TOWNSHIP TRUSTEES REGULAR

COMMUNITY ROOM October 15, 2026

The meeting was called to order at 6:00 pm. by Chairperson Hare. Trustee Heutmaker and Trustee Port were present. Fiscal Officer Brown, Assistant to the Fiscal Officer Mrs. Skrovan-DeYoung & Board Administrator Mr. Dovsek were present.

The following Department Heads were present: Fire Chief Frazier, Zoning Inspector Mr. Kolk and Zoning Secretary Mrs. Guyer.

The Pledge of Allegiance was said.

Chairperson Hare welcomed Trustee Port back, acknowledging her recovery.

Chairperson Hare recognized Melinda Redding for her dedication in community service particularly with Veteran's advocacy. Mrs. Redding produced a film titled, "My Father, My Hero", which was acknowledged by the Chagrin Valley Film Festival. The film tells the story of her father, who was a Japanese prisoner of war. Her husband was a Vietnam War veteran. Melinda volunteers with Reads Across America and speaks at schools and public events about veterans, prisoners of war, and veteran families.

MEETING MINUTES: *Ms. Port made the motion to accept the Minutes of the Regular Meeting, held on September 3, 2026, as presented by the Fiscal Office. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

MEETING MINUTES: *Ms. Port made the motion to accept the Minutes of the Special Meeting, held on September 14, 2026, as presented by the Fiscal Office. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

MEETING MINUTES: *Mrs. Heutmaker made the motion to accept the Minutes of the Regular Meeting, held on September 17, 2026, as presented by the Fiscal Office. Ms. Port seconded the motion, and it passed unanimously.*

MEETING MINUTES: *Mrs. Heutmaker made the motion to accept the Minutes of the Special Meeting, held on September 24, 2026, as presented by the Fiscal Office. Ms. Port seconded the motion, and it passed with Ms. Port abstaining.*

MEETING MINUTES: *Mrs. Heutmaker made the motion to accept the Minutes of the Regular Meeting, held on October 1, 2026, as presented by the Fiscal Office. Ms. Port seconded the motion, and it passed with Ms. Port abstaining.*

BANK RECONCILIATION & FINANCIAL REPORTS: *Ms. Port made the motion to acknowledge receipt of the bank reconciliation and financial reports as presented by the Fiscal Office. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

ROAD DEPT – CHANGE ORDER NO. 1 [KARVO]: *Ms. Port made the motion, upon the recommendation of the Geauga County Engineer, to approve Change Order No. 1 & Final for the Asphalt Resurfacing of Various Roads – Project RS-RUS-V-2026, which order reflects total additions of $44,776.03 and total deductions of $21,310.00, resulting in a net increase of $23,466.03, bringing the Karvo Companies, Inc., contract to a new net value of $607,675.23, as outlined in the letter from the Geauga County Engineer's Office, dated September 29, 2026. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

ROAD DEPT – SIGNATORY [KARVO]: *Ms. Port made the motion to authorize Christopher Hare to sign Change Order No. 1, dated September 29, 2026, to the Karvo Companies, Inc., Contract for the Asphalt Resurfacing of Various Roads Project, on behalf of the Russell Township Board of Trustees. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

ROAD DEPT – APPLICATION FOR PAYMENT NO. 2 [KARVO]: *Mrs. Heutmaker made the motion to approve Application for Payment No. 2 for the Asphalt Resurfacing of Various Roads Project, dated September 29, 2026, in the amount of $259,036.43 to Karvo Companies, Inc., as requested by the Geauga County Engineer. Ms. Port seconded the motion, and it passed unanimously.*

Ms. Port made the motion to accept the application for 13603 County Line Road per the recommendation from the Geauga County Engineer's office, subject to zoning review. Mrs. Heutmaker seconded the motion, and it passed unanimously.

FIRE DEPT: *Mrs. Heutmaker made the motion to approve the "Leasing 2" Finance Agreement for the PennCare/Braun Ambulance, for an amount financed of $367,964.00, at a rate of 5.59%, for a 5-year term, per the Lease Purchase Agreement, dated October 7, 2026, contingent upon the final approval as to form from the Prosecutor's Office. Ms. Port seconded the motion, and it passed unanimously.*

Fire Chief Frazier noted that he had checked with other banks for financing; Key Bank was not interested, and Chase Bank would not lend below $1 million. The new ambulance is expected to be manufactured and delivered around the end of May 2027.

FIRE DEPT – LEASING 2 SIGNATORY: *Ms. Port made the motion to designate **Christopher Hare** as the authorized representative to sign the "Leasing 2" Finance Agreement for the PennCare/Braun Ambulance, on behalf of the Russell Township Board of Trustees. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

FACILITIES AND ELECTION DAY READINESS: Trustees favored maintaining in-office coverage for Election Day rather than closing the township offices and having personnel work remotely from home. There was discussion about using limited garage space for parking employee vehicles to keep the parking lot clear for those coming to vote. Staff will work on Election Day including fiscal, zoning and township administration.

Trustees discussed the need for a community room refrigerator before Election Day. The preference is for a regular or apartment-sized one over a mini-fridge. There was discussion about moving the microwave from the Town Hall to the community room for Election Day, but Trustees noted it may be needed at the Town Hall.

Ms. Port made the motion to authorize the Township Administrator, Warren Dovsek, to purchase a refrigerator for up to $1,000.00. Mr. Hare seconded the motion, and it passed unanimously.

COMMUNITY ROOM – FEE: Trustees considered a request to waive the community room fee for the family of a long-time road employee Tom Krause. The board was concerned with setting a precedent and expressed their intent to

end allowing any abatements of fees unless our policy expressly permits them. *Ms. Port made the motion to reduce the hourly residential rate for use of the Community Room from $60.00 per hour to $0 per hour for the Krause family's 'Baby Shower' on December 12, 2026, for a period not to exceed four (4) hours, contingent upon payment of the security deposit in full and completion of all necessary documents. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

ZONING DEPT REPORT: *Ms. Port made the motion to accept receipt of the 3rd quarter zoning report as presented. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

ZOING DEPT – CELL TOWER: There was discussion regarding the parcel requested as being a 'passive park' on the district map. Questions were raised as to whether it would be a conditional use and whether a cell tower fits the cited definition in our Zoning Resolution. Trustees determined that a cell tower does not fit the definition for a conditional use. The consensus was not to move forward with the application.

ZONING DEPT – MEETING STIPEND: Trustees discussed BZA and Zoning Commission member stipends proposed by the zoning office as $50.00 per meeting attended, based on comparisons with neighboring townships. Members' preparation and work outside meeting were acknowledged. Any formal action was deferred to the November 5th meeting with possible implementation in Jan. 2027.

ZONING DEPT – DISTRICT ZONING MAP: Zoning Inspector Kolk provided the Board of Trustees with an updated/revised zoning map for their signatures.

ZONING DEPT – VIOLATIONS: Trustees raised concerns that nuisance or violation letters were being sent out without prior notification or approval by the full Board of Trustees or the relevant zoning staff. Trustee Hare did not want to expose the township to liability and emphasized the importance of having enforcement of zoning matters to be handled by our Zoning Inspector and his staff. Ms. Port noted an 'independent' letter which attempted to be sent. The Board will define nuisance abatement process to be developed and followed.

The Board of Trustees will defer authorization of courtesy notices for 15011 Wood Hollow Road and 8110 Sugar Lane until the Board has reviewed draft notices.

SALARY – SCHEDULE NO. 48: *Trustee Port asked what the asterisks in several locations on the document represent. No one seemed to know the answer to her question. Mrs. Heutmaker made the motion to adopt Salary Schedule 48, content approved and effective November 1, 2026, contingent upon knowing what the asterisks are for, as presented by the Fiscal Office. Mr. Hare seconded the motion, and it passed unanimously.*

2027 HEALTH CARE – RENEWAL APPROVAL: *Ms. Port made the motion to accept the 'No Shop' renewal option from Medical Mutual, locking Russell Township in for a one-year period with a 5% rate increase over 2026 premium rates – with all Medical Mutual benefits remaining the same – effective upon the 2027 renewal rate. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

2027 HEALTH CARE – SIGNATORY: *Ms. Port made the motion to designate* ***Fiscal Officer, Jonathan Brown****, to act as signatory and executor for the 2027 Medical Mutual Health Care renewal documents. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

2027 HEALTH CARE – SUPPLEMENTAL BENEFITS: *Mr. Port made the motion to accept the renewal document from Principal Life Insurance Co., for 'Dental, Vision, Life, & Voluntary Life Insurance,' as emailed to the Board of Trustees by the Fiscal Officer, Jonathan Brown, on October 14, 2026, indicating a 6.8% increase for the cost of 'Dental' coverage only, effective upon the 2027 renewal date, all benefits remaining the same. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

2027 COMPREHENSIVE BENEFITS: *Mr. Hare made the motion to approve the following insurance benefits for Russell Township officials and full-time employees for the year 2027:*

a. *Health Insurance – Medical Mutual HRA*
b. *Life Insurance – Principal Financial*
c. *Dental Benefits – Principal Financial*
d. *Vision Benefits – Principal Financial*
e. *Voluntary Life Insurance – Principal Financial.*

Ms. Port seconded the motion, and it passed unanimously.

2027 HRA – FUNDING: *Ms. Port made the motion to approve the Township funding of the health plan's Health Reimbursement Arrangement (HRA) at the $6,750.00/individual and $13,500.00/family level (Russell Township covering 100% of the deductible) for the year 2027. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

2027 BENEFITS – EMPLOYEE CONTRIBUTION: *Ms. Port made the motion to continue the 15% (fifteen percent) employee contribution amount toward the 2027 benefits package. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

2027 BENEFITS – SIGNATORY: *Ms. Port made the motion for the Fiscal Officer to act as signatory and executor for the Principal Financial 'Vision, Dental, Life, and Voluntary Life' renewal agreements from Oswald to the Fiscal Officer and emailed to the Board of Trustees on Wednesday, October 14, 2026. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

Trustee Port asked the Fiscal Office to investigate whether Lincoln Investments deferred-compensation plan is still active for employees and whether it could be offered more broadly alongside Ohio Deferred Compensation.

COMMENTS FROM THE PUBLIC WERE RECEIVED

AMENDED RESOLUTION NO. 2026-37: *Ms. Port made the motion to approve and adopt Amended Resolution 2026-37, 'a Resolution to rescind & replace Resolution No. 2025-25 with a new township-wide cybersecurity program, pursuant to O.R.C.§ 9.64,' as recommended by the Township's cybersecurity provider. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

AMENDED MOTION: ROADS – FOREMAN RECOMMENDATION: *Ms. Port made the motion to amend the previous action of October 1, 2026, approving the Road Superintendent's recommendation for the promotion of Matt Romagni to full-time Road Foreman at $36.50 per hour, to officially incorporate and reflect* ***Salary Schedule No. 48****, effective November 1, 2026. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

RESOLUTION NO. 2026-40: *Ms. Port made the motion to approve and adopt Resolution No. 2026-40,* **'A RESOLUTION OF CONGRATULATIONS TO MICHAEL YEAGER,'** *in recognition of his achievement of the rank of Eagle Scout. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

RESOLUTION NO. 2026-41: *Mrs. Heutmaker made the motion to approve and adopt Resolution No. 2026-41,* **'A RESOLUTION OF APPRECIATION FOR JIM KOLLER UPON HIS RETIREMENT,'** *in recognition of his years of service to Russell Township and forthcoming retirement from the Road Dept. Ms. Port seconded the motion, and it passed unanimously.*

RESOLUTION NO. 2026-42: *Mrs. Heutmaker made the motion to approve and adopt Resolution No. 2026-42,* **'A RESOLUTION TO CONGRATULATE AND THANK MELINDA REDDING,'** *in recognition of her volunteerism, advocacy for veterans, and successful production of her emotional film presented at the Chagrin Film Festival, entitled* **'My Father, My Hero."** *Ms. Port seconded the motion, and it passed unanimously.*

RESOLUTION NO. 2026-43: *Mrs. Heutmaker made the motion to approve and adopt Resolution No. 2026-43,* **'A RESOLUTION CORRECTING AN ANNUAL TRANSFER OF CAPITAL PROJECT FUNDS (BUILDINGS) PURSUANT TO AND AS ALLOWED BY OHIO REVISED CODE SECTION 5705.13 (C),'** *for purposes of voiding an erroneous transfer of funds made to the* ***Road Department Capital Reserve Fund*** *(4905) and redistribute the funds to the correct* ***General Reserve Fund*** *(4904). Ms. Port seconded the motion, and it passed unanimously.*

CEMETERY – FUNDING: *Ms. Port made the motion to move appropriations from line item* ***2041-410-190-0000*** *to line item* ***2041-410-329-0410*** *within the Cemetery Fund, in the amount of* ***$700.00*** *for the 'buy-back' of two (2) grave lots from Ellen Rogers in Riverview Memorial Park Cemetery. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

MERAKI – RENEWAL: *Ms. Port made the motion to approve the Network "Infrastructure Licensing" 3-year renewal quotation, as provided to Russell Township on October 14, 2026, in the amount of* ***$2,174.55****.*

MERAKI – SIGNATORY: *Mrs. Heutmaker made the motion to designate* ***Christopher Hare*** *as the authorized representative to sign the quotation for the Network "Infrastructure Licensing" renewal on behalf of the Board of Trustees. Ms. Port seconded the motion, and it passed unanimously.*

2026 NOPEC VOTE: *Mrs. Heutmaker made the motion to designate* ***William Koons*** *as the 2026 NOPEC Proxy Designee, for purposes of executing the Board's vote on NOPEC matters, if the Board of Trustees is unable to attend the NOPEC General Assembly in-person, November 10, 2026, on behalf of the Russell Township Board of Trustees. Ms. Port seconded the motion, and it passed*

unanimously.

PUBLIC WATER SERVICE: *Mrs. Heutmaker made the motion to designate* ***Kristina Port*** *as the lead contact for 'Public Water Service' discussions with the Sanitary Engineer & Director of Geauga Water Resources, Nicholas Gorris. Mr. Hare seconded the motion, and it passed unanimously.*

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 8:10 pm.

Christopher Hare, Chair

Jonathan A. Brown, Fiscal Officer

Recorded by: S. Skrovan-DeYoung

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