

RUSSELL TOWN HALL

March 16, 2022

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

The following Department Heads were present: Police Chief Tom Swaidner.

Pledge of Allegiance was said.

MINUTES: *Ms. Port made the motion to accept the minutes of the Regular Meeting held on March 3, 2022, as presented. Mr. Rambo seconded the motion and it passed.*
The vote: Mr. Rambo – Yes, Ms. Port - Yes Mr. Mueller – Abstain.

ZONING VIOLATION: RESOLUTION 2022-6 *Mr. Rambo made the motion to approve Resolution 2022-6: a Resolution authorizing legal action over the ongoing Zoning violations at 7722 Fairmount Road. Ms. Port seconded the motion and it passed unanimously.*

AUTHORIZED SIGNATORY: GTSWMD DIG GRANT: *Mr. Rambo made the motion to authorize Facilities Manager Shane Wrench to act as Russell Township's authorized signatory for the Drop-off Improvement Grant (DIG) 2022 application, dated March 10, 2022, to Geauga Trumbull Solid Waste Management District. Ms. Port seconded the motion and it passed unanimously.*

Fiscal Officer Karen Walder advised the Trustees that the bids for Road Materials are due Friday March 25th at 11 am. She asked if any of the Trustees would attend the bid opening, and they all will check their schedules.

Mrs. Walder thanked her assistant Mrs. Ezzone for attending the two-day virtual BWC expo.

Mrs. Walder updated the Trustees on the OTARMA updated 2022 coverage and pointed the changes to the Cyber-breach and Electronic Vandalism endorsements. She also advised the Board of the five recommendations from the OTARMA IT Risk Control Visit noting that the board has 60 days to complete the "statement of action" and return it to OTARMA.

TERM PRINCIPAL LIFE INSURANCE: *Ms. Port motion to approve the 10% rate increase in the Term Life component of the Principal Life Insurance Company premium; Life Insurance coverage will renew on anniversary date April 1, 2022, upon payment of renewal premium rate. Mr. Rambo seconded the motion and it passed unanimously.*

ROAD DEPT GRADALL: *Mr. Rambo made the motion to approve Resolution 2022-7 for the purchase of Gradall D152 Excavator Equipment, from Southeastern Equipment Co., Inc. with a lease-purchase agreement with Key Government Finance, approved as to form by the Geauga County Prosecutor. Ms. Port seconded the motion and it passed unanimously.*

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

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COMMENTS FROM THE PUBLIC WERE RECEIVED.

The Board again discussed the need to secure an IT provider for Admin, Zoning & Road departments. Trustee Rambo addressed Trustee Port's issues regarding the proposed ADP services. Trustee Mueller expressed concern that continued non-action could make the Township a target.

Fiscal Officer Karen Walder reviewed the events since the business email compromise attack last year, and the Admin, Zoning & Road departments inability to email County offices. Ms. Port noted that phone or fax could be used. Mrs. Walder advised the Trustees that a non-decision on an IT provider for themselves and the Road Department leaves the Township a target for cyber-attacks, and the township could have a problem getting continued OTARMA coverage for the township as they noted the lack of endpoint security in their recent evaluation. Trustee Rambo asked who would secure a proposal for an alternate vendor to ADP, but no one volunteered.

IT PROPOSAL: ADP: COST LIST: *The Chair will entertain a motion to engage Geauga County ADP to continue to update and secure the Administration Building and Road Department IT and phone system per the cost breakdown emailed to Trustee Rambo on January 27, 2022, for a cost up to \$30,000.00. Mr. Rambo made the motion Mr. Mueller seconded the motion. The vote: Mr. Rambo – Yes, Ms. Port - Yes Mr. Mueller – Yes.*

TOWNSHIP FACILITIES: *Mr. Rambo made the motion to allow the use of Township Facilities as of April 30, 2022, subject to availability and Township Rules & Regulations. Ms. Port seconded the motion and it passed unanimously.*

Mrs. Palmer advised the Trustees that the preparations for the Geauga County Township Association quarterly dinner are on schedule.

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 6:49 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 7:05 pm.

HIRE: PART-TIME POLICE OFFICER: *Ms. Port made the motion, based on the recommendation of the Police Chief, to hire Brian Beaumier as a part-time police officer and constable with the Russell Township Police Department. The conditions of employment are as follows: The official starting date is April 1, 2022. A one-year probation period will begin on the official starting date. Pay scale will be at the two-year level per the part-time wage Salary Schedule 35. Equipment to be provided by the Russell Police Department as required pursuant to the agreement between Russell Township and the Ohio Patrolmen's Benevolent Association. Mr. Rambo seconded the motion and it passed unanimously.*

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PAY RAISE: ASSISTANT TO FISCAL OFFICER: Fiscal Officer Karen Walder advised Trustees that pursuant to ORC 507.021, she has approved an increase in salary compensation for Assistant to Fiscal Officer Jennifer Dorka from \$67,163.20 annually to \$70,512 annually, effective April 1, 2022. Such increase falls within the current Budget and Appropriations as approved by the Board.

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

The meeting was adjourned 7:06 pm.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

James Mueller, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka