

TOWN HALL

March 7, 2024

The meeting was called to order at 2:00 p.m. by chairperson Port. Trustees Rambo and Mueller were present. The 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.

CLERK PRO TEM: In the absence of a Fiscal Officer, Board of Trustees Chair Kristina Port appoints Jennifer Dorka to serve as clerk pro tem.

MINUTES: *Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on February 15, 2024, as presented. Mr. Mueller seconded the motion, and the votes are as follows: Mr. Mueller yes; Mr. Rambo yes; Ms. Port no and the motion passed.*

DINES ROAD ENGINEERING UPDATE: GUEST TIMOTHY WOODCOCK, GEauga CO ENGINEER'S OFFICE: Mr. Layne thanked Mr. Woodcock for coming in to discuss this matter. Mr. Layne said the surveyors came out and recommends the road be widened from 18' to 20'. The widening and paving estimates are coming in around \$1.1 million and the county engineers need to see what the trustees would like to do. The township currently has \$800,000 budgeted for this project, which includes the OPWC loan and OPWC grant. Mr. Layne said with further widening comes tree removal and indicated that the Road Department will try and accomplish some if they can fit it in their schedule. Mr. Woodcock stated in order to receive the grant or loan, the township has to meet the local standards, which is the 20' road width. On behalf of the Fiscal Officer, Ms. Dorka stated that the loan is 0% interest, and asked if it's possible to ask for more against the loan. Mr. Woodcock said you can, but it wouldn't be approved in time for this project. Asked if the project could be broken up between this year and next year, Mr. Woodcock stated if we did that, we would lose the OPWC loan and grant since the parameters were already set. The trustees want to go with the 20' for safety matters. Trustees agree they need to come up with a solution and they will talk with the Fiscal Officer regarding money.

DISPOSITION OF PROPERTY: ROAD: *Mr. Mueller made the motion, at the recommendation of Road Superintendent Gene Layne, to dispose of township property listed in the email sent to the trustees with the subject "Russell Road Department disposition of property" dated February 29, 2024, as the item identified is not needed for public use, is obsolete, or is unfit for public use. Mr. Rambo seconded the motion and it passed unanimously.*

RETROACTIVE AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to retroactively authorize Karen Walder to act as authorized signatory for documents associated with the purchase of the 2023 Ford F-150 Supercab from Preston Ford of Burton, Ohio. Mr. Rambo seconded the motion and it passed unanimously.*

POLICE VEHICLE PURCHASE ORDER: KEEP OPEN: Chief Swaidner stated that the vehicle he had on order got pushed to a 2025 and Statewide Ford will hold the same pricing as the 2024. Chief Swaidner stated that he contacted Montrose Ford and asked if they had a spare one and they did have a cancellation for the exact one that was on order for 2024. It is actually a few thousand dollars under what was budgeted for.

Mr. Rambo made the motion to authorize Statewide Ford to change our order for a 2024 cruiser to a 2025 cruiser with identical equipment and for the same price; and at the recommendation of the Fiscal Officer, the same Russell Township PO 111-2023

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will be used for the 2025 cruiser with identical equipment. Mr. Mueller seconded the motion and it passed unanimously.

POLICE VEHICLE PURCHASE: *Mr. Mueller made the motion to approve the purchase of a 2024 Ford Explorer Police Interceptor for the amount of \$46,238.94 from Montrose Ford of Fairlawn, Ohio, cost of document fees and 30-day tag included, Order No. X542, Quoted February 28, 2024, per the March 4, 2024 email to the Trustees from Chief Swaidner. Mr. Rambo seconded the motion and it passed unanimously.*

DISPOSITION OF PROPERTY: FIRE: *Mr. Mueller made the motion, at the recommendation of Fire Chief John Frazier, to dispose of township property listed in the document sent to the trustees with the subject "Low Band Radios & Portable Radios for Disposal" email dated March 5, 2024, as each item identified is not needed for public use, is obsolete, or is unfit for public use. Mr. Rambo seconded the motion and it passed unanimously.*

OFCA STUDY: *Mrs. Palmer stated that they did receive the contract from OFCA but there were a few small revisions to be made. She sent it to our prosecutor who agreed with the changes. The requests have been submitted to OFCA for revision. Ms. Port asked Chief Frazier roughly how long the turnaround time is for the study. Chief Frazier is guessing a couple of months.*

REQUEST FOR USE OF TOWN HALL: *Mr. Rambo made the motion to grant permission for the Red Raider Homeowner's Association to use the Town Hall on April 17, 2024, from 6 pm to 9 pm, subject to Township rules, regulations, and continued availability. Mr. Mueller seconded the motion and it passed unanimously.*

LANDSCAPE ESTIMATES: *Mr. Wrench stated that initially there was no price increase to the contracts. Mr. Wrench stated that the Administration Building mowing cost did go down due to the construction.*

Mr. Mueller made the motion to approve the CJ Landscape, LLC landscape maintenance estimate, entitled Russell Township Landscape Worksheet 2024, attached to an email from Shane Wrench dated March 6, 2024, for the price of \$34,330.84. Mr. Rambo seconded the motion and it passed unanimously.

Mr. Rambo made the motion authorizing Fiscal Officer Karen Walder to sign and execute the CJ Landscape LLC contract for 2024. Mr. Mueller seconded the motion and it passed unanimously.

RETROACTIVE AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to retroactively authorize Kristina Port to act as authorized signatory for the application for the 2024 Scrap Tire Grant. Ms. Port seconded the motion and it passed unanimously.*

ZONING DEPT: CHAGRIN HTS: *Mr. Wrench stated that he forwarded everything he got from Nick Gorris and 7 lots have been preapproved for sewer tie in. Mr. Wrench stated he asked Mr. Gorris if there was a number of houses that were allowed, and he said there is no magic number but there is enough capacity. Mr. Wrench stated that the first house has been submitted and it meets all of the setbacks.*

MEEDER INVESTMENTS: *Mr. Rambo made the motion to approve the Amendment to the Investment Management Agreement with Meeder Public Funds, Inc, previously*

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approved on April 18, 2018, revising the minimum annual fee, and to authorize Fiscal Officer Karen Walder to act as authorized signatory for this amendment to Russell Township's Meeder Investment Management Agreement. Mr. Mueller seconded the motion and it passed unanimously.

AOS ENGAGEMENT LETTER: AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to authorize Karen Walder to sign the Letter of Engagement from Charles E. Harris & Associates, Inc., working on behalf of the Auditor of State, for the audit period 2022-2023. Mr. Rambo seconded the motion and it passed unanimously.*

RESOLUTION 2024-6: TRANSFER FUNDS: *Mr. Mueller made the motion to approve Resolution 2024-6: a resolution to transfer funds in the amount of \$122,026.55 from the General Fund to the Road & Bridge Fund 2031. Mr. Rambo seconded the motion and it passed unanimously.*

BANK RECONCILIATION & FINANCIAL REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for January, 2024, as submitted by Fiscal Officer Karen Walder. Mr. Rambo seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED

LEADERSHIP GEAUGA YOUTH SPONSORSHIP: The trustees were asked if they would support West Geauga students for the Leadership Geauga Youth program. The trustees agree to pay for up to 2 students that are Russell Township residents. They agree that Russell Township tax money should not be used for nonresident students.

Mr. Rambo made the motion to approve the financial sponsorship of up to 2 West Geauga students who are Russell Township residents, to the 2024 Leadership Geauga Youth Program for an amount of up to \$600. Mr. Mueller seconded the motion and it passed unanimously.

ADP ONSITE TECHNICIAN: *Mr. Rambo made the motion to accept the offer from Frank Antenucci, Geauga County ADP Chief Deputy Administrator, to house an ADP employee in the role of on-site technical support & project liaison to Russell Township, on a part-time, temporary basis, terms per the email dated February 14, 2024, with a signed Hold Harmless form and Proof of Insurance on file. Mr. Mueller seconded the motion and it passed unanimously.*

AV/IT/SECURITY PROJECT UPDATE: Ms. Port stated there were estimates emailed out but said that one of the quotes that was from ADP was only valid till 9/2/23 for cameras. Mr. Rambo stated that there is an allowance in the contract for the Community Building.

ELECTRICAL UPDATE: Mr. Wrench stated that he forwarded everything to the Trustees on this. Dan Fauskey is the point of contact person for this project.

INDEPENDENT INSPECTOR: Mr. Rambo stated that he has names and is working on getting estimates.

ADMIN SECURITY & ACCESS CONTROL PROJECT: Mrs. Palmer stated that this is door control and a special means of getting into the building. There will be one at each door of the building so they can see who and when someone goes in.

RECYCLING CAMERA PROJECT UPDATE: Mrs. Palmer stated that there will be security cameras on poles and will need trench work done. There will be a change

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order from ACM because they will be doing the trench work for the lines.

SUPPLEMENTAL APPROPRIATION #1: RESOLUTION 2024-7: *Mr. Mueller made the motion to adopt the Supplemental Township Annual Appropriation #1, Resolution 2024-7, to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2024, as recommended by the Fiscal Officer. Mr. Rambo seconded the motion and it passed unanimously.*

BURIAL: *Mr. Rambo made the motion to approve the cremation & burial of Russell Township legal resident Blaine Jaite with the services of Gatozzi Inc., for a cost of up to \$1,200.00, pursuant to ORC 9.15, and authorizing Cemetery Clerk Jennifer Dorka to act as signatory for documents related to this burial. Mr. Mueller seconded the motion and it passed unanimously.*

EXECUTIVE SESSION: *Mr. Rambo made the motion to move into executive session to discuss the employment and compensation of public employee pursuant to ORC 121.22 (G) (1). Mr. Mueller seconded the motion and it passed unanimously.*

The meeting moved into executive session at 3:22 pm.

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

The meeting moved to regular session at 3:48 pm.

WG COMMUNITY JOINT RECREATION DISTRICT: *Mr. Mueller made the motion to re-appoint Mr. Ed Curtis to the West Geauga Community Joint Recreation District Board for the three-year term ending April 2027. Mr. Rambo seconded the motion and it passed unanimously.*

PREVAILING WAGE COORDINATOR: *Mr. Mueller made the motion to appoint Gene Layne as the Prevailing Wage Coordinator for Russell Township Road Projects, and Melissa Palmer as the Prevailing Wage Coordinator for all other Russell Township Prevailing Wage projects, per ORC 4115.071. Mr. Rambo seconded the motion and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 3:50 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone