



**MINUTES**  
**RUSSELL TOWNSHIP CITIZENS' PARK DISTRICT (511)**  
**Regular Meeting – November 20, 2024**  
**Russell Township Historic Town Hall, Russell Township, Geauga County, OH**

---

**CALL TO ORDER**

The meeting was called to order by Chairman Mr. Roy Podojil at 4:09 PM. Present were Commissioners Mr. Roy Podojil, Mr. Perry Howland, and Secretary, Ms. Maria Livers. Commissioner Ms. LuAnn Judis was absent due to exposure to COVID.

**MINUTES OF THE OCTOBER 16, 2024 BUDGET HEARING & REGULAR MEETING**

*Mr. Howland made a motion to accept the minutes of the October 16, 2024 Regular Meeting as submitted. Mr. Podojil seconded and the motion passed unanimously.*

**BUDGET & ACCOUNTING UPDATES**

- Current Bank Balance/Library Funds distribution:
  - RTCPD received a distribution of Public Library Funds from Geauga County in the amount of \$256.09 for November, and the current bank account balance as of Nov. 14, 2024 is \$34,969.04.
  
- UAN Update – new computer and printer will be coming early in the new year.
  
- CE Harris & Associates CPAs 3-year contract is up. Renewal for one year is \$575 and 3-year contract is \$725.
  - *Mr. Howland made a motion to sign a 3-year contract renewal with CE Harris and Associates, for \$725.00, for accounting services through 2027. Mr. Podojil*
  
- POs/Warrants:
  - UAN PO 24-2024/Warrant #1140 - MARIA LIVERS, \$150.00 Secretary Stipend
  - UAN PO 25-2024/Warrant #1141 - MARIA LIVERS, \$25.00 \$25.00 Reimbursement, for OH Sec'y of State RTCPD Name renewal
    - *Mr. Howland made a motion to accept the PO and Warrant as listed. Mr. Podojil seconded and the motion passed unanimously.*

**UPPER CHAGRIN PRESERVE (UCP) UPDATES**

- Ms. Livers relayed the following from Ms. Judis:
  - The Wildflower Society has scheduled a hike in the UCP on Wednesday May 7, 2025, time to be confirmed.
  - Ms. Judis has not received a response from First Energy re: easement.
  
- Mr. Howland reported that he has been in communication with Ms. Mary Walton from First Energy who asked for clarification regarding RTCPD's requested easement for building an additional bridge in the UCP. Mr. Howland called her today to go over the map for the easement and emailed her a picture of proposed bridge (not on their property). They asked



**MINUTES**  
**RUSSELL TOWNSHIP CITIZENS' PARK DISTRICT (511)**  
**Regular Meeting – November 20, 2024**  
**Russell Township Historic Town Hall, Russell Township, Geauga County, OH**

---

for the height of the truck, which Perry will give her as soon as he has it. Perry confirmed that once granted, the easement would be good for next spring. Ms. Walton said that any permission granted is generally good for one year.

**OTHER** – Ms. Livers will talk with Ms. Judis about preparing a UCP year-end report for the Russell Township Trustees.

**PUBLIC COMMENTS** – No public comments at this time.

**ADJOURNMENT** – *Mr. Howland made a motion to adjourn the meeting at 4:23 PM. Mr. Podojil seconded and the motion passed unanimously.*

**Minutes Approved:**

Respectfully submitted by  
Maria Livers, Sec'y.

---

Roy E. Podojil, Chairman

**NEXT MEETING:** Wednesday, December 18, 2024 at 4:00 PM. Location: Russell Town Hall, Russell Township, Geauga Co., Ohio