

RUSSELL TOWN HALL

October 5, 2021

The meeting was called to order at 10:30 am. Trustee Port, Trustee Gabram and Trustee Mueller were present. Trustee Assistant Melissa Palmer, and Fiscal Officer Karen Walder were also present.

The following Department Heads were present: Road Superintendent Gene Layne, Police Chief Tom Swaidner, and Fire Chief John Frazier.

Pledge of Allegiance was said.

QUARTERLY REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the 3rd Quarter 2021 Police, Road, Zoning, & Facilities reports. Mr. Gabram seconded the motion and it passed unanimously.*

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on August 16, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on August 18, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

MINUTES: *Mr. Gabram made the motion to accept the minutes of the Special Meeting held on August 21, 2021, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on August 27, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Special Meeting held on September 1, 2021, as presented. Mr. Gabram seconded the motion and it passed unanimously.*

DISPOSITION OF PROPERTY: ROAD: *Mr. Mueller made the motion, at the recommendation of the Road Superintendent, to dispose of township property on the documents entitled "Road Department, October 5, 2021, Items for Disposal," as each item is not needed for public use, is obsolete, or is unfit for public use. Mr. Gabram seconded the motion and it passed unanimously.*

Road Superintendent Gene Layne advised the Trustees that both paving projects were still in process.

POLICE DEPARTMENT: Chief Swaidner advised the Trustees that he is looking into the requirements for the body camera grant that Ms. Port sent to him. He is trying to get the application together before the deadline, but there is a lot of required information, and Chief Swaidner would like to have a policy in place before the department implements a body camera program. Also, as Russell would be the first Township in the County to have a program, the County Prosecutor's involvement would be needed. He advised the Trustees that this grant will also be offered next year, and he will most likely apply then once the policies and procedures are in place and the officers can have the proper training.

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EAGLE SCOUT PROPOSAL: Ryan Fry from troop #193 explained his proposal for two new benches in the cemetery for the Veteran's Memorial and refinishing the current benches in the Riverview Memorial Park to the Trustees. He asked the board for \$100 for his project. The board told him to investigate other financing sources and then to come back to them. Jennifer Dorka, Cemetery Clerk will be consulted to approve all bench locations.

Mr. Mueller made the motion to approve the proposal for the Eagle Scout project, pending receipt of a hold harmless agreement, from Ryan Fry of troop #193 for benches at Riverview Memorial Park's Veteran's Memorial and refinishing the current benches at Riverview Memorial Park. Mr. Gabram seconded the motion and it passed unanimously.

FIRE DEPARTMENT: Chief Frazier advised the Trustees about the SCBA grant award that the department received.

Chief Frazier advised the Trustees that he sent proposals for the ARP grant money that include building updates, additional personnel, and equipment upgrades. He asked for their feedback and Ms. Port asked that he send the proposals to the Fiscal Officer.

The parking lot at the Fire Department has been repaved, and the Road Department did some ditching work, Chief Frazier thanked them for that.

Chief Frazier also updated the Trustees on their ISO rating and a planned event which would qualify for a rating increase.

ZONING AMENDMENT 2021-02: BILLBOARDS: *Mr. Mueller made the motion, based on the recommendations of the Assistant County Prosecutor, to rescind the approval of Zoning Amendment 2021-02: Billboards, granted previously by the Board of Trustees in a Special Meeting on September 24, 2021. Mr. Gabram seconded the motion and it passed unanimously.*

ZONING AMENDMENT 2021-02: BILLBOARDS: *Mr. Gabram made the motion to deny the recommendations of the Russell Township Zoning Commission for proposed Zoning Amendment 2021-02: Billboards. Mr. Mueller seconded the motion and it passed unanimously.*

FACILITIES: Mr. Gabram updated the board on the progress of the Old Fire Station demolition. The EA Group was out to take samples to test for asbestos and he is waiting on their report, after which time he will seek vendors to quote on the abatement work. The well at the Old Fire Station will be cemented and capped. The cameras at the recycling center will be taken down. The recycling center will be temporarily closed for about two weeks during the demolition of the building.

Mr. Gabram advised the board about a problem at the Administration Building with the water softener leaking. He is looking into possibly switching maintenance companies for the townships water softeners.

FISCAL OFFICER: Karen Walder advised the board that the Fiscal Office will be closed for the remainder of the week as she and her staff will be attending the OAPT conference in Dublin.

The Fiscal Officer advised the board that there is a webinar at noon today on ARP funding that is being recorded so she will watch the recording at a later time.

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AOS ENGAGEMENT LETTER: AUTHORIZED SIGNATORY: *Mr. Gabram made the motion to authorize Karen Walder to sign the Auditor of State's Letter of Engagement for the audit period 2018-2019. Mr. Mueller seconded the motion and it passed unanimously.*

The Board asked Fiscal Officer Karen Walder if the Township leases out the garage space for car rentals if that counts as rental space or not. As no other part of the Administration Building is being rented the building has been classified as tax exempt. The Board would like to know if renting garage space will affect that classification. Mrs. Walder didn't have an answer for the board but advised she will ask the County Auditor about that.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

EXECUTIVE SESSION: *Mr. Mueller made the motion to move into executive session to discuss the appointment, employment, & compensation of public employees pursuant to ORC 121.22(G)(1) **AND** to consider details relative to the security arrangements for the public body, as disclosure of the matters discussed could reasonably be expected to jeopardize the security of the township pursuant to ORC 121.22(G)(6). Mr. Gabram seconded the motion and it passed unanimously.*

The meeting moved into executive session at 11:35 am.

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

The meeting moved into regular session at 12:08 pm.

HIRE: PART-TIME to FULL-TIME POLICE OFFICER: *Mr. Gabram made the motion, based on the recommendation of the Police Chief, to hire Brendan Takacs as a full-time police officer and constable with the Russell Township Police Department. The conditions of employment are as follows: The official starting date is October 16, 2021. A one-year probation period will begin on the official starting date. Pay scale will be at the two-year level per the full-time wage Salary Schedule 34. Mr. Mueller seconded the motion and it passed unanimously.*

COUNTY I.T. SERVICE FOR FISCAL OFFICE: *Mr. Mueller made the motion to approve Resolution 2021-28 at the recommendation of the Fiscal Officer, for IT services for the Fiscal Office with Geauga County ADP under ORC 507.11, not to exceed ten thousand dollars. Mr. Gabram seconded the motion and it passed unanimously.*

TOWN HALL: Trustee Assistant Melissa Palmer asked the Trustees if they were going to open the Town Hall for public use again. The Trustees declined at this time.

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

The meeting was adjourned 12:17 pm.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

TOWNSHIP TRUSTEES

SPECIAL

RUSSELL TOWN HALL

October 5, 2021

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka