms. Port seconded the motion and it passed unanimously.*

Mrs. Walder advised the Board that she is still waiting on the final revised copy of the township's Reserve Study after sending comments to Miller Dodson.

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Mrs. Walder advised the Board that email scams are still happening and encouraged them not to click on links sent to them via email unless they are confident in the sender.

The Fiscal Officer updated the Board on her meeting with the Township's representative from Meeder about the Township's investments. She noted the dramatic rise in interest rates at StarOhio from <1% in the early part of the year to over 4% at year end.

Mr. Rambo asked whether the reported \$250,000 cut to the county ADP budget was expected to impact ADP's ability to service Russell Township. Mrs. Walder stated her understanding was that the cuts would not impact the ADP help desk, but she encouraged the Board to reach out to the Auditor or ADP administrator to discuss.

Mrs. Walder expressed her condolences to the Campbell family, noting that Mr. Campbell faithfully attended Trustee meetings and used his voice to help our local government get better. He will be missed.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

The Board Administrator updated the Trustees that they didn't fill out all the paperwork for one of the two available settlements with OneOhio. The Township received funds from the first settlement but not the second settlement. She suggested that one of the Trustees call the Attorney General's Office and find out if the Township can submit a participation agreement for the second settlement and receive funds. The Trustees also need to confirm if a participation agreement is needed for every settlement.

TEAM DEVELOPMENT/EXECUTIVE COACHING: Ms. Port expressed her interest in investing in training & succession planning for all the Township departments and noted that the fiscal office is a critical part of the Township, and that employee satisfaction is important.

Ms. Port made the motion to authorize Lori Gorrell, of Upward Solutions Coaching & Consulting, to provide:

1) team development for the FO (3) & Board Admin for a cost of \$5,100.00

2) executive coaching for Karen Walder for a cost of \$4,800.00

per the documents provided by the Fiscal Officer in a January 5, 2023, email. Mr. Rambo seconded the motion and it passed.

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

AUTHORIZED SIGNATORY: TEAM DEV/EXEC COACH: *Ms. Port made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's authorized signatory for the Upward Solutions Coaching & Consulting proposal for team development services in 2023. Mr. Rambo seconded the motion and it passed.*

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

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The trustees discussed Clemans-Nelson being used to provide workplace educational training programs for township employees present and future. Ms. Port will contact Clemans-Nelson to verify if the May 2022 quote is still valid and if they have pre-prepared modules that employees can log into as their schedule permits. Video modules would also be available for future employees.

EXECUTIVE SESSION: *Mr. Mueller 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 unanimously.*

The meeting moved into executive session at 6:30 pm.

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

The meeting moved into regular session at 6:37 pm.

SALARY SCHEDULE: *Mr. Mueller made the motion to adopt Salary Schedule 36a, content approved by the Board of Trustees on January 19, 2023, salary schedule effective February 1, 2023. Ms. Port seconded the motion and it passed unanimously.*

SALARY SCHEDULE: POLICE CLERK: *Mr. Mueller made the motion to move Police Clerk Jayne Paullin from the Clerical Salary Schedule listing of Salary Schedule 36, to the new Police Clerk listing at the "5 Yrs Exp" level on Salary Schedule 36a, effective February 1, 2023. Ms. Port seconded the motion and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 6:39 pm.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka