

RECORD OF PROCEEDINGS
Minutes of New Russia Township Special Trustee Meeting

HELD

March 23, 2025

Chairperson, Patricia Brubaker called the March 23, 2025 Special Meeting to order @ 1:10 pm, followed by the Pledge of Allegiance.

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

Motion to Enter into Executive Session

Motion was made by Scott Justin to enter into Executive Session at 1:11 pm for personnel discussion with business to follow, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED **2025-03-61**

Motion to Adjourn Executive Session

Motion was made by Scott Justin to adjourn Executive Session at 1:50 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED **2025-03-62**

Motion to Accept Resignation for Retirement

Motion was made by Scott Justin to accept Edith Taylor's resignation for retirement effective at the end-of-the-day on April 30, 2025, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED **2025-03-63**

Motion to Approve Unused Vacation Payout

Motion was made by Scott Justin to approve payment to Edith Taylor of balance of unused vacation days as of April 30, 2025 @ current hourly rate, payable in May 2025, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED **2025-03-64**

Motion to Approve Advertising

Motion was made by Scott Justin to approve advertising for Administrative Assistant position, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle—aye; Patricia Brubaker—aye.

MOTION CARRIED **2025-03-65**

Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting at 1:55 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Patricia Brubaker—aye.

MOTION CARRIED **2025-03-66**

AFFIRMED by Patricia Brubaker at April 1, 2025 Regular Meeting

ATTESTED by Lisa Akers at April 1, 2025 Regular Meeting

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