

RECORD OF PROCEEDINGS
Minutes of New Russia Township Trustee Regular Meeting

HELD

May 7, 2024

Chairman, Scott Justin called the May 7, 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: James Griner, Dan Jarven, Edie Taylor, John Honoshofsky, John Knipper, Ross Mateer

Motion to Approve April 16, 2024 Regular Meeting Minutes

Motion was made by Scott Justin to approve the April 16, 2024 Regular Meeting Minutes, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye. **MOTION CARRIED** **2024-05-01**

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 totaling \$40,819.77, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye. **MOTION CARRIED** **2024-05-02**

Motion to Approve 2025 Budget Hearing

Motion was made by Patricia Brubaker to approve the 2025 Budget Hearing on June 18, 2024 at 5:30 pm, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—aye. **MOTION CARRIED** **2024-05-03**

PUBLIC CONCENS AND REQUESTS

John Knipper: -Would like the stop sign at Butternut Ridge Road Crossing to be taken down, tired of stopping. ***Chairman Justin stated we have a Contract with the Landfill that prevents that from happening.***

STAFF REPORTS

Jim Griner: -Presented the Letter of Transmittal, Map and Text Amendments to the Zoning Resolution for Trustee consideration. Discussed path to proposed map and reviewed all changes.

Ross Mateer: -Held BZA Meeting on April 23, 2024, Zoning Inspector showed BZA new Zoning Hearing signage.
 -Rescheduling 5/28/2024 Regular Meeting to 5/29/2024 before County Prosecutor Zoning Meeting being held at "The Lodge", therefore, Board can conduct BZA Meeting and attend countywide Meeting on the same night.

RECORD OF PROCEEDINGS
Minutes of New Russia Township Trustee Regular Meeting

HELD

May 7, 2024

Eddie Taylor: -No Report

Dan Jarven: -Request Commission and Appeals Boards attend May 29, 2024 Lorain County Prosecutor's Zoning Meeting held at "The Lodge".

- Sent Jeff Armbruster a Zoning Violation email regarding memorial shrine that has been added to recently at the corner of Russia and Oberlin Roads. Memorial now has structure that lights up at night which ZI considers a safety hazards. Suggests each Trustee contact Mr. Armbruster as well to voice safety concern.
- April 2024 Call Log was emailed to review
- Foundation solution for Cemetery is needed soon. Should we sub-out foundation installs? Milano Monument is interested but will need standard specifications in order to provide cost. **Chairman Justin stated NRT will provide stone foundation if customer wants concrete, they will have to provide.** Rafter A Ltd. will work with Service Supervisor regarding specification standard.
- Dempsey headstone is leaning and need of repair. **Trustee Tyner stated to contract with company to fix headstone.**
- Thirty-three (33) rows of shrubs are dead in Cemetery, each row containing 20-25 shrubs. Should we remove and replace or remove and plant grass. Should staff complete project or sub-out? **Trustees favor removing and planting grass.**

Motion to Approve Foundation Specifications

Motion was made by Scott Justin to approve Rafter A. Ltd to provide Foundation Standard Specifications (24/36/48 long..24" wide) for Cemetery at a cost not-to-exceed \$2,000.00, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

MOTION CARRIED **2024-05-04**

Deputy Plemons: ***Chairman Justin read in Deputy Plemons absence***

- MARCH 31ST, 11000 BLOCK OF RT 58 REFERENCE A DOMESTIC DISPUTE
- APR. 2ND, 43000 BLOCK OF RT 511, DEPUTIES ASSISTED EMS ON A MEDICAL CALL.
- APR 3RD, 11000 BLOCK OF OBERLIN RD., REFERENCE A DOMESTIC DISPUTE.
- APR 4TH, HALLAUER RD- DEPUTIES CITED A 16YR. OLD DRIVER WHO LOST CONTROL AND CAUSED AN ACCIDENT.
- APR. 8TH, 11000 BLOCK OF OBERLIN RD, REFERENCE A DOMESTIC DISPUTE
- APR. 9TH, 9000 BLOCK OF QUARRY RD., REFERENCE A MISSING JUVENILE, WHO LATER RETURNED HOME.
- APR 13TH, 48000 BLOCK OF GARFIELD RD, REFERENCE A DOMESTIC VIOLENCE COMPLAINT.
- APR. 13TH, 48000 BLOCK OF GARFIELD RD., REFERENCE A SUICIDE INVESTIGATION.

John Honoshofsky: -One (1) funeral, chipped brush, planted flowers

- Tile repair on East Hamilton, found collapsed tile with jug blocking flow
- Trying to find drain tile on Parsons Road with no luck, will see what County can find
- Damaged light pole at "The Lodge" schedule for repair Thursday
- Judco repairing F550 truck bed (insurance) **Trustee agree**
- Still waiting for Kendal to reply regarding water issue, are not responding to calls and emails
- Confirming shrub removal and grass planted in Cemetery? **Trustee agree**
- Request Turnbull Plumbing to replace toilets in outdoor restrooms at Administrative Complex
- Requesting miscellaneous stone from J & D Farms for various repairs

RECORD OF PROCEEDINGS
Minutes of New Russia Township Trustee Regular Meeting

HELD

May 7, 2024

Motion to Approve Outdoor Restroom Repair

Motion was made by Patricia Brubaker to approve Turnbull Plumbing to replace toilets in outdoor restrooms at Administrative Complex at a cost not-to-exceed \$945.00, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.
MOTION CARRIED **2024-05-05**

Motion to Approve Stone Purchase

Motion was made by Scott Justin to approve purchase of stone (2 loads of #304, 2 loads of #57, 2 loads of #8) from J & D Farms at a cost not-to-exceed \$4,000.00, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.
MOTION CARRIED **2024-05-06**

TRUSTEE BUSINESS

Correspondence were reviewed and found in order.

Motion to Accept Voluntary Resignation

Motion was made by Patricia Brubaker to accept the voluntary resignation of Daniel Longwell, P/T Service Employee, effective April 25, 2024, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—aye.

MOTION CARRIED

2024-05-07

- Trustees declined St. Mary's Avon Directory advertising request.*
- Chairman Justin will contact Chase Ritenour at Republic Services to get cost of additional cart for resident on Albrecht Road.*
- Reviewed estimate from ES Consultants regarding Microsoft 365 Quote*

Motion to Approve Microsoft 365 Estimate

Motion was made by Scott Justin to approve the Microsoft 365 Estimate from ES Consultant in the amount of \$3,600.00 and additional \$1,500.00 yearly subscription fee, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.
MOTION CARRIED **2024-05-08**

-Lorain County Prosecutor's Office will be hosting the 2024 Zoning Seminar on May 29, 2024 from 5:30 pm—8 pm at "The Lodge".

Motion to Approve Holiday Closing

Motion was made by Scott Justin to approve July 4, 5, 6, 2024 Holiday Closing, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.
MOTION CARRIED **2024-05-09**

RECORD OF PROCEEDINGS
Minutes of New Russia Township Trustee Regular Meeting

HELD

May 7, 2024

*Chairman Justin stated Oberlin Schools Athletic Director contacted him regarding use of Park for Cross Country Meets as in the past. Would like permission allowing two (2) sophomores to pick-up trash/debris along route in Park. **Trustees agree***

Motion to Approve Public Hearing

Motion was made by Scott Justin to approve a Public Hearing to consider Zoning Map and Text Amendments for May 20, 2024 at 6:30 pm, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

MOTION CARRIED

2024-05-10

John Honoshofsky: -Has decision been made regarding to seal and stripe Cemetery and Adm Complex? ***Trustees stated, wait for repairs of headstone to be done before Cemetery is completed.***

-Any decision regarding Part-time Service Employee? ***Trustees stated to reach out to Jack Resar for weekend duties and Columbia Station gentleman previously interviewed.***

Motion to Approve Seal/Stripe of Administrative Complex Parking Lots

Motion was made by Patricia Brubaker to approve seal/stripe of Administrative Complex from Maintenance Systems of Northern Ohio in the amount of \$14,660.00, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED

2024-05-11

Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting at 7:13 pm, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

MOTION CARRIED

2024-05-12

AFFIRMED by Scott Justin at May 21, 2024 Regular Meeting

ATTESTED by Lisa Akers at May 21, 2024 Regular Meeting