

TOWN HALL

February 10, 2022

The Chair, Mr. Mueller, called the meeting to order at 2:03 pm. Trustee Rambo was present and Trustee Port was absent. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were present.

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

The Pledge of Allegiance was said.

MINUTES: *Mr. Rambo made the motion to accept the minutes of the Special Meeting held on January 5, 2022, as presented. Mr. Mueller seconded the motion and it passed.*

ANNUAL REPORTS: *Mr. Rambo made the motion to acknowledge receipt of the 2021 annual reports from the Police, Fire, Road, Facilities & Zoning. Mr. Mueller seconded the motion and it passed.*

ESO MSLA RMS: Chief Frazier stated that they currently use Firehouse Reporting and is about 20 years old and is no longer being supported by ESO. Chief Frazier stated that they want to migrate over to their reporting system since they use their system for EMS patient reporting. Our APA was negotiating with ESO and the language is now approved. Mrs. Walder noted that in the terms of the agreement that there is a 3% price increase built in each year and the agreement will continue with an automatic renewal unless written notice is provided 60 days prior to the anniversary date.

Mr. Rambo made the motion to approve, at the recommendation of Fire Chief Frazier, the Master Subscription and License Agreement for the Fire Record Management System (RMS) with ESO Solutions Inc., as approved by the Geauga County Prosecutor. Mr. Mueller seconded the motion and it passed.

AUTHORIZED SIGNATORY: ESO MSLA RMS: *Mr. Rambo made the motion to authorize Trustee Jim Mueller to act as Russell Township's authorized signatory for the ESO Solutions Inc. Master Subscription & License Agreement. Mr. Mueller seconded the motion and it passed.*

MILEAGE CERTIFICATION: *Mr. Rambo made the motion to certify that Russell Township, as of December 31, 2021, was responsible for maintaining 55.455 miles of public roads. Mr. Mueller seconded the motion and it passed.*

SCRAP PICK-UP: SENIORS & ALL RESIDENTS: Mrs. Palmer stated that she just received an estimate from Waste Management who are again willing and prepared to help with this project in mid-September and it works with the Department of Aging to help assist too. Mrs. Palmer stated that Mr. Layne is available and will also need other Township employees to help. Mrs. Palmer stated that this is an expensive event and will have a better estimate for the next meeting.

Mrs. Palmer stated that it is a 2-prong process. For the seniors, it is a collection, which is performed by the Department of Aging and mostly by the Road Department. The Department of Aging collects the names of the residents that fit in the criteria and the Road Department then goes around and picks up scrap for those seniors. Then on Saturday, Russell residents can bring up scrap to drop off at the Road Department.

ROAD DEPT: ROAD MATERIALS: *Mr. Rambo made the motion to approve the Road Superintendent's recommendation for road material bids for primary and secondary suppliers and authorize the Fiscal Officer to advertise for bids. Mr. Mueller seconded the motion and it passed.*

POLICE DEPT: ACCEPT DONATION: *Mr. Rambo made the motion, based on the Fiscal Officer's recommendation, to accept the donation from Robert J Kovey, through Pershing BNY Mellon Trust, of \$1,000.00 to the Police Department. Mr. Mueller seconded the motion and it passed.*

Mr. Rambo made the motion to approve the use of the \$1,000.00 donation for the Police Department at the discretion of the Police Chief. Mr. Mueller seconded the motion and it passed.

STORAGE BUILDING UPDATE: Mr. Mueller stated they had a meeting last Saturday with Mr. Chordar from TC Architect and Jim Dickson. Mr. Dickson presented about \$150,000 worth of savings on the project, and Mr. Mueller sought to hire him. Mr. Mueller stated that TC Architect did go back to the lowest bidder, Action Contractor and see if they would hold their price. Mr. Mueller stated that Mr. Chordar sent him an email saying they would hold pricing for 30 days. Mr. Chordar has the savings punch list from the previous meeting and will advise the Board as to the potential savings.

RECYCLING CENTER: Mr. Mueller stated the Township is seeking bids from Green Vision and other landscape companies for landscaping. Mr. Mueller stated that CEI said as long as it's not more than 120' off the road, they estimated a cost of \$2,000 to install the poles and put in electrical service and then will charge us \$50 a year and will be about \$30 per month for the electric. Mr. Mueller stated that Visual Armor came out and approved the locations to re-install the cameras.

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NEC GRANT: Mrs. Walder stated that on January 13, the Township was advised that we are eligible to receive up to \$13,217 in 2022 as part of the NEOPEC Energized Community Grant. Mrs. Walder stated she still needs to review the new contract and see if there are any changes and will ask for approval at a future meeting.

FISCAL OFFICER'S 4TH QUARTER REPORT: Mrs. Walder called attention to the year end statement included from Meeder Investments provided a summary of the security types and maturities of the investments we hold. As of year-end, the Township had just under \$8.5 million invested. In 2021, the Township received about \$70,000 in interest.

Mr. Rambo made the motion to acknowledge receipt of the 4th Quarter 2021 report from the Russell Township Fiscal Officer. Mr. Mueller seconded the motion and it passed.

BANK RECONCILIATION & FINANCIAL REPORTS: *Mr. Rambo made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for December 2021, as submitted by Fiscal Officer Karen Walder. Mr. Mueller seconded the motion and it passed.*

FISCAL OFFICE: Mrs. Walder stated that the Fiscal Office has closed the year end for 2021 and today received the revised Certificate of Estimated of Resources from the Budget Commission. The Certificate we received back in August at Budget Commission was about \$12.288 million in total resources for 2022 but the new Certificate is about \$15.2 million. Mrs. Walder stated with that document she will be able to prepare the Permanent Appropriations. Mrs. Walder advised the Board that she sent an email to the departments regarding any changes from their submitted 2022 budget projects. Mrs. Walder asked the Trustees if there are any items they know that would be different from the submitted 2022 budget to please let her know.

Mrs. Walder stated she also received the 2023 budget information - Schedule B - which indicates the expected revenue and the new values for millage.

Mrs. Walder advised the Board that the OTA put out a resolution template for townships to use to take advantage of the up to \$10 million dollars "standard allowance" for the ARP funding. Her understanding is that the county prosecutor is reviewing that and we are waiting for guidance.

Mrs. Walder stated that she met with Mr. Layne and starting to look at finance options for the Gradall he has in this year's budget. He indicated the cost at about \$272,000.

Mrs. Walder gave an update on the Fiscal Office IT. This morning, ADP completed the installation of the firewall and that was the last piece of hardware in the Fiscal Office package. The firewall has been configured for remote monitoring and remote management by ADP, ability to do firmware upgrades remotely, automatically sends out emails if it sees problems, and is configured for advanced malware protection, intrusion detection and Log4J protection.

WG JOINT REC BOARD GUESTS: Ed Curtis and Rick Izant from the West Geauga Community Joint Recreation Board gave an update on the park and regarding the upcoming park levy renewal.

COMMENTS FROM THE PUBLIC WERE RECEIVED

IT PROPOSAL UPDATE: Mr. Rambo stated that they did receive a proposal from ADP and will be about a \$28,000 project and about \$3,500 reoccurring fees each year. Mr. Rambo stated the proposal includes new computers for the administration staff and the Road Department, user accounts for the trustees, Road Department, Zoning Department and Mrs. Palmer, and new wiring for the building Mr. Rambo wanted to wait till Ms. Port was present to act on this topic. Mrs. Palmer stated she talked to Andy from ADP regarding some training as well.

GCTA MEETING HOST: Mrs. Palmer stated that Russell Township will be hosting the April 13, 2022 GCTA dinner. Mrs. Palmer stated she contacted ASM and they are not able to hold more than 65 people inside. Mrs. Palmer stated she has contacted EOUV and that venue is doable for the price, which is \$35 max per person.

EXECUTIVE SESSION: *Mr. Rambo made the motion to move into executive session to discuss the employment and compensation of public employee pursuant to ORC 121.22 (G) (1). Mr. Mueller seconded the motion and it passed.*

The meeting moved into executive session at 3:02 pm.

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

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The meeting moved in regular session at 3:08 pm.

POLICE RESIGNATION: *Mr. Rambo made the motion to accept the resignation of part-time Police Officer Joseph Mariola from the Russell Township Police Department effective February 10, 2022. Mr. Mueller seconded the motion and it passed.*

Mr. Rambo made the motion to accept the resignation of part-time Police Officer Benjamin Milroy from the Russell Township Police Department effective February 10, 2022. Mr. Mueller seconded the motion and it passed.

WG COMMUNITY JOINT RECREATION DISTRICT: *Mr. Rambo made the motion to reappoint Mr. Rick Izant to the West Geauga Community Joint Recreation District Board for the three-year term ending April 2025. Mr. Mueller seconded the motion and it passed.*

Mr. Mueller requested a letter be sent to the two officers thanking them for their service to Russell Township. Mr. Mueller also said he would like to prepare to hire 2 full time Paramedics. Mr. Rambo indicated there would be several items that need to be worked out and offered to contact our HR counsel to begin that process.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 3:14 pm.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone