

TOWN HALL

August 4, 2022

The Chair, Mr. Mueller, called the meeting to order at 10:00 am. Trustee Rambo and Kristina Port were present. Board Administrator Melissa Palmer and Fiscal Officer Karen Walder were 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.

MINUTES: *Ms. Port made the motion to accept the minutes of the Regular Meeting held on July 7, 2022, as presented. Mr. Rambo seconded, and the motion is as followed: Mr. Rambo yes; Ms. Port abstained; Mr. Mueller yes and the motion passed.*

Ms. Port made the motion to accept the minutes of the Regular Meeting held on July 21, 2022, as presented. Mr. Rambo seconded, and the motion is as followed: Mr. Rambo abstained; Ms. Port yes; Mr. Mueller yes and the motion passed.

ACCEPT DONATION: *Mr. Rambo made the motion to accept the donation from Mike Wheeler of nine Keurig Single Cup Coffee Machines to the Police Department. Ms. Port seconded the motion and it passed unanimously.*

Mr. Rambo made the motion to approve the use of the Keurig Coffee Machines for the Police Department at the discretion of the Police Chief. Ms. Port seconded the motion and it passed unanimously.

POLICE DEPT: Mr. Rambo stated he had concerned resident contact him regarding burning and called the Fire Department and there was no answer. He then stated went to the Police Department and stated that he used the emergency phone in the lobby, and it didn't work. Chief Swaidner stated that they have two phones in the lobby, one will automatically roll to dispatch and the other one does have sign that says to dial 911. Mr. Rambo asked if the Police Department has a safe room and Chief Swaidner said yes, they do. Once the door is closed it can only be opened from the inside and there is a phone in the room that will go directly to dispatch.

988 HOTLINE: Ms. Port would like the Township residents to be aware that the 988 National Suicide Prevention Lifeline is now live. She would like something on the Township's website and something to be put in the local newspaper. Ms. Port asked Chief Swaidner if they were taking any proactive measures to get the word out to residents. Chief Swaidner stated that he did order magnets with the number. Chief Swaidner stated that he looked at Department of Health and Human Services for printable posters. Stated that he did talk to Mrs. Palmer about posting a link on the Township website and once he gets the Police Department's Facebook page up, he will post information there as well. Mrs. Palmer stated that she did make a post on the Township's Facebook page with information and will be happy to post it on the website and Township newsletter. Mr. Mueller suggested to check with gas stations and Post Office to put up posters.

ACCEPT DONATION: *Ms. Port made the motion to accept the donation from Mike Wheeler of six Keurig Single Cup Coffee Machines to the Fire Department. Mr. Rambo seconded the motion and it passed unanimously.*

Ms. Port made the motion to approve the use of the Keurig Coffee Machines for the Fire Department at the discretion of the Fire Chief. Mr. Rambo seconded the motion and it passed unanimously.

Mr. Rambo made the motion to accept the donation from John Purcell of a \$150.00 Visa Gift Card to the Fire Department. Ms. Port seconded the motion and it passed unanimously.

Mr. Rambo made the motion to approve the use of the Visa Gift Card for the Fire Department at the discretion of the Fire Chief. Ms. Port seconded the motion and it passed unanimously.

Ms. Port made the motion to accept the anonymous donation of five \$50.00 Cabelas Gift Cards to the Fire Department. Mr. Rambo seconded the motion and it passed unanimously.

Ms. Port made the motion to approve the use of the Cabelas Gift Cards for the Fire Department at the discretion of the Fire Chief. Mr. Rambo seconded the motion and it passed unanimously.

Ms. Port made the motion to accept the donation to the Fire Department of a Cornhole Game won by Chief Frazier through a random drawing at the Ohio Chiefs' Conference. Mr. Rambo seconded

TOWN HALL

August 4, 2022

the motion and it passed unanimously.

Mr. Rambo made the motion to approve the use of the Cornhole Game for the Fire Department at the discretion of the Fire Chief. Ms. Port seconded the motion and it passed unanimously.

Ms. Port made the motion to accept the donation, at the request of the Fiscal Officer, from Russell Township Fire Department Incorporated & Gary Gabram of \$1,343.30 to the Fire Department. Mr. Rambo seconded the motion and it passed unanimously.

Ms. Port made the motion to approve the use of the \$1,343.30 for the Fire Department at the discretion of the Fire Chief. Mr. Rambo seconded the motion and it passed unanimously.

AMERICAN HEART ASSOC. EMS AGENCY GOLD PLUS ACHIEVEMENT AWARD: The Trustees congratulated Chief Frazier for receiving the Gold Plus Achievement Award.

Chief Frazier stated that the American Heart Association sets standards for EMS and hospitals for cardiac care. Chief Frazier stated that they need to meet certain benchmarks and it's a systems base award between EMS and the hospitals.

AED FOR ADMIN BUILDING: Ms. Port asked Chief Frazier about the status of the AED for the Admin building and the Chief said he is working on it.

ROAD PROJECTS 2023: *Mr. Rambo made the motion to send to the County Engineer for review, the following proposed road resurfacing projects for 2023: Birchmont Dr., Blackford, Clarion, Sylvan Rd, Laurel Rd, Fernwood, Spring Valley Dr, Memory La, & Hillbrook Dr (joint project w/Hunting Valley), as recommended by Road Department Superintendent Gene Layne. Ms. Port seconded the motion and it passed unanimously.*

Mrs. Walder made a comment about projections that after 2023 the Road Department may need to go out for a levy or OPWC loan to support funding for these paving projects because the current 5-year projection shows that the Township does not have the money to do that 5-year plan.

US PROTECTIVE PROPOSAL: Mr. Wrench stated that he received the updated quote yesterday with the changed language to as needed. Stated that he sent him a Standard Agreement, so once he receives that back it will go to the APA for review.

Mr. Wrench stated he is still waiting for quotes back on chain link fencing for the recycling center.

ZONING DEPT: Mr. Wrench stated they had a Zoning Commission meeting last week and Dave Dietrich attended. He has completed his rewrite and the Zoning Commission is going through chapter by chapter. Mr. Wrench stated that Mr. Dietrich is planning on coming to the August Zoning Commission meeting to continue going over the rewrite and address any questions from the Zoning Commission Board.

Ms. Port stated that Trustees received a letter from Chester Township Zoning regarding the use of short-term rental properties and asked if Zoning Commission is looking at and Mr. Wrench said they are looking into it.

Mr. Wrench stated that Geauga Trumbull sent out paperwork regarding the lack of scheduled pickups and had the Township do an 18-day time restricted audit. Jennifer Jones was looking at getting a new contract with a different hauler due to a lot of inconsistencies.

Mr. Wrench stated that vendor Visual Armor's Allen Moon was out yesterday to evaluate the placement of the cameras at the recycling center since they can't go on the utility poles. Allen is going to look at getting electric from the flagpole meter.

ONE OHIO RESOLUTION: Mrs. Walder stated that this resolution is for the Fiscal Office to create a special revenue fund for the OneOhio Opioid Settlement. Stated the Township has received the initial \$1,605.51. The resolution will permit the Fiscal Office to create the fund, receive the money into that fund and request certification by the Budget Commission. The funds will only be used per the OneOhio MOU.

Mr. Rambo made the motion to approve Resolution 2022-17 Authorizing the creation of a Special Revenue Fund for the OneOhio Opioid Settlement Fund. Ms. Port seconded the motion and it passed unanimously.

TOWN HALL

August 4, 2022

MILLER DODSON LEVEL 2 REPLACEMENT RESERVE STUDY: Mrs. Walder requested Trustee action to get the 2022 reserve study underway. Stated received terms and conditions back in May and after reviewing it there was some contract language changes and did receive back the revised proposal. Mrs. Walder stated got most of the changes requested by our legal counsel, however the agreement still does call for arbitration of disputes and limitation of liability of any claims not to exceed the amount of fee paid for the service. Mrs. Walder stated that the Township has worked with Miller Dodson on 2 previous reserve studies, and she does not have concerns regarding the terms. Her recommendation is for the Board to approve the agreement and authorize a signer.

Ms. Port made the motion to authorize the preparation of a Level 2 Update Replacement Reserve Study by Miller Dodson Associates per the proposal dated May 5, 2022, which expands the Reserve Study to include:

Road Vehicles

Police Vehicles

Fire Dept Vehicles & Apparatus;

which requires input from various department heads; and which removes the Old Fire Station from the Reserve Study; for a Reserve Study cost of \$8,855.00. Mr. Rambo seconded the motion and it passed unanimously.

AUTHORIZED SIGNATORY: RESERVE STUDY: *Ms. Port made the motion to authorize Fiscal Officer Karen Walder to act as Russell Township's authorized signatory for the Miller Dodson Reserve Study proposal, dated May 5, 2022. Mr. Rambo seconded the motion and it passed unanimously.*

OTARMA WALKTHROUGH: Mrs. Walder gave a reminder that there will be someone with OTARMA doing a walkthrough today at all locations.

OHIO ASSOCIATION of PUBLIC TREASURERS: *Ms. Port made the motion to authorize reasonable and necessary expenses for Jennifer Dorka, Jessica Ezzone, & Karen Walder to attend the OAPT Annual Public Finance Officer Training Program in October 2022. Mr. Rambo seconded the motion and it passed unanimously.*

OHIO ASSOCIATION of PUBLIC TREASURERS: *Ms. Port made the motion to authorize the annual membership renewal for Russell Township in the OAPT Association of Public Treasurers, United States and Canada, through September 30, 2023. Mr. Rambo seconded the motion and it passed unanimously.*

BUDGET COMM. PREP STRATEGIES: Mrs. Walder gave a reminder that the Budget Commission hearing is on August 15 and asked the Board if they would like any input or recommendations. Ms. Port asked for some inputs. Mrs. Walder suggested that for members that did not attend last year's hearing to read over the minutes. Do not blame the Budget Commission, the budget is the Trustee's responsibility and spending the money that has been allocated in the budget is the Trustee's responsibility as well. Mrs. Walder stated they are evaluating the budget based on reasonableness and need. In the past, the Budget Commission has had an issue with the Board passing a budget identifying a certain level of expenditures and then not following through. They look at the beginning balance based on the budget versus the actual beginning balance and will likely want to know what this Board will do differently in order to achieve a better outcome.

Mrs. Walder stated that on Monday and Tuesday the fiscal office staff will be offsite for a virtual conference.

COMMENTS FROM THE PUBLIC WERE RECEIVED

COMMUNITY MEETING ROOM: Mrs. Palmer reviewed for the board the process to engage architectural services. Mr. Wrench stated that it might be worth getting estimates on both renovating the garage and adding a detached building, as suggested by resident Chuck Campbell. Trustees offered opinions as to the cost of building versus renovating however Mrs. Walder recommended efforts be made to quantify the potential costs. Mrs. Walder stated that in the 2023 budget, they have \$310,000 allocated for this project. Mr. Rambo stated they need a more modern and convenient space that is ADA compliant. Mr. Rambo agreed to contact Strollo Architects and set up an appointment to come out and discuss the two options.

EXECUTIVE SESSION: *Ms. Port 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 unanimously.*

TOWN HALL

August 4, 2022

The meeting moved into executive session at 11:15 am.

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

The meeting moved in regular session at 11:30 am.

PARAMEDIC CONTRACT/TUITION LOAN AGREEMENT: *Mr. Rambo made the motion, at the recommendation of Chief Frazier, to enter into a Tuition Loan Agreement with Mr. Drake W. Force for his 2022-2023 UH Geauga Medical Center Paramedic Program training and certification, approved as to form by the Geauga County Prosecutor's Office. Ms. Port seconded the motion and it passed unanimously.*

POLICE PROMOTION: *Mr. Rambo made the motion to promote Police Officer Scott Lillash to the position of Lieutenant, and full-time police officer and constable, with the Russell Township Police Department. The conditions of employment are as follows: The official starting date is August 16, 2022. Pay scale will be per year based on Salary Schedule 35a. A one-year probationary period commences on the official starting date. Ms. Port seconded the motion and it passed unanimously.*

Mr. Rambo made the motion to promote Police Officer Vincent Valerio to the position of Sergeant, and full-time police officer and constable, with the Russell Township Police Department. The conditions of employment are as follows: The official starting date is August 16, 2022. Pay scale will be per year based on Salary Schedule 35a. A one-year probationary period commences on the official starting date. Ms. Port seconded the motion and it passed unanimously.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 11:33 am.

Jim Mueller, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone