

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

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**HELD**

**January 21, 2025**

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Vice Chairperson, Scott Justin called the January 21, 2025 Regular @ 6:00 pm, followed by the Pledge of Allegiance.

Trustees: Scott Justin and Michelle Tyner were present, as well as Fiscal Officer, Lisa Akers. Chairperson Patricia Brubaker was absent. Staff and Public: James Griner, Dan Jarven, Christine Mazurek, David R., John Honoshofsky, Ross Mateer, John Knipper, Cole Jones, Elizabeth Jones, Brian Holmes

**Motion to Approve December 30, 2024 Year-End Meeting Minutes**

Motion was made by Scott Justin to approve the December 30, 2024 Year-End Meeting Minutes, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye.

**MOTION CARRIED** **2025-01-01**

**Motion to Approve 2025 Organizational Meeting Minutes**

Motion was made by Scott Justin to approve the 2025 Organizational Meeting Minutes, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye.

**MOTION CARRIED** **2025-01-02**

***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 \$19,881.52, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye.

**MOTION CARRIED** **2025-01-03**

***PUBLIC CONCERNS AND REQUESTS***

**Christine Mazurek:** -Would like to construct a modular home on three vacant lots at the end of Sumner Street. Was told by Zoning Inspector the area is not a buildable lot since the road does not extend to the property. Christine would like to know what she can do to be able to build on these lots? There is a dirt lane in front of lots but pavement ends at Oberlin City Limits. Can she put a gravel road up to lots? Dan Jarven, ZI stated the property is not on a dedicated street and to build it should conform to a standard street. ***Vice Chairperson Justin stated he would speak to the Lorain County Engineer and email or call within the month with an answer for her.*** Christine has not purchased the land and will wait for answer before decision on purchase is made.

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**Elizabeth Jones:** -Would like to add small addition to existing barn on property for her horse training facility. Additional space will primarily be used for storage. Contacted Zoning Inspector for permit and was told since property owned by LLC is only a 1.77 acre parcel, an addition is not possible. Mrs. Jones stated she owns two parcels one for LLC and one that is personal property. When you combine the two it equals over 5 acres and that would be enough for addition. Dan Jarven, ZI stated that under new zoning horses are no longer considered agricultural and is not exempt from zoning, therefore, he can only consider the 1.77 acre parcel since addition will be used for LLC. Land is two parcels with two separate deeds. Zoning for personal use of a horse vs commercial use are different. Advised she may pay a \$300.00 filing fee and apply for Variance with Zoning Board of Appeals.

**STAFF REPORTS**

**Jim Griner:** -Working on Procedures, sent final draft to Trustees & FO. Jacob Barnes reviewed and changes were made, please give feedback before next ZBC Meeting so Board can approve and start implementing. Jacob, Dan and Jim had a Zoom Meeting yesterday and finalized guidelines and discussed Land Use Plan.

**Ross Mateer:** -Will hold 1st meeting of year on January 28, 2025. Oberlin College will be attending regarding parking lot extension. Will let Trustees know of W. Burgdorf, J. Cannon and T. Tyson intensions on term expirations.

**Dan Jarven:** -Dan and Jim spoke with Jacob regarding Land Use Plan and quote was submitted. ***Vice Chairperson Justin stated quote will discuss at next meeting.*** Dan stated Jacob would like to hold the Land Use Committee to 10 people. Also, consider a Recording Secretary for committee to organize. ***Trustee Tyner stated we can use Office 365.***  
 -Request from Milano Monuments for a 50" long x 20" wide and 33" high monument, inquired if Trustees has made a decision on foundations? ***Chairperson Justin stated "not yet, will in near future".***  
 -Mr. Carr is interested in joining one of the zoning boards.  
 -Would like to eliminate regular Saturday hours but will have by appointment if needed.  
***Trustees agree.***

**Deputy Holmes:                    Calls for Service (See Next Page)**

**John Honoshofsky:** -Roads checked daily—road sign damage on BNR  
 -Plowing/Salting continues  
 -Ice buildup on gutters at Adm Complex, trying to get estimates to fix issue  
 -Several estimates to review.... ***Vice Chairperson Justin stated to wait till next meeting when full board is in attendance.***

**TRUSTEE BUSINESS**

*Correspondence were reviewed and found in order.*

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***Deputy—Calls for Service***

- Dec 18th, 10600 block Pyle Rd, vacation home check.
- Dec 18th, Maple St. and SR 58, assist OSP with an accident.
- Dec. 18th, Hale Rd and Oberlin Elyria Rd, traffic stop.
- Dec. 20th, 10600 block of Pyle Rd, vacation home check
- Dec. 21st, 13000 block of Hale Rd, Fraud with a report.
- Dec. 21st, SR. 58 and Butternut Road assist OSP with an accident.
- Dec. 23rd, 10900 block Pyle Rd, the proper passcode for the alarm was received.
- Dec. 23rd, 10600 block Pyle Rd, vacation home check.
- Dec. 23rd, 45000 block Russia Rd. DOA 69-year-old male with a report.
- Dec. 30th, Green Circle US 20 and SR 511 reported an employee with a rifle entering the building. Assist with securing the male to find out the gun turned out to be an umbrella.
- Dec. 31st, 44000 block E. Hamilton male who refused to take his medications called 911. Check okay and medications were taken.
- Jan. 2nd, Russia Rd. and Oberlin Rd. A suspicious vehicle and male parked in a farm field. The male was found to have a warrant out of Athens County and was taken into custody.
- Jan 3rd, US 20 Assist LCSO K9 with a traffic stop involving narcotics. The male was arrested and the vehicle was towed.
- Jan. 7th, assist LC Dog Warden with new equipment.
- Jan. 7th, 11000 block of SR 58 Lockout.
- Jan. 7th, 12000 block Quarry Rd. a disabled motor vehicle ran out of gas.
- Jan. 8th, 44000 block E. Hamilton St. male having bowel obstruction and vomiting, transported to ER.
- Jan. 8th, 44000 block Albrecht Rd suspicious vehicle. A male was waiting on a friend who was hunting.
- Jan. 9th, 12000 Oberlin Rd. A male wanted to report possible fraud. No fraud report is needed.
- Jan. 9th, 10800 Quarry Rd. Report of a male walking north on Quarry Rd. Pushing a grocery cart. A male with mental health issues wanted to go to St. Elizabeth Homeless Shelter.
- Jan. 10th, Male wanted to turn in 13 rounds of 45 cal. Rounds were found in a vehicle.
- Jan. 10th, 47000 W. Hamilton St. lockout.
- Jan. 11th, 2 traffic stops on Russia Rd. Oberlin Rd. and SR 58.
- Jan. 11th, Quarry Rd. and Garfield RD. Disabled Motor Vehicle
- Jan. 13th, Traffic stop US20 and Hale Rd.
- Jan. 13th, OPD to discuss Flock cameras in their justification.
- Jan. 14th, 10600 Suspicion condition a male showed up at the home and attempted to make contact with the home. The male ended up having mental health issues and was hospitalized.
- Jan. 14th, 9000 Leavitt Rd. and Russia Rd. Assisted OSP with an accident with injury.
- Jan. 15th, Oberlin Elyria Rd / West River Rd. disabled Republic trash truck.
- Jan. 16th, 12 welfare checks on elderly NRT residents.
- Jan. 16th, 13000 Hale Rd. Property-damaged snowmobiles drove through complaints front yard.
- Jan. 17th, assist with a suicidal male in South Amherst Elm St. / Quarry Rd.

***TRUSTEE BUSINESS...continued***

**Motion to Approve Disposition of Equipment**

Motion was made by Scott Justin to approve the Disposition of Equipment of Shredder, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye.

**MOTION CARRIED**

**2025-12-04**

**Motion to Approve ODOT Mileage Certification**

Motion was made by Scott Justin to approve the ODOT Township Highway System Mileage at 11.806 miles, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye.

**MOTION CARRIED**

**2025-12-05**

**Motion to Accept Gary Szuch's Resignation**

Motion was made by Scott Justin to accept Gary Szuch's Resignation from the Zoning Board of Commission effective immediately, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye.

**MOTION CARRIED**

**2025-12-06**

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**Motion to Approve Zoning Board of Commission Appointments**

Motion was made by Scott Justin to approve the following to the Zoning Board of Commission:  
 Kimberley Guelker—Term Expiration 1/31/2030  
 Cynthia Breda—Alternate, Term Expiration 1/31/2026  
 seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye.

**MOTION CARRIED**

**2025-01-07**

**Motion to Approve ORC 5589.06 Process**

Motion was made by Scott Justin to approve to initiate ORC 5589.06 process regarding drainage issue at 44911 East Hamilton Street, Oberlin, Ohio, Property Owner, Matthew Tesmer, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye.

**MOTION CARRIED**

**2025-01-08**

**Motion to Approve Notice/Order to Property Owner, Matthew Tesmer**

Motion was made by Michelle Tyner to approve the Notice/Order as written to Property Owner, Matthew Tesmer, residing at 44911 East Hamilton Street, Oberlin, Ohio, regarding drainage issue, seconded by Scott Justin. RCV: Michelle Tyner—aye; Scott Justin—aye.

**MOTION CARRIED**

**2025-01-09**

**Motion to Approve Designation of Trustee**

Motion was made by Michelle Tyner to designate Vice Chairperson Justin to deliver Notice/Order to property owner, Matthew Tesmer, seconded by Scott Justin. RCV: Michelle Tyner—aye; Scott Justin—aye.

**MOTION CARRIED**

**2025-01-10**

*-Chairperson Justin stated he spoke with Fabritech regarding repair of mower. Once Fabritech disassembled mower they realize it's a bigger issue than initially thought. Entire frame needs redesigned and that would cost more than a new mower. Trustees will revisit at a later time and told Service Supervisor to get quotes for new tractor.*

*-Trustee Tyner stated regarding memo received from Dan Jarven on 12/10/2024, she would like Landfill I acreage clarified when area is no longer in use regarding classification. Dan Jarven stated that the LC Prosecutor may need to determine language moving forward.*

**Motion to Adjourn**

Motion was made by Scott Justin to adjourn meeting at 6:55 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye.

**MOTION CARRIED**

**2025-01-11**

**AFFIRMED by Patricia Brubaker at February 4, 2025 Regular Meeting**

**ATTESTED Lisa Akers at February 4, 2025 Regular Meeting**