

TOWN HALL

March 1, 2023

The Chair, Mr. Rambo, called the meeting to order at 9:00 am. Trustees Kristina Port and Jim Mueller were present. Board Administrator Melissa Palmer and Fiscal Officer Karen Walder were present.

The following Department Heads were present: Police Chief Tom Swaidner, Asst. Fire Chief Nick Sambula, Road Superintendent Gene Layne, and Zoning Inspector Shane Wrench.

The Pledge of Allegiance was said.

MINUTES: *Mr. Mueller made the motion to accept the minutes of the Regular Meeting held on February 16, 2023, as presented. Ms. Port seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWN HALL: *Ms. Port made the motion to grant permission for the Red Raider Homeowner's Association to use the Town Hall on April 19, 2023, from 7pm to 9 pm, subject to Township rules, regulations, and continued availability. Mr. Mueller seconded the motion and it passed unanimously.*

REQUEST FOR USE OF TOWN HALL: *Mr. Mueller made the motion to grant permission for the Deer Lake Homeowner's Association to use the Town Hall on May 16, 2023, from 6pm to 9 pm, subject to Township rules, regulations, and continued availability. Ms. Port seconded the motion and it passed unanimously.*

ZONING DEPT: Mr. Wrench stated that there is a property in Chagrin Hts. on Hazelwood, which is in South Russell, but the backyard is Russell Township. Speaking with the Planning Commission, the property owner is seeking an affidavit of facts, which an attorney will write up, stating that it will never be more than one property. Mr. Wrench stated that a couple of Townships have it as part of their Zoning Resolution, but it's recommended that it be announced each time so it's on record. Once the property owner submits the affidavit of facts, Mr. Wrench will let the Trustees know. The affidavit of facts allows them to act as one property and not have to have it surveyed. Mr. Wrench stated he talked to South Russell, and they are fine with the owner filing for an affidavit of facts. Mr. Wrench stated that the property owner is putting in a pool, which is on Russell Township property and will have to follow Russell's rules and regulations.

FACILITIES: Mr. Wrench stated that the new security window has been installed in the Zoning Office. Mr. Wrench stated that a storm window at the Town Hall blew out during a storm and shattered all over the stairs and walkway. Middlefield Glass came out and picked it up and will also replace the window. Mr. Rambo suggested getting new storm windows using NOPEC funds.

US PROTECTIVE FIRE MONITORING CALL LIST: Mr. Wrench stated that US Protective Services extended the antenna because it was losing cellular signal and when that happens, the alarm company calls the emergency call list or the Fire Department. Mr. Wrench stated that the call list is outdated with old Trustees and would like to update the call list. The new call list is as follows:
Town Hall & Admin Building: Mr. Wrench and Mr. Rambo
Cemetery: Mr. Wrench and Mr. Layne
Road Dept: Mr. Layne and Mr. Wrench

ROAD EQUIPMENT PURCHASE: Mr. Layne would like to purchase a new 2024 Kenworth from Hissong Kenworth of Richfield for the price of \$189,509.00. This includes a complete snow and ice package. Mr. Layne stated that he currently has 3 of these trucks and they work well and would like to stick with this make.

TOWN HALL

March 1, 2023

Ms. Port made the motion to authorize the purchase of a new 2024 T480 snowplow chassis with the Henderson Snow & Ice package per the email proposal, from Hissong Kenworth of Richfield, Ohio, forwarded to the Board of Trustees, for an amount of \$189,509.00, off the Sourcewell national bid, as recommended by Road Superintendent Gene Layne. Mr. Mueller seconded the motion and it passed unanimously.

ROAD EQUIPMENT AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's authorized signatory for documents related to the purchase of the 2024 T480 snowplow chassis with the snow & ice package. Ms. Port seconded the motion and it passed unanimously.*

ROAD: DISPOSITION OF PROPERTY: *Ms. Port made the motion, at the recommendation of the Road Superintendent, to dispose of the 2002 Mack Truck, identified in the email to the Board dated February 22, 2023, paragraph #1, as the item is not needed for public use, is obsolete, or is unfit for public use. Mr. Mueller seconded the motion and it passed unanimously.*

SALT CONTRACT REDUCTION/CANCELLATION: Mr. Layne stated he tries to plan salt usage based on historical winters, and we have to commit to buying so many tons each year. This winter the Road Department did not use their full contracted tonnage of salt. Mr. Layne stated that the ODOT salt contract allows us to reduce the salt contract by 25%, which would be 240 tons, and he recommends doing that, however there is a \$7 fee per ton for reducing the contract.

Mr. Mueller made the motion, at the recommendation of the Road Superintendent, to cancel the permitted 25% of the initial total order of salt from ODOT as per Section 9.3 of the ODOT contract, paying a fee of \$7 per ton for 25% (240 tons) equaling an expense of \$1,680.00, netting a savings of \$9,333.60 over purchase price. Ms. Port seconded the motion and it passed unanimously.

ROAD: DISPOSITION OF PROPERTY: Mr. Rambo asked if there is a value on the logs and Mrs. Palmer stated you would have to have multiple pieces of documentation stating the value to sell in a private sale. Mrs. Palmer stated Mr. Layne can give them away for free or put them up for public auction. Ms. Port asked about liability and Mrs. Palmer stated when this was done in the past, a Hold Harmless Agreement is signed by the individual picking up the wood and would need to be done again. Mr. Layne would like to place the wood on GovDeals.

Ms. Port made the motion, at the recommendation of the Road Superintendent, to dispose of the wood identified in the email, dated February 22, 2023 to the Board from the Road Superintendent, paragraph #3 and attached photo, as the wood is not needed for public use, is obsolete, or is unfit for public use. Mr. Mueller seconded the motion and it passed unanimously.

SIGN RESTORATION: Mr. Layne stated that the current "Welcome to Russell" signs are 15 years old. Stated that the Road Department did clean them up but do need to be repaired. The Trustees agreed to keep the same design.

Mr. Mueller made the motion, at the request of Road Superintendent, to approve the purchase of 9 new PVC "Welcome to Russell" signs in the existing design at the cost of \$510.00 each, per proposal number 1182 from Willowleaf Studios, dated December 5, 2022. Ms. Port seconded the motion and it passed unanimously.

TOWN HALL

March 1, 2023

POLICE RADIO PURCHASE: Chief Swaidner stated that he sent a proposal to the Trustees about updating their radios, in car and portable. Chief Swaidner stated that they must be updated by 2025 because the software will become obsolete in the current radios. Chief Swaidner got a proposal for 14 portable radios and 6 mobile radios with the outfitting. Right now there is a promotional pricing through March 15 and that bulk pricing will save \$18,000 from last year's quote. Ms. Port asked if there was any grants from the state and Chief Swaidner said there are no grants available for the Police Department.

Mr. Mueller made the motion, at the recommendation of the Police Chief, to authorize the purchase of 14 Motorola APX 6000 portable radios for a cost of \$40,111.36; the radios have a 5 year warranty and are on Ohio state contract pricing through a Geauga County Sheriff's Office group purchase, based on a quote from Motorola Solutions dated February 27, 2023. Ms. Port seconded the motion and it passed unanimously.

POLICE RADIO PURCHASE: *Mr. Mueller made the motion, at the recommendation of the Police Chief, to authorize the purchase of 6 APX 4500 mobile radios & 2 APX 4500 base units for a cost of \$23,295.66; the radios have a 5 year warranty, are on Ohio state contract pricing through a Geauga County Sheriff's Office group purchase, based on a quote from Motorola Solutions dated February 27, 2023, and are to be installed in patrol vehicles for a cost of \$1,473.30 per the quote dated Feb 28, 2023, from Hall Public Safety. Ms. Port seconded the motion and it passed unanimously.*

POLICE DEPARTMENT: Chief Swaidner stated that they hosted the Girls Scouts so they could earn their detective badge. Stated they did finger printing scenario for them.

FISCAL OFFICE: Mrs. Walder wanted to alert the department heads so they can forward to their employees, any reimbursement checks that are not cashed after 6 months will be voided.

BWC RATING CREDITS: Mrs. Walder stated that for our BWC rating credits, Jessica has been attending the required classes and activities to obtain credits to get discounts. Mrs. Walder wanted to ask the Board to have the other departments help acquire those credits. Jessica will help coordinate the classes/activities. The department heads agreed and will give Jessica representatives from their department.

AUDIT: Mrs. Walder stated that our 2020-2021 audit is ongoing, and the audit representative was in for 2 days last week and will be in again tomorrow.

RECORD COMMISSION: Mrs. Walder stated for the Township record disposal, the Records Commission met and approved the records to be disposed. Jessica has sent the list to the Ohio Historical Society so they may identify any records they want to keep and once the 15 days lapse, will send the list the Trustees for review and have approval at next meeting for disposal. Mrs. Walder stated that Jessica is looking at shredding companies.

FULL-TIME STAFF FOR FIRE DEPT: Mrs. Walder stated that Chief Frazier talked to her about working together on the full-time staff for the Fire Department for the 2024 budget. Mrs. Walder stated she will be sending out a check list to the Chief and Trustees identifying what is needed. Once Mrs. Walder has all the information, she can run scenarios and see if there is any short falls. Mrs. Walder stated she asked Chief Frazier to have all that information back to her by May 1st.

NOPEC NEC GRANT AGREEMENT: No one has read the agreement yet. Mrs. Walder stated that in addition to the \$13,980 we get for 2023, if the resolution gets passed at next meeting, there is an additional \$6,265.56 from last year, which is still available to spend.

Mrs. Palmer stated that she is considering applying for the Community Grant and

TOWN HALL

March 1, 2023

funding would be for 1 or 2 shredding events.

NEW RESERVE STUDY: Mrs. Walder stated that the proposed Resolutions cap off a process that started last June when we asked for an update to the Reserve Study. There are 3 major changes to the study: the elimination of the Old Fire Station, established the threshold of \$2,500 for items to include and the addition of the Road Vehicles, Fire Vehicles and Police Vehicles. To adopt the recommendations, Mrs. Walder prepared 3 resolutions. The first one is to adopt the Reserve Study for the remainder of the 10 years on the current reserve funds and authorize the annual deposits for this year for the existing reserve funds. The second resolution is to authorize the creation of 3 new reserve funds; Fire Vehicle Fund, Police Vehicle Fund, & Road Vehicle Fund, and to authorize the annual deposit for those funds for this fiscal year. The third resolution is a supplemental appropriation to identify the reserve transfer out amounts that are needed to fund those reserve items.

Ms. Port made the motion to adopt Resolution 2023-6, a resolution authorizing the adoption of the Reserve Report for the remainder of the 10-year period for existing Capital Project Funds and authorizing the TY2023 annual deposits to be placed into the four existing Capital Projects Funds per the new study. Mr. Mueller seconded the motion and it passed unanimously.

NEW RESERVE FUNDS: *Mr. Mueller made the motion to adopt Resolution 2023-7, a resolution authorizing the creation of three new Capital Project Funds and authorizing the TY2023 annual deposits to be placed into the three new Capital Project Funds as described; Fire Vehicle Fund, Police Vehicle Fund, & Road Vehicle Fund. Ms. Port seconded the motion and it passed unanimously.*

SUPPLEMENTAL APPROPRIATION #1: RESOLUTION 2023-8: *Ms. Port made the motion to adopt the Supplemental Township Annual Appropriation #1, Resolution 2023-8, to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2023, as recommended by the Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.*

Mrs. Walder asked the department heads to prepare their planned reserve expenditures for 2023 for both current and new reserve funds and would like that information by the next Trustee meeting. Also, Mrs. Walder asked them to look at the 2024 planned expenditures for the reserve funds.

LOCAL GOV OFFICIALS CONFERENCE: *Ms. Port made the motion to authorize three Fiscal Office representatives to attend the virtual Local Government Officials Conference from March 28-29, 2023, with a registration fee for virtual attendance of \$200.00 per person. Mr. Mueller seconded the motion and it passed unanimously.*

COMMENTS FROM THE PUBLIC – NO PUBLIC IN ATTENDANCE

COMMUNITY MEETING BLDG: Mr. Rambo stated that he did speak with Mr. Strollo but is still waiting on a contract. Mr. Rambo is hoping to have it by the next meeting.

ESID MARCH 6th MEETING REPRESENTATIVE: Mr. Mueller made the motion to appoint Kristina Port as the Trustee Representative for the March 6th , 2023, eSID meeting. Ms. Port seconded the motion and it passed unanimously.

ESID ADVISORY BOARD REPRESENTATIVE: Mr. Mueller made the motion to appoint Kristina Port as the eSID Advisory Board Representative from Russell Township. Ms. Port seconded the motion and it passed unanimously.

TOWN HALL

March 1, 2023

WASTE MANAGEMENT PRESENTATION: Mr. Mueller gave a presentation regarding the Township providing a single hauler for the residents. Mr. Mueller started out with a recap of the effort made 10-12 years ago and the ultimate failure due to legal action filed against the Township. Mr. Mueller described the benefits he thought a single waste hauler contract could provide, including reduced heavy truck mileage, thus extending the life of our road paving. Mr. Mueller envisions that the Trustees would create a board that would meet once or twice a year to go over complaints. Mr. Mueller stated that it would be cheaper for residents doing it this way and it would eliminate multiple trucks going up and down the road on different days. Mr. Mueller suggested to put a .1M levy on the ballot but Mr. Rambo does not think that would be a good idea because if the Township isn't paying for the service, what would that levy money be used for? Ms. Port isn't in favor of providing this service based on experience, and she also noted that some HOAs already have a single waste hauler contract in place. Mr. Rambo stated he is willing to keep it open for discussion as long as Mr. Mueller keeps providing information.

EXECUTIVE SESSION: *Ms. Port made the motion to move into executive session to discuss the investigation of charges & discipline of a public employee pursuant to ORC 121.22 (G) (1). Mr. Mueller seconded the motion and it passed unanimously.*

The meeting moved into executive session at 10:19 am.

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 10:50 am.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 10:50 am.

Matthew Rambo, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone