

**RECORD OF PROCEEDINGS**  
**Minutes of New Russia Township Trustee 2022 Organizational Meeting**

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**HELD**

**January 1, 2022**

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Fiscal Officer, Lisa Akers, called the 2022 Organizational Meeting to order on January 1, 2022 @ 9:00 am, followed by the Pledge of Allegiance.

Trustees: Patricia Brubaker, Andrew Gulish and Scott Justin were present, as well as Fiscal Officer, Lisa Akers. Staff and Public: n/a

*-Fiscal Officer, Lisa Akers, asked for nominations from Board for 2022 Board Chairman  
 -Patricia Brubaker nominated **Andrew Gulish** as Board Chairman for the 2022 Calendar Year.*

**Motion to Elect 2022 Chairman**

Motion was made by Patricia Brubaker to elect Andrew Gulish as the 2022 Chairman of the Board of Trustees, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye. **MOTION CARRIED** **2022-01-01**

*-Fiscal Officer, Lisa Akers, asked for nominations from Board for 2022 Vice-Chairperson  
 —Andrew Gulish nominated Patricia Brubaker as Vice-Chairperson for the 2022 Calendar Year.*

**Motion to Elect 2022 Vice Chairperson**

Motion was made by Andrew Gulish to elect Patricia Brubaker as 2022 Vice Chairperson of the Board of Trustees, seconded by Scott Justin. RCV: Andrew Gulish—aye; Scott Justin—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2022-01-02**

*Chairman Gulish assumed duties at this time.*

**Motion to Establish Meeting Schedule**

Motion was made by Patricia Brubaker to establish meeting schedule as the first and third Tuesday of each month 6:30 pm at the Administrative Building, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

**MOTION CARRIED** **2022-01-03**

**Motion to Approve Confirmation of 2021 Resolutions**

Motion was made by Patricia Brubaker to approve the confirmation of the following 2021 Resolutions for 2022:

1. Pay 2022 Trustees/Fiscal Officer at Maximum Level as provided by ORC 505.24 and 507.09.
2. Temporary Appropriations
3. Provide Health Benefits per ORC 505.60 through 505.603

seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye. **MOTION CARRIED** **2022-01-04**

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**Motion to Authorize Payment for Travel Expenses**

Motion was made by Patricia Brubaker to authorize payment for travel and expenses for seminars and township business for 2022, mileage to be paid at federal allowed rate per mile, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

**MOTION CARRIED** **2022-01-05**

**Motion to Establish Purchasing Authority and Limits**

Motion was made by Patricia Brubaker to establish purchasing authority and limits without pre-authorization by the Board of Trustees as follows:

*Trustees—\$1500.00; Fiscal Officer—\$1500.00; Supervisor—\$1500.00; Complex Custodian—\$500.00*  
 seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

**MOTION CARRIED** **2022-01-06**

**Motion to Establish Fiscal Officer Authority**

Motion was made by Patricia Brubaker to establish the following Fiscal Officer Authority:

- Make Supplemental Appropriations as needed to conduct Township Business
- Execute wire transfers to and from investment accounts as needed to conduct Township business

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

**MOTION CARRIED** **2022-01-07**

**Motion to Appoint Central LC Ambulance District Representative**

Motion was made by Andrew Gulish to appoint Patricia Brubaker as representative of NRT to the Central LC Ambulance District and Scott Justin as alternate, seconded by Scott Justin. RCV: Andrew Gulish—aye; Scott Justin—aye; Patricia Brubaker—aye.

**MOTION CARRIED** **2022-01-08**

**Motion to Appoint Zoning Inspector**

Motion was made by Andrew Gulish to appoint Daniel Jarven as Zoning Inspector of NRT, seconded by Patricia Brubaker—aye. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye.

**MOTION CARRIED** **2022-01-09**

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**Motion to Appoint Fire Prevention Officers**

Motion was made by Patricia Brubaker to appoint the following Fire Prevention Officers:

1. Oberlin—Fire Chief of respective service area
2. South Amherst—Fire Chief of respective service area

seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye. **MOTION CARRIED** **2022-01-10**

**Motion to Set Rental Rates**

Motion was made by Patricia Brubaker to set rental rates for 2022, 2023, 2024 Calendar Years as presented, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—abstain.

**MOTION CARRIED** **2022-01-11**

**Motion to Maintain Current Zoning Fee Schedule**

Motion was made by Patricia Brubaker to maintain current Zoning Fee Schedule for 2022 Calendar Year, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

**MOTION CARRIED** **2022-01-12**

**Motion to Set Dumpster Dates and Times**

Motion was made by Patricia Brubaker to set the following Dumpster Dates (time same as 2021):

April 15,16,17	June 17,18,19	September 16,17,18
May 20,21,22	July 15,16,17	October 21,22,23

seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye. **MOTION CARRIED** **2022-01-13**

**Motion to Confirm Pride Day**

Motion was made by Patricia Brubaker to confirm Pride Day as Saturday, May 21, 2022 from 10 am—2 pm, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye. **MOTION CARRIED** **2022-01-14**

**Motion to Appoint Representative to Lorain County Rural Water Board**

Motion was made by Andrew Gulish to appoint Patricia Brubaker as Representative to Lorain County Rural Water Board, seconded by Scott Justin. RCV: Andrew Gulish—aye; Scott Justin—aye; Patricia Brubaker—aye.

**MOTION CARRIED** **2022-01-15**

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**Motion to Appoint Personal Information Designee**

Motion was made by Patricia Brubaker to appoint Lisa Akers, Fiscal Officer as NRT Personal Information Designee, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye. **MOTION CARRIED** **2022-01-16**

**Motion to Approve Employee Cell Phone Reimbursement**

Motion was made by Patricia Brubaker to approve Employee Cell Phone Reimbursement @ \$50.00/month for designated employees; seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye. **MOTION CARRIED** **2022-01-17**

**Motion to Approve Furnishing of Uniforms**

Motion was made by Patricia Brubaker to approve furnishing uniforms from uniform company for full-time staff for 2022, seconded Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye. **MOTION CARRIED** **2022-01-18**

**Motion to Approve Continuation of Govdeals to Dispose of Township Property**

Motion was made by Andrew Gulish to approve continued use of Govdeals to dispose of Township Property, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye. **MOTION CARRIED** **2022-01-19**

**Motion to Confirm Blanket Certificate Purchase Order Limit**

Motion was made by Patricia Brubaker to confirm Blanket Certificate Purchase Order limit @ \$5,000.00 as originally approved 3/20/2018, Motion #2018-03-10, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye. **MOTION CARRIED** **2022-01-20**

**Motion to Appoint Representative to LORCO Board**

Motion was made by Patricia Brubaker to appoint Scott Justin as representative from NRT to LORCO and Andrew Gulish as alternate, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye. **MOTION CARRIED** **2022-01-21**

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***Additional Concerns:***

Zoning Board Vacancy—Send postcards to residents

Employee Evaluations—January 8th or 15th

**Motion to Approve Special Meeting**

Motion was made by Patricia Brubaker to approve Special Meeting on Saturday, January 15, 2022 for Employee Evaluations at 8:00 am, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

**MOTION CARRIED**

**2022-01-22**

*Trustee Justin discussed distributing responsibilities of the different Township Departments amongst each Trustee. Chairman Gulish stated he thinks it would be tough for one person to be "in charge" of a department and he likes that all three Trustees are aware of issues that may arise instead of one Trustee handling and the other two not being informed. Trustee Brubaker doesn't like the idea and feels that would be micro-managing the staff.*

**Motion to Adjourn**

Motion was made by Patricia Brubaker to adjourn meeting at 9:37 am, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

**MOTION CARRIED**

**2022-01-23**

**AFFIRMED by Andrew Gulish at January 18, 2022 Regular Meeting**

**ATTESTED by Lisa Akers at January 18, 2022 Regular Meeting**

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