RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

HELD **February 3, 2026**

Chairman, Scott Justin, called the February 3, 2026 Regular Meeting to order @ 6:30 pm, followed by the Pledge of Allegiance.

Trustees: Cynthia Breda, Scott Justin were present, as well as Fiscal Officer, Lisa Akers. Trustee Michelle Tyner was absent. Staff and Public: Justin Mott, Bryan Plemons, Charlie McKinley, Erin Mason, James Roman, Diane Jackson

Motion to Approve January 20, 2026 Regular Meeting Minutes

Motion was made by Cynthia Breda to approve January 20, 2026 Regular Meeting Minutes, seconded by Scott Justin. RCV: Cynthia Breda—aye; Scott Justin—aye.
MOTION CARRIED **2026-02-332**

FISCAL OFFICER'S REPORT

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

Motion to Approve Road Salt Purchase Orders

Motion was made by Scott Justin to approve the following purchase orders for road salt due to salt shortage from Lorain County Engineer:

PO #78-2026	Vendor: UD Maintenance	$ 4,400.00
PO #80-2026	Vendor: UD Maintenance	$10,000.00
PO #85-2026	Vendor: UD Maintenance	$10,000.00

seconded by Cynthia Breda. RCV: Scott Justin—aye; Cynthia Breda—aye.
MOTION CARRIED **2026-02-333**

Motion to Approve Warrants

Motion was made by Scott Justin to approve Warrants totaling $53,584.33, seconded by Cynthia Breda. RCV: Scott Justin—aye; Cynthia Breda—aye.
MOTION CARRIED **2026-02-334**

Fiscal Officer stated the 2026 Permanent Appropriations mirror the 2026 Temporary Appropriations Fund Level with the exception of additional $75,000.00 allocated to General Fund, Cemetery-Repairs and Maintenance due to extensive repairs needed.

Motion to Approve 2026 Permanent Appropriations

Motion was made by Scott Justin to approve the 2026 Permanent Appropriations totaling $3,068,000.00, seconded by Cynthia Breda. RCV: Scott Justin—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-02-335**

(See Next Page for Account Breakdown)

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

HELD **February 3, 2026**

2026 PERMANENT APPROPRIATIONS

1000 GENERAL FUND					
110	Administrative Salary	$	132,933.00		
110	Administrative Fringe Benefits	$	259,061.00		
110	Administrative Program	$	225,000.00		
120	"The Lodge" Salary	$	43,000.00		
120	"The Lodge" Fringe Benefits	$	6,645.00		
120	"The Lodge" Program	$	173,500.00		
130	Zoning Salary	$	30,000.00		
130	Zoning Fringe Benefits	$	3,800.00		
130	Zoning Program	$	5,000.00		
190	Service Complex Salary	$	165,000.00		
190	Service Complex Fringe Benefits	$	25,500.00		
190	Service Complex Program	$	58,000.00		
210	Police Protection Program	$	150,000.00		
220	Fire Protection Program	$	150,000.00		
230	Emergency Medical Service Program	$	35,000.00		
310	Street Lighting Program	$	7,000.00		
330	Highways Program	$	173,500.00		
410	Cemetery Salary	$	35,000.00		
410	Cemetery Fringe Benefits	$	5,410.00		
410	Cemetery Program	$	143,350.00		
420	Health District Program	$	15,000.00		
590	Human Services Program	$	20,000.00		
610	Parks/Recreation Salary	$	40,000.00		
610	Parks/Recreation Fringe Benefits	$	6,200.00		
610	Parks/Recreation Program	$	97,000.00		
760	Capital Outlay Program	$	410,101.00		
820	Debt Service Program	$	60,000.00		
930	Contingency Program	$	-		
	Total General Fund			**$**	**2,475,000.00**
2011 MOTOR VEHICLE FUND					
330	Highways Program			**$**	**5,000.00**
2021 GASOLINE TAX FUND					
330	Highways Program			**$**	**292,500.00**
2031 ROAD & BRIDGE FUND					
330	Highways Salary	$	85,000.00		
330	Highways Fringe Benefits	$	13,300.00		
330	Highways Program	$	196,700.00		
	Total Road & Bridge Fund			**$**	**295,000.00**
9001 3% BD. OF BLDG. STANDARDS FEE					
130	Zoning Program			**$**	**500.00**
	TOTAL APPROPRIATIONS ALL FUNDS			***$***	***3,068,000.00***

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

HELD **February 3, 2026**

PUBLIC CONCERNS AND REQUESTS—n/a

STAFF REPORTS

Deputy Plemons: **Calls for Service**

-Dec. 29th, 10000 block of RT. 58, deputies assisted EMS on a medical call.
-Dec. 30th, 44000 block of E. Hamilton St., deputies assisted EMS on a medical call.
-Jan. 6th, Deputies noticed mud at the landfill gate crossing at Butternut Ridge Rd. The landfill manager was contact and the situation was addressed.
-Jan. 8th, 44000 block of E. Hamilton St., deputies assisted EMS on a medical call.
-Jan. 11th, 44000 block of Oberlin Elyria Rd., reference a domestic dispute at a local business.
-Jan. 11th, 45000 block of Butternut Ridge Rd., deputies assisted EMS with a combative patient.
-Jan. 13th, 47000 block of W. Hamilton St., reference a domestic dispute.
-Jan. 17th, 12000 block of RT. 58, a concerned patron believes someone may have placed an air tag on his vehicle, but didn't have any proof and wasn't able to locate anything hidden on his car.

Charley McKinley: -No report

Justin Mott:
-Daily road checks continue
-Plowing/salting and mailbox repair continues
-Expecting another electrical quote for "The Lodge" next week
-F550 has been repaired and back in service

TRUSTEE BUSINESS

Correspondence were reviewed and found in order. Chairman Justin stated he would be attending the pavement preservation workshop at Ashland University on February 19, 2026.

Motion to Approve Revised Township Hall Administrator & Cemetery Supervisor's Job Description

Motion was made by Scott Justin to approve the revised Township Hall Administrator & Cemetery Supervisor's job description, seconded by Cynthia Breda. RCV: Scott Justin—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-02-336**

Motion to Approve Resolution Employing Township's Attorneys

Motion was made by Scott Justin to approve the Resolution Employing Township's Attorneys, in regards to the law firm of Benesch, Friendlander, Coplan & Aronoff LLP, topics to include: contract review, employment/personnel issues and Comprehensive Plan Consultant issues, seconded by Cynthia Breda. RCV: Scott Justin—aye; Cynthia Breda—aye.
MOTION CARRIED **2026-02-337**

(See Board Referral File for Resolution)

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

HELD **February 3, 2026**

Motion to Approve Rescinding Motion #2026-01-327 dated 1/20/2026

Motion was made by Scott Justin to approve rescinding Motion #2026-01-327, dated 1/20/2026 regarding the appointment of James Cahlik as an Alternate Member on the Zoning Board of Commission, term expiring 1/31/2027, due to non-compliance of residency, seconded by Cynthia Breda. RCV: Scott Justin—aye; Cynthia Breda—aye.

MOTION CARRIED **2026-02-338**

Cynthia Breda: -Would like to pursue Land Use Plan Grants and possible bridge repair grants. ***Trustees agree.***

Trustees stated Service Manager can continue getting road salt from UD Maintenance if needed without notifying Board.

Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting at 6:44 pm, seconded by Cynthia Breda. RCV: Scott Justin—aye; Cynthia Breda—aye.

MOTION CARRIED **2026-02-339**

AFFIRMED by Scott Justin at February 17, 2026 Regular Meeting

ATTESTED by Lisa Akers at February 17, 2026 Regular Meeting