

RUSSELL TOWN HALL

July 17, 2025

The meeting was called to order at 7:00 p.m. Trustees Port, Mueller and Hare were present. The Fiscal Officer and Board Administrator were also present.

The following Department Heads were present: Police Chief Tom Swaidner and Fire Chief John Frazier.

The Pledge of Allegiance was said.

MINUTES: *Ms. Port made the motion to accept the minutes of the Special Meeting held on June 18, 2025, as presented. Mr. Hare seconded the motion, and it passed.*

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

MINUTES: *Ms. Port made the motion to accept the minutes of the Special Meeting held on July 1, 2025, as presented. Mr. Hare seconded the motion, and it passed.*

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

QUARTERLY REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the 2nd Quarter 2025 Police, Road, Zoning, & Facilities report(s). Mr. Hare seconded the motion, and it passed unanimously.*

ROAD: The Board Administrator updated the Board that the paving is on schedule and many residents have called to thank the township.

FIRE: JP Ptacek from Larsen was present and asked the board if they had any questions about the proposal. Larsen was able to reconfigure the space in the building, which is phase one, this will split out dorms and the male/female locker rooms. Phase two is for the future which will be an addition on the station for the fitness area/storm shelter. The board was concerned about how the staff was included to make sure that their needs were met.

FIRE DORMITORY: LARSEN ARCHITECTS: *Mr. Mueller made the motion to close negotiations with Larsen Architects, Inc., for professional architectural design services for the Phase I Fire Station locker room & dormitory project. Mr. Hare seconded the motion, and it passed unanimously.*

ESO iOS EHR: Chief Frazier explained to the board that this addendum to the contract allows the software to be compatible with the IOS system with Apple technology. This will allow the department to access and update patient files from the iPads in vehicles.

Mr. Hare made the motion to approve, at the recommendation of Fire Chief Frazier, Quote # Q-204997, the ESO iOS EHR Addendum to the Master Subscription and License Agreement with ESO Solutions Inc., quote dated May 19, 2025, as approved by the Geauga County Prosecutor, pending Fiscal Officer Certification. Mr. Mueller seconded the motion, and it passed unanimously.

AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to authorize Kristina Port to act as authorized signatory for the ESO iOS EHR Addendum to the Master Subscription and License Agreement with ESO Solutions Inc., dated May 19, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

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STOP THE BLEED KITS: The board was updated that the Fire Department will be instructing CPR and Stop the Bleed training for township employees, as soon as the scheduling is confirmed.

Mr. Mueller made the motion to support the Stop the Bleed program with the purchase of 3 supply kits as identified in the email from Nick Liberatore dated July 17, 2025 & to install them in township public buildings for an expense up to \$500.00. Mr. Hare seconded the motion, and it passed unanimously.

POLICE: Chief Swaidner advised the board that the old cruiser that was listed on GovDeals had sold, and as soon as the new unmarked vehicle was in service the current unmarked will be recommended for sale as well.

Chief Swaidner thanked the board for their support in sending officers to Leadership Geauga for training and announce that Sergeant Beaumier was accepted into the class of 2026. He will start the program in September.

ZONING: Trustee Port updated the board that at the next Zoning Commission meeting the board will finalize the updates to the Zoning Resolution and then the document will be sent to the County Planning Commission for review, then finally back to the Trustees for review and approval.

BID AWARD: COMMUNITY ROOM LANDSCAPING: *Mr. Mueller made the motion that the project entitled "Russell Community Room Landscape Project" be awarded to: Base Bid & Alternate 1 only: C.J. Landscape at \$20,810.00. Mr. Hare seconded the motion, and it passed unanimously.*

FISCAL OFFICER: Mrs. Walder updated the board on the 2026 budget, and it has been submitted to the County Budget Commission.

AMENDED CERTIFICATE: Mrs. Walder asked the board to approve Amended Certificate number five for a new township budget of fifteen million sixty-two thousand fifty-four dollars and five cents.

Mr. Mueller made the motion to accept the Amended Certificate of Estimated Resources #5 for Russell Township for the fiscal year beginning January 1, 2025, as revised by the Budget Commission and dated June 30, 2025. Mr. Hare seconded the motion, and it passed unanimously.

SUPPLEMENTAL APPROPRIATION: Mrs. Walder asked the board to approve Supplemental Appropriation number three, Resolution 2025-22, for additional funding in fund 2031 in the amount of three thousand five hundred dollars and fund 2111 in the amount of seven thousand five hundred dollars, for a total of eleven thousand in additional funds.

Mr. Hare made the motion to adopt the Supplemental Township Annual Appropriation #3, Resolution 2025-22, to provide for the current expenses and other expenditures of the Board of Trustees, for the fiscal year ending December 31, 2025, as recommended by the Fiscal Officer. Mr. Mueller seconded the motion, and it passed unanimously.

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CERTIFICATE of ESTIMATED PROPERTY TAX REVENUE: *Mr. Mueller made the motion to acknowledge receipt of the Certificate of Estimated Property Tax Revenue for Russell Township from the Geauga County Auditor, dated July 2, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

RES 2025-21 NECESSARY TO LEVY A TAX IN EXCESS OF 10 MILL:
POLICE LEVY: *Mr. Hare made the motion to approve Resolution 2025-21: A Resolution declaring it necessary to levy a tax in excess of the ten-mill limitation. This levy is a continuing 2.5 mill additional levy. Mr. Mueller seconded the motion, and it passed unanimously.*

ACM PAY REQUEST #13: *Mr. Mueller made the motion to approve Application #13 for Payment for the Community Meeting Building, invoice date July 3, 2025, in the amount of \$47,871.30 to ACM Construction Management LLC, as recommended by David Roose, Project Manager, Strollo Architects, in an email to Kristina Port dated July 3, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

BANK RECONCILIATION & FINANCIAL REPORTS: *Mr. Mueller made the motion to acknowledge receipt of the monthly bank reconciliation and financial reports for June 2025, as submitted by Fiscal Officer Karen Walder. Mr. Hare seconded the motion, and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED.

FIRE DORMITORY: LARSEN ARCHITECTS: *Mr. Mueller made the motion to accept the standard agreement for professional architectural design services for the Phase I Fire Station locker room & dormitory project; the agreement being between Russell Township Board of Trustees and Larsen Architects, Inc., for an amount of 11,500.00, with up to \$500.00 available for Reimbursable Expenses, pending approval by the Geauga County Prosecutor, pending Fiscal Office Certification. Mr. Hare seconded the motion, and it passed unanimously.*

FIRE DORMITORY: ARCHITECT/DESIGN SERVICES: *Mr. Hare made the motion to authorize Trustee Kristina Port to act as authorized signatory and executor for the agreement with Larsen Architects, Inc., on behalf of the Board of Trustees, for professional architect and design services for the Phase I Fire Station locker room & dormitory project. Mr. Mueller seconded the motion, and it passed unanimously.*

FACILITY EVENT RENTAL AGREEMENT: *Mr. Mueller made the motion to approve the Facility Event Rental Agreement, as approved by OTARMA and the Geauga County Prosecutor, and distributed by J. Dorka in an email dated July 11, 2025, for use with Russell Township owned properties. Mr. Hare seconded the motion, and it passed unanimously.*

VILIMAS PROPERTY UPDATE: The Board Administrator has prepared letters to send to the members listed in the court document. The only name that came back from the Fiscal Officers title search was that of the property owner, Mr. Vilimas, by sending letters to all known parties the township is going beyond the requirement and covering all bases. The Fiscal Officer is preparing a request for proposals to seek quotations for demolition.

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NEW BUSINESS: Trustee Port advised she has received notice of another OPIOD Settlement which the Township will have the opportunity to opt-in. She will reach out to the APA and ask for a list of approved uses for the Opiod settlement funding that the township has received.

Mr. Mueller asked the Board Administrator to read the motion passed by the Board at the previous special meeting regarding termination of the Zoning Inspector/Facilities Manager, the Board Administrator made a statement based on what the board passed.

Residents from Northwood Drive & Cuyahoga Trail were in attendance and expressed concerns about the private portion of the road and having the Township take over the road so it will no longer be a private road. One resident asked the Board if they received the pictures and emails that were sent to them as no one replied. The Board confirmed that they had and that they have been in contact with the APA and County Engineer about the road. Trustee Hare advised that he was in contact with the Engineers office about the standard the road needs to meet before the Engineer can recommend the township take over the road. Mr. Hare advised the residents that once he had that information, he would share it via email.

Mr. Mueller made the motion to adjourn. Ms. Port seconded the motion, and it passed unanimously.

The meeting was adjourned at 8:26 p.m.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka