

RECORD OF PROCEEDINGS
Minutes of New Russia Township Trustee Regular Meeting

HELD

November 19, 2024

Chairman, Scott Justin called the November 19, 2024 Regular Meeting to order at 6:00 pm, followed by the Pledge of Allegiance.

Trustees: Patricia Brubaker, Scott Justin, Michelle Tyner were present, as well as, Fiscal Officer, Lisa Akers. Staff and Public: James Griner, Dan Jarven, John Honoshofsky, Edie Taylor, Ross Mateer, Bryan Plemons

Motion to Approve November 5, 2024 Regular Meeting Minutes

Motion was made by Patricia Brubaker to approve the November 5, 2024 Regular Meeting Minutes, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED** **2024-11-09**

FISCAL OFFICER'S REPORT

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

Motion to Approve Warrants

Motion was made by Patricia Brubaker to approve Warrants totaling \$38,840.48, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye, Scott Justin—aye. **MOTION CARRIED** **2024-11-10**

Motion to Approve Amended 2024 Permanent Appropriations

Motion was made by Patricia Brubaker to approve the Amended 2024 Permanent Appropriations as presented, totaling \$2,959,644.00, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED **2024-11-11**

(See Account Breakdown on Page 4548)

Motion to Approve 2025 Temporary Appropriations

Motion was made by Patricia Brubaker to approve the 2025 Temporary Appropriations in the amount of \$2,968,000.00, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED **2024-11-12**

(See Account Breakdown on Page 4549)

-Fiscal Officer informed Trustees Lorain County Prosecutor's Office is reviewing Employee Manual, usually takes 2 weeks for review process. Hopefully, will have in place for new year.

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HELD**November 19, 2024****2024 PERMANENT APPROPRIATIONS****1000 GENERAL FUND**

110	Administrative Salary	\$	128,515.00
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	\$	9,500.00
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	\$	603,925.00
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****2903 NOPEC GRANTS**

390	Public Works Program	\$	2,644.00
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2904 OTARMA MORE GRANT

390	Public Works Program	\$	1,000.00
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9001 3% BD. OF BLDG. STANDARDS FEE

130	Zoning Program	\$	500.00
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TOTAL APPROPRIATIONS ALL FUNDS**\$ 2,959,644.00**

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2025 TEMPORARY APPROPRIATIONS

1000 GENERAL FUND

110	Administrative Salary	\$	130,062.00	
110	Administrative Fringe Benefits	\$	222,750.00	
110	Administrative Program	\$	186,000.00	
120	"The Lodge" Salary	\$	25,000.00	
120	"The Lodge" Fringe Benefits	\$	3,870.00	
120	"The Lodge" Program	\$	172,500.00	
130	Zoning Salary	\$	30,000.00	
130	Zoning Fringe Benefits	\$	5,100.00	
130	Zoning Program	\$	5,000.00	
190	Service Complex Salary	\$	165,000.00	
190	Service Complex Fringe Benefits	\$	25,500.00	
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	\$	35,000.00	
310	Street Lighting Program	\$	7,000.00	
330	Highways Program	\$	173,500.00	
410	Cemetery Salary	\$	35,000.00	
410	Cemetery Fringe Benefits	\$	5,410.00	
410	Cemetery Program	\$	33,350.00	
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	\$	97,000.00	
760	Capital Outlay Program	\$	548,758.00	
820	Debt Service Program	\$	60,000.00	
930	Contingency Program	\$	-	
	Total General Fund			\$ 2,400,000.00

2011 MOTOR VEHICLE FUND

330	Highways Program	\$	12,000.00	
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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	\$	85,000.00	
330	Highways Fringe Benefits	\$	13,300.00	
330	Highways Program	\$	196,700.00	
	Total Road & Bridge Fund			\$ 295,000.00

9001 3% BD. OF BLDG. STANDARDS FEE

130	Zoning Program	\$	500.00	
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TOTAL APPROPRIATIONS ALL FUNDS **\$ 2,968,000.00**

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PUBLIC CONCERNS AND REQUESTS—n/a**STAFF REPORTS**

Eric Mateer: -Reviewed past minutes at October Meeting
 -Next Tuesday, Regular Meeting and Variance Meeting will follow regarding fence around pool

Jim Griner: -Continue working on procedures

Eddie Taylor: -Several Lost and Found items have not been claimed, what would Trustees like to do with items? ***Trustees stated to take to Goodwill***

Dan Jarven: -FYI sent email explaining dispute between Mr. Burrer and Mr. Gregory regarding easement. Per Lorain County Prosecutor, this is a civil issue and Township should not get involved.
 -Oberlin Road South...City of Oberlin has put up Speed Limit Signs on portions of road that is in the Township. Signs should be within Oberlin corporation lines, could potentially be a legal issue. Flashing sign should be taken down, 35 mph in north bound lane is not enforceable since its in the Township. Oberlin should call County and have a Warrant Study completed.

Bryan Plemons: Calls for Service

- Oct. 11th, 13000 block of Quarry Rd., deputies assisted a female in gathering personal belonging at this address.
- Oct. 14th, 13000 block of Quarry Rd., reference a harassment complaint.
- Oct. 16th, 12000 block of RT. 58, reference a welfare check.
- Oct. 21st, 45000 block of Butternut Ridge Rd., reference a theft complaint.
- Oct. 21st, 46000 block of Butternut Ridge Rd., reference an unwanted guest.
- Oct. 22nd, 12000 block of RT. 58, deputies assisted EMS on a medical call.
- Oct. 22nd, 44000 block of Oberlin Elyria Rd., reference a disturbance at a local business.
- Oct. 25th, 45000 block of E. Hamilton St., deputies assisted EMS on a medical call.

John Honoshofsky: -Road checks continue, leaf collection at Adm Complex and Cemetery
 -Road ditch on Parsons Road complete
 -F550 needs repaired..\$2804.13 estimate from Harrison Ford, mainly emission
 -Lake Doctors having a 5% Fall Discount on fountains...possibly replace fountains at Park and Cemetery due to age and repairs needed. ***Trustees stated to get pricing for review.***
 -Snow Plows are ready
 -8 banquet chairs need to be disposed (FO will prepare paperwork for next meeting)
 -BNR Flashing Red Light needs repaired, Ohio Edison will not repair, Zoning Inspector suggested Path Masters out of Twinsburg for repair.

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Motion to Approve F550 Repair

Motion was made by Patricia Brubaker to approve repair of the F550 from Harrison Ford at a cost not-to-exceed \$3,000.00, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED

2024-11-13

TRUSTEE BUSINESS

Correspondence were reviewed and found in order.

Motion to Approve Holiday Schedule

Motion was made by Patricia Brubaker to approve the Holiday Schedule as follows:

- November 28, 29, 30, 2024 CLOSED Thanksgiving Holiday
- December 24, 25, 26, 2024 CLOSED Christmas Holiday
- December 31, 2024, January 1, 2, 2025 CLOSED New Year

seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED

2024-11-14

Motion to Approve 2025 Salary Rates

Motion was made by Patricia Brubaker to approve the 2025 Salary Rates/Zoning Salary Rates as presented, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED

2024-11-15

Motion to Approve Unused Vacation Balance Payment

Motion was made by Patricia Brubaker to approve payment of unused 2024 vacation balance to John Honoshofsky at 2024 hourly rate, payable 1st payroll in January 2025, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED

2024-11-16

Motion to Approve Employee Appreciation Bonus

Motion was made by Patricia Brubaker to approve the Employee Appreciation Bonus as follows: (Payable 12/13/2024)

- \$750.00—Full-time Employees
- \$400.00—Regular Scheduled Part-time Employees
- \$200.00—Zoning Board of Commission and Appeals Employees

seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED

2024-11-17

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Motion to Approve 2024 Year-End and 2025 Organizational Meeting

Motion was made by Patricia Brubaker to approve the 2024 Year-End Meeting on December 30, 2024 at 5:00 pm with the 2025 Organizational Meeting to immediately follow, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED **2024-11-18**

Motion to Approve Flashing Stop Ahead Road Signs

Motion was made by Michelle Tyner to approve the Blinkersign Stop Ahead Road Signs from Tapco at a cost of \$3,372.50 (State Contract Pricing), seconded by Patricia Brubaker. RCV: Michelle Tyner —aye; Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED **2024-11-19**

Motion to Approve The Lake Doctors 2025 Water Management Agreement

Motion was made by Patricia Brubaker to approve the 2025 Water Management Agreement with The Lake Doctors at a cost of \$738.00 per month from April 2025—October 2025, seconded Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED **2024-11-20**

Motion to Approve The Lake Doctors 2025-2026 Winter Storage

Motion was made by Patricia Brubaker to approve the 2025-2026 Winter Storage Agreement with The Lake Doctors at a cost of \$998.00, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED **2024-11-21**

-Chairman Justin discussed response from Lorain County Prosecutor's regarding new Cell Tower Lease. Trustee Tyner stated to let the LCP office investigate further. Chairman Justin will email LCP.

-Chairman Justin stated he spoke with Rafter A Ltd regarding consulting with Tim Abraham on the drainage at Lorain County Airport. Rafter advised this is not a good idea since the County has to do all the engineering before any potential project gets started.

-Service Supervisor stated FYI...Rumor has it that resident on East Hamilton plugged tile drain and standing water is in ditch. Chairman Justin stated he will contact Don Romancek.

Motion to Adjourn

Motion was made by Patricia Brubaker to adjourn meeting at 6:33 pm, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED **2024-11-22**

AFFIRMED by Scott Justin at December 3, 2024 Regular Meeting

ATTESTED by Lisa Akers at December 3, 2024 Regular Meeting