

RUSSELL COMMUNITY ROOM

May 21, 2026

The meeting was called to order at 6:00 p.m. Trustees Hare, Port and Heutmayer were present. The Board Administrator and Fiscal Officer were also present.

The following Department Heads were present: Fire Chief Frazier and Zoning Inspector Frank Kolk.

The Pledge of Allegiance was said.

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

MINUTES: Mrs. Heutmayer requested that the Fiscal Officer send the minutes to the Board with enough time for them to review them for approval. Mrs. Heutmayer noted that forty-eight hours was not sufficient time.

Ms. Port made the motion to accept the minutes of the Regular Meeting held on April 16, 2026, as presented. Mrs. Heutmayer seconded the motion, and it passed. The vote: Mrs. Heutmayer – Abstain, Ms. Port – Yes, Mr. Hare - Yes

MINUTES: *Ms. Port made the motion to accept the minutes of the Special Meeting held on April 25, 2026, as presented. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

MINUTES: *Mrs. Heutmayer made the motion to accept the minutes of the Special Meeting held on May 7, 2026, as presented. Ms. Port seconded the motion, and it passed unanimously.*

ROAD: The Board Administrator advised the Board that the County Engineer's office reached out about OPWC funds, and the Road Superintendent has prepared the pre-application. The Road Superintendent will work with the Engineer's office to submit the pre-application.

POLICE: ACCEPT DONATION: *Mrs. Heutmayer made the motion to accept the donation from Sandy Self in the amount of \$100.00 to the Police Department. Ms. Port seconded the motion, and it passed unanimously.*

Ms. Port made the motion to approve the use of the \$100.00 donation for the Police Department at the discretion of the Police Chief. Mrs. Heutmayer seconded the motion, and it passed unanimously.

CLE FOUNDATION/UHLIN GRANT: *Mrs. Heutmayer made the motion to accept the grant from the Philip R. Uhlin Fund at the Cleveland Foundation of \$1,265.00 for general support for the Russell Police Department. Ms. Port seconded the motion, and it passed unanimously.*

Ms. Port made the motion to approve the use of the \$1,265.00 grant for general support for the Russell Township Police Department at the discretion of the Police Chief. Mrs. Heutmayer seconded the motion, and it passed unanimously.

FIRE: DORMITORY/LOCKER ROOM: SUBSTANTIAL COMPLETION: *Ms. Port made the motion to accept the Certificate of Substantial Completion presented by Project Manager James Ptacek, for the General Construction Contract of the Russell Township dorm/locker room, date of Substantial*

RUSSELL COMMUNITY ROOM

May 21, 2026

Completion identified as May 19, 2026, Certificate #001 dated May 20, 2026. Mrs. Heutmayer seconded the motion, and it passed unanimously.

SUBSTANTIAL COMPLETION AUTHORIZED SIGNATORY: *Ms. Port made the motion to authorize Christopher Hare to act as authorized signatory on behalf of Russell Township for the Certificate of Substantial Completion, Certificate #001, dated May 20, 2026. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

FIRE: ACCEPT DONATION: *Ms. Port made the motion to accept the donation from Sandy Self in the amount of \$100.00 to the Fire Department. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

Mrs. Heutmayer made the motion to approve the use of the \$100.00 donation for the Fire Department at the discretion of the Fire Chief. Ms. Port seconded the motion, and it passed unanimously.

FIRE DEPT: POND MANAGEMENT: AQUA DOC: *Mrs. Heutmayer made the motion to accept the revised agreement between the Russell Township Board of Trustees and AQUADOC Lake & Pond Management, for the pond management program further described in the Contractor's proposal, the revised agreement is accepted by AquaDoc per an email dated May 21, 2026, for the pond behind the Fire Station, for a cost not to exceed \$1,185.00, as approved by the APA. Ms. Port seconded the motion, and it passed unanimously.*

AUTHORIZED SIGNATORY: *Mrs. Heutmayer made the motion to authorize Christopher Hare to act as Russell Township's authorized signatory for the revised AQUADOC Lake & Pond Management proposal signed by AquaDoc on May 4, 2026, approved by the Russell Trustees on May 21, 2026. Ms. Port seconded the motion, and it passed unanimously.*

WASTE HAULING: *Mr. Hare and Mr. Kolk discussed the progress of the waste hauling agreement.*

PAYCOR AUTHORIZED CONTACT: *Ms. Port made the motion to authorize Trustee Chair Christopher Hare to act as authorized contact and signatory on behalf of Russell Township Board of Trustees for the additional service requested from PayCor Inc to accomplish signature of IRS Authorization Form 8655, authorizing a third party (reporting agent) to sign and file specific employment tax returns, make federal tax deposits, and receive confidential tax information. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

DESIGNATING TWP BANKING AUTHORIZING OFFICER: RESOLUTION 2026-15: *Ms. Port made the motion to adopt Resolution 2026-15, a Resolution adding Christopher Hare as an authorized representative to Russell Township bank and investment accounts. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

ELECTRONIC PAYMENTS RESOLUTION STARTING JUNE 1, 2026: *Mrs. Heutmayer made the motion to approve Resolution 2026-16, a Resolution authorizing payment by electronic transfer starting June 1, 2026. Ms. Port seconded the motion, and it passed unanimously.*

RUSSELL COMMUNITY ROOM

May 21,

2026

FUNDS TRANSFER LANGUAGE: *Ms. Port made the motion to rescind the motion of May 7, 2026, requesting the transfer of \$33,678.00 from the Fire District Fund to the Fire Ambulance and EMS Fund; the funds are requested to be included in the Supplemental Appropriation as a capital expenditure from the Fire Ambulance & EMS Fund. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

SUPPLEMENTAL APPROPRIATION #1: RESOLUTION 2026-17: *Mrs. Heutmayer made the motion to adopt the Supplemental Township Annual Appropriation #1, Resolution 2026-17, to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2026. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

ROAD & POLICE RETIREMENT FUND RESERVES: RESOLUTION 2026-18: *Mrs. Heutmayer made the motion to adopt Resolution 2026-18, a Resolution requesting the annual transfer to Special Revenue Funds per ORC 5705.13(B). Ms. Port seconded the motion, and it passed unanimously.*

ROAD & FIRE VEHICLES RESERVES: RESOLUTION 2026-19: *Ms. Port made the motion to adopt Resolution 2026-19, a Resolution requesting the annual transfer of Capital Projects Funds (Vehicles) per ORC 5705.13(C). Mrs. Heutmayer seconded the motion, and it passed unanimously.*

BANK RECONCILIATION & FINANCIAL REPORTS: *Ms. Port made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for April 2026, as submitted by Fiscal Officer Karen Walder. Mrs. Heutmayer seconded the motion, and it passed.*

The vote: Mrs. Heutmayer – No, Ms. Port – Yes, Mr. Hare - Yes

DONATION: DIETRICH: *Mrs. Heutmayer made the motion to accept the generous offer to not invoice Russell Township for services provided under the proposal approved by the Township Trustees on January 8, 2026 with Mr. Dave Dietrich, of Planning & Zoning Services LLC., for assistance to Zoning Department staff, for an amount up to \$3,200.00, and to authorize the Fiscal Officer to close this encumbrance. Ms. Port seconded the motion, and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED.

Guests: Jeanne Shroeder, MaryBeth Dale: Marybeth Dale and Jeanna Shroeder from the Russell Historical Society joined as guests to provide updates regarding seeking funding for flags on the main roadways in town. Mr. Hare updated the Historical society on the America 250 event, Russell 200 event, repairs needed at the Briar Hill cemetery, and planned work to the Town Hall.

GCTA MEMBERSHIP: *Mrs. Heutmayer made the motion to authorize membership in the Geauga County Township Association for 8 additional affiliate members for 2027 at a cost of \$35 each for a total of \$280.00. Ms. Port seconded the motion, and it passed unanimously.*

CJ LANDSCAPING: *Ms. Port made the motion to approve the landscaping installation at the community room as performed by CJ Landscaping and requests the project be approved for final payment. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

RUSSELL COMMUNITY ROOM

May 21,

2026

RESOLUTION OF CONGRATULATIONS: *Mrs. Heutmaker made the motion to adopt Resolution 2026-20, a Resolution of Congratulations to Girl Scout Gold Award Recipient Natalie George. Ms. Port seconded the motion, and it passed unanimously.*

RESOLUTION OF APPRECIATION: MELISSA PALMER: *Mrs. Heutmaker made the motion to adopt Resolution 2026-21: A Resolution of Appreciation for Melissa Palmer upon her retirement with the Russell Township Board of Trustees. Ms. Port seconded the motion, and it passed unanimously.*

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). Mrs. Heutmaker seconded the motion, and it passed unanimously.*

The meeting moved into executive session at 8:05 p.m.

There were three items for discussion in this executive session, and the following people were invited to attend.

Item #1: Board Administrator and Fire Chief.

In at 8:05 p.m.; out at 8:07 p.m.

Item #2: Board Administrator.

In at 8:07 p.m.; out at 8:20 p.m.

Item #3: Board Administrator.

In at 8:20 p.m.; out at 8:27 p.m.

Ms. Port made the motion to return to regular session. Mrs. Heutmaker seconded the motion, and it passed unanimously.

The meeting moved into regular session at 8:27 p.m.

FIRE HIRE: *Mrs. Heutmaker made the motion to hire Alexander Moore as a part-time Firefighter/Paramedic with the Russell Township Fire Department at the one-year rate, pending completion of all Fire Dept specified evaluations, per Salary Schedule 45, effective June 1, 2026. Ms. Port seconded the motion, and it passed unanimously.*

POSITION DESCRIPTION: BOARD ADMINISTRATOR: *Ms. Port made the motion to adopt the position description prepared by Clemans Nelson for full-time Board Administrator, effective pending Clemans Nelson's revisions. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

TRUSTEE MATTER: Mr. Kolk wanted to speak to the board regarding an incident from that week involving Mrs. Heutmaker asking for a letter of resignation from him. The event was said to have occurred over a discussion on requests in the zoning office and is said to have been documented. Mr. Hare stated no trustee has unilateral ability to conduct a termination or request a resignation without discussion and motion from the board. Mr. Hare cautioned the board on making

RUSSELL COMMUNITY ROOM

May 21, 2026

sure they do not unilaterally authorize or request a change order with vendors, referencing an exhibit email between Mrs. Heutmaker and C.E. Harris regarding an audit. Mrs. Heutmaker acknowledged the event did not result in a change order after consulting with the APA.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

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

The meeting was adjourned at 8:47 p.m.

Chris Hare, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka