

TOWN HALL

April 7, 2022

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

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 unanimously.*

Ms. Port made the motion to accept the minutes of the Special Meeting held on March 16, 2022, as presented. Mr. Rambo seconded the motion and it passed unanimously.

QUARTERLY REPORTS: *Mr. Rambo made the motion to acknowledge receipt of the 1st Quarter 2022 departmental reports from the Fire, Police, Road, Facilities, & Zoning. Ms. Port seconded the motion and it passed unanimously.*

FISCAL OFFICE: SUPPLEMENTAL APPROPRIATIONS: Mrs. Walder stated this resolution is for several items including the items the Board wants to take actions on today at the meeting. Added an additional \$15,000 for the ADA ramp. The resolution total is for \$134,850 and includes \$99,350 for General Fund, \$9,500 for the Road Department, \$500 to the Police Department, \$1,500 to the Fire Department, \$1,000 to the Zoning Fund, \$15,000 to the General Fund Reserve Fund and \$8,000 to the Road Department Reserve Fund.

Mr. Rambo made the motion to adopt the Supplemental Township Annual Appropriation Resolution 2022-9 to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2022, as recommended by the Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.

ZONING: Mr. Wrench stated there was no BZA meeting for April. Mr. Wrench stated that at the March Zoning Commission meeting that Dave Dietrich met with the Board as a meet and a greet. Mr. Wrench stated that with the weather breaking he had been getting caught up on inspections and violations.

STORAGE BUILDING: Mr. Mueller let Mr. Chuck Campbell give a presentation regarding the research he has done for the storage building. He provided estimates he gathered for a 120'x42'x16' pole building with a 65 yr life, site work, concrete work, lighting, survey and garage doors – all totaling around \$430,000.

Mr. Mueller said they need to act on this topic and asked the Board if anyone would agree with moving forward with Action Contractors. Ms. Port's concern is that the other bidders submitted a bid to the specs that they were given and now looking at 1 bidder and tweaking the specs and put it in a change order and isn't sure if that's allowed. Ms. Port recommends relooking at the plans and see if there are any adjustments and go back out to bid if that's compliant. Mr. Rambo is not in favor of accepting the bid with Action Contractors.

Ms. Port asked if there was even enough money to accept any bids and Mrs. Walder stated that the General Fund currently has \$410,000.00 available to appropriate.

Mr. Rambo suggests contacting the APA and ask if the Township needs to solicitate bids or if they can move forward with another process.

Mr. Mueller stated he spoke with the Police and Fire Chiefs and has suggested having two separate buildings: a two car pole building for the Police Department and another pole building for the Fire Department. Ms. Port thinks it might be more money going this route because will need prevailing wage, site inspection, boring, surveying, and still submit project to the county. And would still have to go through the process again with advertising.

Mrs. Walder asked the Board if anyone has asked the APA what the process is to get a standard building from Morton or Wick off their price list. Mr. Rambo stated he will contact the APA regarding the process of getting a standard building and what the next steps will be.

Mr. Rambo made the motion to reject in whole all bids for the Safety Service Storage Facility opened at the trustees meeting held on December 14, 2021. Ms. Port seconded the motion and it passed unanimously.

ROAD PROJECTS: PLANS, SPECS, RESOLUTION OUT TO BID: Tim Woodcock from the County Engineer's Office was present. Mr. Layne stated they are ready to go out to bid for total resurfacing of

TOWN HALL

April 7, 2022

Hillbrook Lane and a section of Pekin Road. Mr. Woodcock stated it is typical resurfacing. Hillbrook is currently chip and sealed and this project would add asphalt. The project also includes guardrail replacement on Hillbrook Lane and Pekin Road.

Mr. Rambo made the motion to approve Resolution 2022-10: A Resolution which orders the improvement of Various Roads (Pekin Rd, Section C, Hillbrook Lane South, Hillbrook Circle, Hillbrook Lane East), adopts the plans and specifications, and orders that the project be let for bid. Ms. Port seconded the motion and it passed unanimously.

RECYCLING CENTER: CEI POLES: Mr. Wrench stated he reached out to CEI and met with them and got a quote for \$2,078. Unfortunately, The Illuminating Company had a 1 page contract and it got sent up to the APA office and came back with some changes. The Illuminating Company said they can't change the language on their standard contract.

Mr. Wrench stated that the CEI poles will fall under the DIGS Grant for reimbursement.

Ms. Port made the motion to approve the agreement for Line Extension Work Approval & Payment Designation for the new Illuminating Company light poles in the Recycling Center, dated March 31, 2022, & pending approval by the Township Fiscal Officer. Mr. Rambo seconded the motion and it passed unanimously.

AUTHORIZED SIGNATORY: CEI POLES: *Mr. Rambo made the motion to authorize Jim Mueller to act as Russell Township's authorized signatory for the CEI poles Line Extension Work Approval & Payment Designation agreement, dated March 31, 2022. Ms. Port seconded the motion and it passed unanimously.*

RECYCLING CENTER: TREE SCREENING: Mr. Wrench stated that this will be covered under the DIGS Grant.

Mr. Rambo made the motion, at the request of Facilities Manager Shane Wrench, to approve the installation of a flower bed & tree screening at the Recycling Center, per proposal dated March 31, 2022 from CJ Landscape LLC, for an amount of \$7,845.00. Ms. Port seconded the motion and it passed unanimously.

AUTHORIZED SIGNATORY: CJ FLOWER BEDS/TREES: *Ms. Port made the motion to authorize Jim Mueller to act as Russell Township's authorized signatory for the CJ Landscape LLC for the tree screening agreement, dated March 31, 2022. Mr. Rambo seconded the motion and it passed unanimously.*

TOWN HALL: RAMP: Mr. Wrench stated that this projected needed architectural drawings with a stamp on it since it's considered commercial. JP from Larsen's Architects provided drawings that were ADA compliant. There will be handrails on both sides of the ramp. Mr. Wrench stated they had all the elevations shot for the grade of the ramp. There will be new concrete work done at the base of the ramp and will require contour work. The ramp will be completed in a week to 10 days. The ramp was more than what was budgeted for. Originally budgeted for \$12,000.00 but the quote came in at \$21,000.00.

Ms. Port made the motion, at the request of Facilities Manager Shane Wrench, to approve the Town Hall ramp replacement project, per estimate #0405-1422 dated April 5, 2022 from RC Kurtz Construction, for a cost of \$21,950.00. Mr. Rambo seconded the motion and it passed unanimously.

ROLL-OFF SCRAP/FALL CLEANUP EVENT: Mrs. Palmer stated that \$14,000.00 is for Waste Management and \$5,000.00 for the Township to fund anything associated with the event.

Ms. Port made the motion to authorize a roll-off scrap collection event at the Road Department and a senior scrap pick-up in 2022 with the participation of Dept on Aging and paid township personnel for a cost of up to \$19,000.00. Mr. Rambo seconded the motion and it passed unanimously.

PROPOSAL: WASTE MANAGEMENT: *Mr. Rambo made the motion to approve the proposal from Waste Management for delivery, hauling, & disposal associated with the township wide scrap collection event for a cost not to exceed \$14,000 & to authorize Jim Mueller to act as Russell Township's authorized signatory for the same Waste Management proposal dated February 9, 2022. Ms. Port seconded the motion and it passed unanimously.*

GTSWMD DIG GRANT: *Ms. Port made the motion to accept the Drop-off Improvement Grant Agreement, dated April 6, 2022, and to authorize Kristina Port to act as Russell Township's authorized signatory for the 2022 Drop-off Improvement Grant Agreement with Geauga Trumbull Solid Waste Management District. Mr. Rambo seconded the motion and it passed unanimously.*

TOWN HALL

April 7, 2022

ACCEPT DONATION: *Mr. Rambo made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Thomas Ullmo, of \$110.00 to the Fire Department. Ms. Port seconded the motion and it passed unanimously.*

Mr. Rambo made the motion to approve the use of the \$110.00 donation for the Fire Department at the discretion of the Fire Chief. Ms. Port seconded the motion and it passed unanimously.

Mr. Rambo made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Teri & Paul Szucs, of \$100.00 to the Fire Department. Ms. Port seconded the motion and it passed unanimously.

Mr. Rambo made the motion to approve the use of the \$100.00 donation for the Fire Department at the discretion of the Fire Chief. Ms. Port seconded the motion and it passed unanimously.

GREAT LAKES BILLING CONTRACT TERMINATION: Chief Frazier explained that we have previously had a contract with Anthem and Medical Mutual for us to be a payee for ambulance runs. Great Lakes Billing has suggested now that since House Bill 388 has been enacted and changes the way payments are calculated and remitted, those contracts are no longer advantageous to Russell Township. Great Lakes Billing recommends terminating the contracts.

MED MUTUAL: AMBULANCE TRANSPORT FEE AGREEMENT: *Ms. Port made the motion to terminate, by letter dated April 7, 2022, with the earliest effective date permitted by the contract, the Provider Agreement between Russell Township and Medical Mutual of Ohio concerning ambulance transport fees. Mr. Rambo seconded the motion and it passed unanimously.*

ANTHEM: AMBULANCE TRANSPORT FEE AGREEMENT: *Ms. Port made the motion to terminate, by letter dated April 7, 2022, with the earliest effective date permitted by the contract, the Provider Agreement between Russell Township and Anthem BCBS concerning ambulance transport fees. Mr. Rambo seconded the motion and it passed unanimously.*

AUTHORIZED SIGNATORY: MED MUTUAL & ANTHEM: AMBULANCE TRANSPORT FEE AGREEMENTS: *Ms. Port made the motion to authorize Jim Mueller to act as Russell Township's authorized signatory for the letters, dated April 7, 2022, to Medical Mutual of Ohio and Anthem BCBS terminating agreements concerning ambulance transport fees. Mr. Rambo seconded the motion and it passed unanimously.*

FIRE DEPT: FULL-TIME STAFFING: Mr. Mueller wants to take steps towards moving towards hiring full-time paramedic/firefighters. Mr. Rambo stated he has contacted HR counsel asking to prepare what that would look like in terms of benefits and salary but hasn't gotten anything back. This Motion would instruct the Fire Chief to start the process and start gathering information for the Trustees.

Mr. Mueller made the motion to begin the process of transitioning the Russell Fire Department to full-time officers with the hiring of two full-time paramedic/firefighters as soon as proper procedures and protocols, including budget consideration, are in place and this is to be done at the Fire Chief's time frame. Ms. Port seconded the motion and it passed unanimously.

POLICE DEPARTMENT: Chief Swaidner stated they will have Coffee with a Cop on May 14 from 9:00am – 11:00am at the Police Department. Chief Swaidner stated they will be participating in the prescription drug take back day, which will be held on April 30.

ROAD DEPT – ROAD MATERIALS BID AWARD: *Mr. Rambo made the motion to approve awarding road material bids as follows, pending approval by the Road Superintendent:*

Hot Mix #448 Type 1 to Kokosing Materials for an amount of \$82.50 per ton as the primary supplier.

Hot Mix #448 Type 2 to Kokosing Materials for an amount of \$70.00 per ton as the primary supplier.

Ms. Port seconded the motion and it passed unanimously.

RESOLUTION 2022-8: ODOT ROAD SALT CONTRACT: *Ms. Port made the motion to approve Resolution 2022-8, authorizing participation in the Ohio Department of Transportation Road Salt Contract 018-23. Mr. Rambo seconded the motion and it passed unanimously.*

ODOT ROAD SALT CONTRACT: AUTHORIZATIONS: *Mr. Rambo made the motion to authorize Fiscal Officer Karen Walder to act as agent in the name of Russell Township and Gene Layne to act as the ordering contact for participation in the Ohio Department of Transportation's Road Salt Contract 018-23. Ms. Port seconded the motion and it passed unanimously.*

TOWN HALL

April 7, 2022

ROAD DEPT: TEMA ROOFING: Mr. Layne stated that his flat roof is in need of coating. Mr. Layne stated he currently has an active leak that needs to be addressed. Coating of the roof will last 7-10 years. Mr. Layne stated that structurally it's in good shape.

Ms. Port made the motion to approve the proposal from TEMA Roofing Services LLC for flat roof restoration coating at the Road Dept Garage for a cost of \$18,040.00, proposal dated March 8, 2022, approved by the Geauga County Prosecutor. Mr. Rambo seconded the motion and it passed unanimously.

AUTHORIZED SIGNATORY: TEMA ROOFING: Mr. Rambo made the motion to authorize Jim Mueller to act as Russell Township's authorized signatory for the TEMA Roofing LLC agreement for the roof restoration coating, dated March 8, 2022. Ms. Port seconded the motion and it passed unanimously.

SOUTH RUSSELL SCRAP DAY ASSISTANCE REQUEST: Mr. Layne stated that South Russell is looking for 2 employees and a front-end loader to assist with their scrap day event. Mr. Layne stated they have done these the last 4-5 years and is okay with it. Mrs. Palmer stated that if terms haven't changed and he has no concerns, he had authorization on April 26, 2021, to take care of this himself for 3 years.

REPLACEMENT RESERVE REPORT: Mrs. Walder stated she sent an email to the Board indicating that she is working with Miller Dodson on a proposal for the Level 2 Reserve Study update. Mrs. Walder said the question is does the Board wish to expand the reserve study to include Road Vehicles, Police Vehicles, Road Paving and Fire Vehicles & Apparatus. Mrs. Walder stated these are significant assets and should be placed on a replacement schedule. Mrs. Walder thinks it would be a good addition to the 5-year capital budgeting process.

Mr. Mueller objects to the Road Paving sections and Mr. Layne doesn't agree with it either. Would rather keep Road Paving as it currently is, Mr. Layne submitting by need per year on what he knows he can spend.

*Mr. Rambo made the motion to authorize that a Level 2 Replacement Reserve Study be prepared by Miller-Dodson Associates that expands the Reserve Study to include:
Road Vehicles
Police Vehicles
Fire Dept Vehicles & Apparatus.
Mr. Mueller seconded the motion, and the vote is as follows: Mr. Rambo yes; Ms. Port no; Mr. Mueller yes and the motion passed.*

HUNTING VALLEY FUNDS: Mrs. Walder stated that the final closing out of the County Line Road project is to return remaining funds to Hunting Valley. The total being returned to Hunting Valley is \$176,710.44.

Mr. Rambo made the motion to approve Resolution 2022-11, authorizing the return of unused funds of the Village of Hunting Valley to affect the close-out of the Reconstruction Project of County Line Road. Ms. Port seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED

SALARY SCHEDULE REVISION: Mr. Rambo made the motion to adopt Salary Schedule 35a, content approved by the Board of Trustees on March 16, 2022, salary schedule effective April 1, 2022. Ms. Port seconded the motion, and the vote is as follows: Mr. Rambo yes; Ms. Port yes; Mr. Mueller abstained, and the motion passed.

CITIZEN'S PARK DISTRICT: Stephanie Snelvel asked to not be reappointed to the Citizen's Park District. Mrs. Palmer thanked her for her service. Mrs. Palmer stated she put an ad in 2 papers for advertising for a candidate. Letters of interest are due by May 5, 2022.

REQUEST FOR USE OF TOWN HALL: Ms. Port made the motion to grant permission for Hemlock Hills HOA to use the Town Hall on May 15, 2022 and on every 2nd Sunday for the remainder of 2022 from 6 pm – 10 pm, subject to Township rules and regulations, and subject to continued availability. Mr. Rambo seconded the motion and it passed unanimously.

REQUEST FOR USE OF BRIAR HILL CHURCH: Ms. Port made the motion to grant permission for Riverview Church to use the Briar Hill Church on May 1, 2022 from 1:45 pm – 3:00 pm, subject to Township rules and regulations, and subject to continued availability. Mr. Rambo seconded the motion and it passed unanimously.

TOWN HALL

April 7, 2022

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). Ms. Port seconded the motion and it passed unanimously.*

The meeting moved into executive session at 4:12pm.

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

The meeting moved in regular session at 4:53 pm.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 4:26 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone