

TOWN HALL

October 12, 2023

The Chair, Mr. Rambo, called the meeting to order at 2:00 pm. Trustee Kristina Port was present, and Trustee Jim Mueller joined at 2:04 pm. Fiscal Officer Karen Walder and Board Administrator Melissa Palmer were present.

The following Department Heads were present: Fire Chief John Frazier, Asst. Fire Chief Nick Sambula, Police Chief Tom Swaidner, Road Superintendent Gene Layne, and Zoning Inspector Shane Wrench.

The Pledge of Allegiance was said.

QUARTERLY REPORTS: *Ms. Port made the motion to acknowledge receipt of the 3rd Quarter 2023 departmental reports from the Fire, Police, Road, Facilities, & Zoning Departments. Mr. Rambo seconded the motion and it passed.*

INDEPENDENT TREE: Mr. Wrench stated that he received a quote from Independent Tree regarding the tree at Town Hall. Mr. Wrench stated that it is hanging badly over the building and sitting on the shingles. Allan from Independent Tree said by the time they cut it all back it would be better to just cut the whole tree down. Mr. Rambo and Ms. Port are in favor of cutting it down and suggested planting another tree if needed.

Ms. Port made the motion, at the request of the Facilities Manager, to approve the removal of the tree from the Town Hall, per Estimate #20231005 from Independent Tree for \$1,250.00, dated October 5, 2023. Mr. Rambo seconded the motion and it passed.

INDEPENDENT TREE: AUTHORIZED SIGNATORY: *Ms. Port made the motion to authorize Matthew Rambo to act as authorized signatory for the Independent Tree proposal dated October 5, 2023. Mr. Rambo seconded the motion and it passed.*

SNOWPLOWING: Mr. Wrench stated that he received quotes from two snowplow companies and the one is a little cheaper than the current company we use but didn't like the language in the contract about a 4–6-hour timeframe once the 2" trigger had been met. Mr. Wrench reached out to each Chief, and each one was in favor of a separate company. The Police Department would save about \$696 with Landskeeper. Chief Swaidner stated that he spoke with Landskeeper and asked them regarding the 4–6-hour timeframe and he told him it was normal contract language and that they have crews out all day and night. Chief Swaidner has no issues with proceeding with Landskeeper. Chief Frazier stated that the 6-hour wait would cause an issue and has in the past with snow buildup in the front and it causes a hump and cause the vehicles the slide into the building.

CJ LANDSCAPE LLC SNOWPLOW BID: TOWNSHIP LOTS: *Mr. Mueller made the motion to accept the proposals dated October 1, 2023, for snowplowing services by CJ Landscape LLC on a seasonal contract basis at the Russell Township Administration \$2,850.00, Fire Department \$3,725.00, Recycling Center \$2,370.00, lots for the 2023/2024 season with 24-hour service, pending Fiscal Office certification. Ms. Port seconded the motion and it passed unanimously.*

SNOWPLOW: AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to accept the proposal from CJ Landscape LLC and authorize Matthew Rambo to act as authorized signatory for the CJ Landscape LLC agreement dated October 1, 2023. Ms. Port seconded the motion and it passed unanimously.*

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LANDSKEEPERS LLC SNOWPLOW BID: TOWNSHIP LOTS: *Mr. Mueller made the motion to accept the proposal dated September 21, 2023, for snowplowing & walk clearing services by LandsKeepers on a seasonal contract basis at the Russell Township Police Department for \$1,733.99 for the 2023/2024 season, pending Fiscal Office certification. Ms. Port seconded the motion and it passed unanimously.*

SNOWPLOW: AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to accept the proposal from LandsKeepers and authorize Matthew Rambo to act as authorized signatory for the LandsKeepers agreement dated September 21, 2023. Ms. Port seconded the motion and it passed unanimously.*

COMMUNITY BUILDING UPDATE: Mr. Wrench stated that there were a couple Teams meetings last week with that included civil and electrical engineers. Going through some final details and one included the generator. They will be doing a study to see if the existing generator at the Administration Building can handle the additional building or not. Hopefully planning on having drawings to the Board of Zoning Appeals by October 16. Mr. Rambo would like to push forward with getting the project out for bid and then go before the BZA. Mr. Rambo doesn't want BZA to hold up the bid process and cause more delays. He hopes to be ready to advertise for bids by the end of October.

ZONING DEPARTMENT: Mr. Wrench stated that the Zoning Commission meeting this month will have Dave Dietrich and BZA members to discuss the final revisions to the zoning resolution. Mr. Wrench stated for the November BZA meeting, there will be four cases on the agenda.

Mr. Wrench stated that the Caves Road issue is in limbo but has been in contact with attorneys. The issue on Fairmount Road is still ongoing. Mr. Wrench stated that the attorney has requested additional information, which Mr. Wrench will work on.

Mr. Wrench stated that the outhouse roof was replaced yesterday.

Mr. Wrench stated that the garage door has been ordered for the Administration Building.

Mr. Mueller asked Mr. Wrench about the Blackford Dr issue and expressed his concern that one lot is not buildable. Mr. Wrench indicated he intends to go onsite to review the matter, and Mr. Mueller indicated he would also like to attend.

ROAD PROJECTS 2024: *Mr. Mueller made the motion to send to the County Engineer for review the following proposed road resurfacing projects for 2024: Dines Rd., Hunting Hills Dr., Squire La., as recommended by Road Department Superintendent Gene Layne. Ms. Port seconded the motion and it passed unanimously.*

SNOW & ICE CONTROL: COUNTY ROADS: *Ms. Port made the motion to approve the agreement entitled "Snow and Ice Control Agreement among Geauga County Board of Commissioners, Geauga County Engineer and Russell Township Board of Trustees" for the 2023-2024 winter season, approved as to form by the Geauga County Prosecutor's Office. Mr. Mueller seconded the motion and it passed unanimously.*

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POLICE DEPARTMENT: Chief Swaidner stated that his two 2023 vehicles that were received about a month ago have been outfitted and placed into service.

Chief Swaidner stated that Coffee with a Cop is on October 21st from 9 am – 11 am.

Chief Swaidner stated that from now till November 5th is Cram the Cruiser. They are collecting all nonperishable food items along with new and gently used coats, hats, and gloves.

FIRE DEPARTMENT: AMBULANCE PURCHASE: Chief Frazier gave an update on the ambulance purchase. Chief Frazier stated that Mrs. Walder is dealing with the lease contract and the second vendor contract went back to the vendor today. Mrs. Walder stated that there are two big sets of documents they are working on. One is the purchase agreement for the ambulance with all the paperwork and justification because we are not going out to bid and Chief Frazier has been working with the APA on that. The other documents are with Leasing 2, the company doing the lease purchase agreement. Mrs. Walder stated that the APA sent back two requested changes to their contract language. One was to change any disputes arising pursuant to this Agreement shall be presented in a court of competent jurisdiction of Geauga County, which Leasing 2 has agreed to. The other one is to remove a section regarding jury trial and was not agreed to by Leasing 2. Mrs. Walder stated that our APA agreed she would be fine with leaving this section in but doesn't like seeing the Township waive their rights to a jury trial. The Board is okay with leaving this section as is. Mrs. Walder stated that Leasing 2 agreed to redraft with a date of October 20, 2023.

FIRE DEPARTMENT: Chief Frazier stated that BWC has two safety grants and would like the opportunity to work with the Fiscal Office to apply for these grants. Chief Frazier stated that he has a budgeted item for next year that would meet the criteria for the grants.

SHOUT OUT UPDATE: Mrs. Palmer stated she had a shout out for the Fire, Police and Road departments from Eileen Fisco. Had a recent need for our Fire and Police Departments and sends her thanks for superior service. Thanked the Road Department for ditch work and tree limb cleanup on her street and appreciated it.

FISCAL OFFICE: Mrs. Walder pointed out that early voting has begun and encourages everyone to vote.

Mrs. Walder stated that she has completed Jennifer Dorka's job appraisal. Ms. Dorka has completed 9 years of service at Russell Township. Noted in her appraisal is her work with Mrs. Palmer on policy manual updates, her thoughtful recommendations on payroll services and benefit providers, and handling cemetery matters. Going forward, Ms. Dorka has agreed to investigate our community building, how the policies, costs and signup procedures are handled by other communities. As a result of the completion of her appraisal the Fiscal Officer has set a new compensation rate of \$36.34 per hour, for an annual salary of \$75,587.20 starting October 1, 2023.

OTARMA TOWNSHIP EDUCATION SUBSCRIPTION: OTA is offering a \$250 subscription, which would cover all their educational webinars for a full calendar year. With the Boards approval, Mrs. Walder would like to recommend taking

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advantage of that. It's a flat fee to cover all township employees.

COMMENTS FROM THE PUBLIC RECEIVED

Ms. Port asked if anyone was going to go to the Soil and Water Annual Dinner on October 26. Mr. Rambo stated that he is going to try and attend. Ms. Port stated that she is not available to go.

AV PROPOSAL: COMPANY 119: Mrs. Palmer got another quote for \$4,800 but it is not high quality and does not include any editing and only includes one camera. For \$6,000 it would include some editing. This is to video the HR Compliance Training and the purpose is to have these sessions taped to use for future employees. The Trustees agree to pay a little more to have better quality and usable video for the future.

Ms. Port made the motion to acquire a proposal from Company 119, of Chardon, Ohio, for basic audio-visual recording services based on an email sent to the Board of Trustees dated October 6, 2023, for a cost of \$6,000.00 for Compliance Training. Mr. Mueller seconded the motion and it passed unanimously.

NOPEC PROXY: ASSIGN: *Mr. Mueller made the motion to appoint and designate Dr. William Koons as the Proxy for the 2023 Northeast Ohio Public Energy Council (NOPEC) annual general assembly meeting on November 14, 2023. Ms. Port seconded the motion and it passed unanimously.*

NOPEC: AUTHORIZED SIGNATORY: *Ms. Port motion to authorize Jim Mueller to act as authorized signatory for the 2023 Northeast Ohio Public Energy Council (NOPEC) General Assembly Meeting Proxy. Mr. Mueller seconded the motion and it passed unanimously.*

FUNDS: TRAININGS: *Ms. Port made the motion to authorize funds not to exceed \$1,000.00 for light refreshments for 4 HR-Compliance and 3 Team Development township training courses at the discretion of Melissa Palmer. Mr. Mueller seconded the motion and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 3:01 pm.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone