

RUSSELL TOWN HALL

June 7, 2022

The Chair, Mr. Mueller, called the meeting to order at 9:00 am. Trustee Port and Rambo were present. Fiscal Officer Karen Walder, and Board Administrator Melissa Palmer were also present. The following Department Heads were present: Zoning Inspector/Facilities Manager Shane Wrench.

Pledge of Allegiance was said.

ZONING DEPARTMENT: The Trustees asked the Zoning Inspector if the Zoning Commission or the Board of Zoning Appeals needed and supplies, equipment, or funding for Court Reporters in 2023. Mr. Wrench advised that the BZA would like a C size printer, but he doesn't feel like there is a need for one and can have larger copies of prints made at the local print store when needed.

Mr. Rambo advised the Board that he would like to have funds in the budget for 2023 to have iWorQ software installed and implemented for the Zoning Department, to track variances, permits, and property records. He had an estimate from the vendor of \$4,000-\$6,000 initially, with an annual fee of \$2,500. The Board also would like to investigate the Paving, Storm Water & community development modules from iWorQ.

The Board would like the Zoning Inspector to investigate the Zoning fee schedule and recommend a revised one to the Board for approval as the fees haven't been raised since 2018.

FACILITIES: Mr. Wrench advised the Board that he would like to get a lot of the Town Hall projects done in 2023, along with chip and seal the parking lot at the Town Hall. Once the other projects are done, then pave the parking lot in 2027. The Board discussed Town Hall renovations including siding, window restoration, shutters, electrical upgrades, floor refinishing, relocation of the bathrooms, and renovation of the kitchen area. The Board requested an amount of \$200,000 be allocated in the budget for this renovation.

The Board then discussed where the Township would hold its meetings while the Town Hall was being renovated. The Board discussed possible meeting locations, and decided that with the excess of cash reserves that the General Fund has, the garage at the Administration Building should be remodeled into a community meeting room (in 2023) so there is a meeting space for Township Boards, and potentially other community groups. The Board requested an amount of \$300,000 be allocated in the 2023 budget for this renovation, and to move the \$200,000 for the Town Hall renovation to 2024.

GENERAL FUND: The Fiscal Officer Mrs. Walder asked the Board if they would review the departments ARPA fund project requests so she can add the funding into the 2023 budget. The Board reviewed the project request by department, based on the department heads' priority list. The Board decided on the items that they would like to move forward with in 2023, and the remainder of the funding will be budgeted in 2024. The ARPA funded items will be: a plow truck for the Road Department, Ambulance equipment upgrades for the Fire Department, MILO training system, portable radios, vehicle radios, and non-lethal force measures for the Police Department.

Mr. Rambo made the motion to accept the Amended Certificate of Estimated Resources issued by the County Budget Commission dated June 6, 2022. Ms. Port seconded the motion and it passed unanimously.

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Ms. Port made the motion to approve the ARPA funding for the 2023 budget per the worksheet. Mr. Rambo seconded the motion and it passed unanimously.

Ms. Port asked the Fiscal Officer if there could be \$15,000-\$20,000 dollars appropriated in the 2023 budget for a strategic township study to be performed by a third party. Mrs. Walder recommended a work session by the Trustees to determine the scope of such a study.

The Trustees discussed the possibility of the Budget Commission taking away inside millage due to the General Fund having an excess of cash reserves. Mrs. Walder suggested that the Board remember the budget commission's responsibility to evaluate reasonableness and need. The board feels the plan to convert the garage at the Administration Building into a community meeting room would address any overage of cash reserves in the General Fund. If that doesn't satisfy the Budget Commission, Mr. Mueller indicated he has conferred with OTARMA as to legal representation to take action against the Budget commission through the State Supreme Court. The Board requested that the Facilities Manager outline the Community Room project to present to the Board.

Mrs. Walder asked the Board to recap the changes requested to the 2023 budget:

- Add \$238,000 to Road Funds' capital for Road Paving
- Add \$15,000 to General Fund for iWorQ software
- Add \$90,000 to General Fund for Town Hall renovation and move this to 2024
- Add \$300,000 to General Fund capital for conversion of Garage to Community Meeting room
- Add ARPA expenditures per worksheet

The Board revisited the funding of a full-time Fire Department, noting that little progress has been made since the budget workshops a year ago. Mr. Mueller wanted to include \$230,000 in salaries in the budget and figure it all out later. Ms. Port and Mr. Rambo disagreed, instead opting to put it in capital (a storage building). The Board asked Mrs. Walder to move \$230,000 in Fire Fund capital from 2024 to 2023 for construction of a storage building.

Ms. Port asked Mrs. Walder to review the cash reserves worksheet and how our methodology compared to the calculated "40% O&M" figure.

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

The meeting was adjourned at 11:23 am.

James Mueller, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka