

RUSSELL TOWN HALL

March 16, 2023

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

Trustee Muller was absent due to a calendar conflict.

Pledge of Allegiance was said.

GTSWMD DIG GRANT: The board was advised that the Township was awarded the DIG grant that Mr. Wrench applied for with the 10% match from the Township. This grant will fund the completion of the fencing at the Recycling Center.

Ms. Port made the motion to accept the Drop-off Improvement Grant Agreement, dated March 7, 2023, and to authorize Matthew Rambo to act as Russell Township's authorized signatory for the 2023 Drop-off Improvement Grant Agreement with Geauga Trumbull Solid Waste Management District. Mr. Rambo seconded the motion and it passed.

NPDES PERMIT PROPOSAL: The Road Superintendent has to renew the NPDES permit at the Road Garage which needs an engineering firm to inspect the oil/water separator and submit a report for the application.

Ms. Port made the motion to accept the Engineering Consulting Services Proposal for the NPDES permit application renewal for 15625 Chillicothe Road, from Environmental Specialists, Inc, dated Thursday, March 16, 2023, and to authorize Matthew Rambo to act as Russell Township's authorized signatory. Mr. Rambo seconded the motion and it passed.

AMENDED CERTIFICATE: Fiscal Officer Karen Walder advised the board that the amended certificate in the amount of \$15,570,205.63 includes the "transfer in's" for 2023 per the new Reserve Study.

Ms. Port made the motion to accept the Amended Certificate of Estimated Resources #2 for Russell Township for the fiscal year beginning January 1, 2023, as revised by the Budget Commission, and dated March 13, 2023. Mr. Rambo seconded the motion and it passed.

SUPPLEMENTAL APPROPRIATION #2: RESOLUTION 2023-9: This supplemental appropriation is to appropriate funds for reserve fund spending in TY2023.

Ms. Port made the motion to adopt the Supplemental Township Annual Appropriation #2, Resolution 2023-9, to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2023, as recommended by the Fiscal Officer. Mr. Rambo seconded the motion and it passed.

NOPEC ENERGIZED COMMUNITY RESOLUTION: *Ms. Port made the motion to adopt Resolution 2023-5, a resolution authorizing all actions necessary to accept the NOPEC 2023 Energized Community Grant. Mr. Rambo seconded the motion and it passed.*

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NOPEC ENERGIZED COMMUNITY SIGNATORY: *Ms. Port made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's Local Contact and authorized signatory for the 2023 NOPEC Energized Community grant agreement and portal system. Mr. Rambo seconded the motion and it passed.*

RECORDS DISPOSAL PER STATE HISTORICAL SOCIETY: Trustee Rambo advised that he would like the Records Committee to meet every year in the beginning of the year to go over records for disposal to keep up on records that need to be retained and ones that can be disposed.

Mr. Rambo made the motion to permit the disposal of Russell Township records according to the schedule permitted & approved by the Ohio State Historical Society, dated March 1, 2023, as recommended by the Russell Township Records Commission. Ms. Port seconded the motion and it passed.

SEDGWICK WORKERS COMP CONFERENCE: Jessica Ezzone has requested to attend a BWC and Sedgwick class in Independence to learn more about reporting BWC hours.

Mr. Rambo made the motion to authorize reasonable & necessary expenses for one Fiscal Office representative to attend the Sedgwick Workers Comp Conference on April 13, 2023, in Independence, Ohio. Ms. Port seconded the motion and it passed.

BANK RECONCILIATION & FINANCIAL REPORTS: *Ms. Port made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for February 2023, as submitted by Fiscal Officer Karen Walder. Mr. Rambo seconded the motion and it passed.*

Mrs. Walder advised that the Fiscal Office will be closed March 28-29 due to training.

Mrs. Walder recommended that the board allows the copier agreements for the Administration building and the Police Department to be auto renewed until the end of 2024 since parts are still available, with the plan to budget for new copiers in 2025.

The Fiscal Officer announced that local taxes can now be withheld from payroll if employees would like that benefit and they can stop in the Fiscal Office to set that up.

Mrs. Walder advised that she has requested that all department heads update the five-year capital projects projections so she can continue work on the 2024 proposed budget.

Mrs. Walder also asked the trustees to put their time and energy toward new approaches for the preparation of the 2024 budget, noting we have been under scrutiny by the BC for not following through on spending plans for several years. This results in year-end balances that are much higher than what we budgeted, and much higher than our recommended cash reserve amounts. The discretion that the BC holds is to reduce our inside millage (which in TY2024 is estimated at almost \$900,000), and to "return" that money to the taxpayers of Russell Township. We currently have \$475,000 in excess of our recommended cash reserves in the GF (that's 1.5Mills or *half* our inside millage). Mrs. Walder encouraged the trustees to identify large spending initiatives, likely obstacles, and possible solutions and resources before workshop "crunch time" in June.

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COMMENTS FROM THE PUBLIC WERE RECEIVED.

STROLLO ARCHITECTS: The Board Administrator advised the Trustees that the APA has the contract under review due to many outstanding concerns with the language.

EASEMENT AGREEMENT: MCGROTTY: *Ms. Port made the motion to accept the license agreement, dated March 16, 2023, between the Russell Township Board of Trustees and Lester J. McGrotty, owner of 8236 West River Dr., PPN # 26-182931, for use of a Conservation Easement Area as described, approved by the Geauga County Prosecutor. Mr. Rambo seconded the motion and it passed.*

LICENSE AGREEMENT: MCGROTTY: AUTHORIZED SIGNATORY: *Ms. Port made the motion to authorize Matthew Rambo to act as Russell Township's authorized signatory for the License Agreement with Lester J. McGrotty, 8236 West River Dr. Mr. Rambo seconded the motion and it passed.*

DOCUMENT SHREDDING EVENT: With the approval to receive and use community grant funding from NOPEC the Board Administrator would like to use the funds to host a community shredding event, also to fund Coffee with a Cop and, and other community related events appropriate to the NOPEC mission.

NOPEC COMMUNITY EVENT: *Ms. Port made the motion to approve the agreement with NOPEC for the Community Event Sponsorship for monies up to \$1,500.00 for community events per the agreement and at the discretion of the Board Administrator. Mr. Rambo seconded the motion and it passed.*

AUTHORIZED SIGNATORY: *Ms. Port made the motion for Melissa Palmer to act as Russell Township's authorized signatory for the 2023 NOPEC Community Event Sponsorship program. Mr. Rambo seconded the motion and it passed.*

CRWP HYFI COST SHARE AGREEMENT: *Ms. Port made the motion to authorize the Board Administrator to negotiate the CRWP Hyfi cost share agreement and terms. Mr. Rambo seconded the motion and it passed.*

COUNTY BOARD OF HEALTH: The Board discussed the Geauga Public Health board and the HDAC meetings. Although he was absent, trustee Mueller sent word requesting a special meeting and a Resolution of no confidence in the current Board of Health board, citing their decision to enter into a cooperative agreement with Lake County Board of Health. Mr. Rambo and Ms. Port also expressed concerns about the cooperative agreement, however Mr. Rambo as the Chairman declined to call for a resolution or special meeting as he feels it's not the Township's place and that Mr. Mueller, as the Russell Township representative to the HDAC board had made his voice heard.

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Both the Fiscal Officer and Board Administrator recommended that the Board encourage attendance at the ethics training that is being offered through Chesterland by all the Boards under the Trustees appointment authority. Mr. Rambo also recommends to all the boards and township employees the training, suggesting anyone who is available is encouraged to attend the free ethics training.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 7:10 pm.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka