

RUSSELL TOWN HALL

April 18, 2024

The meeting was called to order at 7:00 p.m. Trustees Port, Rambo and Mueller were present. The Board Administrator and the Fiscal Officer were also present.

The following Department Heads were present: Chief Tom Swaidner. Police Lt. Scott Lillash was also in attendance.

**SWEARING IN CEREMONY:** Officers Matthew Less & Evan Smythe.

**MINUTES:** *Mr. Rambo made the motion to accept the minutes of the Regular Meeting held on April 4, 2024, as presented. Mr. Mueller seconded the motion and it passed unanimously.*

**QUARTERLY REPORTS:** *Mr. Rambo made the motion to accept the 1<sup>st</sup> Quarter 2024 departmental reports from Fire, Police, Road, Facilities, & Zoning. Mr. Mueller seconded the motion and it passed unanimously.*

**CEMETERY COMPLAINT:** Resident Melinda Redding told the board about a large amount of water in the area of her deceased husband's grave. She walks through the water to sit on the bench headstone she had placed to visit her husband. There is also standing water on the marble slab under the bench (which is flush with the ground). Mrs. Redding read a statement she prepared and showed a video of her walking through the cemetery. She told the board she is distressed by this matter and won't stop until the issue is resolved or she will move her husband. Trustee Port noted that this spring has been unusually wet and advised that she has been in communication with Chagrin River Watershed Partners, and they suggested looking into Federal grants, and/or plants that could be planted in the cemetery to absorb the water. Trustee Rambo would like to add fill to that entire area and raise the ground level in the hope that the water will drain. The board will need to consult the Road Superintendent before any action is taken but committed to "do what we can".

**HILLBROOK LANDSLIDE:** The board advised that the township is waiting to hear from the County Engineer before they can move forward with fixing the road, and it will remain closed for the time being.

**RESOLUTION 2024-14: ODOT ROAD SALT CONTRACT:** *Mr. Mueller made the motion to approve Resolution 2024-14, authorizing participation in the Ohio Department of Transportation Road Salt Contract. Mr. Rambo seconded the motion and it passed unanimously.*

**ODOT ROAD SALT CONTRACT: AUTHORIZATIONS:** *Mr. Mueller made the motion to authorize Fiscal Officer Karen Walder to act as agent in the name of Russell Township and Gene Layne to act as the ordering contact for participation in the Ohio Department of Transportation's Road Salt Contract. Mr. Rambo seconded the motion and it passed unanimously.*

**COMMUNITY BUILDING: APPLICATION FOR PAYMENT #1:** *Mr. Rambo made the motion to approve Application No. 1 for Payment for the Community Meeting Building, invoice date 4/2/2024, in the amount of \$91,298.48 to ACM Construction Management LLC, as recommended by David Roose, Project Manager, Strollo Architects, in an email to Karen Walder, dated April 11, 2024. Ms. Port seconded the motion and it passed unanimously.*

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**DISPOSITION OF PROPERTY: FISCAL OFFICE & TRUSTEES:** *Mr. Rambo made the motion to dispose of township property listed in the document from Jennifer Dorka sent to the trustees with the subject "Disposal List" dated April 11, 2024, as each item identified is not needed for public use, is obsolete, or is unfit for public use. Mr. Mueller seconded the motion and it passed unanimously.*

**AMENDED CERTIFICATE:** *Mr. Mueller made the motion to accept the Amended Certificate of Estimated Resources #2, for Russell Township for the fiscal year beginning January 1, 2024, dated April 1st, 2024, and re-signed by the Budget Commission on April 15<sup>th</sup>, 2024, to correct a math error. Mr. Rambo seconded the motion and it passed unanimously.*

**AMENDED CERTIFICATE:** *Mr. Mueller made the motion to accept the Amended Certificate of Estimated Resources #3 for Russell Township for the fiscal year beginning January 1, 2024, dated April 15<sup>th</sup>, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

**SUPPLEMENTAL APPROPRIATION #3: RESOLUTION 2024-15:** *Mr. Rambo made the motion to adopt the Supplemental Township Annual Appropriation #3, Resolution 2024-15, to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2024, as recommended by the Fiscal Officer. Mr. Mueller seconded the motion and it passed unanimously.*

**OHIO ASSOCIATION of PUBLIC TREASURERS:** *Mr. Rambo made the motion to authorize reasonable and necessary expenses for up to three Fiscal Office members to attend the OAPT Annual Fiscal Officer Training Program from June 6-7, 2024, in Sandusky, Ohio. Mr. Mueller seconded the motion and it passed unanimously.*

**FISCAL OFFICER'S REPORT:** The Fiscal Officer updated the Board that all the ARPA funds have been spent and the 2024 annual report has been submitted.

*Mr. Rambo made the motion to acknowledge receipt of the 1<sup>st</sup> Quarter 2024 report from the Russell Township Fiscal Officer.  
Mr. Mueller seconded the motion and it passed unanimously.*

The Fiscal Officer advised the Board that she has sent an email about the 2025 budget, and encouraged anyone who has questions to reach out to her.

Mrs. Walder updated the board that due to Jessica Ezzone attending the Ohio Safety Congress conference the yearly requirements for the BWC One Claim Program have been met.

**BANK RECONCILIATION & FINANCIAL REPORTS:** *Mr. Rambo made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for March 2024, as submitted by Fiscal Officer Karen Walder. Mr. Mueller seconded the motion and it passed unanimously.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

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**COMMUNITY BUILDING:** Trustee Rambo reported that there is a construction meeting onsite Monday morning, and the inspector is supposed to be onsite Monday or Tuesday to study the soil samples. He also updated the Board on the sewer tie in, IT/AV challenges that are being worked through, and noted that the wet weather has resulted in the Contractor using up all the "float" days in the schedule.

**POLICY MANUAL:** The Board Administrator advised the Board that the Policy Manual committee has given suggestions to Clemans-Nelson for the Policy Manual revision/update, and Clemans-Nelson will be updating and reviewing the manual. They will have an update by the end of April.

Clemans-Nelson will also have an update on the township job descriptions by the end of April.

**ADP:** An ADP representative will be working remotely from the Administration building Wednesdays and Fridays starting next week. This will be to handle all "help desk" related items in the Administration building and to coordinate the I.T. components and installation of equipment for the new building.

**SENIOR CITIZENS DINNER:** The board received an invitation to the West Geauga Senior Citizens Dinner on May 8, 2024, starting at 4:30 p.m. They are invited to volunteer and help serve meals to show appreciation for the County's Senior Citizens.

**MEMORIAL DAY:** The Board Administrator advised the Trustees that Memorial Day is fast approaching, and some work has been done to prepare the cemetery and update the list of veterans but recommended that the Board reach out to Mary Mobilia and Jean Schroder to get planning on the annual Memorial Day gathering. A suggestion for the Trustees to call the V.A. office to help the board determine the proper order for the ceremony was made by the Police Chief.

**RESOLUTION OF CONGRATULATIONS:** *Mr. Mueller made the motion to adopt Resolution 2024-16, a Resolution of Congratulations to Girl Scout Gold Award Recipient Contessa Wilson. Ms. Port seconded the motion and it passed unanimously.*

**PROTECT & SHRED:** The Board Administrator advised the Board that a fall community shred event will be the same date and time as the Township scrap tire collection. Both events will be held at the Road Department.

*Mr. Rambo made the motion to approve the township Document Shredding Event to be scheduled with Protect & Shred for an amount up to \$800.00, terms per the email from Jennifer Dorka to Melissa Palmer dated April 17, 2024. Mr. Mueller 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). Mr. Mueller seconded the motion and it passed unanimously.*

The meeting moved into executive session at 8:17 p.m.

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

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The meeting moved into regular session at 8:26 p.m.

**VACATION BUYBACK:** *Mr. Rambo made the motion to accept the Memorandum of Understanding, signed on April 3, 2024, by local OPBA representative Vince Valerio, to approve payment for the equivalent of 200 hours of vacation for employee Todd Owen. Mr. Mueller seconded the motion and it passed unanimously.*

**PARK BOARD APPOINTMENT:** *Mr. Rambo made the motion to reappoint Perry Howland to the 3-year volunteer term of Russell Citizens' Park District (ORC 511) expiring the second Monday in May 2027. Mr. Mueller seconded the motion and it passed unanimously.*

**ACCEPT RESIGNATION:** *Mr. Mueller made the motion to accept the resignation of Police Officer & Constable Neil Nemetz from the Russell Township Police Department, effective April 10, 2024. Mr. Rambo seconded the motion and it passed unanimously.*

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

The meeting was adjourned at 8:28 p.m.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka