

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

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**HELD**

**November 16, 2021**

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Chairman, Andrew Gulish called the November 16, 2021 Regular Meeting to order at 7:30 pm, followed by the Pledge of Allegiance.

Trustees: Andrew Gulish and Patricia Brubaker were present as well as Fiscal Officer, Lisa Akers. Trustee Jack Hoyt was absent. Staff and Public: Scott Justin, Rick Justin, Desi Justin, Bryan Plemons, Edie Taylor, John Honoshofsky, John & Kathy Rokasy, Dan Jarven

**Motion to Approve November 2, 2021 Regular Meeting Minutes**

Motion was made by Patricia Brubaker to approve the November 2, 2021 Regular Meeting Minutes, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye, Andrew Gulish—aye.

**MOTION CARRIED**

**2021-11-12**

***FISCAL OFFICER'S REPORT***

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

**Motion to Approve Warrants**

Motion was made by Patricia Brubaker to approve Warrants totaling \$35,727.27, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye.

**MOTION CARRIED**

**2021-11-13**

**Motion to Renew Certificate of Deposit with Northwest Bank**

Motion was made by Patricia Brubaker to authorize Lisa Akers, Fiscal Officer, to renew two (2) Certificate of Deposits schedule to mature at end-of-November 2021 with Northwest Bank, renewing for 24 months at .12% APY, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye.

**MOTION CARRIED**

**2021-11-14**

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**PUBLIC CONCERNS AND REQUESTS**

**Rick Justin:** -Would like recorded, to date Republic Services has not supplied an MSDS sheet for substance being sprayed at Landfill for odor control. *Zoning Inspector, Dan Jarven stated he has sent four (4) requests with no reply from Republic Services. Dan also sent an email this evening to Rosanna Marchese (Republic Services) inquiring again about the MSDS Sheet and if they will not provide, he would like a response either way.*

**STAFF REPORTS**

**Edie Taylor:** -Gentlemen who installed concrete floors in "The Lodge" was following-up regarding satisfaction with floors, forwarded to Desi.

**Dan Jarven:** -Neighbors on East Hamilton is having an ongoing fence-line dispute in which believes at this point is a civil issue.

**Deputy Plemons: Calls for Service**

- Oct 15<sup>th</sup>, 44000 block of Oberlin Elyria Rd., to check on the welfare of a person at this establishment.
- Oct. 19<sup>th</sup>, 44000 block of Oberlin Elyria Rd., to assist a female in getting her belongings at a home.
- Oct. 20<sup>th</sup>, A large TV console was abandoned along Garfield Rd. Lorain Co. Engineer assisted in helping deputies dispose of this item.
- Oct. 24<sup>th</sup>, 14000 block of West Rd., reference a break in of a shed in a back yard.
- Oct. 24<sup>th</sup>, 44000 block of RT 511, reference a suspicious box near road, which later turned out to be a dead animal.
- Oct. 26<sup>th</sup>, 47000 block of Pyle Rd., reference a telephone harassment complaint.
- Nov. 3<sup>rd</sup>, assisted with traffic control on Oberlin Rd. after a farmer tracked mud on the road and later cleaned it up.
- Nov. 4<sup>th</sup>, 44000 block of Oberlin Elyria Rd., reference a male threatening suicide. This male was transported to the hospital.
- Nov. 5<sup>th</sup>, 44000 block of Oberlin Elyria Rd., reference a minor disturbance.
- Nov. 6<sup>th</sup>, A vehicle abandoned in a field on Oberlin Rd, at Albrecht Rd., was logged for tow.
- Nov. 6<sup>th</sup>, 13000 block of Hale Rd., reference a barking dog complaint.

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**Desi Justin:** -Lorain County Board of Elections and Lorain County Educational Service Center both thanked Board for use of "The Lodge" for recent functions.  
 -Veteran's Program went well, attendance was low  
 -Will get 2024 rates to Trustees for review and possible approval at next meeting.  
 -Would like to create a "pop-up" box on Reservation Software for customers to acknowledge cancellation policy. *Trustees would like verbiage approved thru legal before put on-line.*

**John Honoshofsky:** -Finished mowing ditches  
 -Gravel and dirt has been purchased for Cemetery  
 -Two burials this past week  
 -Cleared ditch on Garfield Road  
 -Continue with leaf pickup  
 -Maintenance on mini-excavator and tool cat needed from LEPPPO for \$2500.00  
 -Reviewed proposal from SCT Consulting regarding safety meetings  
 -HVAC system needs replaced at Service Complex, reviewed proposal from Gundlach at a cost of \$18,925.00  
 -Still waiting on parts for F550 from Harrison Ford

**Motion to Approve Mini-Excavator and Tool Cat Repair**

Motion was made by Patricia Brubaker to approve repair of Mini-Excavator and Tool Cat from LEPPPO at a cost not-to-exceed \$2,500.00, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye. **MOTION CARRIED** **2021-11-15**

**Motion to Approve Safety Consulting Services**

Motion was made by Patricia Brubaker to approve SCT to provide Comprehensive Safety and Health Consultation Services, starting in January 2022 for an amount not-to-exceed \$4,000.00, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye. **MOTION CARRIED** **2021-11-16**

**Motion to Approve HVAC System in Service Complex**

Motion was made by Patricia Brubaker approve purchase and installation of HVAC System in Service Complex from Gundlach in the amount of \$18,925.00, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye. **MOTION CARRIED** **2021-11-17**

***TRUSTEE BUSINESS***

*Correspondence were reviewed and found in order.*

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**Motion to Approve Office 365 Installation**

Motion was made by Patricia Brubaker approve installation of Office 365 on various Township computers from Advance Computer Connection for the following cost:

\$78.50 Monthly License Fee

\$1,500.00 One (1) Time Install Fee

seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye.

**MOTION CARRIED**

**2021-11-18**

**Motion to Accept Resignation of R. Scott Justin from ZBC**

Motion was made by Andrew Gulish to accept the resignation from R. Scott Justin from the Zoning Board of Commission effective 12/31/2021, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2021-11-19**

**Motion to Approve Holiday Schedule**

Motion was made by Patricia Brubaker to approve the 2021 Holiday Schedule as follows:

-November 25, 26, 27, 2021 Complex CLOSED Thanksgiving Holiday

-December 23, 24, 25, 2021 Complex CLOSED Christmas Holiday

-December 30, 31, 2021 and January 1, 2022 Complex CLOSED New Year

seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye.

**MOTION CARRIED**

**2021-11-20**

**Motion to Approve 2021 Employee Appreciation Bonus**

Motion was made by Andrew Gulish to approve the 2021 Employee Appreciation Bonus as follows: (Payable 12/08/2021)

-\$600.00 Full-time Employees

-\$300.00 Regular Schedule/Flex Part-time Employees

-\$150.00 Zoning Board of Commission/Zoning Board of Appeals

seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2021-11-21**

**Motion to Approve 2021 Year-End Meeting**

Motion was made by Patricia Brubaker to approve the 2021 Year-End Meeting for December 31, 2021 at 5:00 pm, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye.

**MOTION CARRIED**

**2021-11-22**

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**Motion to Approve 2022 Organizational Meeting**

Motion was made by Patricia Brubaker to approve the 2022 Organizational Meeting for January 1, 2022 at 9:00 am, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye. **MOTION CARRIED** **2021-11-23**

**Motion to Enter into Executive Session**

Motion was made by Andrew Gulish to enter into Executive Session at 7:58 pm for employment and legal discussion, with business to follow, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye.

**MOTION CARRIED** **2021-11-24**

**Motion to Adjourn Executive Session**

Motion was made by Patricia Brubaker to adjourn Executive Session at 8:27 pm, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye.

**MOTION CARRIED** **2021-11-25**

**Motion to Approve Work Suspension of Zachary Knott**

Motion was made by Andrew Gulish to approve work suspension of Zachary Knott on November 17, 18, 19, 2021 without pay, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2021-11-26**

**Motion to Adjourn**

Motion was made by Patricia Brubaker to adjourn meeting at 8:28 pm, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye.

**MOTION CARRIED** **2021-11-27**

**AFFIRMED by Andrew Gulish at December 7, 2021 Regular Meeting**

**ATTESTED by Lisa Akers at December 7, 2021 Regular Meeting**

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