

RUSSELL TOWN HALL

October 20, 2022

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

The following Department Heads were present: Zoning Inspector Shane Wrench.

Pledge of Allegiance was said.

QUARTERLY REPORTS: *Mr. Rambo made the motion to acknowledge receipt of the 3rd Quarter 2022 departmental reports from Fire, Road, Facilities, & Zoning. Ms. Port seconded the motion and it passed unanimously.*

POLICE WINDSTREAM KINETIC INTERNET: *Ms. Port made the motion to amend the existing service agreement between Russell Twp and Windstream based on Quote #2516947 dated September 29, 2022, which provides for internet service for the Police Station for a 2-year term with total recurring charges of \$126.99 per month. Mr. Rambo seconded the motion and it passed unanimously.*

WINDSTREAM KINETIC INTERNET: AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to authorize Jim Mueller to act as authorized signatory for the Police Department's Kinetic Internet agreement. Ms. Port seconded the motion and it passed unanimously.*

SNOWPLOW BID: TOWNSHIP LOTS: *Mr. Rambo made the motion to accept the proposals dated September 28, 2022, for snowplowing services by CJ Landscape LLC on a seasonal contract basis at the Russell Township Administration (\$2,640.00), Fire Department (\$3,480.00), Recycling Center (\$2,370.00), and Police Department (\$2,268.00) lots for the 2022/2023 season with 24 hour per day service. Ms. Port seconded the motion and it passed unanimously.*

SNOWPLOW: AUTHORIZED SIGNATORY: *Mr. Rambo made the motion to accept the proposal from CJ Landscape LLC and authorize Jim Mueller to act as authorized signatory for the CJ Landscape LLC agreement dated September 28, 2022. Ms. Port seconded the motion and it passed unanimously.*

US PROTECTIVE STANDARD AGREEMENT: *Ms. Port made the motion to enter into an agreement between the Russell Township Board of Trustees and US Protective Services, of Cleveland Ohio, for the installation of fire alarm control panel upgrades with cellular additions for an amount of \$12,160.00 and monthly monitoring service fees of \$28.75 for each of the three control panels (one panel each located at the Administration Building, Town Hall, & Road Dept.) Mr. Rambo seconded the motion and it passed unanimously.*

AEDs: *Mr. Rambo made the motion to authorize the installation of Lifepak CR2 defibrillators and cabinets in the Administration Building and Road Department per Quote #10589174 from Stryker, dated September 27, 2022, for a cost of \$4,371.38 to be paid by the General Fund, pending certification by the Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.*

FEMA RADIO GRANT AUDIT FEES: *Ms. Port made the motion to authorize the expenditure of funds totaling \$214.95 to Chester Township for the purpose of paying Russell Township's 1/7th share of the audit incurred due to the Fire Department's successful participation in the 2021 group FEMA Radio Grant. Mr. Rambo seconded the motion and it passed unanimously.*

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CERTIFICATE OF ESTIM RESOURCES: *Mr. Rambo made the motion to accept the Certificate of Estimated Resources, Amendment #4, with a total amount of \$15,479,629.10 for Russell Township for the fiscal year beginning January 1, 2022, as approved by the Budget Commission, and dated October 3, 2022. Ms. Port seconded the motion and it passed unanimously.*

SUPPLEMENTAL APPROPRIATION 2022: *Mr. Rambo made the motion to adopt the Supplemental Township Annual Appropriation Resolution 2022-21 to provide for the additional sums (SUPPLEMENTAL: \$120,899.38) to be set aside and appropriated:*

\$ 2,600.00 in 1000 General Fund

\$66,700.00 in 2081 Police Fund

\$48,200.00 in 2111 Fire District Fund

\$ 3,399.38 in 2902 Fire/FEMA/EMS Grant Fund

for the fiscal year ending December 31, 2022, as recommended by the Fiscal Officer. Ms. Port seconded the motion and it passed unanimously.

2023 HEALTH CARE RENEWAL: Mrs. Walder advised the board that the 2023 budget accounted for a 30% increase in healthcare premiums. The renewal that Medical Mutual offered the township is a 24-month renewal at a 9.5% premium increase. Mrs. Walder recommended that the Trustees take this renewal offer, and also to revisit deductibles once she receives the options from Medical Mutual.

Ms. Port made the motion to accept the special renewal option from Medical Mutual locking the township in for a 24-month period at a 9.5% increase from our 2022 premium rates (all Medical Mutual benefits remain the same) effective at 2023 renewal date. Mr. Rambo seconded the motion and it passed unanimously.

AUTHORIZATION FOR FO: *Mr. Rambo made the motion for the Fiscal Officer to act as signatory and executor for the Medical Mutual Health Care agreement. Ms. Port seconded the motion and it passed unanimously.*

POLICE VEHICLE 2023: *Mr. Rambo made the motion to approve the purchase of a 2023 Ford Police Interceptor Utility for the amount of \$46,401.00 from Statewide Ford Lincoln of Van Wert, Ohio, plus shipping, equipment purchase, & installation equipment & graphics by Hall Public Safety for a cost of \$15,854.35, for a final cost of \$62,255.35, per the October 14, 2022, letter from Chief Swaidner. Ms. Port seconded the motion and it passed unanimously.*

Mr. Rambo stepped out of the meeting at 6:29 pm.

RESERVE FUND TRANSFER 2022: The Fiscal Officer explained that this is the yearly transfer of funds to the reserve accounts, and if approved will happen by the end of the year.

Ms. Port made the motion to adopt Resolution 2022-20, a resolution requesting the annual transfer of capital projects funds pursuant to and as allowed by ORC 5705.13(C), as recommended by the Fiscal Officer. Mr. Muller seconded the motion and it passed.

The vote: Ms. Port - Yes, Mr. Mueller – Yes.

Mrs. Walder advised the board that the PA Turnpike payment issue has been resolved. The township owed the money for tolls, and it has been paid.

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Mrs. Walder told the board that she received the draft for the new reserve study but has not has time to review it. She will be sending it to the department heads and the trustees in the next few days for them to review.

The Fiscal Officer is expecting a pay request from the Engineer's office for the road paving, and that will be ready for the next trustee meeting.

Mrs. Walder shared take aways from her staff that attended the OAPT fall conference. Team building and communication was a major topic, banking options for real time payments, and the importance of having an overall township plan.

Mrs. Walder advised the trustees that the Fiscal Office had their first team building session and review DISC styles for everyone and how better to work with styles other than your own.

The Fiscal Officer advised the trustees that the gas energy broker they signed with updated her on the current rate the township is paying, which is \$2.99, compared to the current rate is \$9.49, which is a major savings for the township. The agreement goes through next August.

The board was advised that the last payment for the Fire Station bond was paid.

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

The vote: Ms. Port - Yes, Mr. Mueller – Yes.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

Mr. Rambo rejoined the meeting.

The board discussed the 511 Park and the request for an early renewal of the lease of township property, they also discussed the need for the 1545 Park to receive funding for next year; allowing Mr. Hare to speak on behalf of the 1545 Park. The board would like to have a representative from each Park District at the next trustee meeting to discuss funding for 2023.

OTARMA RECOMMENDATIONS: VEHICLES, ECT.: The Board Administrator advised the Trustees that they still have a long to do list of recommended action from OTARMA. They need to complete the recommendations from the insurance company and reply to their letter with a list of the action that were taken. Trustee Rambo indicated he would work on the recent statement of action taken.

LEADERSHIP GEAUGA EVENT SPONSORSHIP: Police Chief Mr. Swaidner asked the board if they would consider sponsoring his topic day for the Leadership Geauga Adult Program.

Mr. Rambo made the motion to authorize the expenditure of \$500.00 to support the Leadership Geauga Education Day activities scheduled for November 18, 2022, at the request of Police Chief Tom Swaidner. Mr. Mueller seconded the motion and it passed.

The vote: Mr. Rambo – Yes, Ms. Port – No, Mr. Mueller – Yes.

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EXECUTIVE SESSION: *Ms. Port 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). Mr. Rambo seconded the motion and it passed unanimously.*

The meeting moved into executive session at 6:57 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 7:33 pm.

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

The meeting was adjourned at 7:34 pm.

James Mueller, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka