

**RECORD OF PROCEEDINGS**  
**Minutes of New Russia Township Trustee 2025 Organizational Meeting**

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**HELD**

**December 30, 2024**

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Fiscal Officer, Lisa Akers, called the 2025 Organizational Meeting to order on December 30, 2024 @ 5:47 pm, followed by the Pledge of Allegiance.

Trustees: Patricia Brubaker, Scott Justin and Michelle Tyner were present, as well as Fiscal Officer, Lisa Akers. Staff and Public: Edie Taylor

*-Fiscal Officer, Lisa Akers, asked for nominations from Board for 2025 Board Chairperson  
 -Scott Justin nominated **Patricia Brubaker** as Board Chairperson for the 2025 Calendar Year.*

**Motion to Elect 2025 Chairperson**

Motion was made by Scott Justin to elect Patricia Brubaker as the 2025 Chairperson of the Board of Trustees, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye. **MOTION CARRIED** **2024-12-28**

*-Fiscal Officer, Lisa Akers, asked for nominations from Board for 2025 Vice-Chairperson  
 -Patricia Brubaker nominated **Scott Justin** as Vice-Chairperson for the 2025 Calendar Year.*

**Motion to Elect 2025 Vice Chairperson**

Motion was made by Patricia Brubaker to elect Scott Justin as 2025 Vice Chairperson of the Board of Trustees, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye. **MOTION CARRIED** **2024-12-29**

*Chairperson Brubaker assumed duties at this time.*

**Motion to Establish Meeting Schedule**

Motion was made by Scott Justin to establish meeting schedule as the first and third Tuesday of each month, 6:00 pm at the Administrative Building, with Summer Schedule being 1st Tuesday ONLY for June, July, August at 6 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED** **2024-12-30**

**Motion to Approve Confirmation of 2024 Resolutions**

Motion was made by Michelle Tyner to approve the confirmation of the following 2024 Resolutions for Calendar Year 2025:

1. Pay 2025 Trustees/Fiscal Officer at Maximum Level as provided by ORC 505.24 and 507.09.
2. 2025 Temporary Appropriations
3. Provide Health Benefits per ORC 505.60 through 505.603

seconded by Scott Justin. RCV: Michelle Tyner—aye; Scott Justin—aye; Patricia Brubaker—aye.

**MOTION CARRIED** **2024-12-31**

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**Motion to Authorize Payment for Travel Expenses**

Motion was made by Scott Justin to authorize payment for travel and expenses for seminars and township business for 2025, mileage to be paid at federal allowed rate per mile, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED** **2024-12-32**

**Motion to Establish Purchasing Authority and Limits**

Motion was made by Scott Justin to establish purchasing authority and limits without pre-authorization by the Board of Trustees as follows:

***Trustees—\$2000.00; Fiscal Officer—\$2000.00; Supervisor—\$1500.00***

seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED** **2024-12-33**

**Motion to Establish Fiscal Officer Authority**

Motion was made by Scott Justin to establish the following Fiscal Officer Authority:

- Make Supplemental Appropriations as needed to conduct Township Business
- Execute wire transfers to and from investment accounts as needed to conduct Township business

seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED** **2024-12-34**

**Motion to Appoint Central LC Ambulance District Representative**

Motion was made by Scott Justin to appoint Patricia Brubaker as representative of NRT to the Central LC Ambulance District and Michelle Tyner as alternate, seconded by Michelle Tyner.

RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED** **2024-12-35**

**Motion to Appoint Zoning Inspector**

Motion was made by Scott Justin to appoint Daniel Jarven as Zoning Inspector of NRT, seconded by Michelle Tyner—aye. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED** **2024-12-36**

**Motion to Appoint Fire Prevention Officers**

Motion was made by Scott Justin to appoint the following Fire Prevention Officers:

1. Oberlin—Fire Chief of respective service area
2. South Amherst—Fire Chief of respective service area

seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED** **2024-12-37**

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**Motion to Approve Rental Rates**

Motion was made by Scott Justin to approve rental rates with changes as discussed for 2025, 2026, 2027 Calendar Years, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-38**

**Motion to Approve Zoning Fee Schedule**

Motion was made by Michelle Tyner to approve Zoning Fee Schedule for 2025 Calendar Year as presented, seconded by Scott Justin. RCV: Michelle Tyner—aye; Scott Justin—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-39**

**Motion to Set Dumpster Dates and Times**

Motion was made by Scott Justin to set the following Dumpster Dates (time remains same):

April 11,12,13	June 20,21,22	October 17,18,19
May 16,17,18	September 19,20,21	

seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-40**

**Motion to Confirm Non-Participation in 2025 Pride Day**

Motion was made by Scott Justin to confirm Non-Participation in 2025 Pride Day, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-41**

**Motion to Appoint Representative to Lorain County Rural Water Board**

Motion was made by Scott Justin to appoint Patricia Brubaker as Representative to Lorain County Rural Water Board, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-42**

**Motion to Appoint Personal Information Designee**

Motion was made by Scott Justin to appoint Lisa Akers, Fiscal Officer as NRT Personal Information Designee, seconded by Patricia Brubaker. RCV: Scott Justin—aye; Patricia Brubaker—aye; Michelle Tyner—aye.

**MOTION CARRIED**

**2024-12-43**

**Motion to Approve Employee Cell Phone Reimbursement**

Motion was made by Scott Justin to approve Employee Cell Phone Reimbursement @ \$55.00/month for designated employees; seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-44**

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**Motion to Approve Furnishing of Uniforms**

Motion was made by Scott Justin to approve furnishing uniforms from designated uniform company for full-time staff for 2025, seconded Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-45**

**Motion to Approve Continuation of Govdeals to Dispose of Township Property**

Motion was made by Scott Justin to approve continued use of Govdeals to dispose of Township Property, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-46**

**Motion to Confirm Blanket Certificate Purchase Order Limit**

Motion was made by Scott Justin to confirm Blanket Certificate Purchase Order limit @ \$5,000.00 as originally approved 3/20/2018, Motion #2018-03-10, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-47**

**Motion to Appoint Representative to LORCO Board**

Motion was made by Patricia Brubaker to appoint Scott Justin as representative from NRT to LORCO Board, seconded by Michelle Tyner. RCV: Patricia Brubaker—aye; Michelle Tyner—aye; Scott Justin—aye.

**MOTION CARRIED**

**2024-12-48**

**Motion to Approve Road Salt Protection Purchase**

Motion was made by Scott Justin to approve road salt protection purchase from Lorain County Engineer for the winter season, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-49**

**Motion to Approve Discontinuation of Employee Evaluations**

Motion was made by Scott Justin to approve the discontinuation of Employee Evaluations moving forward, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-50**

**Motion to Adjourn**

Motion was made by Scott Justin to adjourn meeting at 6:10 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

**MOTION CARRIED**

**2024-12-51**

**AFFIRMED by Scott Justin at January 21, 2025 Regular Meeting**

**ATTESTED by Lisa Akers at January 21, 2025 Regular Meeting**