

RECORD OF PROCEEDINGS
Minutes of New Russia Township Trustee Regular Meeting

HELD

March 7, 2023

Chairman Scott Justin called the March 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: Dan Jarven, Edie Taylor, James Griner, Bryan Plemons, John Honoshofsky, John Rokasy

Motion to Approve February 21, 2023 Regular Meeting Minutes

Motion was made by Patricia Brubaker to approve the February 21, 2023 Regular Meeting Minutes, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye. **MOTION CARRIED** **2023-03-01**

FISCAL OFFICER'S REPORT

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

Motion to Approve Liability/Property Insurance Premium

Motion was made by Andrew Gulish to approve the Liability/Property Insurance Premium from OTARMA in the amount of \$30,425.00, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED **2023-03-02**

Motion to Approve Warrants

Motion was made by Patricia Brubaker to approve Warrants totaling \$48,226.60, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye.

MOTION CARRIED **2023-03-03**

Motion to Approve Water Management Program

Motion was made by Patricia Brubaker to approve the Water Management Program with The Doctors, Inc. to include the following: Water Management Agreement from April 2023-October 2023 at a cost of \$670.00 per month; VitaStim Application at a cost of \$2,500.00; Triploid Grass Carp at a cost of \$1,350.00, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye.

MOTION CARRIED **2023-03-04**

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-Fiscal Officer explained after testing UAN software (and contacting UAN) it will not allow direct deposit of employee reimbursement payments (ie. cell phone reimbursement, etc.). Initially, when resolution was approved for Mandatory Direct Deposit of Wages and Reimbursements, FO assumed software could support since pay type was available for Non-Retirement, Non-Tax item, but when tested, software still deducted Medicare and it can not be overridden. Most payroll software programs will support reimbursement payments added after taxed wages (ie. QuickBooks) but UAN software does not, therefore, reimbursement checks cannot be direct deposited. Since resolution approved 1/17/2023, Motion #2023-01-04 stated reimbursement payments as well as payroll, FO would like acknowledgement in Minutes it will not be possible at this time, but possibility in future if and when software allows.

Motion Acknowledging Employee Reimbursement Payment

Motion was made by Patricia Brubaker acknowledging Employee Reimbursement Payments will continue to be paid via warrant until which time software will support direct deposit of such payments, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin —aye.

MOTION CARRIED

2023-03-05

PUBLIC CONCERNS AND REQUESTS—n/a

STAFF REPORTS

- Jim Griner:** -Left message with Rob from Community Development, no call back yet
 -Zoom Meeting with Dan, Ross and Jacob before ZBA Meeting on 2/28/2023, anticipating future in-person meeting with Jacob.
- Eddie Taylor:** -Email sent to Trustees regarding heavy equipment being used by contractor on Oberlin Road, damaging yards. *Deputy Plemons spoke with company installing fiber optic lines and he stated once project is complete and weather cooperates a restoration company will repair damage in near future.*
- Dan Jarven:** -As noted in Call Log, 60 MPH winds caused litter to blow at Landfill, mainly Carlisle residents complaining. Ryan from Republic Services stated residents were contacting wrong number, but he did reach out to residents with correct information.
 -Ryan also stated 81 new wells were being bored into 15 year old garbage at Landfill along with new drainage. EDI is shut-down now, not sure when it will be dismantled.
 -Burial Search software has several graves mislabeled when compared to blueprints. Requesting Pontem Software services to correct @ \$175.00/hour approximately 14 hours (\$2,450.000) needed to correct along with an additional \$1,000.00 for miscellaneous requested changes.

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- Dan Jarven:**
- As posted and in Rules & Regulations of Cemetery, decorations must be removed by March 15th each year. Requesting extension of that date to send letters requesting removal. ***Trustees agree to April 20th extension date.***
 - No remote access needed for cemetery software on tablet.
 - EPA posted verified complaint in newspaper regarding Landfill.

Chairman Justin stated he spoke with Buck Webster of Parsons Road regarding mud with no resolve.

Motion to Approve Cemetery Software Corrections

Motion was made by Patricia Brubaker to approve cemetery software corrections from Pontem Software at a cost not-to-exceed \$3,500.00, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye.

