

RUSSELL COMMUNITY ROOM

April 16, 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: Police Chief Swaidner, Road Superintendent Maltese and Zoning Inspector Frank Kolk.

The Pledge of Allegiance was said.

QUARTERLY REPORTS: *Ms. Port made the motion to acknowledge receipt of the 1st Quarter 2026 departmental reports from Fire, Police, Road & Zoning. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

MINUTES: *Ms. Port made the motion to accept the minutes of the Regular Meeting held on March 5, 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 March 14, 2026, as presented. Ms. Port seconded the motion, and it passed unanimously.*

MINUTES: *Ms. Port made the motion to accept the minutes of the Special Meeting held on March 16, 2026, as presented. Mrs. Heutmayer seconded the motion, and it passed.*

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

MINUTES: *Ms. Port made the motion to accept the minutes of the Special Meeting held on March 19, 2026, as presented. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

Barry Rogers gave an engineering report presentation on the Town Hall; Mr. Rogers volunteered to do this study and is not billing the township. It is his recommendation to fix up the building as it has good bones. His presentation is attached to the Minutes.

Historical Society is registering the Town Hall as a historic building. The Board asked them to be at the next meeting on the agenda to discuss the process.

ROAD: ODOT SALT CONTRACT: 2026-11: *Ms. Port made the motion to approve Resolution 2026-11, authorizing participation in the Ohio Department of Transportation Road Salt Contract 018-27. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

The Road Superintendent advised the Board that there was a resident on Hill Drive that needed to start an MOU to replace enclosed pipes in the ditch, and that he will work with the Township's APA. The Board asked what the past practice was and would like to have the residents split the cost of the pipe and the township will install it.

ROAD: ODOT SALT CONTRACT: AUTHORIZATIONS: *Ms. Port made the motion to authorize Fiscal Officer Karen Walder to act as agent in the name of Russell Township and Giovanni Maltese to act as the ordering contact for participation in the Ohio Department of Transportation's Road Salt Contract 018-27. Mrs. Heutmayer seconded the motion, and it passed unanimously.*

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ROAD PROJECTS CONTRACT: *Mrs. Heutmaker made the motion to execute the contract with Karvo Companies, Inc. for the Asphalt Resurfacing of Various Roads in Russell Township. Ms. Port seconded the motion, and it passed unanimously.*

The Road Superintendent advised the Board that he requested a cost from Larsen Architects for a new road garage.

POLICE: RAYTEC: AUTHORIZED SIGNATORY: *Ms. Port made the motion to authorize Trustee Hare to act as Russell Township's authorized signatory for the Raytec Systems proposal for phone systems, dated March 31, 2026. Mrs. Heutmaker seconded the motion, and it passed.*

POLICE: UNIT: AUTHORIZED SIGNATORY: *Mrs. Heutmaker made the motion to authorize Trustee Heutmaker to act as Russell Township's authorized signatory for the UNIT Solutions proposal for training rifles, dated February 23, 2026. Ms. Port seconded the motion, and it passed unanimously.*

The Police Chief noted upcoming Senior Safety event on May 12 from 2-3pm and Citizens Police Academy starting August 25 for 8 weeks.

UCI: APPLICATION FOR PAYMENT #2: *Ms. Port made the motion to approve Application No. 2 for Payment for the Fire Department Dormitory Project, invoice dated April 14, 2026, in the amount of \$46,224.83 to United Contractors, Inc., as recommended by JP Ptacek, Project Architect, Larsen Architects, Architect's Certificate dated April 15, 2026. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

FIRE: ACRISURE PROPOSAL: PROVIDENT SUPPLEMENTAL INSURANCE RENEWAL: *Ms. Port made the motion to approve the Provident Accident & Health Policy Proposal ID 78051, dated March 25, 2026, prepared by Acrisure Great Lakes Partners Insurance Services LLC, Present Plan, for an annual premium of \$2,166.00, renewal date June 5, 2026. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

FIRE: SUPPLEMENTAL INSURANCE: AUTHORIZED SIGNATORY: *Mrs. Heutmaker made the motion to authorize Trustee Hare to act as Russell Township's authorized signatory for the Provident Accident & Health Policy Invoice & Bind, from Acrisure, request dated April 2, 2026. Ms. Port seconded the motion, and it passed unanimously.*

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

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

FACILITIES: Ms. Port asked Mr. Kolk to arrange for a portable restroom to be placed at Briar Hill Cemetery for the Memorial Day observation.

The Board discussed with the Police Chief options for issuing violations to people who "dump" non-recyclable items in the recycling center.

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FISCAL OFFICE: The Fiscal Officer responded to residents' inquiries about a blog posting by a Trustee indicating that there were no funds in our investment accounts. The Fiscal Officer reported the March 1 actual balances in the Township's investment accounts were \$6,308,381.09 in US Bank and \$1,509,529.01 in Star Ohio, as reflected in the financial statements provided to the Board and accepted at the March 19 Trustee meeting.

The Fiscal Officer had an issue with the ad placed for the Board Administrator and requested that she be asked prior to listing one of her staff as a contact.

The Fiscal Officer updated the Board on the Vilimas property. Demolition is complete except for seeding and there is \$2,140 left to be billed. Once the project is complete, the fiscal office will prepare a Certification of Costs so that the Trustees may authorize the request to the Geauga County Auditor to place these costs onto the tax duplicate for the parcel.

The Fiscal Officer noted that the 2027 property tax revenue summary by department was provided to the Board and Department heads. Of the seven-million-dollar

estimate of property tax revenue, approximately half million dollars will be paid by the state of Ohio as rollback for qualified levies. The Fiscal Officer noted that the county GCA-001E only represents Levy and I.M. estimates, and that there are many other revenue estimates that will need to be specified in the Budget.

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

The vote: Mrs. Heutmaker - Abstain, Ms. Port – Yes, Mr. Hare – Yes.

The Trustees discussed use of the remaining Capital Grant funds. Fiscal Officer requested all final projects for the Capital Grant funds be decided at the next meeting.

COMMENTS FROM THE PUBLIC WERE RECEIVED.

GSWCD FINANCIAL SUPPORT: *Ms. Port made the motion to express appreciation to Geauga Soil and Water Conservation District for the services and programs they provide to Russell Township residents and in meeting the township's NPDES goals, and to authorize a 2026 annual payment of \$3,000.00 per invoice #2026-RUS-PH2. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

The Board discussed that they would look into using the opioid funds to purchase respirators for the ambulances.

Trustee Hare advised that he will be attending the stewardship walk with Mr. McDonald.

Ms. Port updated the Board that she just needs a speaker for the Memorial Day observance.

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Trustee Hare would like to have an America 250 event at the Town Hall on June 27th from 10:30 a.m. until noon. He is working on getting a speaker to dress as George Washington. Mr. Hare noted that there were two Russell residents in the revolutionary war, however they are not buried in the Russell cemetery.

Ms. Port updated the Board saying that she was looking into I.T. vendors for the township. She is looking at options for a single provider for the entire township versus multiple providers like we currently have. Ms. Port said she had received one proposal, and another was expected.

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. Heutmayer seconded the motion, and it passed unanimously.*

The meeting moved into executive session at 8:04 p.m.

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

Item #1: Board Administrator, Road Superintendent and Karen Walder.

In at 8:06 p.m.; out at 8:26 p.m.

Item #2: Board Administrator and Karen Walder.

In at 8:26 p.m.; out at 8:45 p.m.

Item #3: Board Administrator and Karen Walder.

In at 8:45 p.m.; out at 9:24 p.m.

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

The meeting moved into regular session at 9:24 p.m.

LEADERSHIP GEUGA TUITION LOAN AGREEMENT: *Mrs. Heutmayer made the motion to approve the Leadership Geauga Sponsorship Agreement, dated April 16, 2026, between the Russell Township Trustees and Russell Township employee & Leadership Geauga candidate Adam LaMonica. Ms. Port seconded the motion, and it passed unanimously.*

RESOLUTION OF CONGRATULATIONS: *Mr. Hare made the motion to adopt Resolution 2026-12, a Resolution of Congratulations to Girl Scout Gold Award Recipient Caroline Yeager. Ms. Port seconded the motion, and it passed unanimously.*

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

The meeting was adjourned at 9:30 p.m.

TOWNSHIP TRUSTEES

REGULAR

RUSSELL COMMUNITY ROOM

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PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

Chris Hare, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka