

RUSSELL TOWN HALL

September 1, 2022

The Chair, Mr. Mueller, called the meeting to order at 2:01 pm. Trustee Rambo and Kristina Port 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: *Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on August 4, 2022, as presented. Ms. Port seconded the motion and it passed unanimously.*

Mr. Rambo made the motion to accept the minutes of the Special Meeting held on August 15, 2022, as presented. Ms. Port seconded the motion and it passed unanimously.

Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on August 18, 2022, as presented. Ms. Port seconded the motion and it passed unanimously.

GUESTS: FUTURE PLANS: LAUREL SCHOOL: BUTLER CAMPUS: HEAD OF SCHOOL ANN KLOTZ, DIRECTOR OF FACILITIES MARY ANN PELLERANO: Ms. Klotz gave an update on future plans for the Laurel School – Butler Campus. She stated that 6 months ago they received a transformational gift that offers them the opportunity to “dream big.” There is no intention of moving Laurel School to the Butler Campus. Ms. Klotz stated that in the fall of 2023 they will launch Laurel Semester for Environmental Justice, open to high school age girls, not only to Laurel girls, but all high school girls from Northeast Ohio. Ms. Klotz said in the coming years they are hoping to nestle several sleeping yurts in the woods and to build a structure that will allow them to teach tennis year-round.

Due to recent safety concerns in schools, they have explored the possibility of installing a guard house along their driveway. Currently, costs prohibit them from building it.

To better meet the academic needs of the girls grades 3 – 5, and the upcoming high school semester, there would never be more than 45 girls per class. They need to build an environmental learning center that includes classrooms and a science lab. They would like to build the learning center on one of the softball fields because the land has already been cleared. Total investment in the Butler Campus would be in the \$9-\$12million range.

Trustee Mueller indicated the Township is interested in being cooperative in any way. Trustee Rambo asked if solar power was being considered, and it is. Trustee Port asked about security, water and sewer services. Fire Chief Frazier and Police Chief Swaidner said they had no concerns at present and noted that Laurel has been very pro-active and cooperative with their departments.

POLICE: Chief Swaidner stated that the Police Department’s Facebook page is up and running now. Will be sending out to HOA’s to get the word out to get residents to like their page and stay up to date on programs.

Chief Swaidner indicated he will be conducting a security assessment for the Administration Building that the Fiscal Officer reached out about, and will bring back his recommendations to the Board.

Chief Swaidner stated that he reached out to ODOT regarding 87 and Chagrin River Road, and it should be open tomorrow.

Mr. Mueller brought up to Chief Swaidner that he would like to sit down and discuss other safety measures for Westwood School.

US PROTECTIVE SERVICES: Mr. Wrench stated that he is still waiting for the signed agreement to be sent back.

FENCING: TRC: Mr. Wrench stated that the Board previously approved to put up a wood fence, but they wanted to get pricing on chain link fencing. The only estimate he got was from TRC and was \$700 more than the wood fence but there would be no maintenance. The Trustees agree to move forward with the chain link fence.

Mr. Rambo made the motion, at the request of the Facilities Manager, to approve the installation of 8’ vinyl coated chain link fencing at the Recycling Center, per Estimate 59816 from TRC Landscape Services, Inc, dated August 24, 2022, for the amount of \$12,600.00. Ms. Port seconded the motion and it passed unanimously.

ZONING DEPT: Mr. Wrench stated that they have a BZA meeting coming up and have 2 hearings scheduled.

Mr. Wrench stated that he hasn't gotten any updates back from the Army Corp regarding Marden. Stated they were out a couple weeks ago and did a 4 hour onsite walkthrough. They took data and samples, and the samples will determine what the fees will be. Mr. Wrench stated it could be several months before the Army Corp submits their findings.

Ms. Port asked Mr. Wrench if he has set hours for people to come in for permitting. Mr. Wrench stated anytime between 7:30 am – 3:30 pm. Mr. Rambo asked if they need to make appointments and Mr. Wrench stated they should because he doesn't always know his schedule but if they have an appointment, he work around those then.

Mr. Rambo asked if Sunoco was going to be putting a canopy back up. Mr. Wrench stated they are on the schedule for the BZA meeting because they need a variance for conditional use.

FIRE DEPARTMENT: Chief Frazier stated that he had an opportunity to meet with Drew and discussed that Asst. Chief position and the job description. Once Chief Frazier received that he will propose it to the Trustees at the next meeting.

Chief Frazier stated that Drew is also working on the job description material for full-time Firefighter/Paramedic.

SNOW & ICE CONTROL: COUNTY ROADS: Mr. Layne is good with the contract and seems to work out well. The contract is for \$34,116.41.

Mr. Rambo made the motion to approve the agreement entitled "Snow and Ice Control Agreement among Geauga County Board of Commissioners, Geauga County Engineer and Russell Township Board of Trustees" for the 2022-2023 winter season, approved as to form by the Geauga County Prosecutor's Office. Ms. Port seconded the motion and it passed unanimously.

FISCAL OFFICER: Mrs. Walder stated they received a letter from the Geauga County Budget Commission that went out to all county townships and villages that participated in the 2023 budget hearings. In part it says, "On behalf of the Budget Commission and Budget Staff, we want to thank you for your hard work and effort for preparing your 2023 budget. Your efforts resulted in one of the most productive and efficient budget hearing processes that we have witnessed thus far." Mrs. Walder thanked Trustees Port and Rambo for their efforts and participation.

Mrs. Walder offered congratulations as today marks Jessica Ezzone's 4 year anniversary at Russell Township. Mrs. Walder stated that she did a performance review and has elected to give her a raise for her annual salary to \$57,803.20 as permitted by House Bill 110 and ORC 507.021.

Mrs. Walder stated there is some confusion on a couple Fire Dept grants. Mrs. Walder stated that we just received a payment of \$3,399 2020 Assistance to Firefighter Grant Supplemental and asked the Chief if that's reimbursement for something we have already paid for or not. Chief Frazier stated that in the height of COVID they understood that they were going through more supplies and it was a reimbursement grant. Mrs. Walder asked Chief Frazier to provide her with the dates and supplies that were purchased.

Mrs. Walder stated that a year ago received a 2020 Assistance to Firefighters Grant in the amount of \$153,000 and asked Chief Frazier if that is still in the works or not. Chief Frazier stated that it is in process and is for SCBA and can now get those. Mrs. Walder stated that she has not certified or appropriated any money related to that grant for this year.

Mrs. Walder reminded the department heads that there is a schedule for next week for the Reserve Study site work.

AMENDED CERTIFICATE: Mrs. Walder requested an updated Certificate of Estimated Resources for this fiscal year to certify the OneOhio Opioid moneys and certify the grant money for CPT Training. We received the new certificate with total estimated resources of \$15,476,229.72.

Mr. Rambo made the motion to accept the Amended Certificate of Estimated Resources #3, dated August 31, 2022, for Russell Township for the fiscal year beginning January 1, 2022. Ms. Port seconded the motion and it passed unanimously.

SUPPLEMENTAL APPROPRIATIONS: Ms. Port made the motion to adopt the Supplemental Township Annual Appropriation Resolution 2022-19 to provide for the additional sums (SUPPL#3 \$38,675.00) to be set aside and appropriated in

FUND 1000 \$17,500.00
FUND 2031 \$ 2,500.00

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FUND 2111 \$ 2,000.00
 FUND 2181 \$ 4,500.00
 FUND 4904 \$ 8,175.00
 FUND 4905 \$ 4,000.00

for the fiscal year ending December 31, 2022, as recommended by the Fiscal Officer. Mr. Rambo seconded the motion and it passed unanimously.

COMMENTS FROM THE PUBLIC WERE RECEIVED

ESID: ENGAGE MCDONALD HOPKINS: Mrs. Walder stated that the Trustees received information from McDonald Hopkins regarding the establishment of county wide ESID and the proposal is a flat fee to prepare the legal documents for Russell Township to join that ESID and to advise the Township on the process of getting a petition filed and its associated resolution. The action for today is to engage McDonald Hopkins legal services for this flat fee and to prepare the Township's participation in ESID.

Mike Wise and Kevin Butler were in attendance from McDonald Hopkins if there were any questions.

Mr. Rambo made the motion to accept the engagement letter for professional services from McDonald Hopkins LLC for the establishment of an Erosion Special Improvement District under the auspices of Geauga County for a Russell Township total retainer expense not to exceed \$3,000.00 regardless of the McDonald Hopkins LL Rate Schedule attached to the engagement letter which identifies fees incurred on behalf of the township but not passed on the township. Ms. Port seconded the motion and it passed unanimously.

ESID: AUTH SIGNATORY: *Mr. Rambo made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's authorized representative and signatory for the letter of engagement form McDonald Hopkins LLC, dated June 29, 2022, for the establishment of an Erosion Special Improvement District. Ms. Port seconded the motion and it passed unanimously.*

IWORQ SERVICE AGREEMENT: Mr. Rambo stated that this is software for the Zoning and Facilities Manager. It is a web base data system and tool system to track, create, and categorize Zoning permits and documents. Can login via phone or iPad and will bring up a data base to review issues or permits. Mr. Mueller asked Mr. Wrench if he is comfortable with being able to use it. Mr. Wrench stated that he has had 2 demonstrations and thinks it's a great idea to keep everything stored electrically. Mr. Rambo stated that training is included in the cost.

Mr. Rambo made the motion, at the request of Trustee Mueller, to approve the 3 year service agreement between Russell Township and iWorQ Systems Inc. for iWorQ the application and services, per the emailed proposal from Marty Smith of iWorQ.com, dated August 22, 2022, pending approval of the Geauga County Prosecutor. Ms. Port seconded the motion and it passed unanimously.

IWORQ SOFTWARE: *Mr. Rambo made the motion, at the request of Trustee Mueller, to approve the:*

- *Annual subscription fees for iWorQ module:
Community Development: Basic: \$4,500.00 per yr/3 yr term*
- *One-time fee:
Setup, GIS integration, & data conversion: \$3,000.00*
- *Identifying Shane Wrench as the Primary Implementation Contact.*
- *Identifying Matt Rambo as the Secondary Implementation Contact.*

per the emailed proposal from Marty Smith of iWorQ.com dated August 22, 2022, for a Cost Due Year One of \$7,500.00. Ms. Port seconded the motion and it passed unanimously.

IWORQ: AUTHORIZED REPRESENTATIVE: *Ms. Port made the motion to authorize the Fiscal Officer to act as Russell Township's Authorized Representative and to execute the agreement with iWorQ Systems Inc. on behalf of the Russell Township Board of Trustees. Mr. Rambo seconded the motion and it passed unanimously.*

STROLLO ARCHITECTS: Mr. Rambo stated he, Mr. Wrench, Mrs. Walder and Mr. Chuck Campbell met with Mr. Strollo to discuss renovating the garage or building a new meeting room. Mr. Rambo stated at after some discussion it was clear that renovating the garage was not the optimal way to go. For about 20-25% more the Township could build a new building and would last 50 plus years. Mr. Rambo stated in that meeting, Mr. Strollo offered to work up a basic proposal for his work to design that space, which would include a meeting room/event and activity space to accommodate 50 people along with a presentation area for the Trustees facing the assembly, a private meeting room to accommodate 8 seated adults, handicap accessible restrooms, small mechanical room, storage for tables and chairs and a small countertop for serving area. In subsequent negotiations, Mr. Rambo indicated their fee will be capped at \$8,000 billed at an hourly rate; \$110 for architects and tech support staff. If less than projected hours, the Township will only be billed for that amount and if they exceed the projected number of hours, the Township will be billed at the cap of \$8,000.00. They will provide the drawings within 15 working days of notice from Trustees. Ms. Port stated that if you want a community room,

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then you build a community room for your needs instead of trying to retrofit the garage. Said if it's still within our capital budget then it makes sense to build the new community room. Mr. Mueller still would like to get proposals on both a new community room and renovating the garage.

Mr. Rambo made the motion to complete negotiations and accept the contract for design services for a Community Meeting Room with Strollo Architects, presented in an email dated August 29, 2022, for a sum not to exceed \$8,000.00. Ms. Port seconded the motion and votes are as followed: Mr. Rambo yes; Ms. Port yes; Mr. Mueller no; and the motion passed.

DESIGN SERVICES: COMMUNITY MEETING ROOM: *Mr. Rambo made the motion to authorize Trustee Matt Rambo to sign and execute the design services contract with Strollo Architects on behalf of the Board of Trustees. Ms. Port seconded the motion and votes are as followed: Mr. Rambo yes; Ms. Port yes; Mr. Mueller abstained; and the motion passed.*

HYFI WATER SENSOR NETWORK: Mr. Rambo stated that the free trial use period ended as of August 31. Mr. Rambo stated that the Township currently has 2 sensors in place and the cost for the HYFI water sensors would come out of the Fire Department's budget if the Chief Frazier would still like them. Chief Frazier stated that he does, and they have had 3 water rescues in the last 10 years. Mr. Rambo asked Chief Frazier if he would want any more sensors or move the current ones. Chief Frazier stated the 2 sensors are fine and keeping them where they are is okay. Participation includes access to the whole network database.

Ms. Port made the motion to continue participation in the HyFi Water Level Sensor Network for \$1,725.00 per sensor, currently an annual cost of \$3,450.00, to be paid by the Fire fund budget, per Quote # Q2022083111 from Chagrin River Watershed Partners dated August 31, 2022, pending approval by the Geauga County Prosecutor, pending certification by the Fiscal Officer. Mr. Rambo seconded the motion and it passed unanimously.

BOARD OF ELECTIONS: *Mr. Rambo made the motion to authorize Fiscal Officer Karen Walder to execute the Contract for November 8, 2022 Election Day Polling Location with the Geauga County Board of Elections. Ms. Port seconded the motion and it passed unanimously.*

TOWN HALL USE: *Mr. Rambo made the motion to grant permission for the Geauga County Board of Elections to use the Town Hall from 5:30 am – 9:00 pm, on November 8, 2022, subject to Township rules and regulations. Ms. Port seconded the motion and it passed unanimously.*

Ms. Port asked if there was any inquiry from NOPEC because they sent a letter out about switching resident's rates back. Mrs. Walder stated that we do use NOPEC for electric and have gotten notification that they have switched the Township. Mrs. Walder noted that the switch is half the rate the Township has been paying.

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 3:28 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone