

RECORD OF PROCEEDINGS
Minutes of New Russia Township Regular Trustee Meeting

HELD

April 1, 2025

STAFF REPORTS

- Ross Mateer:** -No report, regular meeting held last week.
- Jim Griner:** -No report
- Kelli Kudela:** -No report
- Dan Jarven:** -Busy with Cemetery Sales and Burials
 -Lorain County Commissioners Public Notice regarding Sale of County Property near corner of Russia and Oberlin Roads on southeast side. April 24th deadline, appraised value of \$265,000.00. Personally believes its all swamp land.

Deputy Plemons: Calls for Service

- Mar. 7th, 12000 block of Oberlin Rd., reference a welfare check.
- Mar. 9th, 14000 block of West Rd., reference a domestic dispute.
- Mar. 10th, 46000 block of Butternut Ridge Rd., reference a welfare check.
- Mar. 13th, 9000 block of Oberlin Rd, reference a welfare check.
- Mar. 13th RT. 58/ Butternut Ridge Rd., reference an older female who appeared intoxicated on foot. Checked area and were unable to locate.
- Mar. 15th, 12000 block of Oberlin Rd., deputies assisted EMS on a medical call.
- Mar. 15th, 45000 block of E. Hamilton St., deputies assisted EMS on a medical call.

- John Honoshofsky:** -Daily road checks continue, 1 funeral, cleaning-up intersection from left over salt, preparing equipment for Spring, painting shop
- Justin taking spray license test next week
 - Reviewed quote from SiteOne for pre/post emergence, herbicide for 2025 season in the amount of \$15,014.69
 - Tried a new blend of grass seed at end-of-last-year. Would like to continue in 2025, reviewed pricing from Farm and Home Hardware.
 - Two (2) headstone need repaired, reviewed Ohio Headstone repair cost of \$875.00
 - Reviewed Coit quote to repair concrete floor in The Lodge kitchens, **Trustee Justin would like John to check if floor needs grinding before resealing.**
 - Reviewed Gundlach's quote for wi-fi thermostats in "The Lodge". **Trustees will re-view options online and check how many users are included before approving.**
 - Reviewed price from Tree Service to remove two dead pine trees and grind stumps at Service Complex in amount of \$650.00.

Motion to Approve Seasonal Weed Prevention

Motion was made by Scott Justin to approve the seasonal weed prevention from SiteOne in an amount not-to-exceed \$16,000.00, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—nay.

MOTION CARRIED **2025-04-70**

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Motion to Approve Grass Seed Purchase

Motion was made by Scott Justin to approve the seasonal grass seed purchase from Farm and Home Hardware in the amount of \$6,000.00, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-04-71

Motion to Approve Headstone Repair

Motion was made by Patricia Brubaker to approve two (2) headstone repairs from Ohio Headstone in the amount not-to-exceed \$1,000.00, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—aye.

MOTION CARRIED

2025-04-72

Motion to Approve Tree Removal

Motion was made by Scott Justin to approve two (2) tree removals/stump grind from Tree Service at a cost not-to-exceed \$650.00, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-04-73

TRUSTEE BUSINESS

Motion to Enter into Executive Session

Motion was made by Scott Justin to enter into Executive Session at 6:21 pm, for employment discussion with business to follow, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-04-74

Motion to Adjourn Executive Session

Motion was made by Scott Justin to adjourn Executive Session at 6:39 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-04-75

-Correspondence were reviewed and found in order.

Motion to Approve Cemetery Sales and Records Clerk Job Description

Motion was made by Scott Justin to approve the Cemetery Sales and Records Clerk Job Description, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-04-76

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Approve Advertising Adm Assistant/Cemetery Sales and Records Clerk

Motion was made by Scott Justin to approve advertising the Administrative Assistant and Cemetery Sales and Records Clerk as one position, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-04-77

-Fiscal Officer discussed email from Roger Le, Director of Lorain County Emergency Management Agency regarding transition from WENS to CodeRed Platform. Trustees decided to include themselves, Oberlin Fire/South Amherst Fire Chiefs and Deputy Plemons as senders. Also, the Trustees as Admins.

-Trustee Tyner stated she will have more information regarding Landfill I/II at next meeting. Chairperson Brubaker inquired how Land Use Plan Committee was going. Trustee Tyner stated she has spoken to Jacob Barnes and the Committee is formed. Trustee Brubaker stated she assumed the ZBC and ZBA Chairs and Zoning Inspector are included. Trustee Tyner stated Jacob only stated a member from each board should be involved, did not stipulate Chairs, so she chose different members since Chairs were involved in Zoning Resolution. Chairperson Brubaker stated she feels the two Chairs and Zoning Inspector should have been included.

-Chairperson Brubaker stated she wanted to thank Edie Taylor for her 43 years of Service to New Russia Township. Mrs. Taylor is a wealth of knowledge and will truly be missed as she plans her retirement. Edie stated she is thankful for her time at the Township and will miss everyone and to stay in touch.

Happy Retirement Edie Taylor!!! Thank you for your service and dedication!!

Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting at 6:50 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED

2025-04-78

AFFIRMED by Patricia Brubaker at April 15, 2025 Regular Meeting

ATTESTED by Lisa Akers at April 15, 2025 Regular Meeting