

RUSSELL COMMUNITY ROOM

September 18, 2025

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

The following Department Heads were present: Fire Chief John Frazier, Zoning Inspector Dave Dietrich, Assistant Zoning Inspector Frank Kolk.

Police Chief Tom Swaidner arrived at 8:40 p.m.

The Pledge of Allegiance was said.

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

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

MINUTES: Mr. Hare asked for the minutes of the August 21st meeting to be continued for approval at the next trustee meeting, as the language with 1545 Park is suggestive of action that hasn't been taken.

SOUTH RUSSELL VILLAGE: Mayor Koons addressed the board that he was instructed by his Council to attend and request a bid to use Russell's Fire Service and not Chagrin Falls. He stated he wasn't comfortable asking Russell to prepare a bid as he already made a handshake with their current vendor to continue at the 12/12/12 increase and that all the new three-year contracts starting January 1, 2026, have been negotiated with Chagrin Falls Fire Department and the other communities using the service. He stated that South Russell had three years during the last contract period to research other options for fire service, and they didn't, and that's not a fair ask of Russell to prepare something by Monday for South Russell's Council to review and consider during the budget finalization. He also noted that the Township may have bad memories from 2013, the last time the Village approached Russell for this service.

Mr. Mueller stated his belief that had the Village contracted with Russell in 2013, their residents would have saved a lot of money, but instead all Russell got for their investment of resources was a pat on the head. Ms. Port stated confidence that the Village residents would be in good hands with Russell and expressed a willingness to explore the parameters but would need more information from the Village. When asked by the Board for his input, Chief Frazier advised the Board that if they instruct the Fire Department to prepare a bid he will, but this is something that should not be done in haste. Chief Frazier also said he will need more information, such as the current contract, locations, and heat maps to work from. Chief Frazier noted that great strides have been made in working with Chagrin and he would not want this to interfere. Mr. Hare said that this would be something to work on for the next contract renewal in three years.

FLAG AT 306 & 87: Ms. Port mentioned that Russell did not lower the flag because it is stuck and can't be lowered, and it wasn't out of disrespect. The township is working on having the flag taken down until the flagpole can be fixed.

CENTERRA: Mrs. Walder advised that she is working on the credit application. *Mr. Mueller made the motion to authorize the Fiscal Officer to submit the Centerra Business Credit Application and modified Terms, as recommended by the Geauga County Prosecutor's Office. Mr. Hare seconded the motion, and it passed unanimously.*

RUSSELL COMMUNITY ROOM

September 18,

2025

FUEL PUMP: CENTERRA: PORTMAN: *Mr. Mueller made the motion to approve the proposal from Portman Electric, of Chesterland, Ohio, for electrical circuitry to & from new fuel pump control cabinet and conductors for a cost of \$6,500.00, based on the proposal dated August 26, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

FUEL PUMP: PORTMAN: AUTHORIZED SIGNATORY: *Mr. Mueller made the motion to authorize Kristina Port to act as authorized signatory for the Portman Electric proposal dated August 26, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

ROAD: MS4: BIORETENTION SWALE: VERDANTAS: Trustees discussed the reasons this work is necessary and the scope of the project. Ms. Port explained the project and said that the Road Dept would do the work, saving money.

Mr. Hare made the motion to complete negotiations and accept the professional engineer's proposal for a design and implementation plan for a proposed bioretention system, by Verdantas, LLC, proposal dated July 16, 2025, for a cost not to exceed \$31,460.00 approved by the Geauga County Prosecutor. Ms. Port seconded the motion, and it passed.

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

AUTHORIZED SIGNATORY: *Mr. Hare made the motion to authorize Kristina Port to act as authorized signatory for the Verdantas LLC design and implementation plan, dated July 16, 2025, for the proposed MS4 Bioretention Swale. Ms. Port seconded the motion, and it passed.*

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

ROAD PROJECTS 2026: *Mr. Mueller made the motion to send to the County Engineer for review, the following proposed road resurfacing projects for 2026: Cypress Pond La., Gamekeepers Trail, Runnymede Trail, Retriever Road, Century La., and Harmony Falls, as recommended by Road Department Superintendent Giovanni Maltese. Mr. Hare seconded the motion, and it passed unanimously.*

FIRE DEPT APRON: GREYSTONE CONCRETE: *Mr. Mueller made the motion, at the request of Fire Chief John Frazier, to approve the concrete front apron repair/replacement at the Russell Fire Department, per the quote from Greystone Concrete & Supply LLC, sent from Chief Frazier to Jennifer Dorka on September 19, 2025, for an amount of \$23,500.00. Mr. Hare seconded the motion, and it passed unanimously.*

ZONING: The Board introduced the new Assistant Zoning Inspector Frank Kolk. Mr. Kolk said he was already in the field and expects to make progress on zoning enforcement. Zoning Inspector Dave Dietrich advised that the public hearing for the amendments in the Zoning Resolution would be on September 24th. Ms. Port extended the Board's appreciation to the Zoning Commission members for their work on the Zoning Resolution.

RUSSELL COMMUNITY ROOM

September 18,

2025

FISCAL OFFICER: Mrs. Walder had news notes and clarifications to give before her agenda items.

The clarification was from the previous meeting that she attended virtually. She stated she couldn't hear clearly but wanted to clarify the comments made during public comments because it was her duty as Fiscal Officer to give correct information to the public. She clarified that although the budgetary projection that the Trustees requested extends out five years, the Police levy, if passed, is a continuing levy and not just a five-year levy. Mrs. Walder also disagreed with the description of the 52% Levy increase as 10% per year over five years. The revenue from the Levy, if passed, will increase by fifty two percent in 2026, the first year of collection, and that millage will be collected every year as long as the levy is in place, without expiration. Mrs. Walder invited residents to contact her with questions. Trustee Port invited residents to also call Chief Swaidner at the Police Department with any questions related to the Police levy.

Mrs. Walder advised the Board that ADP would be upgrading the Camera server soon to a new version and would coordinate this work with Ms. Dorka.

Mrs. Walder's assistant Jessica Ezzone is currently working on quotes to fix the flagpole at the conner of 306 & 87 and Mrs. Walder will have that ready for the next meeting. Mr. Hare noted that trees need to be trimmed around the flagpole.

Fiscal Officer Assistant Jessica Ezzone is also working on coordinating the landscape around the community room to be completed, and that work will be starting soon.

SUPPLEMENTAL APPROPRIATION #4: *Mr. Mueller made the motion to adopt the Supplemental Township Annual Appropriation Resolution 2025-24 to provide for the additional sums (SUPPL#4 \$163,668.04) to be set aside and appropriated in*

*FUND 1000 \$68,171.80
FUND 2031 \$ 1,891.16
FUND 2081 \$ 2,480.25
FUND 2111 (\$ 11,925.37)
FUND 2181 \$ 5,020.00
FUND 2908 \$98,030.20*

for the fiscal year ending December 31, 2025, as recommended by the Fiscal Officer. Mr. Hare seconded the motion, and it passed unanimously.

ROADS: PAYMENT APPROVAL: PAY APPLIC #1: *Mr. Mueller made the motion to approve Pay Application No. 1 for The Resurfacing of Various Roads, Russell Township, 2025, in the amount of \$362,317.75 to Karvo Companies, Inc., for work completed through July 21, 2025, as recommended by the Geauga County Engineer. 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 August 2025, as submitted by Fiscal Officer Karen Walder. Mr. Hare seconded the motion, and it passed unanimously.*

COMMENTS FROM THE PUBLIC WERE RECEIVED.

RUSSELL COMMUNITY ROOM

September 18, 2025

CYBERSECURITY PROGRAM: Ms. Port indicated that the OPC-i Training program is still pending for Fire and Police, but that the Fiscal Office, Road, Zoning and Admin employees are already enrolled through ADP.

VILLIMAS PROPERTY UPDATE: Mrs. Walder explained that progress on the demolition is held up due to multiple abandoned vehicles on the property. Mr. Mueller said that he was in touch with the attorney for the family and told him that the cars must be removed from the property within the next two weeks, and that the attorney said he would see what he could do. Mr. Hare said that the Township should have a letter from the attorney stating that the family had no further claim to the vehicles and said he would contact our APA to follow up. Ms. Port asked Mr. Mueller to include the township APA in communication with Mr. Drain regarding the outcome of discussion regarding the vehicles on the property. Ms. Port stressed that a document trail should be continued regarding this property matter.

COMMUNITY ROOM: The Board will seek the guidance of the APA in creating a section in the Community Room Lease Agreement and a special rate on the Fee Schedule for civic organizations. At this time the Board decided to grant the Fairmount Center a fifty percent decrease in the rental fee for the West Geauga Chamber Luncheon if they host the event in the Community Room.

POSITION DESCRIPTION: WEBSITE & SOCIAL MEDIA ADMINISTRATOR: *Mr. Mueller made the motion to adopt the position description for the part-time Website & Social Media Administrator, effective September 18, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

POSITION DESCRIPTION: FACILITY COORDINATOR: The Board Administrator indicated that she would like to advertise for this position as soon as possible. Mr. Mueller asked for the amount of time anticipated and the Board Administrator indicated the part-time position could be up to 20-24 hours per week.

Mr. Mueller made the motion to adopt the position description for part-time Facility Coordinator, with the hourly pay levels of entry: \$25.00 & 3 year: 28.00, effective September 18, 2025. Mr. Hare seconded the motion, and it passed unanimously.

EXECUTIVE SESSION: *Mr. Mueller made the motion to move into executive session to discuss the employment & compensation of a public employee pursuant to ORC 121.22(G)(1). Mr. Hare seconded the motion, and it passed unanimously.*

The meeting moved into executive session at 9:31 p.m.

Item #1: Melissa Palmer, Chief Frazier, Jennifer Dorka.

In at 9:31 p.m.; out at 9:38 p.m.

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

The meeting moved into regular session at 9:38 p.m.

RUSSELL COMMUNITY ROOM

September 18,

2025

FIRE HIRE: *Mr. Mueller made the motion to hire Ryan Reginelli as a part-time Firefighter/EMT at the beginning rate, per Salary Schedule 41, effective October 1, 2025. Mr. Hare seconded the motion, and it passed unanimously.*

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

The meeting was adjourned at 9:39 p.m.

PURCHASE ORDERS AND BILLS WERE APPROVED AS ATTACHED.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Dorka