

RECORD OF PROCEEDINGS
Minutes of New Russia Township Trustee Regular Meeting

HELD

December 17, 2024

Chairman, Scott Justin called the December 17, 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, Edie Taylor, Brian Holmes, Dan Jarven, John Honoshofsky, Ross Mateer, Diane Jackson

Motion to Approve December 3, 2024 Regular Meeting Minutes

Motion was made by Patricia Brubaker to approve the December 3, 2024 Regular Meeting Minutes, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—abstain. **MOTION CARRIED** **2024-12-08**

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 \$16,872.78, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED** **2024-12-09**

-Fiscal Officer informed Trustees Office 365 will start January 3, 2025, crossover during the weekend and effective January 6, 2025.

PUBLIC CONCERNS AND REQUESTS—n/a

STAFF REPORTS

Jim Griner: -Procedure review continues. *Dan Jarven suggests Jacob Barnes review guidelines, Jacob agreed for a fee of \$600.00.*

Motion to Approve Consultant for ZBC Procedure Guidelines

Motion was made by Patricia Brubaker to approve consulting services of Jacob Barnes in regards to Zoning Board of Commission Procedure Guidelines at a cost of \$600.00, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED** **2024-12-10**

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Ross Mateer: -Regular Meeting cancelled next week due to holiday, will resume in January with Variance Request from Oberlin College.

Eddie Taylor: -No report

Deputy Holmes: Calls for Service

- Dec 3rd, 45000 block Butternut Ridge Rd, alleged sex offensive.
- Dec 4th, 44000 block of Albrecht Rd., reference a protection violation.
- Dec. 5th, 46000 block Butternut Ridge Rd., reference alarm at the NRT Office.
- Dec. 5th, Accident(s) Russia Rd and St. Rt. 58 all weather related.
- Dec. 6th, Traffic enforcement on St. Rt. 20-Speed
- Dec. 6th, 11000 block of Oberlin Rd., welfare check on a male walking north on Oberlin Rd. Gave him a courtesy ride into Lorain.
- Dec. 11th, 43000 block Oberlin Elyria Rd. RJ Trucking truck having mechanical issues along the roadway. Traffic control.
- Dec. 12th, New Russia TWP. Park female sleeping in her vehicle checked ok.
- Dec. 12th, St. Rt. 58 and Russia Rd. motor vehicle accident. Weather related.
- Dec. 12th, New Russia TWP. Park, I was flagged down by an elderly female that advised she fell while at the auto parts store in the city of Lorain. Drove to the park because her right wrist was hurting. I asked the female if she wanted to be checked out by Paramedics or go to the hospital and she refused. She just asked if I could follow her back to her apartment located on Oberlin Rd. to make sure she got home safely.
- Dec. 13th, Oberlin Rd. and Parson Rd. dispatched deer.

Dan Jarven: -Cemetery headstones will need repaired in 2025. If there is a Cemetery Fee change in 2025 Rules and Regulations will need updated. There will be a burial Saturday at 1 pm.
 -2025 Zoning Fee Schedule was emailed please review/approve at Organizational Meeting, let him know if any questions or if history is needed.
 -Please review memo regarding Lorain County Landfill that was sent this past week.
 -If Trustees are planning to update Land Use Plan, may be a good time to hire Jacob Barnes as consultant. Spoke with Jacob and his schedule is getting full. Jacob does recommend ZBC and ZBA Chairs, Trustee and several different County Agency members to be part of Land Use Plan Committee. Also, recommends Trustees retaining a private attorney for zoning, Airport and Landfill issues that may arise in near future.

John Honoshofsky: -Daily road check continues, plow and salted last week
 -Flashing signs installed on Butternut Ridge Road
 -Equipment maintenance continues
 -Cleaned gutters
 -FYI....Road Salt is loaded at County Garage, noticed after rain, salt wasn't going away and after closer look, realized there were #8 stone all over areas where salt was distributed. After looking at salt in trucks, seen there were #8 stone mixed in with salt. Contacted County Garage and alerted, they think they know how this mistake happened, shouldn't happen in future. Staff has been cleaning up driveways and parking lots where stone lays.
 -Electrician looked over electric at Park/Cemetery and if new fountains are purchased, boxes may need revised at Park.

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Motion to Approve Purchase of Aerators/Fountains

Motion was made by Scott Justin to approve the purchase of Aerators, Cemetery Fountain and Park Fountain from The Lake Doctors at a cost of \$30,495.15, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—nay.

MOTION CARRIED **2024-12-11**

Motion to Approve Electrical Upgrades for Fountains

Motion was made by Scott Justin to approve electrical upgrades for new Aerators and Fountains at a cost not-to-exceed \$5,000.00, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—nay.

MOTION CARRIED **2024-12-12**

TRUSTEE BUSINESS

Correspondence were reviewed and found in order.

Motion to Approve Disposition of Property Resolution

Motion was made by Patricia Brubaker to approve the Disposition of Property Resolution regarding (25) Various Road Signs (Scrap), seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

MOTION CARRIED **2024-12-13**

Motion to Approve HVAC Replacement

Motion was made by Scott Justin to approve HVAC replacement of two (2) inducers from Gundlach at a cost of \$2,694.78, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

MOTION CARRIED **2024-12-14**

-REMINDER: 2024 Year-End and 2025 Organizational Meeting is scheduled for 12/30/2024 at 5:00 pm

Motion to Approve Cancellation of January 7, 2025 Regular Meeting

Motion was made by Scott Justin to approve the cancellation of the January 7, 2025 Regular Meeting, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

MOTION CARRIED **2024-12-15**

-Chairman Justin stated he spoke with Lorain County Prosecutor's Office about concerns with Cell Tower Lease language regarding additional towers. LCP stated you could change language to state it's up to NRT Board of Trustees to determine location of any new tower. Cell Tower company stated they would send a team to survey and send location recommendation. Chairman Justin will contact Cell Tower company to update contract to state that the Board of Trustees will have final approval of placement.

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Motion to Enter into Executive Session

Motion was made by Scott Justin to enter into Executive Session at 6:34 pm for employment and employee compensation discussion, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

MOTION CARRIED

2024-12-16

Motion to Adjourn Executive Session

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

MOTION CARRIED

2024-12-17

Motion to Approve Pay Increase

Motion was made by Scott Justin to approve the following pay increases effective 12/29/2024:

David Lent Part-time Service Employee Pay Scale Step 6 \$23.50/hr

David Stief Part-time Service Employee Pay Scale Step 5 \$23.00/hr

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

MOTION CARRIED

2024-12-18

Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting a 7:14 pm, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

MOTION CARRIED

2024-12-19

AFFIRMED by Scott Justin at January 21, 2025 Regular Meeting

ATTESTED by Lisa Akers at January 21, 2025 Regular Meeting