

TOWN HALL

February 2, 2023

The Chair, Mr. Rambo, called the meeting to order at 2:00 pm. Trustees Kristina Port and Jim Mueller were present. Board Administrator Melissa Palmer was 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.

**CLERK PRO TEM:** In the absence of a Fiscal Officer, Board of Trustees Chair Matthew Rambo appoints Jessica Ezzone to serve as clerk pro tem.

**MINUTES:** *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on January 9, 2023, as presented. Ms. Port seconded the motion and it passed unanimously.*

*Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on January 19, 2023, as presented. Ms. Port seconded the motion and it passed unanimously.*

**ANNUAL REPORTS:** *Mr. Mueller made the motion to acknowledge receipt of the 2022 annual reports from Fire, Police, Road, Facilities, & Zoning. Ms. Port seconded the motion and it passed unanimously.*

**AUTHORIZED SIGNATORY: SCRAP TIRE GRANT:** *Ms. Port made the motion to authorize Trustee Matt Rambo to act as Russell Township's authorized signatory for the 2023 Scrap Tire Grant Application to the Geauga Trumbull Solid Waste Management District. Mr. Mueller seconded the motion and it passed unanimously.*

**FACILITIES:** Mr. Wrench stated that the D.I.G. Grant is offering up to \$15,000 with a 10% match. Mr. Wrench stated that he contacted the contractor that did the fence asking for a quote to finish up the fencing by the recycling center. Mr. Wrench stated that tomorrow he has the monthly Safety Council meeting in Huntsburg. Mr. Wrench stated that after the meeting he is planning on meeting with Allen Moon to get our cameras back that were up at the recycling center.

**TOWNSHIP PROPERTY: BOB HALL FIELD:** *Mr. Mueller made the motion to grant permission for the West Geauga Baseball Federation to use Bob Hall Field from April 3, 2023 - through July 15, 2023, with certificate of liability insurance currently on file & to be renewed upon expiration, subject to Township rules and regulations, and subject to continued availability. Ms. Port seconded the motion and it passed unanimously.*

**ZONING:** Mr. Wrench stated that he and Cathleen finished up the Iworq training this week. Stated that they will get assigned a technician for customer support. Mr. Wrench stated that Zoning Commission met last month and finished up all 12 chapters that Dave Dietrich has rewritten. Stated that they have gone through the first 5 chapters with Mr. Dietrich and those chapters have been sent to the APA and Planning commission for review.

**ACCEPT DONATION:** *Mr. Mueller made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Peggy & Alan Bialosky of 5 \$20.00 Guido's Pizza gift certificates to the Fire Department. Ms. Port seconded the motion and it passed unanimously.*

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*Ms. Port made the motion to approve the use of the donation of the 5 \$20.00 gift certificates for the Fire Department at the discretion of the Fire Chief. Mr. Mueller seconded the motion and it passed unanimously.*

**FIRE DEPT:** Chief Frazier stated that he had applied for the Assistance to Firefighters Wellness and Fitness Grant back in 2002 and received the grant for fitness equipment and that equipment has reached its useful life and needs replaced. Chief Frazier is asking the Trustees if it's okay for him to reapply for this grant again for the same purpose. The fitness-side would be to replace the current equipment with some additional items and the wellness-side would pay for 1 year of physicals. Mr. Mueller asked if there is a match to this grant and Chief Frazier said it's a 5% match for the Township. The Trustees all agree for Chief Frazier to go ahead and reapply for the grant.

**MILEAGE CERTIFICATION:** *Mr. Mueller made the motion to certify that Russell Township, as of December 31, 2022, was responsible for maintaining 55.455 miles of public roads. Ms. Port seconded the motion and it passed unanimously.*

**OPWC FINANCIAL ASSISTANCE: DINES ROAD:** *Ms. Port made the motion to approve Resolution 2023-3 authorizing Trustee Matthew Rambo to serve as the Chief Executive Officer & Certifying Representative to the Ohio Public Works Commission, to act as authorized signatory on behalf of the Board of Trustees, and to submit an application to participate in the OPWC State Capital Improvement Program (SCIP) and/or Local Transportation Improvement Program funding for the project entitled TR 0144 AB Dines Road Resurfacing in Russell Township. Mr. Mueller seconded the motion and it passed unanimously.*

**ARPA 2023 GOVERNMENT SERVICES:** *Mr. Mueller made the motion to authorize: 1) the encumbrance of the requested 2023 American Rescue Plan Act (ARPA) funds in the amount of \$456,122.00, 2) the use of these funds for payroll/salaries in accordance with the provision of government services per the ORC, and 3) the use of capital funds appropriated for 2023 to accomplish previously approved capital project initiatives. Ms. Port seconded the motion and it passed unanimously.*

**BANK RECONCILIATION & FINANCIAL REPORTS:** *Ms. Port made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for December 2022, as submitted by Fiscal Officer Karen Walder. Mr. Mueller seconded the motion and it passed unanimously.*

#### **COMMENTS FROM THE PUBLIC WERE RECEIVED**

**OTARMA DRIVING SOATS:** Mrs. Palmer stated she sent out the statement of actions taken and stated that Mr. Layne has taken care of his actions already. The Trustees discussed adding drug testing requirement to all accidents that involve Township employees. That would likely be considered a violation of privacy if it is added. The Trustees agree for Mrs. Palmer to send the driving policy to the Policy group, department heads and Clemans-Nelson for review.

*Mr. Mueller made the motion to approve the OTARMA Statements of Actions Taken in response to and in compliance with the four April 4, 2022, OTARMA recommendations. Ms. Port seconded the motion and it passed unanimously.*

**DRIVING POLICY:** *Mr. Mueller made the motion to authorize the Board Administrator to send the draft Driving Policy & Appendices A & B to the Policy group, Clemans-Nelson, & department heads for review. Ms. Port seconded the motion and it passed unanimously.*

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**CRWP MEMBERSHIP 2023:** *Mr. Mueller made the motion to approve the 2023 membership dues expense of \$3,947.00 for the Chagrin River Watershed Partners, Inc. Ms. Port seconded the motion and it passed unanimously.*

**EXECUTIVE SESSION:** *Mr. Mueller 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 2:42 pm.

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

The meeting moved in regular session at 2:50 pm.

**FIRE HIRE:** *Mr. Mueller made the motion to hire Matthew Crudele as a part-time Paramedic at the starting rate per Salary Schedule 36a, effective March 1, 2023, pending the completion of all paperwork with the Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.*

Mr. Mueller would like to have a discussion at the next Trustee meeting about single waste hauler.

**PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.**

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

The meeting was adjourned at 2:50 pm.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone