RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

HELD **July 1, 2025**

Chairperson, Patricia Brubaker called the July 1, 2025 Regular Trustee 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: John Honoshofsky, Dan Jarven, Faith Rowe, Bryan Plemons, Tim Rowe, Jordan (no last name given), Clayton Lucki, Brittany Castillo Morales, Steve Jackson, Martin Gallagher

Motion to Approve June 3, 2025 Public Hearing Minutes

Motion was made by Scott Justin to approve the June 3, 2025 Public Hearing Minutes regarding 2026 Budget, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2025-07-127**

Motion to Approve June 3, 2025 Regular Meeting Minutes

Motion was made by Scott Justin to approve the June 3, 2025 Regular Meeting Minutes, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2025-07-128**

Motion to Approve June 17, 2025 Special Meeting Minutes

Motion was made by Scott Justin to approve the June 17, 2025 Special Meeting Minutes, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2025-07-129**

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 $148,911.43, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2025-07-130**

Motion to Approve Baseball Field Fence/Equipment Reserve

Motion was made by Scott Justin to approve the baseball field fence/equipment reserve price for Govdeals at $500.00, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—nay.
MOTION CARRIED **2025-07-131**

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PUBLIC CONCERNS AND REQUESTS

Martin Gallagher, Lorain County Commissioner: Not present

Faith Rowe: -Stated her father passed away in November 2022 and since his burial in NRT Cemetery there has been nothing but issues. She feels her family has been disrespected, very upset about items on headstone being removed and thrown away. ***Chairperson Brubaker apologized and stated there was a miscommunication with the Spring Clean-up in which items were removed and thrown away. Advised the Trustees are working on new Rules and Regulations regarding Cemetery and families will be notified with updated version once approved.***

Motion to Enter into Executive Session

Motion was made by Patricia Brubaker to enter into Executive Session at 6:12 pm for potential employment discussion, with business to follow, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—aye. **MOTION CARRIED** **2025-07-132**

Motion to Adjourn Executive Session

Motion was made by Scott Justin to adjourn Executive Session at 6:34 pm, seconded by Michelle Tyner. RCV: Scott Justin –aye; Michelle Tyner—aye; Patricia Brubaker—aye.
MOTION CARRIED **2025-07-133**

Marty Gallagher, Lorain County Commissioner: -Apologized for being late. Reviewed several things happening on the County level including:
-Sheriff Safety Services Tax is being reviewed and changes are being made, therefore, the process will start all over again, please attend Public Hearings if possible.
-The ODOT Route 2 Project has begun from Route 611 to Turnpike. Project is expected to take 3 years and is extensive.
-Communication Towers for safety service radios should be in air by July and tested. Towers should be open for all region use by November.
-Budget for 2026 will be completed soon, will be a tight budget with limited surplus.
-Projects will be forthcoming, expect big news next month or so.
-Attend 2025 Air Show at Lorain County Airport, $10.00 per carload, free airplane rides for kids.
-No Commissioners Meeting on Friday due to holiday.
-Reach out anytime if needed.

STAFF REPORTS

Daniel Jarven: -Emailed Call Log
-Court Case for 13620 Quarry Road is progressing, hearing scheduled for 7/30/2025.

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Deputy Plemons: **Calls for Service**

-May 16th, 43000 block of Oberlin Elyria Rd., reference a B&E complaint at a business.
-May 17th, 11000 block of RT. 58, reference a disturbance at a campground with a male subject trying to stab someone. This male was transported to the hospital for evaluation.
-May 17th, 47000 block of Russia Rd., reference a disturbance and an unwanted guest.
-May 20th, 12000 block of RT.58, reference a disturbance over a male punching a plate glass window. This male was transported to the hospital for evaluation.
-May 21st, 46000 block of Butternut Ridge Rd., reference a theft complaint.
-May 22nd, 44000 block of E. Hamilton St., deputies assisted EMS on a medical call.
-May 22nd, 44000 block of Oberlin Elyria Rd., reference a theft from a local business, which later resulted in an arrest from the male from the City of Lorain.
-May 23rd, 44000 block of E Hamilton St., deputies assisted EMS on a medical call.
-May 23rd, 44000 block of Russia Rd., reference a telephone harassment complaint.
-May 24th, 13000 block of Quarry Rd., assist Mansfield Police in checking several residences in the area for a missing juvenile.
-May 25th, Russia Rd., near RT 58, report of a child walking alone. Deputies located this subject who was an adult and gave them a ride to their residence.
-May 26th, 44000 block of E. Hamilton St., deputies assisted EMS on a medical call.
-May 31st, 44000 block of Oberlin Elyria Rd., reference an unwanted guest at a local business.

John Honoshofsky: -Daily road checks continue, 4 dumpsters filled during DD, kitchen floors repair at "The Lodge" is complete.
-Received two (2) mower rollovers from Polen, one (1) still needed
-Fire Inspection completed
-Spikes may need installed on Administrative Complex building due to bird issues
-Cooler in Cedar West was smoking, relay on cooler replaced, running well now, will monitor.
-West property line fence power washed
-Chipped brush, ditch mowing continues, ballfield dismantled
-Zoning Inspector found letter from 1985 from LCP regarding Clark Lane being a private road, stating owners should maintain. ***Chairperson Brubaker will submit to LCP for current opinion.***
-Request removal of two (2) trees near substation and one (1) on N. Professor, reviewed estimate from Tree Service.
-Reviewed estimate from Cuyahoga Fence for repair of substation fence owned by City of Oberlin. NRT trees fell on fence and damaged. ***Trustee Tyner feels owners should submit an insurance claim. Chairperson Brubaker will check with LCP.***
-Reviewed estimate from Maintenance Systems to seal and stripe Park blacktop at a cost of $24,740.00. ***Trustees suggested this should be a 2026 project. Trustee Justin questioned the white marks coming up at "The Lodge" parking lot. Service Supervisor stated Maintenance System told him that was from salt used during winter.***
-Working on Cemetery foundation pricing, hopefully available at next meeting
-Thermostats installed in "The Lodge", having issue will be resolved soon.

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Motion to Approve Tree Removal

Motion was made by Patricia Brubaker to approve three (3) tree removals near substation and N Professor from the Tree Service at a cost not-to-exceed $1,900.00, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—aye.
MOTION CARRIED **2025-07-134**

Brittany Castillo Morales: -Reviewed amended Cemetery Rules and Regulations, discussed two versions with Trustees in which they agreed on version 2.
-Would like to send out resident postcards alerting them to new Facebook page and website updates.
-Reviewed letter to cemetery plot owners regarding Rules and Regulation updates, suggested simplifying for actual mailing.
-Brittany will update suggested changes to R/R and letter and give to Chairperson Brubaker to have Lorain County Prosecutor review.
-Actual burial cost needs reviewed.

TRUSTEE BUSINESS

Correspondence were reviewed and found in order.

-**Chairperson Brubaker stated she feels NRT needs to seek outside counsel for future issues that may arise. Spoke with Peter Griggs who is an attorney in Columbus. Chairperson Brubaker has sat in on many of his classes in Columbus at OTA and feels his knowledge on township government would be benefit NRT. Trustee Tyner stated she feels we need to look at additional attorneys before deciding. Chairperson Brubaker stated we need legal representation sooner rather than later and Michelle can look for additional selections if she desires.**

Motion to Approve Complex Closure

Motion was made by Scott Justin to approve Office and Service Department closure on July 3, 2025, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2025-07-135**

Motion to Accept Richard Smith's Resignation

Motion was made by Scott Justin to accept Richard Smith's resignation as part-time Service Employee effective August 1, 2025, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2025-07-136**

Motion to Approve Hiring of Part-time Service Employee

Motion was made by Scott Justin to approve hiring of Clayton Lucki as a Part-time Service Employee at a rate of $21.00/hour (Step 1/Part-time Pay Scale) effective July 7, 2025, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.
MOTION CARRIED **2025-07-137**

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Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting at 7:24 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED **2025-07-138**

AFFIRMED by Patricia Brubaker at August 5, 2025 Regular Meeting

ATTESTED by Lisa Akers at August 5, 2025 Regular Meeting

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Minutes of New Russia Township Regular Trustee Meeting

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