

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

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**HELD**

**March 19, 2024**

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Chairman, Scott Justin called the March 19, 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: John Honoshofsky, Dan Jarven, Edie Taylor, Zach Ursem, Rick & Pat Justin, Rich Frederickson, Bryan Plemons

**Motion to Approve March 5, 2024 Regular Meeting Minutes**

Motion was made by Patricia Brubaker to approve the March 5, 2024 Regular Meeting Minutes, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

**MOTION CARRIED**

**2024-03-13**

***FISCAL OFFICER'S REPORT***

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

**Motion to Approve Warrants**

Motion was made by Patricia Brubaker to approve Warrants totaling \$46,104.59, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

**MOTION CARRIED**

**2024-03-14**

***PUBLIC CONCERNS AND REQUESTS-n/a***

*Note: Bryce Johnson, OCS Athletic Director not in attendance, request will be addressed under Trustee Business*

***STAFF REPORTS***

**Edie Taylor:** -No Report

**Dan Jarven:** -Has decision been made on Resolution to Prohibit Adult-Use Cannabis Operators and Marijuana Cultivators?

**Motion to Approve Resolution to Prohibit Cannabis**

Motion was made by Patricia Brubaker to approve Resolution to Prohibit Adult-Use Cannabis Operators and Medical Marijuana Cultivators, Processors and Retail Dispensaries within the Unincorporated Area of New Russia Township, Lorain County, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—nay.

**MOTION CARRIED**

**2024-03-15**

***(See Board Referral File)***

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***Chairman Justin noted that Deputy Plemons is currently on a call and will arrive shortly.***

**John Honoshofsky:**       -Salted roads, fixed culvert, fixed lights in "The Lodge"  
 -Tree removal on West Hamilton Street  
 -Requesting tractor repair from Polen Implement for air conditioning and lights  
 -Requesting Cleaning of outdoor restrooms in Park and Adm Property from Erie Janitorial from April till Thanksgiving at \$1,470.00 per month  
 -Reviewed Engineering Estimate for Hale Road in conjunction with Lorain County Engineer Chip and Seal Program and Carlisle Township..cost \$13,465.00  
 -Cemetery footer ideas for headstone

-Rich Frederickson from Rafter A Ltd discussed continuous concrete pads for headstone to be placed. Rich stated that pads will be 12" thick with rebar. Reviewed aerial maps indicating location of pads, marker numbers will be placed in concrete for easier location of grave. Rich had a contractor estimate price for Section 1 which estimated at \$135,000.00. Landscape will change but this will help with stability of headstones in the future. If Trustees have further questions please address Rich at their convenience.

**Motion to Approve Tractor Repair**

Motion was made by Patricia Brubaker to approve tractor repair from Polen Implement, at a cost not-to-exceed \$3,500.00, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.                   **MOTION CARRIED**                   **2024-03-16**

**Motion to Approve Outdoor Restroom Cleaning**

Motion was made by Scott Justin to approve the daily cleaning of the outdoor restrooms located at the Park and Administrative Complex (April thru Thanksgiving) from Erie Janitorial at a cost of \$1,470.00 monthly, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.                   **MOTION CARRIED**                   **2024-03-17**

**Motion to Approve Chip/Seal of Hale Road**

Motion was made by Patricia Brubaker to approve Chip and Sealing of Hale Road from Lorain County Engineer at a cost of \$13,465.00, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—aye.                   **MOTION CARRIED**                   **2024-03-18**

***TRUSTESS BUSINESS***

*Correspondence were reviewed and found in order.*



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**Motion to Enter into Executive Session**

Motion was made by Scott Justin to enter into Executive Session for employment and confidential matter discussion at 6:37 pm, with business to follow, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

**MOTION CARRIED****2024-03-22****Motion to Adjourn Executive Session**

Motion was made by Patricia Brubaker to adjourn Executive Session at 7:25 pm, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

**MOTION CARRIED****2024-03-23****Motion to Hire Part-time Service Employee**

Motion was made by Patricia Brubaker to approve the hiring of Zachary Ursem as Part-time Service Employee at a rate of \$22.00/hour (Step 3/Part-time Service Employee Pay Scale), effective April 8, 2024, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

**MOTION CARRIED****2024-03-24****Motion to Approve Pay Increase for David Lent**

Motion was made by Scott Justin to approve David Lent's pay increase to \$22.50/hour (Step 4/Part-time Service Employee Pay School), effective 3/24/2024, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

**MOTION CARRIED****2024-03-25****Motion to Enter into Executive Session**

Motion was made by Patricia Brubaker to enter into Executive Session for employment discussion at 7:26 pm, with no business to follow, seconded by Michelle Tyner. RCV: Patricia Brubaker; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED**

**2024-03-26****Motion to Adjourn Executive Session**

Motion was made by Patricia Brubaker to adjourn Executive Session at 7:37 pm, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

**MOTION CARRIED****2024-03-27**

*Deputy Plemons stated he would be working overtime on 4/8/2024 Eclipse Day.*

**Motion to Adjourn**

Motion was made by Scott Justin to adjourn meeting at 7:39 pm, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

**MOTION CARRIED****2024-03-28**

**AFFIRMED by Scott Justin at April 2, 2024 Regular Meeting**

**ATTESTED by Lisa Akers at April 2, 2024 Regular Meeting**