MOTION CARRIED

2023-03-06

Deputy Plemons: Calls for Service

- Jan . 26th, 12000 block of Rt. 58 to assist a male gathering personal items from a residence.
- Jan. 26th, Butternut Ridge/ N. Professor St., deputies assisted the state patrol with an accident at this intersection.
- Feb. 3rd, 46000 block of Butternut Ridge Rd., deputies assisted a male w/ questions over a family members estate and property that needed to be disposed of.
- Feb. 3rd, 44000 block of RT 511, deputies checked the area for a male who was allegedly suicidal.
- Feb. 4th, Deputies assisted the state patrol by closing portions of Hallauer Rd., after an accident on Rt. 20 caused power lines to drop onto this section of road.
- Feb. 8th, 47000 block of Garfield Rd., reference a male who overdosed on Tylenol and prescription pills. The male was transported to the hospital by ambulance and made a full recovery.
- Feb. 10th, 44000 block of Butternut Ridge Rd., reference a home owner seeing a vehicle left in the roadway. Deputies located the owner and assisted him in pushing his vehicle off the roadway.
- Feb. 11th, Oberlin Rd., at Russia Rd., a passerby called to report someone was racing RC (remote control) cars down the road. Deputies spoke with the male and he left the area.
- Feb. 13th, Oberlin Rd., @ Parsons Rd., reference an unresponsive male sitting in a car at this intersection. Deputies assisted the state patrol and the driver was arrested for DUI, (OVI).
- Feb. 17th, Deputies assisted with locating an elderly female who was staying at a local motel and needed medical attention. This female was located and transported to the hospital by ambulance.

- John Honoshofsky:**
- One Funeral
 - Tin installed in Service Complex complete, electricians still working, insulation install tomorrow.
 - Would like to dispose of old light fixtures (not in good working condition). ***Fiscal Officer stated she will prepare resolution for next meeting.***

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John Honoshofsky: -Reviewed estimates for concrete footers for headstones at Cemetery, 18" footers, concrete only (no labor) \$58,875.00 est. and 36" footers, concrete only (no labor) \$117,750.00 for Section 1. Service Supervisor feels footers should be below frost line. Maybe consider doing 1/2 a section each year.

Trustees feel more research is needed.

-Took tool cat to Northern Trailer for repair as discussed at last meeting. LEPPPO called in meantime and offered to repair tool cat at no cost, due to recent poor service. Picked-up tool cat from Northern Tool and delivered to LEPPPO for repair, should be done by end-of-week.

-County jetted East Hamilton tile last week and hit blockage near woods. Seems to be working better but more repair is needed. Will check with County to see if they will continue repair or does NRT respond further.

Chairman Justin stated Oberlin Road at Butternut Ridge Road where house was torn down, now floods and along Route 58 near Cobb Ditch is flooding. John stated Oberlin is a county road and Route 58 is a state road, and will contact.

-Reviewed estimates for guardrail on Parsons Road where Oberlin Road meets. Arrow sign will be installed as well.

-Reviewed Park signs from Judco—\$1,336.40

-Requesting Barber Construction install overhead door in old horse arena shed now being used at Cemetery. Will store mower, etc in shed for easier access. (Barber Construction \$850.00 to install, \$1,300.00 Homenik Doors for cost of door)

-Spoke with Buck Webster on Parsons Road regarding mud on road, he is not cooperative and is tearing up berm of new road, will leave up to Trustees for further resolve.

Zoning Inspector Dan Jarven stated Mr. Webster is not making any attempt to improve property to alleviate mud issues, Trustees can pull newly installed culverts. Chairman Justin will call Mr. Webster one last time to figure out solution before pulling culvert tile.

Motion to Approve Guardrail Install

Motion was made by Scott Justin to approve the installation of a guardrail at Parsons and Oberlin Road from Cuyahoga Fence at a cost of \$3,475.00, seconded by Andrew Gulish. RCV: Scott Justin—aye; Andrew Gulish—aye; Patricia Brubaker—aye.

MOTION CARRIED

2023-03-07

Motion to Approve Park Sign Purchase

Motion was made by Patricia Brubaker to approve the purchase of Park signs from Judco Inc. at a cost of \$1,336.40, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye.

MOTION CARRIED

2023-03-08

Motion to Approve Overhead Door Purchase and Install

Motion was made by Patricia Brubaker to approve purchase of overhead door from Homenik Doors at a cost of \$1,300.00 and approve install of door from Barber Construction at a cost of \$850.00, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye.

MOTION CARRIED

2023-03-09

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TRUSTEE BUSINESS

Correspondence were reviewed and found in order.

-Hall Coordinator will be on vacation in April and needs a point-of-contact for renters, Trustee Brubaker will be contact and will use Hall Coordinators cell phone during said time.

-Discussed Lorain County Metro Parks Rules and Regulations, Bryan will consult with park rangers as far posting of such.

Motion to Approve Hiring of Part-time Service Employee

Motion was made by Patricia Brubaker to approve hiring Mark Millis as Part-time Service Employee effective March 13, 2023 at Step 2 on Part-time Service Employee Pay Scale, \$21.50 hour, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye.

MOTION CARRIED

2023-03-10

-Service Supervisor stated LMRE will allow NRT to put flood lights on two (2) poles near Service Complex but NRT supply electric.

Motion to Adjourn

Motion was made by Andrew Gulish to adjourn meeting at 7:06 pm, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED

2023-03-11

AFFIRMED by Scott Justin at March 21, 2023 Regular Meeting

ATTESTED by Lisa Akers at March 21, 2023 Regular Meeting

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