

RECORD OF PROCEEDINGS
Minutes of New Russia Township Regular Trustee Meeting

HELD

March 18, 2025

Chairperson, Patricia Brubaker called the March 18, 2025 Regular Meeting to order @ 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: Edie Taylor, John Honoshofsky, Jim Griner, Dan Jarven, Bryan Plemons, Dan Drake, Pat & Rick Lawson, Josh Kelly

Motion to Approve March 4, 2025 Regular Meeting Minutes

Motion was made by Scott Justin to approve the March 4, 2025 Regular Meeting Minutes, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED **2025-03-50**

Motion to Approve March 17, 2025 Special Meeting Minutes

Motion was made by Scott Justin to approve March 17, 2025 Special Meeting Minutes, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED **2025-03-51**

FISCAL OFFICER'S REPORT

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

Motion to Approve Property/Liability Insurance Premium

Motion was made by Scott Justin to approve the Property/Liability Insurance Premium from OTARMA in the amount of \$45,051.00, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED **2025-03-52**

Motion to Approve Warrants

Motion was made by Scott Justin to approve Warrants totaling \$97,437.40, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED **2025-03-53**

PUBLIC CONCERNS AND REQUESTS

Rick and Pat Lawson: -Inquiring if any follow-up from last meeting regarding drainage on their property on Clark Lane. ***Trustee Justin stated he spoke with Republic Services and Mr. Ritenour stated there is no ditch along Route 511. Service Supervisor stated he is checking for easements but have found none so far.***

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Daniel Drake: -Clark Lane resident since 1987. Originally Ed Clark put a swale in Mr. Bauer's backyard but it was constructed poorly, tile was installed to drain to Plum Creek. Tile was never properly maintained, standing water and mosquitos are horrible. Nearly 40 years and issue has never been resolved, tile would have to be 8-10 ft deep to correct. Drainage goes wrong direction, should go towards Route 511 and has never been corrected.

Josh Kelly: -Representing Police Pictures, which is a local 501c3, spoke briefly about organization and Corn-Hole Fundraiser they are planning. Requested the use of "The Lodge" as a discount or discounted rate for their fundraiser. ***Chairperson Brubaker stated "no" to request.***

STAFF REPORTS

Edie Taylor: -No report.

Jim Griner: -Last Tuesday held Organizational Meeting in which Officers were elected: Kim Guelker-Secretary..Jim Griner-Chair..Dawn Essex-Co-Chair. Procedures were approved and are now on website.

Dan Jarven: -No report.

Deputy Plemons: Calls for Service

-Feb. 26th, the Republic Waste Recycle Center, reference staff finding a gun in the recycle material.

-Feb. 27th, 12000 block of Oberlin Rd., reference a welfare check.

-Feb. 28th, 44000 block of Russia Rd., deputies assisted w/a motor vehicle accident.

-Mar 3rd, 44000 block of Route 511, deputies assisted EMS on a medical call.

-Mar 4th, Hallauer Rd., at Parsons Rd., deputies assisted w/a motor vehicle accident.

-Mar 6th, 44000 block of Hallauer Rd., reference a welfare check.

During this timeframe, (19) traffic citations were issued, including reckless speed offenses.

John Honoshofsky: -Daily road checks continue, 3 funerals, maintenance performed on generator today.

-Parking lot clean-up has begun

-Mantus Mower delivered

-2nd damaged guardrail on Parsons Road has been fixed

-Would like to remove brown split rail fence on east side of Park near pond. ***Trustees approve, Trustee Justin stated to add signage "No Parking on Grass".***

-Ortiz Electric revised quote for pond electrical upgrade an additional \$700.00 due to price increase of wire. ***Trustees approve.***

-LEPPO Tool Cat repair an additional \$112.00 for bucket repair.

-Reviewed Rafter A Ltd quote for Clark Lane engineering \$25,000.00 for engineering and an additional \$4,200.00 for specifications if decide to go out for bid. ***Trustee Justin stated there is no ditch on Route 511 but a ravine 2nd house over, tile goes behind house and an easement would be needed. Republic Services stated they would give easement if needed. Since Route 511 is a State Route, he will be checking with his contact to discuss further.***

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Motion to Approve Engineering of Clark Lane

Motion was made by Scott Justin to approve engineering cost of Clark Lane from Rafter A. Ltd at a cost of \$25,000.00, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-03-54

TRUSTEE BUSINESS

Correspondence were reviewed and found in order.

Trustee Tyner: -Spoke with Barbara Tamas from Lorain County Prosecutor's Office regarding Landfill I/II acreage. Will have more details at next meeting but a landfill will always be considered a landfill if trash is present regardless of gas.

Trustee Justin: -He and Dan met with Landfill for quarterly meeting. Things are slow right now and additional fence was installed around borrow pit, they will help with Route 511 drainage if needed.
 -Would like Service Supervisor to call Gundlach and inquire about wifi thermostats for "The Lodge" for remote thermostat control.

Motion to Approve Resolution Modifying New Russia Township's Administrative Assistant Job Description

Motion was made by Scott Justin to approve the Resolution Modifying New Russia Township's Administrative Assistant Job Description, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-03-55

(See Board Referral File for Resolution)

Motion to Approve Administrative Assistant Job Description

Motion was made by Scott Justin to approve the Administrative Assistant Job Description, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-03-56

Motion to Approve Resolution Authorizing the Use of Facebook for Township Government Communication

Motion was made by Scott Justin to approve the Resolution Authorizing the Use of Facebook for Township Government Communication, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-03-57

(See Board Referral File for Resolution)

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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 personnel discussion with possible business to follow, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-03-58

Motion to Adjourn Executive Session

Motion was made by Scott Justin to adjourn Executive Session at 6:58 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-03-59

-Zoning Inspector stated an FYI for Trustees that Clark Lane was originally a private project but after so many complaints, New Russia Township decided to take over paving of the road only to help residents. May want to look at property deeds, may state that residents are responsible for drainage. ***Trustee Justin asked Service Supervisor to ask Rafter A Ltd to review deeds before proceeding with engineering.***

Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting at 7:00 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-03-60

AFFIRMED by Patricia Brubaker at April 1, 2025 Regular Meeting

ATTESTED by Lisa Akers at April 1, 2025 Regular Meeting