

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

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**HELD**

**February 7, 2023**

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Chairman Scott Justin called the February 7, 2023 Regular Meeting to order at 6:00 pm, 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: James Griner, John Rokasy, Edie Taylor, John Honoshofsky, Bryan Plemons, Ross Mateer

**Motion to Approve January 17, 2023 Regular Meeting Minutes**

Motion was made by Patricia Brubaker to approve the January 17, 2023 Regular Meeting Minutes, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye. **MOTION CARRIED** **2023-02-01**

**Motion to Approve January 21, 2023 Special Meeting Minutes**

Motion was made by Patricia Brubaker to approve the January 21, 2023 Special Meeting Minutes, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye. **MOTION CARRIED** **2023-02-02**

***FISCAL OFFICER'S REPORT***

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

**Motion to Approve Lorain County Local Emergency Planning Contract**

Motion was made by Patricia Brubaker to approve the Lorain County Local Emergency Planning Contract expiring December 31, 2026, second by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye. **MOTION CARRIED** **2023-02-03**

**Motion to Approve City of Oberlin 2022 EMS Call Total**

Motion was made by Patricia Brubaker to approve the 2022 EMS Call Total from the City of Oberlin at a cost of \$25,051.20, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye. **MOTION CARRIED** **2023-02-04**

**Motion to Approve Warrants**

Motion was made by Andrew Gulish to approve Warrants totaling \$82,386.06, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye. **MOTION CARRIED** **2023-02-05**

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**Motion to Approve MOU with Lorain County Public Health**

Motion was made by Patricia Brubaker to approve the Memorandum of Understanding from Lorain County Public Health regarding use of Facility during A Public Health Disaster or Emergency, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye.  
**MOTION CARRIED** **2023-02-06**

**Motion to Approve Govdeals Policy Change**

Motion was made by Andrew Gulish to approve Govdeals Policy Change regarding reclassification of account to Financial Settlement Services, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye.  
**MOTION CARRIED** **2023-02-07**

*Discussed American Tower Lease Payment Options for Site #81730, Trustees decided to decline options and continue with current lease.*

**Motion to Approve 2023 Permanent Appropriations**

Motion was made by Andrew Gulish to approve the 2023 Permanent Appropriations at \$2,887,500.00, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye.  
**MOTION CARRIED** **2023-02-08**  
*(See Next Page for Appropriation Detail)*

*Discussed allconnect.com request to create link from NRT's website. Trustees declined request to add their link to our website page.*

**PUBLIC CONCERNS AND REQUESTS**

**John Rokasy:** -Inquired if appropriation increase was a reallocation or if unappropriated funds were used. *Fiscal Officer stated the increase was from unappropriated funds.*

**STAFF REPORTS**

**Edie Taylor:** -Inquired if Office is closed on President's Day? ***Trustees "Yes"***

**Deputy Plemons:** -Calls for Service

- Dec. 30<sup>TH</sup>, Deputies were dispatched to a zoning board meeting reference a disruptive male. This male left after speaking with deputies.
- Jan. 2<sup>nd</sup>, 44000 block of Rt. 511, reference a vehicle that left the road and crashed in a field. The driver appeared to have overdosed and was given narcan by deputies. The driver was transported to the hospital and later charged with driving under the influence.
- Jan. 3<sup>rd</sup>, 43000 block of Oberlin Elyria Rd., reference an adult male walking away from a group home. Deputies spoke with this subject who was later transported to the hospital for evaluation.
- Jan. 4<sup>th</sup>, Deputies were dispatched the landfill on Oberlin Elyria Rd., after a customer refused to wear safety gear and decided to dump a couch or other houseware goods in the front parking lot.
- Jan. 11<sup>th</sup>, 12000 block of RT. 58, reference a domestic dispute between a father and son.
- Jan. 1<sup>th</sup>, 44000 block of Albrecht Rd., reference a theft of keys from a contractor.
- Jan. 12<sup>th</sup>, 12000 block of RT. 58, reference a forged prescription that was passed at a local business. Upon further investigation, it appears a drug ring was attempting to pass these forged documents at pharmacies across N.E. Ohio. The Lorain County Drug Task Force was notified and was assisting in this investigation.
- Jan. 13<sup>th</sup>, 44000 block of Oberlin Elyria Rd., reference a DOA investigation.
- Jan. 13<sup>th</sup>, 45000 block of Butternut Ridge Rd., reference an adult male attempting to harm himself at this group home. This male was transported to the hospital for evaluation.

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**2023 PERMANENT APPROPRIATIONS**

**1000 GENERAL FUND**

110	Administrative Salary	\$	121,994.00	
110	Administrative Fringe Benefits	\$	196,400.00	
110	Administrative Program	\$	198,700.00	
120	"The Lodge" Salary	\$	23,000.00	
120	"The Lodge" Fringe Benefits	\$	3,650.00	
120	"The Lodge" Program	\$	169,000.00	
130	Zoning Salary	\$	28,000.00	
130	Zoning Fringe Benefits	\$	3,250.00	
130	Zoning Program	\$	15,500.00	
190	Service Complex Salary	\$	160,000.00	
190	Service Complex Fringe Benefits	\$	24,900.00	
190	Service Complex Program	\$	58,000.00	
210	Police Protection Program	\$	145,000.00	
220	Fire Protection Program	\$	150,000.00	
230	Emergency Medical Service Program	\$	30,000.00	
310	Street Lighting Program	\$	6,000.00	
330	Highways Program	\$	173,500.00	
410	Cemetery Salary	\$	15,000.00	
410	Cemetery Fringe Benefits	\$	2,320.00	
410	Cemetery Program	\$	33,200.00	
420	Health District Program	\$	15,000.00	
590	Human Services Program	\$	20,000.00	
610	Parks/Recreation Salary	\$	40,000.00	
610	Parks/Recreation Fringe Benefits	\$	6,200.00	
610	Parks/Recreation Program	\$	95,600.00	
760	Capital Outlay Program	\$	555,786.00	
820	Debt Service Program	\$	60,000.00	
930	Contingency Program	\$	-	
	<b>Total General Fund</b>			<b>\$ 2,350,000.00</b>

**2011 MOTOR VEHICLE FUND**

330	Highways Program	\$	15,000.00	
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**2021 GASOLINE TAX FUND**

330	Highways Program	\$	260,000.00	
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**2031 ROAD & BRIDGE FUND**

330	Highways Salary	\$	60,000.00	
330	Highways Fringe Benefits	\$	9,270.00	
330	Highways Program	\$	192,730.00	
	<b>Total Road &amp; Bridge Fund</b>			<b>\$ 262,000.00</b>

**9001 3% BD. OF BLDG. STANDARDS FEE**

130	Zoning Program	\$	500.00	
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**TOTAL APPROPRIATIONS ALL FUNDS** **\$ 2,887,500.00**

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**John Honoshofsky:** -Performing routine maintenance on equipment  
 -Safety Meeting attended  
 -County is boring tile going south on East Hamilton, approximately 1000 feet from road  
 -Tool Cat at Kelling Equipment for small oil leak. Kelling stated it could cost anywhere between \$500 to \$20,000 depending on severity of issue. **Trustees stated to get a better cost to repair.**  
 -Polen Implemented stated the Mini-Excavator that is on order will not be available for another year. Currently getting pricing from different dealers and should have by next meeting.  
 -Should majority of mulch be removed and river rock installed at Park? **Trustees stated to getting pricing of river rock but labor should be in-house.**  
 -Traffic Light rental for ditch cleaning from Tough Man will be \$5400 per month and \$1800 per week. **Chairman Justin will determine order of cleaning.**  
 -Reviewed Barber Construction estimate to install tin and insulate ceiling in Service Complex  
 -Reviewed Gundlach estimate to install exhaust duct extension  
 -Reviewed Hixwood estimate to purchase insulation and machine rental  
 -Reviewed Sattelight estimate for various electrical repairs needed

**Motion to Approve Traffic Signal Rental**

Motion was made by Andrew Gulish to approve one week rental from Tough Man for a traffic signal at a cost of \$1,800.00, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin —aye. **MOTION CARRIED** **2023-02-09**

**Motion to Approve Tin/Insulate Ceiling Service Complex**

Motion was made by Andrew Gulish to approve installing tin and insulation on Service Complex ceiling from Barber Construction at a cost of \$15,250.00, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye. **MOTION CARRIED** **2023-02-10**

**Motion to Approve Exhaust Duct Extension Service Complex**

Motion was made by Patricia Brubaker to approve installing an Exhaust Duct Extension in Service Complex from Gundlach at a cost of \$2,150.00, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye. **MOTION CARRIED** **2023-02-11**

**Motion to Approve Insulation Purchase and Machine Rental**

Motion was made by Andrew Gulish to approve the purchase of insulation and machine rental to install for Service Complex ceiling project from Hixwood at a cost of \$836.75, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin. **MOTION CARRIED** **2023-02-12**

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**Motion to Approve Various Electrical Repairs**

Motion was made by Scott Justin to approve various electrical repairs per estimate from Sattelight Electric at a cost of \$23,719.13:

#1-Furnish and Install (1) LED flagpole light

#2-Repair parking lot light (The Lodge)

#3-Replace sign light (Adm Complex)

#4-Replace photocell on pavilion at Park

#6-Furnish and install (16) LED flat panel fixture, (2) 4' LED strip fixtures, conduit and wire for 50'x50' shop (Service Complex)

#8-Furnish and install (14) dimmers, (4) single pole switches, conduit and wire to rework the lighting controls in each side of "The Lodge"

#1-Furnish and install (2) 65" 8 blade ceiling fans, conduit, wire (Service Complex)

#2-Furnish and install conduit, wire, breaker and outlet for pressure washer on north outside wall (Service Complex)

#1-Furnish and install (1) LED lamp retrofit in existing fixture (The Lodge)

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

**MOTION CARRIED**

**2023-02-13**

**Jim Griner:** -Zoom call tomorrow with Jacob Barnes, working on Supplemental Section of Zoning Resolution now. A lot has been eliminated to date and suggest a Public Meeting to inform community of changes.

**Ross Mateer:** -ZBA approved Aaron Anderson request for revision approval from 2018 site plan.

***TRUSTEE BUSINESS***

*Correspondence were reviewed and found in order.*

-Reviewed Park Rules and made revisions

**Motion to Approve Park Rules**

Motion was made by Scott Justin to approve Park Rules as revised, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye.

**MOTION CARRIED**

**2023-02-14**

*Fiscal Officer will review possible resolution to include misdemeanor and fine per Deputy request for Park Rules.*

*Chairman Justin read letter from Richard and Pat Justin requesting letter of verification that the Landfill is not hazardous to their health. If Trustees cannot provide if they would reach out to Lorain County Public Health or Ohio EPA for verification. **Trustee Gulish stated he will call LCPH and/or Ohio EPA.***

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**Motion to Appoint Zoning Members**

Motion was made by Andrew Gulish to re-appoint the following Zoning Members:

Zoning Board of Commission

Dawn Essex, Member	Term Expiring 1/31/2028
Kimberly Guelker, Alternate	Term Expiring 1/31/2024
Gary Szuch, Alternate	Term Expiring 1/31/2024

Zoning Board of Appeals

Donna Kearns, Member	Term Expiring 1/31/2028
Lester Allen, Alternate	Term Expiring 1/31/2024
Travis Tyson, Alternate	Term Expiring 1/31/2024

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

**MOTION CARRIED****2023-02-15****Motion to Enter into Executive Session**

Motion was made by Scott Justin to enter into Executive Session at 7:01 pm to discuss consideration of confidential matters and employment with business to follow, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye.

**MOTION CARRIED****2023-02-16****Motion to Adjourn Executive Session**

Motion was made by Andrew Gulish to adjourn Executive Session at 7:34 pm, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye.

**MOTION CARRIED****2023-02-17****Motion to Approve Cemetery Sexton Salary**

Motion was made by Patricia Brubaker to approve Cemetery Sexton Salary at \$305.00 biweekly effective with the February 14, 2023 payroll, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye.

**MOTION CARRIED****2023-02-18****Motion to Approve Host Community Agreement**

Motion was made by Andrew Gulish to approve the Host Community Agreement Among and Between Lorain County Landfill, LLC and New Russia Township Trustees effective immediately, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye.

**MOTION CARRIED****2023-02-19**

*Trustee Gulish stated he and Dan attended court hearing regarding Earl's property on Parsons Road, it was determined they have till 5/1/2023 to clean-up property.*

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**Motion to Adjourn**

Motion was made by Patricia Brubaker to adjourn meeting at 7:36 pm, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye.

**MOTION CARRIED**

**2023-02-20**

**AFFIRMED by Scott Justin at February 21, 2023 Regular Meeting**

**ATTESTED by Lisa Akers at February 21, 2023 Regular Meeting**

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