

COMMUNITY ROOM

July 16, 2026

The meeting was called to order at 6:00 pm. by Chairperson Hare. Trustees Port and Heutmayer were present. Board Administrator Warren Dovsek was present.

The following Department Head was present: Asst. Fire Chief Nick Sambula.

The Pledge of Allegiance was said.

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

SOUTH RUSSELL-STORMWATER PROJECT:GUESTS: Mr. Mark Porter stated the drainage culvert under Walters Road is substantially complete, emphasizing benefits to residents of both South Russell Village and Russell Township. Mr. Tim Young reported seeding and landscape revitalization are complete. A dip in the road that appeared was corrected by removing the concrete patch, compacting in layers, and repouring a six-inch concrete layer. Concerns were raised about road noise, shoulder width, and safety. An engineer reviewed the site and found it was within the scope of the road. Mr. Young confirmed there remains four feet of shoulder room. The final project cost was \$108,741.43. Received OPWC grant of \$46,200. Post-grant balance to South Russell was \$62,541.43 with hopes of Russell Township to contribute half, which would be \$31,270.71. Ms. Port noted the final cost was about \$8,000 more than the prior estimate of \$23,000 for Russell's share and said the increase was reasonable given extra work; she affirmed the township's intent to contribute. Mr. Hare expressed support in contributing but said he must confirm a permissible fund source; committed to researching and assisting South Russell.

QUARTERLY REPORTS: *Mrs. Heutmayer made the motion to acknowledge receipt of the 2nd Quarter 2026 departmental reports from Road, Police, Fire, Facilities, & Zoning. Ms. Port seconded the motion, and it passed unanimously.*

ROADS – PAYMENT APPROVAL OF PAY APPLICATION NO. 1: Brief discussion about change orders, previously estimated near \$50,000, are now expected to be around \$25,000.

Ms. Port made the motion to approve Pay Application No. 1 for the resurfacing of various roads within Russell Township completed through June 18, 2026, as recommended by the Geauga County Engineer, in the amount of \$348,638.80. Mrs. Heutmayer seconded the motion, and it passed unanimously.

ROADS – SKYLINE & HILL MOU: *Mrs. Heutmayer made the motion to approve the Skyline & Hill MOU for culvert repairs fronting 14984 Hill Drive, with costs to be shared equally between the Township and the property owner. Ms. Port seconded the motion, and it passed unanimously.*

ROAD DEPT: UTILITY TRUCK: Mr. Hare stated he is working with APA on the Road Department's utility truck purchase, aiming to finalize by end of August 2026.

POLICE DEPT: SSO AGREEMENT UPDATE: Mr. Hare stated that the SSO contract with West Geauga Schools is still under negotiation, with a school board decision expected on Monday, July 20, 2026.

COMMUNITY ROOM

July 16, 2026

ZONING DEPT: Mr. Hare spoke with Barry and Zoning Board chairs to schedule a zoning meeting on a Saturday morning to discuss updates and upcoming changes. Decided on Saturday, September 19th.

THEN & NOW PO – THE SMITH & OBY COMPANY: Asst. Fire Chief Sambula stated that two compressors in the fire station AC failed over the Fourth of July weekend. In the absence of a fiscal officer, work was approved to restore AC. Smith and Oby Company completed the repair.

Ms. Port made the motion to approve a Then and Now Purchase Order in the amount of \$12,063.00 for the compressor replacement for the Fire Department by The Smith & Oby Company, based upon Invoice #262670, dated 06/30/2026, as submitted by Fire Chief Frazier. Mrs. Heutmayer seconded the motion, and it passed unanimously.

RESOLUTION 2026-26: *Mrs. Heutmayer made the motion to adopt Resolution 2026-26, a resolution establishing the wages, hours, and other terms and conditions of employment for the full-time fire personnel, to be effective August 1, 2026. Ms. Port seconded the motion, and it passed unanimously.*

AMBULANCE PURCHASE AGREEMENT: Asst. Chief Sambula state that the agreement was reviewed by APA and PennCare has signed the revised document. Pricing based on a state contract. Asst. Chief Sambula emphasized urgency to secure a production spot: delivery of the current ambulance on order was delayed again to December and the lead time for new ambulance is about 3 years. Financing to be researched with fiscal office after agreement is signed.

Mrs. Heutmayer made the motion to enter into a purchase agreement with PennCare for the purchase of a Braun Ambulance. Ms. Port seconded the motion, and it passed unanimously.

AUTHORIZED SIGNATORY: *Ms. Port made the motion to authorize Amy Heutmayer to sign the documents associated with the Purchase Agreement from PennCare. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

FIRE DEPT: Asst. Chief Sambula stated that the department has live fire training with Ohio Fire Academy event on Saturday, July 18, 2026. Classroom training at 8:30 AM and live burning around 10:30 AM. Trustees and residents are invited to come out and watch.

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

WASTE MGMT:AUTHORIZED SIGNATORY: Mr. Hare stated that the current agreement expires July 17, 2026. Contract is still up in the air. Mr. Hare stated, from his discussion with Waste Management, they're not cutting us off because we're just negotiating a contract.

Mr. Hare also noted that senior trash day contract needs to be handled as soon as possible.

COMMUNITY ROOM

July 16, 2026

Ms. Port made the motion to authorize Christopher Hare in order to sign the documents associated with the Service Agreement Contract from Waste Management, Inc. Mrs. Heutmayer seconded the motion, and it passed unanimously.

BUDGET UPDATE: Mr. Hare presented the finalized budget.

General Fund: Spending decreased by going "line by line in the ledger," reducing allowances to historical levels, cutting non-progressing projects.

Police Fund: Increased due to budgeting a 6% salary increase and benefit increases for upcoming contract year; includes outfitting of one vehicle.

Road Fund: Increase due to pushing the roadside mower replacement into next year (budgeted at \$230,000) and raising paving budget by 40% to compete for an OPWC interest-free loan for a major road project.

Mr. Hare suggested exploring financing for future salt/plow truck replacements to free resources for paving and extend levy life; to be considered next year for a 2028 replacement.

Levies and Taxes: Two levies (2013 police levy and 2016 roads/bridges levy) will not be collected next year, yielding an 11.4% reduction in total collections for one year. Road department funds will be supplemented by a dollar-for-dollar transfer from the General Fund to offset the levy loss, potentially resulting in a significant millage decrease for taxpayers.

COMMENTS FROM THE PUBLIC WERE RECEIVED

1545 PARK BOARD LEGAL AD: *Mr. Hare made the motion proposed for Russell Township to cover newspaper legal ad costs for the 1545 Park Board's August 1, 2026 budget hearing. Mrs. Heutmayer seconded the motion and it passed unanimously.*

SALARY SCHEDULE: *Mrs. Heutmayer made the motion to adopt Township Salary Schedule No. 47, content approved July 16, 2026, to be effective as of August 1, 2026. Ms. Port seconded the motion, and it passed unanimously.*

RELOCATION OF COUNTY ENGINEER'S OFFICE: *Mrs. Heutmayer made the motion to acknowledge the relocation and updated address of the Geauga County Engineer's Office. Ms. Port seconded the motion, and it passed unanimously.*

RESOLUTION OF APPRECIATION – 2026-27: *Ms. Port made the motion to adopt Resolution 2026-27, a Resolution of Appreciation for Mary Mobilia. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

RESOLUTION OF APPRECIATION – 2026-28: *Mrs. Heutmayer made the motion to adopt Resolution 2026-28, a Resolution of Appreciation for Jeanne Shroeder. Ms. Port seconded the motion, and it passed unanimously.*

RESOLUTION OF APPRECIATION – 2026-29: *Ms. Port made the motion to adopt Resolution 2026-29, a Resolution of Appreciation for MaryBeth Dale. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

IT UPDATE: Ms. Port provided an update on the ongoing IT project, highlighting the significant involvement of Mrs. Guyer. Mrs. Guyer had created a spreadsheet and project planner, tracking progress made with Simvay regarding project intent and prioritization. The Simvay team had been present at the office on July 15 and returned on July 16, 2026. Mrs. Guyer had been updating the spreadsheet with

COMMUNITY ROOM

July 16, 2026

inventory progress and other developments. Simvay has been actively working on the Administration, Zoning and Road Department related items.

PLANNING COMMISSION MEETING UPDATE: Brief update regarding the Planning Commissions meeting. Stated that Ms. Linda Crombie will provide maps of Russell Township conservation easements and related demographics. Materials will be available on the Planning Commission's website; documents to be shared with the township.

PICKLEBALL MOU UPDATE: Mr. Hare gave a quick update on the MOU for the West Geauga Common Park Board for the pickleball court. Stated he sent an MOU to the APA for review and hasn't heard back. The MOU was intended for the commons board to sign, establishing a shared understanding that the identified funds were designated for the pickleball courts and that receipts would be required.

EXECUTIVE SESSION: *Mrs. Heutmaker made the motion to move into executive session to discuss the employment and compensation of public employee pursuant to ORC 121.22 (G) (1). Ms. Port seconded the motion, and it passed.*

The meeting moved into executive session at 7:15 pm.

Item #1: Jessica Ezzone

In at 3:40 pm; out at 3:41 pm

Item #2: Jessica Ezzone

In at 3:41 pm; out at 3:44 pm

Item #3: Jessica Ezzone

In at 3:44 pm; out at 4:17 pm

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

The meeting moved to regular session at 7:30 pm.

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 7:31 pm.

Christopher Hare, Chair

Fiscal Officer

Recorded by: J. Ezzone