

RUSSELL COMMUNITY ROOM

February 2, 2026

The meeting was called to order at 5:30 p.m. Trustees Hare, Port and Heutmaker were present. The Board Administrator and Fiscal Officer were also present.

The following Department Heads were present: Police Chief Swaidner, and Police Lieutenant Lillash.

Invited Guest: Geauga County Auditor Charles Walder and Frank Antenucci.

Also in attendance: Geauga County Prosecutor James Flaiz.

The Pledge of Allegiance was said.

**ADP INVOICE:** Trustee Hare welcomed everyone and said he had invited Mr. Walder and Mr. Antenucci to attend. He advised the other Trustees that this was the time to ask questions and get clarification on the invoice from the Geauga County Automatic Data Processing Board (ADP) to the Russell Police Department.

There were questions about how the Police Department can be billed when they and their vendor don't have contracts with ADP. Mr. Walder clarified that the invoice is billed to Russell Township Board of Trustees who have a contract with ADP, and that the police department was identified so the fiscal officer would know which department was involved. He also pointed out that since the Spillman system is used by both the Russell Police and the Sheriff, there is a dashed line of connection. The question was asked if no work order was submitted how the Township can be billed for services. Mr. Walder advised that the Board has adopted ADP's cyber security policy, which stipulates the incident response procedure, which was followed in this incident. The question was asked why ADP or the Sheriff could not pursue the vendor for these charges. Mr. Antenucci said that neither ADP nor the Sheriff has recourse to this vendor, and since the Township hired the vendor, it would up to the Township to pursue. The question was asked whether the Township was already paying for email on their quarterly invoice. Mr. Antenucci clarified the quarterly billing is for the email accounts themselves, and the charges reflected on this invoice were for labor.

Mr. Walder informed the Board that they can dispute line items on the invoice, and they should when questions arise. The Board disputed the charge for staff attending a Trustee meeting without notice or being requested. They also disputed the line items marked Phone Call with Auditor Walder, who said he doesn't bill for his time. Mr. Antenucci advised that those charges reflected time spent by ADP in updating Mr. Walder on the incident, but in the future, he will be clearer with the line-item descriptions on invoices to avoid confusion. Mr. Walder agreed to remove the contested items from the invoice, removing one thousand dollars making the new total of the invoice Four thousand seven hundred dollars.

#### **COMMENTS FROM THE PUBLIC WERE RECEIVED.**

*Mr. Hare made the motion that the Board of Trustees pay the January 7<sup>th</sup> invoice for four thousand seven hundred dollars from the Geauga County Automatic Data Processing Board, as amended, to be paid by the general fund. Ms. Port seconded the motion, and it passed unanimously.*

The Fiscal Officer has been asked if approval approves a Then and Now Purchase Order at this time or will the approval need to be at the next Trustee meeting. The Fiscal Officer had the Then and Now Purchase Order information ready if the Board would like to approve it today.

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*Mr. Hare made the motion to approve a Then and Now Purchase Order in the amount of four thousand seven hundred dollars, for cybersecurity incident response for the Police Department, by ADP, based on the invoice dated January 6, 2026, as amended at today's meeting. Ms. Port seconded the motion, and it passed unanimously.*

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

The meeting was adjourned at 6:41 p.m.

Chris Hare, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka