

RECORD OF PROCEEDINGS
Minutes of New Russia Township Trustee Regular Meeting

HELD

December 5, 2023

Chairman Scott Justin called the December 5, 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: Sharon DeSanto, Edie Taylor, John Honoshofsky, Bryan Plemons, James Griner, Michelle Tyner, Dan Jarven, Steve Mields

Motion to Approve November 21, 2023 Regular Meeting Minutes

Motion was made by Patricia Brubaker to approve the November 21, 2023 Regular Meeting Minutes, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—abstain. **MOTION CARRIED** **2023-12-01**

FISCAL OFFICER'S REPORT

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

Motion to Approve Warrants

Motion was made by Scott Justin to approve Warrants, as presented, totaling \$148,175.61, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye. **MOTION CARRIED** **2023-12-02**

Informational: Fiscal Officer stated she renewed two Certificate of Deposits with Northwest Bank for 10 month at 5.1% interest.

Motion to Approve Amended 2023 Permanent Appropriations

Motion was made by Scott Justin to approve the Amended 2023 Permanent Appropriations as presented, totaling \$2,890,338.00, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye. **MOTION CARRIED** **2023-12-03**

(See Account Breakdown on Page 4446)

Motion to Approve 2024 Temporary Appropriations

Motion was made by Scott Justin to approve the 2024 Temporary Appropriations in the amount of \$2,956,000.00, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—abstain. **MOTION CARRIED** **2023-12-04**

(See Account Breakdown on Page 4447)

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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	\$	-	
Total General Fund				\$ 2,350,000.00

2011 MOTOR VEHICLE FUND

330 Highways Program \$ 15,000.00

2021 GASOLINE TAX FUND

330 Highways Program \$ 260,000.00

2031 ROAD & BRIDGE FUND

330	Highways Salary	\$	60,000.00	
330	Highways Fringe Benefits	\$	9,270.00	
330	Highways Program	\$	192,730.00	
Total Road & Bridge Fund				\$ 262,000.00

2903 NOPEC Grant

390 Public Works Program \$ 2,338.00

2904 OTARMA MORE Grant

390 Public Work Program \$ 500.00

9001 3% BD. OF BLDG. STANDARDS FEE

130 Zoning Program \$ 500.00

TOTAL APPROPRIATIONS ALL FUNDS \$ 2,890,338.00

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2024 TEMPORARY APPROPRIATIONS

1000 GENERAL FUND

110	Administrative Salary	\$	128,386.75
110	Administrative Fringe Benefits	\$	222,500.00
110	Administrative Program	\$	165,000.00
120	"The Lodge" Salary	\$	25,000.00
120	"The Lodge" Fringe Benefits	\$	3,870.00
120	"The Lodge" Program	\$	169,000.00
130	Zoning Salary	\$	30,000.00
130	Zoning Fringe Benefits	\$	5,100.00
130	Zoning Program	\$	3,500.00
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	\$	7,000.00
330	Highways Program	\$	173,500.00
410	Cemetery Salary	\$	18,000.00
410	Cemetery Fringe Benefits	\$	2,790.00
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	\$	94,000.00
760	Capital Outlay Program	\$	610,053.25
820	Debt Service Program	\$	60,000.00
930	Contingency Program	\$	-

Total General Fund**\$ 2,400,000.00****2011 MOTOR VEHICLE FUND**

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

330	Highways Program	\$	260,500.00
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2031 ROAD & BRIDGE FUND

330	Highways Salary	\$	75,000.00
330	Highways Fringe Benefits	\$	11,600.00
330	Highways Program	\$	193,400.00

Total Road & Bridge Fund**\$ 280,000.00****9001 3% BD. OF BLDG. STANDARDS FEE**

130	Zoning Program	\$	500.00
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TOTAL APPROPRIATIONS ALL FUNDS**\$ 2,956,000.00**

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PUBLIC CONCERNS AND REQUESTS

Sharon DeSanto: -40 year Clark Lane Resident, very frustrated by junk car that is in neighbor's yard and approximately 50 ft from her deck. She is tired of looking out her kitchen window and seeing this car. Spoke with Dan Jarven and he stated the car is drivable and cannot be towed. Ms. DeSanto stated the car was towed to the neighbor's house on July 7, 2023 and has not been worked on other than trying to start once they knew Dan would be making a visit to check on car. Ms. DeSanto does not know how it could be operable when it doesn't even have windows in car. ***Dan Jarven responded that he sent notice to resident on 11/20/23 to arrange date to meet and the car started when Dan inspected. Dan stated that under ORC 1409.01 Junk Vehicles has to meet 4 requirements and presently it cannot be determined if car is safe or unsafe. Believes car will be used for a demolition derby of some kind. But technically owner could put car on road to drive and would not qualify for a junk vehicle. Ms. DeSanto can appeal decision thru the Zoning Board of Appeals and pay a fee but just so she's aware the ZBA cannot be more strict then the ORC. Trustee Brubaker advised Ms. DeSanto to reach out to Dan Jarven to file appeal request with ZBA.***

STAFF REPORTS

Edie Taylor: -No report

James Griner: -Working with Dan on map revision, trying to get more precise, will review changes with ZBC at next meeting. Jacob Barnes will attend January 9, 2024 ZBC Meeting. Public Hearing will be sometime in February 2024, advertisement will be needed.

Dan Jarven: -November 2023 Call Log emailed
 -Verify that for a single grave in Cemetery you can have 1 casket burial or 2 cremains in plot as Rules and Regulations state? ***Trustees agree***
 -Solar Resolution requested by Lorain County Commissioners, he would recommend to encompass entire Township in regards to large solar farms. The ORC defines "Large" if questioned, resolution should be expedited.

Deputy Plemons: Calls for Service

- Nov. 4th, 12000 block of Quarry Rd., deputies were dispatched to the area for a report of shots fired. All was quiet upon deputies arrival.
- Nov. 9th, 43000 block of Oberlin Elyria Rd., reference a suspicious person in a used car lot at this location. Deputies responded and were unable to locate anyone on scene.
- Nov. 14th, 44000 block of Oberlin Elyria Rd., reference a telephone harassment complaint.
- Nov. 14th, 47000 block of W. Hamilton St., reference a welfare check of the homeowner, who later checked ok.
- Nov. 16th, 12000 block of Oberlin Rd., deputies assisted EMS on a medical call.
- Nov. 17th, 43000 block of Oberlin/ Elyria Rd., deputies assisted EMS on a medical call.

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John Honoshofsky: -Clean ditches on BNR
 -New Service Truck took rock to windshield, had to replace windshield, patching wouldn't work
 -Left message with Don Romancak to see when Cobb Ditch cleaning will start
 -Blacktop patch repair complete in Park
 -Would like input on which ditches to clean
 -Dudley Ditch needs cleaned, checking with Don Romancak
 -Would like to clean Herrick Ditch south of BNR, will check with County regarding funding
 -Reviewed trade-in/rollovers of Zero-turn mowers, mini excavator, skid loader, Woods Mower

Motion to Approve Equipment Rollover and Mower Purchase

Motion was made by Scott Justin to approve the following Equipment Rollover from Polen Implement:

-John Deere Zero-turn Mowers	\$ 3,800.00
-Mini Excavator	\$ 2,765.00
-Skid Loader	\$ 1,900.00

and purchase of 2024 Woods Mower as follows:	\$23,432.58
Less Trade-in	<u>< 6,800.00 ></u>
	\$16,632.58

seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—nay. **MOTION CARRIED** **2023-12-05**

TRUSTEE BUSINESS

Correspondence were reviewed and found in order.

Motion to Approve Wind/Solar Facility Resolution

Motion was made by Patricia Brubaker to approve the Wind/Solar Facility Resolution requested by Lorain County Commissioners, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

(See Board Referral File) **MOTION CARRIED** **2023-12-06**

Motion to Approve the 2024 Salary Rates

Motion was made by Patricia Brubaker to approve the 2024 Salary Rates as presented effective 12/31/2023, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—abstain.

MOTION CARRIED **2023-12-07**

Motion to Approve Unused Vacation Balance Payment

Motion was made by Patricia Brubaker to approve payment of unused 2023 vacation balance to John Honoshofsky at 2023 hourly rate, payable 1st payroll in January 2024, seconded by Andrew Gulish. RCV: Patricia Brubaker—aye; Andrew Gulish—aye; Scott Justin—aye.

MOTION CARRIED **2023-12-08**

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Motion to Approve 2023 Employee Appreciation Bonus

Motion was made by Andrew Gulish to approve the 2023 Employee Appreciation Bonus as follows: \$700.00—Full-time Employees; \$350.00—Regular Scheduled/Flex Part-time Employees; \$175.00—Zoning Board of Commission and Appeals, payable 12/15/2023, seconded by Patricia Brubaker. RCV: Andrew Gulish—aye; Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED

2023-12-09

Motion to Approve Cancellation of Regular Scheduled Meeting

Motion was made by Patricia Brubaker to approve cancellation of December 19, 2023 Regular Scheduled Meeting due to lack of quorum, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye.

MOTION CARRIED

2023-12-10

Motion to Approve 2023 Year-End and 2024 Organizational Meetings

Motion was made by Patricia Brubaker to approve the following meetings:

-2023 Year-End Meeting: December 31, 2023 @ 9 am

-2024 Organizational Meeting: January 1, 2024 @ 9 am

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

MOTION CARRIED

2023-12-11

Motion to Approve Cancellation of Regular Scheduled Meeting

Motion was made by Patricia Brubaker to approve cancellation of January 2, 2024 Regular Scheduled Meeting, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin –aye; Andrew Gulish—abstain.

MOTION CARRIED

2023-12-12

Motion to Approve LCPH Sewage System Replacement Approval

Motion was made by Scott Justin to approve Lorain County Public Health Sewage System Replacement Approval for 46512 Butternut Ridge Road (Schanz Residence), seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye.

MOTION CARRIED

2023-12-13

-Flooring samples for "The Lodge" was reviewed at this time, Trustee Brubaker, Chairman Justin, Fiscal Officer Akers and John Honoshofsky moved to "The Lodge" for sample viewing.

Upon return.....

Motion to Approve Flooring Replacement in "The Lodge"

Motion was made by Scott Justin to approve flooring replacement in "The Lodge" from Highland Floor Refinishing, LLC at a cost of \$31,849.93, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye.

MOTION CARRIED

2023-12-14

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Motion to Approve Painting of Meeting Room/The Lodge

Motion was made by Scott Justin to approve labor/materials to paint and varnish chair rail in the Meeting Room and "The Lodge" per estimate from Joseph Simone Painting at a cost of \$4,950.00, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye. **MOTION CARRIED** **2023-12-15**

Motion to Approve Lorain County 911 EMS Calls

Motion was made by Scott Justin to approve no changes to the Lorain County 911 EMS Calls that Oberlin Fire Department responds with assistance, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Andrew Gulish—aye. **MOTION CARRIED** **2023-12-16**

Fiscal Officer stated South Amherst Village Fire Contract has been signed and returned by the Village.

Trustee Brubaker stated she and Dan Jarven visited Republic Services last week and reported the on-site maintenance is ahead of schedule by 1 1/2 years. North slope is still sliding and they are trying to correct. Mr. Jarven is waiting to hear back from Chase Ritenour regarding trucks bypassing the truck wash.

Motion to Adjourn

Motion was made by Patricia Brubaker to adjourn meeting at 7:00 pm, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Andrew Gulish—aye. **MOTION CARRIED** **2023-12-17**

ATTESTED by Scott Justin at December 31, 2023 Year-End Meeting

AFFIRMED by Lisa Akers at December 31, 2023 Year-End Meeting

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