

RUSSELL TOWN HALL

JUNE 13, 2023

Chairman Rambo called the meeting to order at 10:09 am. Trustee Port and Mueller were present. Fiscal Officer Karen Walder was present. The Board Administrator Melissa Palmer was also present via a Microsoft teams meeting.

Pledge of Allegiance was said.

ZONING: The Fiscal Officer reviewed the Zoning budget and the sources of funding.

Trustee Port asked about training for the Zoning Department as there was no account for training, she wants to make sure there are funds for the staff to attend training seminars/webinars. Mrs. Walder advised that any training the Zoning staff would like to attend is paid out of the General Fund "599" expense account, but she could add the account to the Zoning fund if that is preferred.

Ms. Port also asked about the Zoning Department having a tech services account to pay for the iWorq's software, and any I.T. needs that the department may have. Mrs. Walder explained that those items are paid out of the Zoning fund's Other Utilities and Tech Services account but would double check that funds for the iWorq software were included.

The Zoning Commission and the Board of Zoning Appeals did not submit budgets. Mrs. Walder explained that there is an account in the general fund for zoning that is used for any Board of Zoning Appeals and Zoning Commission expenses, which may include mailings, legal notices, court reporting services, and any other needs the Boards may have.

FACILITIES: The Board reviewed capital projects that are to be scheduled in 2024. The Town Hall was a main point of discussion as there are many reserve items that are due in 2024. There was much discussion on whether to go forward with the Town Hall projects and updates in 2024. The main concern was the Board is unsure if they want to move the Town Hall or leave it where it currently sits at the intersection of two major roads. If the building is going to be moved, then that needs to happen before the updates and improvements, or it will be counterproductive and not fiscally responsible to redo updates after the relocation. The Board also considered the possibility that ODOT may want to turn the intersection into a roundabout in the future, if that happens the building will need to be moved or taken down.

The Board decided to not fund the capital items for the Town Hall in 2024 and instead allocate \$45,000 to commission a study and plan for the Town Hall based on the uses and function ability of the building. It was suggested that since the Township had previously worked with Chesler & Associates, they would be a great resource to reach out to for advice and a list of possible companies to conduct the study. Any major updates/renovations to the Town Hall would need to be approved by the residents via a ballot measure. This study will help the Board decide on the relocation of the building, and the order for the updates and repairs that the Town Hall needs to better service the residents. The Fiscal Officer suggested having all renovations done in time for the Township's Bicentennial in 2027.

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To replace the capital for the Town Hall renovation, the Board would like to allocate \$80,000 for the community meeting building project for items like tables, chairs, landscape, hardscape along with \$45,000 to cover IT services and equipment for the new building. The Board also would like to reduce the Reserve Fund expenditures budgeted in 2024 related to the Town Hall renovation project, to approximately \$90,000.

GENERAL FUND: Ms. Port asked the Fiscal Officer if there were enough funds budgeted to cover the yearly donations to Chagrin River Watershed, and Soil and Water. She also wanted to make sure there were enough funds for the budgeting software that the Fiscal Officer is adding along with the Zoning programs that are already in place. Mrs. Walder said she will review the amounts and add additional funds if needed to the tech service account, but there are enough funds budgeted for the normal yearly donations the board makes.

The Trustees would like to budget for a scrap day event every other year instead of every three years, there is a lot of positive feedback from the residents, and they are many calls about when the next scrap day will be. This will make 2024 a year to hold a scrap collection event for the residents.

Trustee Port requested clarification on how the cemetery salaries are paid as there is a salary account in both the Cemetery fund and the General fund. Mrs. Walder will gather the information on the amounts and report back to the Board. Trustee Port also asked when the last time cemetery fees were reviewed and suggested that it may be time to do so.

The board discussed the 511 Citizens' Park request for funds that was presented to them at the last regular Trustee Meeting, and they would like to approve the funds be budgeted to fulfill the request to fund half of a new bridge in the Upper Chagrin Preserve at the amount of \$15,000.00, and the Fiscal Officer verified that there are funds in the budget for that purpose.

The Board also requested that the Fiscal Officer review the amount budgeted for election expenses and possibly add to that funding for the multiple potential ballot items in the next year, whether that be levies or approval for Town Hall updates/improvements.

The Fiscal Officer recapped the changes to the 2024 Budget requested by the Board during the workshops for the General Fund. There were no changes requested to the Road or Police Funds. To address the shortfall in the recommended cash reserve in the Fire Funds, the Board would like to remove the 2024 funding of \$115,667 for the Fire Vehicle Reserve Fund. The Board also felt that additional funding could be available following the planned Ambulance purchase in 2023. Currently \$260,000 has been appropriated in 2023 for this purchase, however after the Assistant Fire Chief noted that the cost was expected to be more like \$360,000, the Board discussed using \$100,000 of the \$260,000 for a downpayment, and then financing the rest using a Lease Purchase arrangement.

TOWNSHIP TRUSTEES

SPECIAL

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The Fiscal Officer reminded the Board of the County Budget Commission hearing scheduled for August 21, 2023. Trustee Rambo said he would attend virtually if that was permitted. Mrs. Walder asked the Board about the timing of the construction for the new community meeting building and suggested that the Board work to have the project out for bid by the August hearing.

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

The meeting was adjourned at 11:54 am.

Matthew Rambo, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Dorka