

**RECORD OF PROCEEDINGS**  
**Minutes of New Russia Township Trustee Regular Meeting**

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**HELD**

**March 17, 2020**

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Chairman, Jack Hoyt called the March 17, 2020 Regular Meeting to order at 7:30 pm, followed by the Pledge of Allegiance.

Trustees: Jack Hoyt, Patricia Brubaker, Andrew Gulish were present, as well as Fiscal Officer, Lisa Akers. Staff and Public: Kelli Kudela, Mike Wohlever, Kris Waechter, Edie Taylor, John Ciarrone, Bryan Plemons, Karen Fisher, John & Kathy Rokasy, Ed Miller

**Motion to Approve March 3, 2020 Regular Meeting Minutes**

Motion was made by Patricia Brubaker to approve the March 3, 2020 Regular Meeting Minutes, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Jack Hoyt—aye.

**MOTION CARRIED**

**2020-03-09**

***FISCAL OFFICER'S REPORT***

*The Financial and Investment Reports were reviewed and found in order.*

**Motion to Approve Property/Liability Insurance Premium**

Motion was made by Andrew Gulish to approve the annual Property/Liability Insurance Premium from OTARMA in the amount of \$26,369.00, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Jack Hoyt—aye.

**MOTION CARRIED**

**2020-03-10**

**Motion to Approve Warrants**

Motion was made by Patricia Brubaker to approve warrants totaling \$63,609.40, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Jack Hoyt—aye.

**MOTION CARRIED**

**2020-03-11**

**Motion to Approve Disposition of Property**

Motion was made by Patricia Brubaker to approve the Disposition of Property Resolution regarding (5) Upholstered Banquet Chairs, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Jack Hoyt—aye.

**MOTION CARRIED**

**2020-03-12**

*Fiscal Officer reviewed Appropriation Reports:*

-Fiscal Officer reported Rental Revenue as of 03/18/2020:	\$ 30,712.50 (\$23,637.50-Lodge)
Less Expenditures:	<u>&lt;33,659.09&gt;*</u>
*Includes Insurance Premium Portion	Balance: \$ < 2,946.59>

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---

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***PUBLIC CONCERNS AND REQUESTS***

**Mike Wohlever:** -Consulted with Dave Covell from Lorain County Public Health regarding COVID-19 and has decided to cancel the Holy Mackerel Fishing Tackle Flea Market scheduled for the first week in April. Mr. Wohlever will advertise cancellation. Requesting rental from 2020 be transferred to 2021 reservation cost. ***Trustees Agree***

**Alicia Floss/Amy Anderson, Oberlin Senior Center:      No Show**

**Karen Fisher:**      Representing Splash Zone Pickleball Group. Read a letter from Roy Ebihara in which the group is requesting additional pickleball lines to the existing tennis courts as well as adding additional pickleball courts to Park. Also, would like Park to open sooner then scheduled April 1st date.

**Ed Miller:**      Representing Splash Zone Pickleball Group. Drafted a proposal for expansion of the pickleball facilities and budget required. Also, requesting Trustees to purchase a portable net for them to use with existing pickleball lines at the Park.

***Chairman Hoyt stated the Board would take under consideration, but does not see this happening in the foreseeable future. Other expansion plans are underway and have been budgeted. Suggested group to purchase net themselves.***

***Trustee Brubaker stated Park is scheduled to open 4/1/2020 which may now change due to COVID-19, as of now we will remain with a 4/1/2020 opening date.***

***STAFF REPORTS***

**Bryan Plemons:                      *See Next Page for Calls for Service Report***

**Edie Taylor:                          No report**

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---

**Bryan Plemons:** Calls for Service—MAR 3<sup>RD</sup> 2020 TO MAR 12<sup>TH</sup> 2020

MAR 3<sup>RD</sup>, ASSIST THE AMBULANCE -11000 BLOCK SR 58- CANT MAKE ENTRY- CHECKED HOME OWNER. THEY ARE OK.

MAR 4<sup>TH</sup>, ASSIST THE AMBULANCE AGAIN- 11000 BLOCK SR 58-CHECKED HOME OWNER- THEY ARE OK

MAR 5<sup>TH</sup>, 46000 BLOCK OF BUTTERNUT RIDGE RD- REFERENCE A ONLINE THEFT/ FRAUD COMPLAINT.

MAR 5<sup>TH</sup>, 43000 BLOCK OF OBERLIN ELYRIA RD- ASSIST CABLE COMPANY W/ GAINING ACCESS TO A UTILITY POLE ON PRIVATE PROPERTY.

MAR 5<sup>TH</sup>, 9700 BLOCK OF SR 58- REFERENCE COWS ON THE LOOSE. THEY WEREN'T LOOSE BUT STICKING THEIR HEADS OUTSIDE THE FENCE AND THE CALLER WAS CONCERNED. THE COWS WERE O.K.

MAR 5<sup>TH</sup>, 10000 BLOCK OF PYLE RD- REFERENCE AN UNWANTED GUEST. THIS MALE WAS FOUND TO HAVE A WARRANT AND WAS ARRESTED FOR SAME.

MAR 6<sup>TH</sup>, DEPUTIES RESPONDED TO (3) DIFFERENT ALARMS AT PRIVATE HOMES. ONE WAS A PANIC ALARM, THE SECOND WAS ACCIDENTAL AND THE THIRD WAS A FALSE ALARM.

MAR 9<sup>TH</sup>, 45000 BLOCK OF E HAMILTON- REFERENCE FOLLOW UP TO A B&E COMPLAINT.

-CHECKING ONE HOME IN THE TWP. WHILE THE HOME OWNERS ARE AWAY.

**Kelli Kudela:** -Eleven (11) events at this time has been either rescheduled, cancelled or put on hold for March/April, still questioning weddings, not clear on Governor's stipulations. Does the Board want to continue with wait and see or should we move in a different direction? One customer has requested refund.  
***Trustees stated to continue to work with customers to reschedule dates or cancel. If refunds are requested go ahead and submit refund to FO. Fiscal Officer stated this will have a great impact on rental revenue depending the length of time we will be rescheduling and/or cancelling.***  
 -Does not feel comfortable having the Office open to public considering the seriousness of COVID-19.  
 -Reviewed electrical estimate to add outlets to Meeting Room from Ryan's Electric at a cost of \$1,290.00

**Motion to Approve Electrical Improvement to Meeting Room**

Motion was made by Andrew Gulish to approve adding additional electrical outlets to the Meeting Room from Ryan's Electric at a cost of \$1,290.00, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Jack Hoyt—aye.

**MOTION CARRIED**

**2020-03-13**

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---

**Kris Waechter:**

- Reviewed roof repair estimate from Northern Ohio Roofing for area near HVAC unit in Administrative Complex at a cost of \$2400.00
- Reviewed Hot Ash receptacles estimate from Snider Recreation at a cost of \$1501.00 for Park
- Reviewed electrical estimation from Ryan’s Electric for Service Complex Ventilation System at a cost of \$1,460.00.
- Drainage repair possibly needed near new Pavilion 3 Playground, waiting for estimate from Justin’s Excavating, will advise in near future.
- COVID-19, staff has taken upon selves for cleaning and postings
- Requesting Notice to Bidders for a new Tractor/Boom Mower. After consideration of all modifications that would be needed to purchased a new boom mower and retrofit with existing tractor it is requested that we purchase a new tractor/boom mower that would have the correct specifications to coexist. Since the cost of the tractor/boom mower would be over \$50,000.00 the bid process is needed. Believes the new tractor/mower would have a greater benefit to the Township. The old tractor and boom mower could be sold separately on Govdeals.

**Motion to Approve Roof Repair**

Motion was made by Patricia Brubaker to approve roof repair near HVAC unit in Administrative Complex from Northern Ohio Roofing at a cost of \$2,400.00, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish —aye; Jack Hoyt —aye.

**MOTION CARRIED**

**2020-03-14**

**Motion to Approve Hot Ash Receptacles**

Motion was made by Andrew Gulish to approve the purchase of Hot Ash Receptacles from Snider Recreation at a cost of \$1,501.00, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Jack Hoyt—aye.

**MOTION CARRIED**

**2020-03-15**

**Motion to Approve Electrical for Service Complex**

Motion was made by Patricia Brubaker to approve electrical for Service Complex Ventilation System from Ryan’s Electric at a cost of \$1,460.00, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Jack Hoyt—aye.

**MOTION CARRIED**

**2020-03-16**

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***TRUSTEE BUSINESS***

*Correspondence were reviewed and found in order.*

**Motion to Approve Rescinding of Motion #2020-03-06 dated March 3, 2020**

Motion was made by Patricia Brubaker to approve rescinding Motion #2020-03-06 dated March 3, 2020 Agreement with Lorain County Commissioners regarding New Patrol Car due to omitted language, seconded by Andrew Gulish. RCV: Patricia Brubaker –aye; Andrew Gulish—aye; Jack Hoyt—aye. **MOTION CARRIED** **2020-03-17**

**Motion to Approve Revised Agreement with Lorain County Commissioners**

Motion was made by Patricia Brubaker to approve revised Agreement with Lorain County Commissioners regarding New Patrol Car, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Jack Hoyt—aye.

**MOTION CARRIED** **2020-03-18**

*Chairman Hoyt reviewed his discussion with MD7 regarding lease with American Tower and NRT's site being identified as a "Modification Necessary" in which changes are necessary to maintain tenancy. Reviewed three options to maintain a long-term relationship.*

**Motion to Approve American Tower Option 2**

Motion was made by Andrew Gulish to approve American Tower Option 2 regarding American Tower Site No. 307323/Route 58, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Jack Hoyt—aye.

**MOTION CARRIED** **2020-03-19**

**Notice to Approve Bid Notice and Bid Opening Date**

Motion was made by Andrew Gulish to approve the Bid Notice for a new Tractor/Mower and Bid Opening Date of April 7, 2020 at 7:00 pm, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Jack Hoyt—aye.

**MOTION CARRIED** **2020-03-20**

***Chairman Hoyt noted that the Public Hearing scheduled for March 16, 2020 at 6:00 pm regarding demolition of a house on West Hamilton Street was postponed on the advice of Tom Mangan, due to COVID-19. Public Hearing will be rescheduled at an undetermined future date.***

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---

*Trustee Brubaker stated her concern with keeping office opened during COVID-19. Would like to keep staff working but close door to public. Trustee Gulish feels we need to protect employees. Trustee Brubaker requested Service Complex employees to be extremely cautious.*

**Motion to Approve Administrative Office Closing to Public**

Motion was made by Patricia Brubaker to close Administrative Office to the Public effective immediately, staff to report to work, evaluating closure Regular Meeting to Regular Meeting, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish – aye; Jack Hoyt—aye.

**MOTION CARRIED**

**2020-03-21**

***Staff is to keep Board updated on self, family, or friends if expected exposure to COVID-19.***

*Discussion regarding Govdeal Reserve for Batwing Mower that did not sell at previous attempt. Trustees agreed \$7,000.00 would be new reserve for second attempt.*

**Motion to Adjourn**

Motion was made by Andrew Gulish to adjourn meeting at 8:47 pm, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Jack Hoyt—aye.

**MOTION CARRIED**

**2020-03-22**

***Chairman Hoyt Called To Order and Requested Meeting Return in Session.***

**Motion to Approve Regular Meeting Return to Session**

Motion was made by Jack Hoyt to approve March 17, 2020 Regular Meeting Return to Session at 8:48 pm, seconded by Patricia Brubaker. RCV: Jack Hoyt—aye; Patricia Brubaker—aye; Andrew Gulish—aye.

**MOTION CARRIED**

**2020-03-23**

***Chairman Hoyt stated he received a letter from Zoning Board of Commission regarding recent Public Hearing on changes to Zoning but since no one from the Zoning Board of Commission is present to answer questions, changes will not be discussed or considered. Chairman Hoyt will notify Lester Morris, ZBC Chairman.***

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**Motion to Adjourn**

Motion was made by Jack Hoyt to adjourn meeting at 8:49 pm, seconded by Andrew Gulish. RCV: Jack Hoyt—aye; Andrew Gulish—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2020-03-24**

**AFFIRMED by Jack Hoyt on April 7, 2020 Regular Meeting**

**ATTESTED by Lisa Akers on April 7, 2020 Regular Meeting**

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