RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

HELD **March 3, 2026**

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

Trustees: Cynthia Breda, Scott Justin, Michelle Tyner were present, as well as Fiscal Officer, Lisa Akers. Staff and Public: Justin Mott, Deputy Plemons, Brittany Castillo Morales, Judy Walker, Steve and Diane Jackson

Motion to Approve February 17, 2026 Regular Meeting Minutes

Motion was made by Cynthia Breda to approve the February 17, 2026 Regular Meeting Minutes, seconded by Michelle Tyner. RCV: Cynthia Breda—aye; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED** **2026-03-352**

FISCAL OFFICER'S REPORT

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

Motion to Approve Warrants

Motion was made by Scott Justin to approve Warrants totaling $87,423.90, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-03-353**

Motion to Approve NOPEC Energized Community Grant Program Resolution

Motion was made by Scott Justin to approve the Northeast Ohio Public Energy Council (NOPEC) Energized Community Grant Program (2026 NEC GRANT(S)) Resolution, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-03-354**

Motion to Approve NOPEC 2026 Energized Community Grant Agreement

Motion was made by Scott Justin to approve the NOPEC 2026 Energized Community Grant Agreement, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-03-355**

Motion to Approve NOPEC Community Acknowledgement Form

Motion was made by Michelle Tyner to approve the NOPEC Community Acknowledgement Form appointing Lisa Akers, Fiscal Officer, as designee for application, seconded by Cynthia Breda. RCV: Michelle Tyner—aye; Cynthia Breda—aye; Scott Justin—aye. **MOTION CARRIED** **2026-03-356**

**FO stated Morgan Linens contract is set to expire in April 2026. Morgan Linens provides carpet runner maintenance for Adm Complex and Service Complex. FO requested Administrative Assistant several months ago to get pricing from different vendors due to the increased price from Morgan over the past year. A local vendor will be providing pricing in the near future. Chairman Justin stated to request pricing from Cintas as well.*

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

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PUBLIC CONCERNS AND REQUESTS

Steve Jackson: -Will Trustees be using Zoning Board of Commissions transcripts from their recent public hearing as reference at the 3/11/2026 Trustee Public Hearing? Are Trustees reading transcripts ahead of time or will Trustees only listen to public comments the evening of 3/11/2026? Mr. Jackson stated he submitted proper written comments ahead of time but they were not read at the ZBC Public Hearing.

-Trustee Tyner stated she has an agenda for the Trustees Public Hearing and written comments will be sent to the Fiscal Officer to be distributed to the Trustees ahead of time. Also, she will be requesting any ZBC written comments from their public hearing be sent to the Fiscal Officer as well. The ZBC written comments along with newly submitted comments to Trustees will be part of the public record. The Fiscal Officer asked Trustee Tyner, will the written comments be read by the Trustees during the public hearing so they become part of the written transcript? Trustee Tyner stated the written comments will not be read out load at the public hearing and requests the written comments be attached to official minutes/transcript.

STAFF REPORTS

Deputy Plemons: **Calls for Service**

-Feb. 1st, 45000 block of Butternut Ridge Rd., deputies assisted EMS with a combative patient.
-Feb. 2nd, 45000 block of Butternut Ridge Rd., deputies checked the welfare of a resident.
-Feb. 2nd, 45000 block of E. Hamilton St., deputies assisted EMS on a medical call.
-Feb. 2nd, 45000 block of Butternut Ridge Rd., deputies responded to a disturbance at a residence.
-Feb. 5th, 12000 block of Oberlin Rd., a hospital called over concerns of not reaching a patient and wanted deputies to make contact. The subject was fine and would be calling the hospital.
-Feb. 6th, deputies handled a motor vehicle accident on RT. 58.
-Feb. 7th, 47000 block of Pyle Rd., reference a welfare check of a resident.
-Feb. 9th, deputies handled an accident on Butternut Ridge Rd.
-Feb. 10th, deputies took a domestic violence report that occurred in a vehicle along Oberlin Elyria Rd.
-Feb. 12th, W. Hamilton St., reference a suspicious male at the end of their driveway. That male, a twp. resident and neighbor, ran out of gas and was assisted.

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

HELD **March 3, 2026**

-**Justin Mott:** -Daily road checks continue, fixing damaged mailboxes from plowing
-Painted wheels on yellow truck
-Built platform for new saltbox along with Lucas and Clayton
-Picking up new skid steer tomorrow
-Reviewed Turf Health ($30,875.38) and Spiegelberg Lawn Care ($30,920.00) quotes for mowing, weeding, bagging, trimming at Cemetery. Only two companies responded, need to know soon, to get on schedule. Brittany Castillo Morales stated mowing will not resolve the landscaping and pin issues that exist at Cemetery. *Trustee Breda would like to try contract mowing for a year and review thereafter*. Justin stated burials will not be an issue with either company. Both companies have great reviews. Fiscal Officer stated if the Service Department is no longer responsible for Cemetery upkeep, will that leave more time for projects instead of paying a contractor to complete? Justin stated "yes" they will be able to complete more projects. Justin also stated he spoke with Tony Polen and he stated NRT should decide on zero turn rollover soon in order to receive for season.
-Reviewed estimate from Bob's Tire for new tires for tool cat.
-Reviewed KRLD electrical savings data, *Trustee Breda stated she's been looking for grants for lighting upgrades.*
-Reviewed quote for new tool cat $71,583.92 for next year's budget possibly.

Motion to Approve Lawn Care Maintenance for Cemetery

Motion was made by Scott Justin to approve lawn care maintenance for the Cemetery from Turf Health at a cost of $30,875.38, seconded by Cynthia Breda. RCV: Scott Justin—aye; Cynthia Breda—aye; Michelle Tyner—aye. **MOTION CARRIED** **2026-03-357**

Motion to Approve Zero Turn Mower Rollovers

Motion was made by Scott Justin to approve two zero turn lawnmower rollovers from Polen Implement at a cost of $1,900.00 each, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—nay (more information needed). Justin explained further and Ms. Breda changed her vote to aye.
MOTION CARRIED **2026-03-358**

Motion to Approve Tool Cat Tires

Motion was made by Scott Justin to approve new tires for Tool Cat from Bob's Tire Service at a cost of $1,355.69, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-03-359**

Brittany Castillo Morales: -Would like to purchase cabinet locks for meeting room kitchen to allow for more storage, minimal cost. *Trustees agree NTE $100.00*
-Oberlin High School would like to continue using tennis courts this year. *Trustees agree*
-Coit finished floor and divider wall cleaning, satisfied with work.
-Erie and GMS still needs to schedule.
-Inquired if there is a map for the repining of Section 1 of the Cemetery. *Chairman Justin stated Rafter A Ltd used existing map to pin.*

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

HELD **March 3, 2026**

TRUSTEE BUSINESS

-Correspondence were reviewed and found in order.

Motion to Approve OTA Education Subscription Renewal

Motion was made by Scott Justin to approve the Ohio Township Association Education Subscription Renewal at a cost of $250.00, seconded by Cynthia Breda. RCV: Scott Justin—aye; Cynthia Breda—aye; Michelle Tyner—aye.

MOTION CARRIED **2026-03-360**

-Trustee Tyner discussed the RFQ/P to rewrite Land Use Plan. Travis Tyson and Geoff Kudlo from ZBA and ZBC respectively worked on document and Barbara Tamas from LCP has since reviewed. Trustee Tyner also had Benesch Law Firm review and they suggested adding the term "planful management of growth". Timeframe may be an issue and may have a completion date sometime in 2027. Trustee Tyner will rework timeframe and resubmit for approval at a later date.

-Trustee Breda visited Republic Services a few weeks ago, toured the facility and had a conversation with Chase Ritenour. They discussed such issues as recycling, odors and how odors are investigated. Mr. Ritenour stated when issues arise they inform Chairman Justin. Trustee Breda feels when issues arise we may want to effectively communicate with a message to the residents via website/social media.

-Trustee Justin stated Zoning Board of Appeals are now meeting monthly which may be too frequent and should possibly change to quarterly or if a meeting is needed due to an application request. Mr. Jackson who is a member of the ZBA stated the last meeting lasted only seven (7) minutes. *Trustees agree the ZBA should meet quarterly or when needed for an application request. Also, both chairman of the ZBC and ZBA need to attend a Trustee meeting once a quarter, preferably in the last month of each quarter for dialogue with Trustees. Chairman Justin stated he will contact each chairman to inform.*

-Trustee Tyner asked if a time limit should be placed on speakers at the upcoming Public Hearing, Trustees agreed to a 3-5 minute maximum. Also, Trustee Tyner will email agenda to FO for preparation of meeting night and placing on website/FaceBook.

-Trustee Tyner also reviewed a letter and map from the FAA District Office in Detroit that was given to her by Asst County Administrator Karen Perkins in regards to the release of 218 acres of land at the Lorain County Airport. This land has been decommissioned and may now be sold if Lorain County Commissioners so chooses. Ms. Perkins states the Airport Master Plan is still a work-in-progress. Trustee Tyner called the Detroit FAA District Office inquiring how the Township gets notified when things like this happen. Moving forward Trustee Tyner would like to be notified when changes are made.

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

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Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting at 7:42 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye.

MOTION CARRIED **2026-03-361**

AFFIRMED by Scott Justin at March 17, 2026 Regular Meeting

ATTESTED Lisa Akers at March 17, 2026 Regular Meeting

RECORD OF PROCEEDINGS

Minutes of New Russia Township Regular Trustee Meeting

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