

TOWN HALL

January 9, 2023

Fiscal Officer Karen Walder called the meeting to order at 2:00 pm. Trustees Kristina Port, Jim Mueller and Matt Rambo were present. Board Administrator Melissa Palmer was 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.

Mrs. Walder commended the Road, Police and Fire departments for their response during the Christmas storms.

Mrs. Walder stated that the Trustees and Fiscal Officer get statutory pay raises of 1.75%. Fiscal Officer salary is at \$33,880 and Trustees increased to \$24,730 annually. Mrs. Walder noted that the Township enters 2023 with \$15 million in resources, including \$8 million held in investments, noting that there were significant initiatives that were started in 2022 and need to be completed in 2023. The reserve study implementation, the community room construction project, ARPA money spending, ESID initiative, implementation of OTARMA recommendations and policy manual updates. 2023 is the first year where local levy initiatives must comply with House Bill 140 and urges the Trustees to understand the ramifications of that law. Mrs. Walder would like to ask the Trustees to make a commitment to come into the Township once a week. Mrs. Walder stated that when they don't come in other than Trustees meetings, it slows down the business of the Township.

ORGANIZATIONAL:

CHAIR: *Mr. Mueller made the motion to open nominations for Chair of the Russell Township Board of Trustees for year 2023. Mr. Rambo seconded the motion and it passed unanimously.*

Mr. Mueller nominated Matt Rambo for the Chair.

Mr. Mueller made the motion to close nominations for Chair of the Russell Township Board of Trustees for year 2023. Ms. Port seconded the motion and it passed unanimously.

For Mr. Rambo for Chairman of the Russell Township Board of Trustees for the year 2023, the vote was as follows: Mr. Mueller yes; Mr. Rambo yes; Ms. Port yes. Mr. Rambo was elected as Chairman.

VICE-CHAIR: *Mr. Mueller made the motion to open nominations for Vice-Chair of the Russell Township Board of Trustees for year 2023. Ms. Port seconded the motion and it passed unanimously.*

Mr. Mueller nominated Kristina Port for the Vice-Chair.

Mr. Mueller made the motion to close nominations for Vice-Chair of the Russell Township Board of Trustees for year 2023. Ms. Port seconded the motion and it passed unanimously.

For Ms. Port for Chairman of the Russell Township Board of Trustees for the year 2023, the vote was as follows: Mr. Mueller yes; Mr. Rambo yes; Ms. Port yes. Ms. Port was elected as Vice-Chair.

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MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on December 1, 2022, as presented. Ms. Port seconded the motion and it passed unanimously.*

Ms. Port made the motion to accept the minutes of the Regular Meeting held on December 15, 2022, as presented. Mr. Mueller seconded the motion and it passed unanimously.

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

ADMINISTRATION DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, to accept the donation from George & Susan Baker of \$50.00 to the Administration Building employees. Ms. Port seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to approve the use of the \$50.00 donation for the Administration Building employees at the discretion of the Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.

HAZMAT COG PROXY: *Mr. Mueller made the motion to authorize Chief John Frazier to carry a letter of proxy to the HAZMAT COG meetings in the event that a Trustee is not in attendance. Ms. Port seconded the motion and it passed unanimously.*

ACCEPT DONATION: *Ms. Port made the motion, based on the Fiscal Officer's recommendation, to accept the donation from George & Susan Baker of \$50.00 to the Fire Department. Mr. Mueller seconded the motion and it passed unanimously.*

Ms. Port made the motion to approve the use of the \$50.00 donation for the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion and it passed unanimously.

ACCEPT DONATION: *Ms. Port made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Jack Pekarek, Russell Township resident & employee of Energizer, of 80 TAC 700 flashlights to the Fire Department. Mr. Mueller seconded the motion and it passed unanimously.*

FIRE DEPARTMENT: Assistant Fire Chief, Nick Sambula, reported that they conducted training with the whole Police Department regarding self-care and body care for tourniquet application, wound packing and how to control mass hemorrhaging. Mr. Sambula stated that will get them ready for class with the Fire and Police Department to obtain a Tactical Emergency Casualty Care certification through UH Tactical Emergency Care Division.

Police Chief Swaidner stated that he wanted to train his guys for worst case scenario. Chief Swaidner stated that this year it will be mandatory for all officers to carry a tourniquet kit on their belt.

Mr. Mueller asked Chief Swaidner if they have an AED in each car. Chief Swaidner stated that they have 3 AED's that they rotate between the cars.

ACCEPT DONATION: *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, to accept the donation from George & Susan Baker of \$50.00 to the Road Department. Ms. Port seconded the motion and it passed unanimously.*

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Mr. Mueller made the motion to approve the use of the \$50.00 donation for the Road Department at the discretion of the Road Superintendent. Ms. Port seconded the motion and it passed unanimously.

ACCEPT DONATION: *Mr. Mueller motion, based on the Fiscal Officer's recommendation, to accept the donation from the Palmer family of \$300.00 to the Road Department. Ms. Port seconded the motion and it passed unanimously.*

Ms. Port made the motion to approve the use of the \$300.00 donation for the Road Department at the discretion of the Road Superintendent. Mr. Mueller seconded the motion and it passed unanimously.

DISPOSITION OF PROPERTY: ROAD: *Mr. Mueller made the motion, at the recommendation of the Road Superintendent, to dispose of township property listed in the document sent to the trustees with the subject "Russell Road Department disposition of property to be listed on Gov Deals" dated December 30, 2022, as each item identified is not needed for public use, is obsolete, or is unfit for public use. Ms. Port seconded the motion and it passed unanimously.*

ACCEPT DONATION: *Ms. Port made the motion, based on the Fiscal Officer's recommendation, to accept the donation from George & Susan Baker of \$50.00 to the Police Department. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to approve the use of the \$50.00 donation for the Police Department at the discretion of the Police Chief. Ms. Port 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 the Paskevich family of \$500.00 to the Police Department. Ms. Port seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to approve the use of the \$500.00 donation for the Police Department at the discretion of the Police Chief. Ms. Port 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 Robert Kovey & family via Pershing Co/BNY Mellon Trust of \$500.00 to the Police Department. Ms. Port seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to approve the use of the \$500.00 donation for the Police Department at the discretion of the Police Chief. Ms. Port seconded the motion and it passed unanimously.

ACCEPT DONATION: *Ms. Port made the motion, based on the Fiscal Officer's recommendation, to accept the donation from the Donahey family of \$250.00 to the Police Department. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to approve the use of the \$250.00 donation for the Police Department at the discretion of the Police Chief. Ms. Port 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 Jack Pekarek, Russell Township resident & employee of Energizer, of 15 TAC 700 flashlights to the Police Department. Ms. Port seconded the motion and it passed unanimously.*

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REVISED: POLICE WINDSTREAM KINETIC INTERNET: Chief Swaidner stated that the previous Agreement for improved internet service did not include his phone lines; the new Agreement has corrected that. Chief Swaidner stated that the new total is expected to be a big saving compared to what the Township has been paying.

Mr. Mueller made the motion to amend the existing service agreement between Russell Twp and Windstream based on Quote #2540332 dated December 13, 2022 which provides for an amended Business wireless plan up to 400 mbps, a static IP block, and additional line bundle for the Police Department, at 14810 Chillicothe Rd, from Kinetic/Windstream for \$321.99 per month, for a 2 year term. Ms. Port seconded the motion and it passed unanimously.

WINDSTREAM KINETIC INTERNET: AUTHORIZED SIGNATORY: Ms. Port made the motion to authorize Karen Walder to act as authorized signatory for the Police Department's Kinetic Internet agreement. Mr. Mueller seconded the motion and it passed unanimously.

POLICE DEPT: AAA AWARD: Chief Swaidner stated that they received an award from AAA for the year 2022 for Community Traffic Safety. They received a gold award for continued commitment to traffic safety incentives.

ZONING DEPARTMENT: Mr. Wrench stated that last week the Trustees should have received an email about setting up a meeting sometime in April with the 2 Zoning Boards.

Mr. Wrench stated that they are still working through the Zoning Resolution and stated that will be a big topic for the joint April meeting.

Mr. Mueller asked regarding the property that the Army Corps was dealing with. Mr. Wrench stated that he sent a letter to the Trustees, and the property owner needs to bring his property to more compliant but he is allowed to keep the pond.

Mr. Rambo asked Mr. Wrench if he worked out the zoning issue with the new canopy at Sunoco and Mr. Wrench stated he did and they disconnected 3 of the lights.

Mr. Wrench stated that the iWorks are still ongoing with weekly meetings and seems to be going well.

TOWN HALL USE: Mr. Mueller made the motion to grant permission for the Russell Township Citizens' Park District to use the Town Hall from 3:00 pm – 6:00 pm, on the third Wednesday of each month in 2023, subject to Township rules and regulations, and continued availability. Ms. Port seconded the motion and it passed unanimously.

FISCAL OFFICE: Mrs. Walder thanked her staff for getting our 2023 financial year opened up and thanked the Police and Road Departments for submitting their requisitions in advance. Will continue working on getting 2022 year end completed. As far as the Reserve Study update, the second major revision went out and thanked the department heads for providing feedback. Mrs. Walder stated she has sent the comments back to Miller Dodson and asked if the Trustees have any comments they would like to see addressed to have those comments to her as soon as possible. Mrs. Walder said the next step once the final report is finished would be to present it to the Trustees for consideration to adopt and implement the findings.

