RECORD OF PROCEEDINGS

Minutes of New Russia Township Special Meeting

HELD **September 1, 2026**

Chairman, Scott Justin, called the September 1, 2026 Special Meeting to order @ 5:30 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: Brittany Castillo Morales, Deputy Plemons, Justin Mott

Chairman Justin stated the purpose of the Special Meeting was to discuss Cemetery maintenance and Rules and Regulations.

-Brittany Castillo Morales reviewed price increase as discussed in 2025 as well as new foundation cost. Local cemetery foundation pricing was reviewed also. Foundation price as suggested $350.00 Single..$600 Double. Foundations over 48" will need a poured concrete footer paid to and installed by monument company of customer's choice. Liability waivers will need developed before monument companies begin installing concrete footers.

Motion to Approve Cemetery Foundation Pricing

Motion was made by Scott Justin to approve Cemetery Foundation pricing as follows:
$350.00 Single $600.00 Double
effective October 1, 2026, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye.

MOTION CARRIED **2026-09-443**

Motion to Approve Cemetery Pricing Increase

Motion was made by Scott Justin to approve the Cemetery Pricing Increase as presented, with the exception of new foundation pricing stated above, effective October 1, 2026, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye. **MOTION CARRIED** **2026-09-444**

-Further discussion was had regarding Cemetery Rules and Regulations for foundation headstone install, ie. 24 hr. advance notice before concrete footer install by monument company, Township to inspect before and after install.

-Rules and Regulations will be updated and presented at next meeting for review and/or approval.

-Reviewed pictures of landscape issues, discussed maintenance needed to make landscaping beds presentable. Brittany Castillo Morales suggested fixing landscaping before the foundation repairs that are needed. Flush mount headstone can be moved by staff and taller headstones can be moved by Milano Monument, as pricing was previously reviewed. *Trustee Tyner suggested repairing one section at a time, with the maintenance staff repairing landscaping beds. Trustees agreed.*

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-Agreed that training would benefit the full-time staff.

-Section 1 will be the first section to get landscaping beds repaired as a Fall project for the Maintenance Staff. Brittany Castillo Morales and Justin Mott will devise a plan to replace mulch with river rock and the best way to trim plants/trees and realign rows with headpins.

Motion to Adjourn

Motion was made by Scott Justin to adjourn meeting at 6:26 pm, seconded by Michelle Tyner. RCV: Scott Justin—aye; Michelle Tyner—aye; Cynthia Breda—aye.

MOTION CARRIED **2026-09-445**

AFFIRMED by Scott Justin at September 15, 2026 Regular Meeting

ATTESTED by Lisa Akers at September 15, 2026 Regular Meeting