

RECORD OF PROCEEDINGS
Minutes of New Russia Township Trustee Regular Meeting

HELD

March 5, 2024

Chairman, Scott Justin called the March 5, 2024 Regular Meeting to order at 6:00 pm, followed by the Pledge of Allegiance.

Trustees: Patricia Brubaker, Scott Justin and Michelle Tyner were present, as well as, Fiscal Officer, Lisa Akers. Staff and Public: Bryan Plemons, Dan Jarven, Edie Taylor, John Honoshofsky, Ross Mateer, Julie Mateer, John Rokasy, Jim Griner, Sue Gerhardinger, Rick & Pat Justin, Jeff Riddell, Diane Jackson, Stevenson Miels, Darren Bremke

Motion to Approve February 20, 2024 Regular Meeting Minutes

Motion was made by Patricia Brubaker to approve the February 20, 2024 Regular Meeting Minutes, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED** **2024-03-01**

FISCAL OFFICER'S REPORT

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

Motion to Approve Property/Liability Insurance Coverage

Motion was made by Patricia Brubaker to approve the Property/Liability Insurance Coverage with OTARMA in the amount of \$37,463.68, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED** **2024-03-02**

Motion to Approve Warrants

Motion was made by Patricia Brubaker to approve Warrants totaling \$63,505.73, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED** **2024-03-03**

PUBLIC CONCERNS AND REQUESTS

Sue Gerhardinger: -Ms. Gerhardinger stated that the Zoning Inspector said he spoke with Landfill regarding smell issue and they said it was a well that needed repaired. She would like to know when and how this was rectified? Apparently, it was not corrected by Friday since the smell continued over the weekend. *Dan Jarven, ZI stated Landfill worked on last week and doesn't know if fixed.* Ms. Gerhardinger stated he (ZI) should follow-up and know outcome and convey to residents. ***Chairman Justin stated he will get an answer when he meets with Chase Ritenour.***

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Rick Justin: -Suggested that Township is rushing into approving Zoning Map. The new Zoning Resolution already has issues and advises to slow down and do research before approving new Map. Also, stated the Lorain County Prosecutor cannot advise Zoning Boards, they can only advise the Board of Trustees.

STAFF REPORTS

Jim Griner: -Meeting on 2/27/2024 to finalized public review. New Map is on website and Public Hearing will be 3/12/2024. Planning Commission has not made official recommendations yet. Lorain County Prosecutor advised that a second Public Hearing will be needed after Planning Commission makes their recommendations. Second Public Hearing will have to be within 30 days of 1st Public Hearing, will set date at the 3/12/2024 Public Hearing. Would like to request a Court Reporter at the Public Hearing.... **Trustees approve.**

Ross Mateer: -BZA held Organizational Meeting on 2/27/2024, as well as a Variance Public Hearing, then BZA Board attended Commission Meeting for map updates.

Eddie Taylor: -No report

Dan Jarven: -Estimate to move monuments...\$300-\$400 with no warranty with exception if company damages while moving. Company only moves monument, foundation repair is the Township's responsibility. **Trustee Tyner questioned responsibility if monument is damaged while foundation is being repaired? Service Supervisor stated he will have Rafter A Ltd at next meeting for further discussion.**

-BZA Hearing no longer applicable, only way to appeal a Conditional Use Permit will be through the Court of Common Pleas. Prosecutor reviewing past practice for guidance moving forward.

-Met with Landfill and Mr. Gerhardinger regarding water issue. Reiterated to Landfill that they need a better maintenance program for ditches.

Deputy Plemons: Calls for Service

-Jan 26th, animal complaint at the Oberlin City reservoir. This complaint was handled by Oberlin Police who has jurisdiction at that property in New Russia Twp.

-Jan. 26th, 9000 block of RT 58, reference a welfare check. The occupants, who were renting at this location, checked ok.

-Jan. 31st, Deputies checked on a male in the park preserve on Butternut Ridge Rd., who had a sleeping bag over his head. The male checked ok and was watching a movie on his cell phone and needed a darker backdrop.

-Jan. 31st, 44000 block of Oberlin Elyria Rd., reference a domestic dispute complaint.

-Feb 1st, 44000 block of Oberlin Elyria Rd., reference a minor disturbance involving a custody issue.

-Feb. 11th, 48000 block of RT 113, reference a suicidal male threatening to harm himself by placing his head inside a bag, Male was transported to the hospital.

-Feb. 13th, a suspicious male was seen inside the park preserve drinking from a paper bag, The bag later turned out to be a bottle of Jack Daniels. The male was cited for open container inside the park, his bottle was seized, and was given a ride home.

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- John Honoshofsky:** -2 funerals, clean ditch, painted trailer
 -Any decisions for 4/8 Eclipse Day? ***Trustees stated to close Cemetery, Sunday and Monday and Close Park @ night on Sunday and Monday. No Parking Signs along BNR.***
 -Permission letters needed to clean BNR/Professor Ditch from Oberlin College and single property owner.
 -Can 1987 Trailer be placed on govdeals? ***Trustees agree***
 -8 to 10 tables needed for "The Lodge", who should handle ordering? ***Trustee Brubaker asked Service Supervisor to handle ordering.***
 -Reviewed estimate from Generator Systems to install fuel monitoring system on generator. Can be installed during April's maintenance check.
 -Reviewed Seal and Stripe estimates from Maintenance Systems of Administrative Property, Cemetery, Park. Park needs repaired due to a young adult doing burn-outs on new surface. ***Deputy Plemons inquired if Board wants restitution or Court to handle damage of Park? Chairman Justin stated he would like to look at Park damage before deciding. Also, table all three seal/stripe estimates till next meeting.***
 -Reviewed Gibson Energy Services proposal to cap gas well on Park property.

Motion to Approve Generator Fuel Monitoring System

Motion was made by Patricia Brubaker to approve a Fuel Monitoring System for generator from Generator Systems at a cost of \$2,770.50, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—aye.

MOTION CARRIED

2024-03-04

Motion to Approve Capping of Gas Well

Motion was made by Scott Justin to approve Ronald A. Gibson from Gibson Energy Services to start process on behalf of New Russia Township to cap gas well located in Park, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

MOTION CARRIED

2024-03-05

TRUSTEE BUSINESS

Correspondence were reviewed and found in order. Fiscal Officer noted that Discount Drug Mart will be discontinuing their Commercial Charge Program effective June 1, 2024. Also, Pontem Software which provides NRT Cemetery Software will be implementing a price increase upon renewal in July 2024, advised Board to look-over correspondence and contact Pontem if they had questions or if they would not be renewing.

Motion to Approve Online Permit Application/Credit Card Payment Program

Motion was made by Patricia Brubaker to approve the Online Permit Application and Credit Card Payment Program from Emerge, Inc. at a cost of \$4,800.00, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—aye.

MOTION CARRIED

2024-03-06

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Motion to Approve Parking Lot Light Pole Replacement

Motion was made by Patricia Brubaker to approve the parking lot light pole replacement from Sattelight Electric at a cost of \$5,065.82, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—aye. **MOTION CARRIED** **2024-03-07**

-Chairman Justin stated NRT will get reimbursed from insurance for above light pole.
-Trustee Tyner spoke with OTA regarding conference reimbursements, policy needs conveyed, claims she was not told reimbursement criteria.
-Trustee Brubaker thinks price increase is warranted from Pontem Software and should be approved.

Motion to Approve Pontem Cemetery Software Renewal

Motion was made by Scott Justin to approve Pontem Cemetery Software Renewal at a cost of \$3,040.00, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye. **MOTION CARRIED** **2024-03-08**

Motion to Enter into Executive Session

Motion was made by Scott Justin to enter into Executive Session for employment discussion at 6:44 pm, with business to follow, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye. **MOTION CARRIED** **2024-03-09**

Motion to Adjourn Executive Session

Motion was made by Patricia Brubaker to adjourn Executive Session at 7:11 pm, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED** **2024-03-10**

Motion to Hire Part-time Service Employee

Motion was made by Scott Justin to approve the hiring of David Stief as Part-time Service Employee at a rate of \$22.00/hour (Step 3/Part-time Service Employee Pay Scale), effective April 1, 2024, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2024-03-11**

Motion to Adjourn

Motion was made by Patricia Brubaker to adjourn meeting at 7:11 pm, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED** **2024-03-12**

AFFIRMED by Scott Justin at March 19, 2024 Regular Meeting

ATTESTED by Lisa Akers at March 19, 2024 Regular Meeting