

RECORD OF PROCEEDINGS
Minutes of New Russia Township Trustee Regular Meeting

HELD

March 1, 2022

Chairman, Andrew Gulish called the March 1, 2022 Regular Meeting to order at 6:30 pm, followed by the Pledge of Allegiance.

Trustees: Patricia Brubaker, Andrew Gulish, Scott Justin were present as well as Fiscal Officer, Lisa Akers. Staff and Public: Edie Taylor, John Honoshofsky, Desi Justin, Bryan Plemons, Dan Jarven, Rick Justin, Chris Tyner, Michelle Tyner, Al Schrader, Ross Mateer, Jim Simms

Motion to Approve February 15, 2022 Regular Meeting Minutes

Motion was made by Patricia Brubaker to approve the February 15, 2022 Regular Meeting Minutes, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

MOTION CARRIED **2022-03-01**

FISCAL OFFICER'S REPORT

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

Motion to Approve Warrants

Motion was made by Patricia Brubaker to approve Warrants totaling \$25,183.75, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

MOTION CARRIED **2022-03-02**

Motion to Approve OTAMRA Warrant

Motion was made by Patricia Brubaker to approve Warrant totaling \$27,712.00 to OTARMA, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

MOTION CARRIED **2022-03-03**

Motion to Approve 2022 NOPEC Grant Resolution

Motion was made by Scott Justin to approve the Northeast Ohio Public Energy Council (NOPEC) Energized Community Grant Program (2022 NEC Grant(s)) Resolution, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye.

MOTION CARRIED **2022-03-04**

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Motion to Approve 2022 NOPEC Grant Agreement

Motion was made by Patricia Brubaker to approve the 2022 NOPEC Grant Agreement, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye Andrew Gulish—aye.

MOTION CARRIED **2022-03-05**

PUBLIC CONCERNS AND REQUESTS

Rick Justin: -Request cleaning of 12" pipe in roadside ditch from Tyner's driveway to Bike Path.
 -FYI...tiles are busted on Landfill property (north side) which is not allowing proper drainage

Michelle Tyner: -Reviewed Ohio Administrative Code regarding general rules for landfills and methane gas levels. Methane gas odor is very strong and feels the levels are a threat to human health. She has filed a complaint with Ohio EPA and has asked them to monitor percentage level. Reviewed general setbacks per OAC as well as location restrictions in regards to Lorain County Airport and proximity to Borrow Pit on north side of Butternut Ridge Road.

Motion to Enter into Executive Session

Motion was made by Andrew Gulish to enter into Executive Session at 6:52 pm for legal discussion with business to follow, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin.

MOTION CARRIED **2022-03-06**

Motion to Adjourn Executive Session

Motion was made by Patricia Brubaker to adjourn Executive Session at 7:31 pm, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

MOTION CARRIED **2022-03-07**

STAFF REPORTS

Edie Taylor: -Requesting ideas for giveaways for May 21, 2022 Pride Day
 -Resident are already calling regarding Chipping and Dumpster Days

Eric Mateer: -Landfill Tour date change from 3/5/2022 to 3/19/2022, time TBD
 -Conditional Use/Home Occupation Public Hearing: 3/24/2022 @ 7:00 pm

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Dan Jarven: -Working with ZBC on Zoning Book updates, two meeting a month may be needed. *Trustees agree*
 -Conditional Use/Home Occupation letters going out this week
 -Met with Emerge, will get back within a few weeks with estimate for zoning software
 -Regarding Michelle Tyner's presentation, Zoning does not fall under Ohio Administrative Code

Deputy Plemons:

Calls for Service

-JAN 29TH, 43000 BLOCK OF OBERLIN ELYRIA RD, REFERENCE A DOMESTIC DISPUTE.
 -JAN. 31ST, 47000 BLOCK OF PYLE RD., REFERENCE A WELFARE CHECK OF THE HOME OWNER, WHO CHECKED OK.
 -JAN. 31ST, 9000 BLOCK OF RT 58, REFERENCE A PROPERTY DAMAGE COMPLAINT.
 -JAN. 31ST, 43000 BLOCK OF OBERLIN ELYRIA RD., REFERENCE 40-50 PEOPLE STANDING AROUND TALKING BY THE ROAD, ALARMING THE CALLER. IT WAS A MOVIE THEY ARE SHOOTING- NO CAUSE FOR ALARM.
 -FEB. 1ST/ 2ND, DEPUTIES RESPONDED TO HOUSE ALARMS IN NEW RUSSIA TWP., WHICH WERE FALSE ALARMS.
 -FEB. 4TH, DEPUTIES ASSISTED A FEMALE WHO FELL IN A DITCH AFTER RETRIEVING HER MAIL. SHE DID NOT NEED AN AMBULANCE AND/ OR THE FIRE DEPARTMENT.
 -FEB. 5TH, DEPUTIES ASSISTED A FEMALE WITH A DISABLED MOTOR VEHICLE ON RT 58.
 -FEB. 5TH, DEPUTIES ASSISTED A MALE SHOVEL OUT THE END OF HIS SNOWED IN DRIVEWAY SO HE COULD GO TO THE DOCTOR.
 -FEB. 7TH, DEPUTIES SPOKE W/ A MALE AT THE SUBSTATION, REFERENCE DOMESTIC ISSUES HE WAS HAVING IN THE CITY OF ELYRIA. HE WAS REFERRED TO ELYRIA POLICE DEPARTMENT.
 -FEB. 8TH, 45000 BLOCK OF BUTTERNUT RIDGE RD., DEPUTIES ASSISTED THE AMBULANCE W/ MEDICAL CALL.
 -FEB. 16TH, 11000 BLOCK OF OBERLIN RD., REFERENCE A MOTOR VEHICLE ACCIDENT BETWEEN A CAR AND A REPUBLIC WASTE GARBAGE TRUCK.
 -FEB. 17TH, OBERLIN RD @ PARSONS RD., REFERENCE ANOTHER MOTOR VEHICLE ACCIDENT WITH INJURIES.

Desi Justin: -March rentals are slow, April will be busy
 -Reviewed estimate from Oberlin Cabinet Co. to repair Meeting Room desk,
 Trustees requested estimate for quartz top
 -Reviewed three estimates for floor repair of "The Lodge"
 Trustee Brubaker stated that Final Finish will be here on Friday to look at floor, requested Desi to attend.

John Honoshofsky: -Three funerals this past week
 -Plowing/Salting continue
 -Two (2) flooded roads recently
 -Performed maintenance on skid loader and mini-excavator
 -Govdeal customer picked up snow plow today, mower should be picked up by end-of-week

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- John Honoshofsky:** -Ohio Geese Control is working so far
- Beams are fixed at "The Lodge" working on stain matching
 - Would like to hire a part-time person, he will be attending next meeting
 - Would like to hire Rafter Ltd to engineer paving of drive in Park. *Trustee agreed and their services may be needed for other projects as well.*
 - Park ground needs leveled where tile was installed, grass seed on hand but equipment is needed to level, how would Trustees like to proceed? *Trustees agreed to get pricing from landscaper and see if they can use our seed.*
 - Would like to send Andrew to an 8 hour Excavating Class at a cost of \$135.00. *Trustees agree*
 - Reviewed Amp-Tech quote for fabricating a Chip Hopper at a cost of \$3,531.00. *Trustee Justin suggests get pricing for sandblasting and painting as well.*
 - After recent flooding it is realized that additional road closure signs/barricades are needed, reviewed estimate from Judco at a cost of \$10,853.25
 - Received one quote for cleaning of restrooms, waiting for Erie Janitorial quote, will review in future
 - Spoke with Grever & Ward regarding locating of pins in Section 1 of Cemetery, estimates a cost of \$26,000 to locate then additional price for cost of pins. *Trustee Brubaker feels we don't have a choice but to fix. Trustee Justin suggests using a local engineering company if possible which may be less expensive.*

Motion to Approve Purchase of Road Signs

Motion was made by Patricia Brubaker to approve the purchase of road signs/barricades from Judco, Inc at a cost of \$10,853.25, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye. **MOTION CARRIED** **2022-03-08**

TRUSTEE BUSINESS

The Correspondence were reviewed and found in order.

Motion to Approve Disposition of Property

Motion was made by Scott Justin to approve the Disposition of Property for a Public Announcement (PA) System, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye. **MOTION CARRIED** **2022-03-09**

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Motion to Approve Water Maintenance and Vitastim Application Agreements

Motion was made by Patricia Brubaker to approve the Water Maintenance Agreement at a cost of \$638.00 per month from April 2022—October 2022 and the Vitastim Application Agreement at a cost of \$1,950.00 from the The Lake Doctors Inc., seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

MOTION CARRIED

2022-03-10

Due to a conflicting contract dates, previous approved motions for employee uniforms need rescinded. Contract with Cintas Uniform will continue until time of expiration.

Motion to Approve Rescinding Previously Approved Employee Uniform Motions

Motion was made by Scott Justin to approve rescinding of the following motions approved at the February 15, 2022 Regular Meeting:

- #2022-02-22—Motion to Approve Discontinuing Employee Provided Uniform Program
- #2022-02-23—Motion to Approve Full-time Employee Clothing Allowance

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

MOTION CARRIED

2022-03-11

-Trustee Justin suggests all projects over \$50,000 need three bids and have drawings/dimensions/specs so bidders have same information and bids can properly be compared.

-Trustee Justin inquired about gas well located at Service Garage. Trustee Brubaker stated it has been used in past, capping off would be costly and we may use possibly in the future. Trustee Justin stated if it was cleaned it may produce more effectively.

-Trustee Brubaker stated there is a issue with chain-of-command and everyone needs to go to their Supervisor when requesting needs or if issues arise.

-Chairman Gulish met with Matt Arnold and Don Romancek from Storm Water Management on 2/23/2022. Several ditch issues within the Township were discussed, their professional opinions suggests applying for grant monies to help investigate the flooding issue on East Hamilton. Cost to investigate would be \$5,000.00, NRT could apply for a \$4,000.00 grant and NRT would be responsible for \$1,000.00 if approved. In reference to Cobb Ditch, they suggest only cleaning 500 ft from Butternut Ridge Road and clear log jams from BNR to Russia Road and that should get water flowing. Estimated cost would be \$105,000.00 to complete. Applying for Financial Assistance to help pay 1/2 of cost.

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Motion to Approve Application for LCSWD Planning Grant

Motion was made by Andrew Gulish to approve application for Lorain County Storm Water District Planning Grant for 2022 to investigate East Hamilton Street flooding, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED **2022-03-12**

Motion to Approve Application for LCSWD Financial Assistance

Motion was made by Andrew Gulish to approve application for Lorain County Storm Water District Financial Assistance for 2022 in reference to Cobb Ditch, seconded by Scott Justin. RCV: Andrew Gulish—aye; Scott Justin—aye; Patricia Brubaker—aye.

MOTION CARRIED **2022-03-13**

Chairman Gulish stated he also would like sink hole on East Professor repaired, estimated cost would be \$1,000-\$1,500, waiting for attorney to compose Work Agreement before formally approving. Also, Lorain County Engineer's Office stated that our Service Department should be able to clean our Cemetery ditch without engineering. Trustees decided to hold-off on Cemetery drainage for now.

John Honoshofsky stated Amp-Tech could sandblast and paint the hopper for an additional \$800.00 for a total of \$4,331.00.

Motion to Approve Fabrication/Painting Chip Hopper Box

Motion was made by Scott Justin to approve fabricating/painting of a Chip Hopper Box from Amp-Tech Inc. at a cost of \$4,331.00, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye. **MOTION CARRIED** **2022-03-14**

Member from audience stated the Service Department is doing a good job plowing/salting the roads.

Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting at 8:43 pm, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye.

MOTION CARRIED **2022-03-15**

AFFIRMED by Andrew Gulish at March 15, 2022 Regular Meeting

ATTESTED by Lisa Akers at March 15, 2022 Regular Meeting