INVENTORY: Mr. Mueller made the motion to accept the 2022 equipment inventory as presented from the Trustees, Fiscal Office, Fire, Police, Road, & Zoning departments. Ms. Port seconded the motion and it passed unanimously.

AUTOZONE STORE ACCOUNT APPLICATION: Mrs. Walder stated that she has been working with Road Superintendent to open a charge account with AutoZone. Mrs. Walder stated that she did have our APA review the account application and

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there was one clause that she recommended to strike and that was regarding if the account was placed with an attorney for collection, you shall pay all attorney fees associated with collection.

Mr. Mueller made the motion to authorize the application for and use of an AutoZone store account, and authorize the Fiscal Officer to execute any application & invoicing agreements and to keep the account in good standing. Ms. Port seconded the motion and it passed unanimously.

CONFERENCE ATTENDANCE: *Mr. Mueller made the motion to approve reasonable and necessary expenses for Jessica Ezzone to attend the Ohio Safety Congress and Expo March 8-10, 2023 in Columbus. Ms. Port seconded the motion and it passed unanimously.*

BLANKET LIMIT PER AUDIT: RESOLUTION 2023-1: Mrs. Walder stated this resolution is to establish a blanket purchase order dollar limit amount as required by Ohio Revised Code 5705.41D3. Stated that this was one of the recommendations that came out of our most recent audit.

Mr. Mueller made the motion to approve Resolution 2023-1 establishing a blanket purchase order dollar amount limit not to exceed \$45,000.00 unless a purchase for a higher amount has been approved by the Board per the ORC. Ms. Port seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL: *Ms. Port made the motion to appoint Jim Mueller the Township representative to the Health District Advisory Council. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to appoint Kristina Port the alternate Township representative to the Health District Advisory Council. Ms. Port seconded the motion and it passed unanimously.

CHAGRIN RIVER WATERSHED PARTNERS: *Ms. Port made the motion to appoint Matt Rambo as the Township representative to the Chagrin River Watershed Partners. Mr. Mueller seconded the motion and it passed unanimously.*

Mr. Mueller made the motion to appoint Kristina Port as the alternate Township representative to the Chagrin River Watershed Partners. Ms. Port seconded the motion and it passed unanimously.

STORM WATER MANAGEMENT PROGRAM: *Mr. Mueller made the motion to appoint Kristina Port as Township representative to the Storm Water Management Program. Ms. Port seconded the motion and it passed unanimously.*

HAZMAT COUNCIL OF GOVERNMENTS: *Ms. Port made the motion to appoint Jim Mueller as Trustee representative to the HAZMAT Council of Governments. Mr. Mueller seconded the motion and it passed unanimously.*

CVIGC: *Ms. Port made the motion to appoint Jim Mueller as the Trustee representative to the Chagrin Valley Intergovernmental Council. Mr. Mueller seconded the motion and it passed unanimously.*

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OPBA: *Mr. Mueller made the motion to appoint Matt Rambo as the Trustee representative to the Ohio Patrolman's Benevolent Association township management committee. Ms. Port seconded the motion and it passed unanimously.*

VERCOG: *Ms. Port made the motion to appoint Jim Mueller as the Trustee representative to the Valley Enforcement Regional Council of Governments. Mr. Mueller seconded the motion and it passed unanimously.*

WG DCC: *Mr. Mueller made the motion to appoint Matt Rambo as the Trustee representative to the West Geauga District Communications Committee. Ms. Port seconded the motion and it passed unanimously.*

GOV DEALS RESOLUTION: *Mr. Mueller made the motion to approve Resolution 2023-2 Authorizing the Use of Internet Auction for Disposition of Township Property. Ms. Port seconded the motion and it passed unanimously.*

OTA CONFERENCE: *Mr. Rambo made the motion to approve reasonable and necessary expenses for Kristina Port to attend the OTA Conference, January 26th to 28th, 2022 in Columbus, OH. Ms. Port seconded the motion and it passed unanimously.*

EXECUTIVE SESSION: *Mr. Mueller 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 2:52 pm.

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

The meeting moved in regular session at 3:35 pm.

REHIRE COMPENSATORY TIME REQUEST: GENE LAYNE: *Mr. Mueller made the motion to authorize 120 hours of compensatory time for Mr. Gene Layne per his annual request for 2023 based on his rehire agreement. Ms. Port seconded the motion and it passed unanimously.*

FIRE-EMS RECRUIT APPOINTMENT: *Mr. Mueller made the motion to appoint Mr. Dominic James Ferronte to the position of Fire-EMS Recruit, effective January 10, 2023. Ms. Port seconded the motion and it passed unanimously.*

TEAM DEVELOPMENT/EXECUTIVE COACHING: *Mr. Rambo 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. There was no second and the motion fell to the floor.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

TOWNSHIP TRUSTEES

REGULAR

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The meeting was adjourned at 3:38 pm.

Matt Rambo, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone