RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Meeting

HELD **December 2, 2025**

Chairperson, Patricia Brubaker called the December 2, 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: Justin Mott, Lucas Ball, Sharon Mickelson, Deputy Plemons, Dennis Wiedenheft, Diane Wiedenheft, Leslie Menges, Samuel Menges, Cynthia Breda, Charlie McKinley, David Sliman, Ross Mateer, Steve Jackson, Rich Polen

Motion to Approve November 13, 2025 Public Hearing Minutes

Motion was made by Michelle Tyner to approve the November 13, 2025 Public Hearing Minutes, seconded by Patricia Brubaker. RCV: Michelle Tyner—aye; Patricia Brubaker—aye; Scott Justin—abstain. **MOTION CARRIED** **2025-12-235**

Motion to Approve November 18, 2025 Regular Meeting Minutes

Motion was made by Scott Justin to approve the November 18, 2025 Regular Meeting Minutes, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—abstain. **MOTION CARRIED** **2025-12-236**

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 $45,710.97, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2025-12-237**

PUBLIC CONCERNS AND REQUESTS

Amanda Quimper: -Distributed "Notice of Declaration of Special Deposit Ref #RF162718721US-001" to Trustees/FO and staff.

Samuel Menges: -Asked if people will be allowed to speak at the 12/11/2025 Public Hearing. ***Cynthia Breda stated three (3) minutes per person will be given to speak.***

Steve Jackson: -Stated the Road Crew did a good job with roads today.

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Meeting

HELD **December 2, 2025**

STAFF REPORTS

Ross Mateer: -Recent Board Meeting and Variance Request approved, introduced Cynthia Breda and Charlie McKinley to Board. John Cannon will be resigning in near future.

Deputy Plemons: ***Calls for Service***

-Nov. 4th, Butternut Ridge Rd. near Oberlin Rd., reference a report of unsupervised small children playing in a field. The juveniles, who were home schooled, lived nearby and checked ok, with their parents there as well.
-Nov. 5th, 47000 block of Pyle Rd., reference an unwanted guest.
-Nov. 6tth, Russia Rd., near the airport, reference a male walking and saying he was having chest pains. Deputies located the subject who was later transported to the hospital by ambulance.
-Nov. 6th, scam notification letters were passed out along W. Hamilton St.
-Nov. 7th, 12000 block of Quarry Rd., reference a welfare check of an elderly residence who checked ok.
-Nov. 8th, 12000 block of RT. 58, reference a theft complaint.
-Nov. 10th, 44000 block of Oberlin Elyria Rd., reference a disturbance.
-Nov. 12th, 45000 block of Butternut Ridge Rd., reference an assault complaint
-Nov. 12th, 43000 block of Parsons Rd., reference an elderly man who lost control of his vehicle and slid into a neighbors fence. Assistance rendered.
-Nov. 13th, Oberlin Elyria Rd., near the landfill, reference a commercial vehicle, which failed to lower its dump bed, pulled down some utility wires while leaving the landfill.

Brittany Castillo Morales: -No report

TRUSTEE BUSINESS

Motion to Approve Comprehensive Plan Board Members Receiving Employee Appreciation Bonus

Motion was made by Scott Justin to approve the Comprehensive Plan Board Members to receive the Employee Appreciation Bonus, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2025-12-238**

Motion to Approve Appointment of Representative and Alternate to OTARMA

Motion was made by Scott Justin to appoint the following Representative and Alternate to OTARMA: Representative—Scott Justin, Alternate—Michelle Tyner
seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2025-12-239**

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Meeting

HELD **December 2, 2025**

Motion to Accept Resignation of Service Supervisor

Motion was made by Scott Justin to accept the resignation of John Honoshofsky as Service Supervisor effective December 5, 2025, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.
MOTION CARRIED **2025-12-240**

Motion to Approve Hiring Snow Plow Driver

Motion was made by Michelle Tyner to approve hiring Jason Keltner as a snow plow driver retroactive from November 25, 2025 at a rate of $23.80/hour, seconded by Patricia Brubaker. RCV: Jason Keltner—aye; Patricia Brubaker—aye; Scott Justin—abstain.
MOTION CARRIED **2025-12-241**

Motion to Approve Agreement Covering the Use of County/Township/City/ Village Streets for Maintenance Purpose with State of Ohio

Motion was made by Scott Justin to approve the Agreement Covering the Use of County/ Township/City/Village Street for Maintenance Purpose with State of Ohio regarding Route 301 detour, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED** **2025-12-242**

Motion to Approve Renaming Service Supervisor Position

Motion was made by Scott Justin to approve renaming the Service Supervisor's Position to Township Service Department Manager, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—nay.
MOTION CARRIED **2025-12-243**

Motion to Eliminate Service Supervisor's Job Description

Motion was made by Scott Justin to eliminate Service Supervisor's Job Description, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—nay. **MOTION CARRIED** **2025-12-244**

Motion to Approve Updated Full-time Service Employee Job Description

Motion was made by Scott Justin to approve the updated Full-time Service Employee Job Description, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—nay. **MOTION CARRIED** **2025-12-245**

Motion to Approve Township Service Department Manager Job Description

Motion was made by Scott Justin to approve the Township Service Department Manager Job Description, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—nay. **MOTION CARRIED** **2025-12-246**

RECORD OF PROCEEDINGS
Minutes of New Russia Township Regular Meeting

HELD **December 2, 2025**

-Trustee Tyner reported that the Megasite Informational Meeting is still a work in progress. Potentially will be held December 8th or 15th, Commissioners have not responded to date. Survey is on website for questions, attorney will present to stakeholders so answers can be prepared for meeting. Will let residents know once a date is set.

Motion to Enter into Executive Session

Motion was made by Patricia Brubaker to enter into Executive Session at 6:15 pm for employment discussion with intent to hire, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—aye. **MOTION CARRIED** **2025-12-247**

Motion to Adjourn Executive Session

Motion was made by Patricia Brubaker to adjourn Executive Session at 6:59 pm, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye; Michelle Tyner—aye.
MOTION CARRIED **2025-12-248**

Motion to Hire Township Service Department Manager

Motion was made by Scott Justin to hire Justin Mott as the Township Service Department Manager at a rate of $33.25/hour effective December 7, 2025, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.
MOTION CARRIED **2025-12-249**

Motion to Hire Full-time Service Employee

Motion was made by Scott Justin to hire Lucas Ball as a Full-time Service Employee at a rate of $27.06/hour effective December 8, 2025, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2025-12-250**

Motion to Appoint Zoning Board of Commission Alternate

Motion was made by Scott Justin to appoint Richard Polen to the Zoning Board of Commission as an Alternate effective immediately, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2025-12-251**

Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting at 7:01 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.
MOTION CARRIED **2025-12-252**

AFFIRMED by Scott Justin at December 16, 2025 Regular Meeting

ATTESTED by Lisa Akers at December 16, 2025 Regular Meeting