

COMMUNITY ROOM

October 1, 2026

The meeting was called to order at 2:30 pm. by Chairperson Hare. Trustee Heutmayer were present, Trustee Port was absent. Fiscal Officer Mr. Brown, Assistant to the Fiscal Officer Mrs. Skrovan-DeYoung and Board Administrator Mr. Dovsek were present.

The following Department Heads were present: Road Superintendent Mr. Maltese, Police Chief Swaidner, Fire Chief Frazier, Asst. Fire Chief Sambula, Zoning Inspector Mr. Kolk and Zoning Secretary Mrs. Guyer.

The Pledge of Allegiance was said.

PUBLIC HEARING: ZONING AMENDMENT: *Mr. Hare made the motion to open the public hearing at 2:35 pm. on Zoning Resolution Amendment Number ZC2026-1. Mrs. Heutmayer seconded the motion, and the votes are as follows: Mrs. Heutmayer Yes; Ms. Port Absent; Mr. Hare Yes, and the motion passed.*

Zoning Commission Chairperson Mr. Barry Rogers addressed the Trustees to explain that following a major revision in 2025, the Commission now performs regular annual updates. The current revision (ZC2026-1) incorporates minor changes from state-level updates, court rulings, and revised definitions.

Mr. Hare made the motion to close the public hearing. Mrs. Heutmayer seconded the motion, and the votes are as follows: Mrs. Heutmayer Yes; Ms. Port Absent; Mr. Hare Yes, and the motion passed.

Mrs. Heutmayer made the motion to accept the recommendations of the Russell Township Zoning Commission and adopt Russell Township Zoning Resolution Amendment No. ZC2026-1. Mr. Hare seconded the motion, and the votes are as follows: Mrs. Heutmayer Yes; Ms. Port Absent; Mr. Hare Yes, and the motion passed.

MEETING MINUTES: *Mrs. Heutmayer made the motion to accept the Minutes of the Special Meeting, held on August 18, 2026, as presented by the Fiscal Office. Mr. Hare seconded the motion, and it passed.*

MEETING MINUTES: *Mr. Hare made the motion to accept the Minutes of the Regular Meeting, held on August 20, 2026, as presented by the Fiscal Office. Mrs. Heutmayer seconded the motion, and it passed.*

ROAD DEPT: UTILITY TRUCK PURCHASE: Mr. Maltese stated that this purchase had been discussed previously, will be funded via the gas tax fund and was ready for execution.

Mr. Hare made the motion to approve the purchase of a utility truck with a plow from Classic Chevrolet for \$78,113 in accordance with the May 7, 2026 proposal. Mrs. Heutmayer seconded the motion, and it passed.

ROAD DEPT: ROOFING ESTIMATE: *Mrs. Heutmayer made the motion to approve \$32,436 for the Road Department roof repair and waterproofing by MK Roofing & Construction per the estimate dated September 8, 2026. Mr. Hare seconded the motion, and it passed.*

This roofing project will be funded using the Road Capital Reserve funds which are included in the supplemental appropriation resolution.

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ROAD DEPT: AUTHORIZED SIGNATORY: *Mrs. Heutmaker made the motion to authorize Chairperson Christopher Hare as the designated signatory for the MK Roofing & Construction TPO Estimate & Service Contract, and to authorize Giovanni Maltese as the designated signatory for the MK Roofing & Construction Payment Agreement on behalf of the Russell Township Board of Trustees. Mr. Hare seconded the motion, and it passed.*

ROAD DEPT: ROAD SEALING: Mr. Maltese explained the crack sealing is targeted to begin in mid-October 2026, focusing on cost-effective maintenance for eligible streets. Further discussion regarding pavement condition rating (PCR) options: physical assessments from Verdanas of \$29,000 or GPD Group of \$25,000 versus an AI-based subscription model from Violytics of a \$4,750 startup plus an annual cost of \$11,750. Preferences were toward the AI approach due to real-time data and budgeting support. The potential to piggyback on a future county AI contract was also noted. The idea of establishing a dedicated paving reserve account to roll over funds for larger projects was discussed. This potential project would most likely be funded using Road funds and some General Fund monies.

ROAD DEPT: MAILBOX POLICY: A need was identified to draft a uniform township policy for mailboxes, particularly regarding ornate/concrete structures and replacement standards, to align with county expectations.

ROAD DEPT: OPWC FUNDING (HEMLOCK ROAD): The township's application for \$209,000 was only partially funded with a \$100,000 award. The board has between October 15 and December 14, 2026, to decide whether to accept the partial funds or defer and reapply next year.

ROAD DEPT: LARSON ARCHITECTS STUDY: A proposal from Larson Architects for \$9,900 plus possible ancillary costs of \$500 more to update our current Miller-Dodson study for a facility assessment on our Road Dept. building was debated. One trustee supported the data-driven approach to satisfy the Budget Commission concerns, while another trustee was hesitant, preferring to execute critical repairs (roof, electrical) first and revisit the study next year.

POLICE: DISPOSITION OF PROPERTY VIA GOVDEAL: *Mrs. Heutmaker made the motion, at the recommendation of the Police Chief, to dispose of the property identified in the email entitled "GovDeals Items for Approval" sent from Chief Swaidner to the Trustees on September 28, 2026, as the asset items no longer needed for public use, are obsolete or unfit for public use. Mr. Hare seconded the motion, and it passed.*

FIRE DEPT: Asst. Fire Chief Sambula stated the department completed a regional extrication training event. Plans are underway for the 75th Anniversary Open House on Sunday, November 1, 2026, at 10:00 am.

FACILITIES: GENERATOR(S) MAINTENANCE: Board Administrator Mr. Dovsek explained plans to perform maintenance on generators across all township buildings except for the Police Department's building generator which has already been serviced.

Mr. Hare made the motion to authorize Christopher Hare as the designated signatory of the W.W. Williams Company service agreement for \$2,305 this year for the annual maintenance of Township generators. Mrs. Heutmaker seconded the motion, and it passed. Trustees would request a per-unit cost breakdown.

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FACILITIES: COMMUNITY EVENT FACILITY AMENITIES: Board Administrator Mr. Dovsek, responding to renter feedback, requested purchasing a basic refrigerator for use by renters and the Board of Election volunteers on Election Day at the Community Room. The Trustee's board supports the purchase of a basic refrigerator for the event space, aiming to have it in place by Election Day, November 5, 2026, and maybe even a microwave.

FACILITIES: EQUIPMENT INVENTORY: It was noted that the insurance premium could be reduced if equipment is removed from the inventory list.

ZOING DEPT: CELL TOWER: There was discussion on cell tower locations and current regulations. The Township will await a response from APA and county on federal/state preemption on how best to consolidate guidance on cell tower regulations.

FISCAL OFFICE: FISCAL TRANSPARENCY & REPORTING: A significant discussion was held between the Board of Trustees and Fiscal Officer Brown on improving fiscal transparency. Trustees requested line-by-line appropriation vs. actuals reports for third quarter 2026 to prepare for year-end. The failure of a printer highlighted the need for soft-copy distribution. The potential integration of ClearGov with the UAN system was discussed to provide near real-time, self-serve access to financial data for department heads and trustees, reducing friction and addressing resident complaints about the timeliness of quarterly reports.

COMMENTS FROM THE PUBLIC WERE RECEIVED

UNFINISHED BUSINESS: 2027 TOWNSHIP EDUCATION SUBSCRIPTION (OTA): The value of the Ohio Township Association (OTA) subscription was affirmed by multiple attendees, and its renewal for 2027 was flagged for a future decision.

RESOLUTION FOR CONSIDERATION OF SUPPLEMENTAL APPROPRIATIONS – 2026-36: *Mrs. Heutmaker made the motion to approve and adopt Resolution 2026-36, a Resolution for supplemental appropriations. Mr. Hare seconded the motion, and it passed.*

RESOLUTION WITH INTENT TO ADOPT NEW CYBERSECURITY POLICY – 2026-37: *Mr. Hare made the motion to approve and adopt Resolution 2026-37, a Resolution to rescind & replace Resolution No. 2025-25 with a new township-wide cybersecurity policy, pursuant to O.R.C. § 9.64. Mrs. Heutmaker seconded the motion, and it passed.*

RESOLUTION OF COMMENDATION – 2026-38: *Mrs. Heutmaker made the motion to approve and adopt Resolution 2026-38, a Resolution of Commendation and Appreciation for Sergeant Vincent A. Valerio. Mr. Hare seconded the motion, and it passed.*

RESOLUTION TO ACCEPT THE AMOUNTS & RATES BY THE COUNTY BUDGET COMMISSION – 2026-39: *Mr. Hare made the motion to approve and adopt Resolution 2026-39, a Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Mrs. Heutmaker seconded the motion, and it passed.*

LEGAL COUNSEL USAGE POLICY: A draft copy was introduced to govern the engagement of private legal counsel, requiring a written recusal from standard counsel and a formal board vote before any engagement. A debate arose over who should make an introductory call to a new firm.

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Mr. Hare made the motion to authorize Board Administrator Warren Dovsek to make an introductory phone call to the private law firm in order to maintain control and manage costs. Mrs. Heutmayer seconded the motion, and it passed.

EXECUTIVE SESSION: *Mr. Hare made the motion to move into executive session to discuss the employment and compensation of public employees pursuant to ORC §121.22 (G) (1). Mrs. Heutmayer seconded the motion, and it passed. No one was invited into executive session.*

The meeting moved into executive session at 3:52 pm.

Mr. Hare made the motion to return to regular session. Mrs. Heutmayer seconded the motion, and it passed.

The meeting moved back into regular session at 4:03 pm.

INSURANCE RENEWAL: *Mr. Hare made the motion to authorize the Fiscal Officer to proceed with OTARMA for renewal of the general liability insurance not to exceed \$90,000 for 2027. Mrs. Heutmayer seconded the motion, and it passed.*

ROAD DEPARTMENT FOREMAN RECOMMENDATION: *Mr. Hare made the motion to approve the Road Superintendent's recommendation for the promotion of Matt Romagni to full-time Road Foreman, at a rate of \$36.50 per hour, in accordance with Salary Schedule 47, effective November 1, 2026. Mrs. Heutmayer seconded the motion, and it passed.*

ROAD DEPARTMENT ROADWORKER IIC RECOMMENDATION: *Mrs. Heutmayer made the motion to approve the Road Superintendent's recommendation for the hiring of Michael Lynch to full-time Roadworker IIC, at a rate of \$28.38 per hour, in accordance with Salary Schedule 47, effective November 1, 2026, contingent upon the passing of a pre-employment drug test. Mr. Hare seconded the motion, and it passed.*

POLICE – VACATION BUYBACK: *Mr. Hare made the motion to approve payment for the equivalent of 120 hours of vacation for Police Chief Swaidner, therein reducing his outstanding paid vacation leave to 120 hours. Mrs. Heutmayer seconded the motion, and it passed.*

Mr. Hare made the motion to adjourn. Mrs. Heutmayer seconded the motion, and it passed.

The meeting was adjourned at 4:09 pm.

Christopher Hare, Chair

Jonathan A. Brown, Fiscal Officer

Recorded by: S. Skrovan-DeYoung
Notice of AI Transcription Use