

RUSSELL TOWN HALL

April 20, 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.

The following Department Heads were present: Fire Chief John Frazier.

Pledge of Allegiance was said.

MINUTES: *Ms. Port made the motion to accept the minutes from the Regular Meeting held on April 6, 2023, as presented. Mr. Rambo seconded the motion and it passed.*

Trustee Mueller arrived at the meeting at 6:03 pm.

QUARTERLY REPORTS: *Ms. Port made the motion to accept the 1st Quarter 2023 departmental reports from Fire, Police, Road, Facilities, and Zoning. Mr. Mueller seconded the motion and it passed unanimously.*

REFRESHMENTS: *Mr. Mueller made the motion, at the Zoning Secretary's request, to authorize the purchase of refreshments for the Joint Zoning Workshop to be held on Saturday, April 22 for an amount up to \$110.00 Ms. Port seconded the motion and it passed unanimously.*

SECURITY CAMERAS: *Mr. Mueller made the motion, at the Road Superintendent's request, to authorize the purchase of a security camera system for the Road Department property per the quote from GovX Connection Inc, of Merrimack, New Hampshire, for the amount up to \$2,682.00. Ms. Port seconded the motion and it passed unanimously.*

FISCAL OFFICER'S REPORT: Fiscal Officer Karen Walder went through the first quarter fiscal report noting revenues, and encumbrances for the year-to-date. At the end of 1Q 2023, the Township had appropriations of \$9.9M with \$5.8M of that still unencumbered. She also reminded the Board that portions of the Road, Police and Fire department salaries will be paid using ARPA monies.

Ms. Port made the motion to acknowledge receipt of the 1st Quarter 2023 report from the Russell Township Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.

COURT DUTY PAYMENT: Fiscal Officer Karen Walder asked the board to approve the deposit of a check that the Zoning Inspector received to testify in court, even though Mr. Wrench surrendering the check follows the Personnel Policy Manual, since the court date was pushed back causing the check not to be turned over promptly.

Mr. Mueller made the motion, at the Fiscal Officer's request, to authorize the deposit of a check payable to Shane Wrench, dated November 14, 2022, in the amount of \$25.00, which went undeposited for that period because the court testimony service which the payment was rendered were not performed until March 31, 2023. Ms. Port seconded the motion and it passed unanimously.

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Mrs. Walder updated the Board on the progress of her cost analysis for a Full-time Fire Department. She is currently reviewing policies in the Policy Manual to what the Chief submitted to see if any new policies need to be added. She has reached out to HR council about FLSA and overtime pay. Mrs. Walder has reached out to the Bainbridge and Chesterland Fiscal Officer's to set up meetings to discuss their experience with full time Fire Departments and budgeting. Ms. Port suggested that everyone reviews the house bill on levy campaigning to be prepared if a levy is necessary.

Mrs. Walder requested that the Trustees consider approving the purchase of cloud-based budgeting software from ClearGov. She believes it will save the fiscal office time and allow each department head to manage their own five-year capital budget plans, and reserve spending plans. The software also features up to date budget charts and graphs, which would be suitable for the "budget binder" prepared by the fiscal office. There are three different modules that she would like the board to consider: Capital Budgeting, Operation Budgets and Digital Budget Book, but Mrs. Walder proposes to start with the Capital Budgeting module. The cost for all three is about \$15,000.00 a year. The Board asked if a demo could be scheduled so they could see this program, and the benefit it may have. The Board also would like to know if this software is acceptable to ADP.

The Fiscal Officer asked the Trustees to consider how they would like to budget and spend the funds from the OPIOD settlement in 2024, and to have a plan for the remaining ARPA funding in 2024. She recommended that for the ARPA funding that the board splits the funds evenly between the Police, Fire and Road Departments salaries. This would be consistent with the use of the ARPA funds in 2023.

FURNITURE REPLACEMENT: Mrs. Walder would like to replace the patio furniture at the administration building so employees can have lunch outside together.

Mr. Mueller made the motion, at the Fiscal Officer's request, to authorize the purchase of replacement outdoor furniture for the Administration Building patio for the amount up to \$1,200.00. Ms. Port seconded the motion and it passed unanimously.

Mrs. Walder shared takeaways from her and her staff from the Local Government Conference, and she thanked the Geauga County ADP department for including the Townships in the excellent Cyber Security Training they hosted on April 13.

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

COMMENTS FROM THE PUBLIC WERE RECEIVED.

Mr. Rambo updated the board on the Community Building, and the Architect is reviewing the changes in the Agreement that the Board submitted. The Board discussed rooflines, number of windows, orientation of the seating, and the need for ADP to be involved in the design. The Trustees need to have a planning meeting to finalize what they would like for the final plans for the building.

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LEADERSHIP GEAUGA SPONSORSHIP AGREEMENT: *Mr. Mueller made the motion, at the recommendation of the Board Administrator, to approve the Leadership Geauga Sponsorship Agreement, for use with employee candidates for sponsorship by Russell Township, approved as to form by the Geauga County Prosecutor's Office. Ms. Port seconded the motion and it passed unanimously.*

Mr. Rambo asked the Board Administrator to send a note to all Departments inviting letters of interest in the Leadership Geauga program from employees by May 1, 2023.

CEMETERY FLAGS: *Ms. Port made the motion, at the Cemetery Clerk's request, to authorize the purchase of a new supply U.S. flags for use at the Russell Township cemeteries, per online estimate from the United States Flag Store, for an amount of \$305.10. Mr. Mueller seconded the motion and it passed unanimously.*

CEMETERY REQUEST: The Miller family has requested to have a raised slant stone on their son's grave in addition to the family monument that will be placed on the graves. Normally in addition to the monument the family is allowed a flush stone on each grave.

Mr. Mueller made the motion, at the Cemetery Clerk's recommendation, to approve the exception request to the cemetery policy regarding the Miller slant gravestone in the family section of Riverview Memorial Park. Ms. Port seconded the motion and it passed.

The vote: Mueller – Yes, Port – Yes, Rambo – No.

EXECUTIVE SESSION: *Mr. Mueller 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) AND the purchase of land for public purposes pursuant to ORC 121.22(G)(2). Ms. Port seconded the motion and it passed unanimously.*

The meeting moved into executive session at 7:00 pm.

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

The meeting moved into regular session at 7:12 pm.

RESOLUTION 2023-13: BIRLI OPERS: *Mr. Mueller made the motion to approve Resolution 2023-13, accepting repayment of OPERS employee contributions by employee Cathleen Birli. Ms. Port seconded the motion and it passed unanimously.*

ZONING INSPECTOR COVERAGE: TEMPORARY EMPLOYMENT: *Mr. Mueller made the motion to appoint, per ORC 519.16, David Dietrich, as Assistant Zoning Inspector for permit work, at the rate of \$25.00 per hour, effective May 10 through May 26, 2023, for up to 20 hours, pending completion of paperwork with the Fiscal Office. Ms. Port seconded the motion and it passed unanimously.*

PROPERTY FOR PUBLIC USE: The Board asked the Board Administrator to call the owner of the property and thank them for the offer of the parcel, but the Board is not interested in the landlocked property.

TOWNSHIP TRUSTEES

REGULAR

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PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 7:13 pm.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka