

RUSSELL TOWN HALL

September 15, 2022

The meeting was called to order at 6:00 pm. Trustees Mueller, Port and Rambo were present. The Board Administrator Melissa Palmer was also present.

Fiscal Officer Karen Walder was absent.

Pledge of Allegiance was said.

**CLERK PRO TEM:** In the absence of a Fiscal Officer, Board of Trustees Chair Jim Mueller appoints Jennifer Dorka to serve as clerk pro tem.

**MINUTES:** *Mr. Rambo made the motion to accept the minutes of the Special Meeting held at 1 pm on September 1, 2022, as presented. Ms. Port seconded the motion and it passed unanimously.*

**MINUTES:** *Mr. Rambo made the motion to accept the minutes of the Regular Meeting held at 2 pm on September 1, 2022, as presented. Ms. Port seconded the motion and it passed unanimously.*

**ACCEPT DONATION:** *Ms. Port made the motion to accept the donation from Laurel School of a \$50.00 Giant Eagle Gift Card to the Police Department. Mr. Rambo seconded the motion and it passed unanimously.*

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

**FACILITIES:** There is no update on the agreement with US Protective Services. There has been no response from them. Mr. Rambo would like to investigate other companies since they can't respond. The Trustees have instructed Mrs. Palmer to reach out to them and see if they have issues with the contract, or what the delay in responding is.

Mr. Mueller would like to have Strollo attend the October 6<sup>th</sup> meeting and present the drawings for the new community meeting room. He would also like to talk with the Police Chief about the safety at the elementary school.

**FENCE: SURVEYING:** *Ms. Port made the motion, at the request of the Facilities Manager, to approve the Boundary Survey work at 14921 Chillicothe Road, Parcel 26-705500, per the quote emailed to Shane Wrench dated September 14, 2022, from Schwartz Land Surveying, Inc, for the amount of \$1,000.00, pending certification by the Fiscal Office. Mr. Rambo seconded the motion and it passed unanimously.*

**AUTHORIZED SIGNATORY: SCHWARTZ:** *Mr. Rambo made the motion to authorize Matt Rambo to act as Russell Township's authorized signatory for Schwartz Land Surveying, Inc, for boundary survey work at 14921 Chillicothe Road, Parcel #26-705500, per the quote emailed to Shane Wrench dated September 14, 2022. Ms. Port seconded the motion and it passed unanimously.*

**ROAD DEPARTMENT:** Mrs. Palmer advised the Trustees that the response for the senior scrap pickup has been overwhelmingly great. The Road Department is very busy and handling the event very well. The regular scrap drop off will be Saturday and all departments are encouraged to show support for the township and Road Department by attending and helping however they can.

**PARKS:** The trustees were advised that the 511 Citizens' Park has made their yearly lease payment and provided the township with an updated copy of their insurance for the property.

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**AUTHORIZED SIGNATORY: TRC:** *Mr. Rambo made the motion to authorize Matt Rambo to act as Russell Township's authorized signatory for TRC Landscape Services Inc chain link fencing estimate #59816 for the Recycling Center, dated August 24, 2022. Ms. Port seconded the motion and it passed unanimously.*

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

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

The board discussed giving the 511 Park funding for 2022. Trustee Port would like to wait until the Fiscal Officer can tell her exactly how much more money the township is receiving from the local government fund now that the parks are not receiving any funding. She would like to also give funding to the 1545 park district in Russell. Mr. Rambo would like much documentation from the 1545, and for them to ask for funding before the trustees just give out money.

Mrs. Palmer advised the trustees that the email switch with ADP will be happening soon, and they will need to be available for email setup. Once everyone is switched over to the new service all departments will be responsible for the funds for all help desk calls, they make.

**WRLC STEWARDSHIP LETTER: WEST RIVER DR I:** *Ms. Port made the motion to authorize a second letter, in conjunction with Western Reserve Land Conservancy, to Lester McGrotty, owner of 8236 West River Dr., AND Amy Johnson, owner of 8218 West River Dr., regarding the mowing encroachments on township property which violate the terms of the conservation easement on the Upper Chagrin Preserve property. Mr. Rambo seconded the motion and it passed unanimously.*

**EXECUTIVE SESSION:** *Mr. Rambo made the motion to move into executive session to discuss the employment and compensation of a 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 6:39 pm.

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

The meeting moved into regular session at 6:45 pm.

**FIRE DEPARTMENT PARAMEDIC:** *Ms. Port made the motion to approve the move of Mr. Jarrod Fritz from EMT to part-time Paramedic, at the starting rate per Salary Schedule 35a, due to his successful completion of the Paramedic Program, effective September 16, 2022. Mr. Rambo seconded the motion and it passed unanimously.*

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

The meeting was adjourned at 6:46 pm.

James Mueller, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka