

RECORD OF PROCEEDINGS
Minutes of New Russia Township Trustee Year-End Meeting

HELD

December 31, 2023

Chairman Scott Justin called the December 31, 2023 Year-End Meeting to order at 9:00 am, followed by the Pledge of Allegiance.

Trustees: Patricia Brubaker and Scott Justin were present, as well as Fiscal Officer, Lisa Akers. Trustee Andrew Gulish was absent. Staff and Public: Edie Taylor, John Honoshofsky

Motion to Approve December 5, 2023 Regular Meeting Minutes

Motion was made by Patricia Brubaker to approve the Decemer 5, 2023 Regular Meeting Minutes, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED **2023-12-18**

FISCAL OFFICER'S REPORT

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

Motion to Approve Warrants

Motion was made by Patricia Brubaker to approve Warrants, as presented, totaling \$31,334.91, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED **2023-12-19**

Motion to Approve Additional Warrant

Motion was made by Patricia Brubaker to approve an additional Warrant to Cintas in the amount of \$25.67, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED **2023-12-20**

STAFF REPORTS

Edie Taylor: -No report

John Honoshofsky: -No report

TRUSTEE BUSINESS

Correspondence were reviewed and found in order.

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Motion to Approve Trustee/Fiscal Officer 2024 Pay

Motion was made by Patricia Brubaker to approve 2024 Trustee/Fiscal Officer pay at Maximum Level as provided by ORC 505.24 and 505.09, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED **2023-12-21**

Motion to Approve Health Benefits

Motion was made by Patricia Brubaker to provide Health Benefits per ORC 505.60 through 505.603, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED **2023-12-22**

Motion to Approve Conference Attendance

Motion was made by Patricia Brubaker to authorize attendance of officials and approved staff to the OTA Conference and miscellaneous conferences/seminars authorized by the Board of Trustees for CY 2024, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED **2023-12-23**

Trustee Brubaker: -Since Park is open year-round, the drive will be plowed and sidewalks cleared. Restrooms should be cleaned if remaining open thru Winter. Trustees agreed restrooms will remain open in Winter months and staff will clean. Cleaning company will resume in April. Signage was requested to use walking paths "at own risk". Service Supervisor will work with Judco for correct verbiage.

Motion to Approve Change in Rentals

Motion was made by Patricia Brubaker to close rentals (Lodge, Meeting Room, Shelters) on the following holidays; Easter, Thanksgiving, Christmas, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED **2023-12-24**

Trustee Brubaker: -Consider extending parking lot north or east for additional spaces for Lodge and Meeting Room parking. Trustee Justin stated engineering would be needed, Service Supervisor will get pricing for further discussion.

Motion to Adjourn

Motion was made by Patricia Brubaker to adjourn meeting at 9:15 am, seconded by Scott Justin. RCV: Patricia Brubaker—aye; Scott Justin—aye.

MOTION CARRIED **2023-12-25**

ATTESTED by Scott Justin at January 16, 2024 Regular Meeting

AFFIRMED by Lisa Akers at January 16, 2024 Regular Meeting