RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

HELD **January 20, 2026**

Chairman, Scott Justin, called the January 20, 2026 Regular Meeting to order @ 6:30 pm, followed by the Pledge of Allegiance.

Trustees: Cynthia Breda, Scott Justin and Michelle Tyner were present, as well as Fiscal Officer, Lisa Akers. Staff and Public: Ross Mateer, Brittany Castillo Morales, Justin Mott, Charlie McKinley, Clayton Lucki, Margie Flood, Amanda Quimper, Deanna King, Nicholas King, Dennis & Diane Wiedenheft, James Cahlik, Rick & Pat Justin, Geoffrey Kudlo, David Roberts, Andrew Barlow, Steve Jackson, Steve Domino, Gwynne Young, R Jenkins, Ann Jenkins

Motion to Approve December 30, 2025 Year-End Meeting Minutes

Motion was made by Michelle Tyner to approve December 30, 2025 Year-End Meeting Minutes, seconded by Scott Justin. RCV: Michelle Tyner—aye; Scott Justin—aye; Cynthia Breda—abstain. **MOTION CARRIED** **2026-01-305**

Motion to Approve January 1, 2026 Organizational Meeting Minutes

Motion was made by Michelle Tyner to approve the January 1, 2026 Organizational Meeting Minutes, seconded by Cynthia Breda. RCV: Michelle Tyner—aye; Cynthia Breda—aye; Scott Justin—aye. **MOTION CARRIED** **2026-01-306**

Motion to Approve January 10, 2026 Special Meeting Minutes

Motion was made by Michelle Tyner to approve the January 10, 2026 Special Meeting Minutes, seconded by Cynthia Breda. RCV: Michelle Tyner—aye; Cynthia Breda—aye; Scott Justin—aye. **MOTION CARRIED** **2026-01-307**

Motion to Approve January 10, 2026 Special Meeting Minutes (#2)

Motion was made by Michelle Tyner to approve the January 10, 2026 Special Meeting Minutes (#2), seconded by Cynthia Breda. RCV: Michelle Tyner—aye; Cynthia Breda—aye; Scott Justin—aye. **MOTION CARRIED** **2026-01-308**

PUBLIC CONCERNS AND REQUESTS

Margie Flood, Oberlin Community Services: -Thank Board for past financial support. Reviewed services offered and stated 1,000 new families received in 2025. Asking Board for continued support in new year.

Motion to Approve 2026 Contribution

Motion was made by Scott Justin to approve the 2026 Contribution at $12,000.00, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-309**

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

HELD **January 20, 2026**

Amanda Quimper: -Read letter stating opposition to Lorain County Commissioners attempt to reclassify Lorain County as urban.

Unnamed Person: -Read second letter stating opposition to Lorain County Commissioners attempt to reclassify Lorain County as urban.

Mike, Erie Janitorial: -Will discuss cleaning contract after meeting with one trustee.

FISCAL OFFICER'S REPORT

Financial and Investment Statements were reviewed and found in order.

Motion to Approve Warrants

Motion was made by Scott Justin to approve warrants processed during 2025 year end totaling $739.27, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—abstain. **MOTION CARRIED** **2026-01-310**

Motion to Approve Warrants

Motion was made by Scott Justin to approve warrants totaling $19,057.83, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye.
MOTION CARRIED **2026-01-311**

STAFF REPORTS

Ross Mateer: -Organizational Meeting will be held next Tuesday.

Brittany Castillo Morales: -No report

Charlie McKinley: -On-line permit application is cumbersome. Dumpster permits is not part of zoning, consider having its own tracking software and eliminate from zoning duties.

Justin Mott: -Reviewed mini-excavator and skid loader rollover quotes from Polen Implement totaling $1,900.00 each.
-Reviewed lawn mower quotes
-Reviewed estimate from Ortiz Electric to rewire Lodge in the amount of $36,000.00, 5 year warranty included. Projector may still be an issue. **Trustees requested two additional quotes.**

RECORD OF PROCEEDINGS
Minutes of New Russia Township Regular Trustee Meeting

HELD **January 20, 2026**

Justin Mott continued: -Reviewed estimate from Tactical Diesel to repair brakes/ glow plugs in red one-ton dump truck, $2,047.99
-Reviewed Geese Chasers quote
-Reviewed Erie Janitorial Quotes for outdoor restroom cleaning (7 days a week) $1,470.00/month and Trash pick-up weekends at $475.00/month, both quotes are from April—Thanksgiving.
-Reviewed IWORQ Maintenance Software, **Trustee Tyner stated to look for something comparable at OTA Winter Conference.**
-Waiting for two additional quotes for lawn mowing at Cemetery.

Motion to Approve Mini-Excavator Roll-Over

Motion was made by Scott Justin to approve the Mini-Excavator Roll-over from Polen Implement at a cost of $1,900.00, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-312**

Motion to Approve Skid Steer Roll-Over

Motion was made by Scott Justin to approve the Skid-Steer Roll-over from Polen Implement at a cost of $1,900.00, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-313**

Motion to Approve Red One-Ton Dump Truck Brake Repair/Glow Plugs

Motion was made by Scott Justin to approve the brake repair and new glow plugs on the red one-ton dump truck from Tactical Diesel, not to exceed cost of $2,100.00, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye.
MOTION CARRIED **2026-01-314**

Trustees stated they will not contract with Geese Chasers this calendar year.

Motion to Enter into Executive Session

Motion was made by Scott Justin to enter into Executive Session at 7:00 pm for employment discussion with business to follow, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye.
MOTION CARRIED **2026-01-315**

Motion to Adjourn Executive Session

Motion was made by Scott Justin to adjourn Executive Session at 8:44 pm, seconded by Cynthia Breda. RCV: Scott Justin—aye; Cynthia Breda—aye; Michelle Tyner—aye.
MOTION CARRIED **2026-01-316**

Correspondence were reviewed and found in order.

Mileage Certification for Lorain County Engineer was noted to be signed.

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

HELD **January 20, 2026**

Motion to Approve Rental Rates for 2026—2028

Motion was made by Scott Justin to approve the Rental Rates for 2026—2028 as presented, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-317**

Motion to Accept Kelli Kudela's Resignation

Motion was made by Scott Justin to accept Kelli Kudela's resignation as Hall Coordinator, effective 1/1/2026, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-318**

Laptop Quote from ES Consultants was reviewed. Trustees Justin and Tyner suggested Trustee Breda purchase a less expensive laptop.

Motion to Eliminate Hall Coordinator's Position and Job Description

Motion was made by Scott Justin to eliminate the Hall Coordinator's Position and Job Description, effective 1/25/2026, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-319**

Motion to Eliminate Cemetery Sales Record Clerk Position and Job Description

Motion was made by Scott Justin to eliminate the Cemetery Sales Record Clerk Position and Job Description, effective 1/25/2026, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-320**

Motion to Eliminate Administrative Assistant Position and Job Description

Motion was made by Scott Justin to eliminate the Administrative Assistant Position and Job Description, effective 1/25/2026, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-321**

Motion to Approve Creation of Township Hall Administrator/Cemetery Supervisor Position

Motion was made by Scott Justin to approve the creation of the Township Hall Administrator/Cemetery Supervisor position, effective 1/25/2026, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-322**

Motion to Approve the Township Hall Administrator/Cemetery Supervisor Job Description

Motion was made by Scott Justin to approve the Township Hall Administrator/Cemetery Supervisor Job Description, effective 1/25/2026, seconded by Michelle Tyner. RCV: Scott Justin – aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-323**

RECORD OF PROCEEDINGS
Minutes of New Russia Township Regular Trustee Meeting

HELD **January 20, 2026**

Motion to Approve Hiring of Township Hall Administrator/Cemetery Supervisor

Motion was made by Scott Justin to approve the hiring of Brittany Castillo Morales as the Township Hall Administrator/Cemetery Supervisor, effective 1/25/206, at a rate of $26.75, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-324**

Motion to Appoint Zoning Board of Commission Member

Motion was made by Scott Justin to appoint Geoffrey Kudlo to the Zoning Board of Commission, term expiring 1/31/2031, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-325**

Motion to Appoint Zoning Board of Commission Alternate Member

Motion was made by Scott Justin to appoint Richard Polen to the Zoning Board of Commission Alternate, term expiring 1/31/2027, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye.
MOTION CARRIED **2026-01-326**

Motion to Appoint Zoning Board of Commission Alternate Member

Motion was made by Scott Justin to appoint James Cahlik to the Zoning Board of Commission Alternate, term expiring 1/31/2027, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye.
MOTION CARRIED **2026-01-327**

Motion to Appoint Zoning Board of Appeals Member

Motion was made by Scott Justin to appoint Travis Tyson to the Zoning Board of Appeals, term expiring 1/31/2031, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-01-328**

Motion to Appoint Zoning Board of Appeals Alternate Member

Motion was made by Scott Justin to appoint Stephen Jackson to the Zoning Board of Appeals Alternate, term expiring 1/31/2027, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye.
MOTION CARRIED **2026-01-329**

Motion to Appoint Zoning Board of Appeals Alternate Member

Motion was made by Scott Justin to appoint Gwynne Young to the Zoning Board of Appeals Alternate, term expiring 1/31/2027, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye.
MOTION CARRIED **2026-01-330**

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

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Trustees wanted to move Jina Jordan from a seated member on the Zoning Board of Commission to an alternate position. Fiscal Officer suggested they request legal advice since she believes you cannot remove a seated Zoning Board Member without just cause. FO believes a public hearing would be required at the least, and the "replacement member" would fill the unexpired term seat; a whole new term would not be created. FO also stated you can replace a board member once their term expires or at the board members request or if board member requests to move to alternate position. Trustees did not take action and will seek legal opinion.

Trustee Tyner stated the Comprehensive Plan will be tabled for now, until a new firm can be hired to assist. Trustee Tyner stated she has contacted firms to hire but some are not available at this time. Fiscal Officer stated the Township should create a RFP and set specific guidelines and advertise before firms are contacted.

Trustee Tyner has had discussion with Benesch Law Firm regarding payment to Jacob Barnes and decision has not been made. Also, discussed continued use of legal services beyond Phase I of Megasite. As previously stated in past meetings the Fiscal Officer again suggested that Trustee Tyner should speak to Benesch Law Firm regarding Jacob Barnes or any other topic that is outside of the Mega Site Phase I Proposal. Fiscal Officer stated the Township can very easily create a new resolution with new topic(s) and financial perimeters. Fiscal Officer does not care what is being discussed as long as we follow the guidelines that the Ohio Revised Code provides.

Trustee Breda stated we should clear-up the legal resolution matter soon. Also, she would like to have access to the website and social media to assist Brittany in advertising. Also, believes the quarterly meeting with the Landfill is due and she would like to attend. Trustees agree.

Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting at 9:10 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye.

MOTION CARRIED **2026-01-331**

AFFIRMED by Scott Justin at February 3, 2026 Regular Meeting

ATTESTED by Lisa Akers at February 3, 2026 Regular Meeting