

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:03 p.m., May 7, 2025 at the Newbury Township Town Hall. Chairman William Skomrock Jr., Vice Chairman David Lair, Jr. and Trustee Gregory Tropf were in attendance.

Also in attendance:

C.D. Boyd	Resident	Emma MacNiven	Geauga County Maple Leaf
Ken Fagan	Fire Chief	Jeff Munn	Resident
Mike Fenstermaker	Resident	Phil Paradise Jr	Resident
Larry Green	Resident	Lindsay Pollock	Fiscal Officer
Scott Koller	Resident, BZA	Doug Zipperman	Road Superintendent

Mr. Skomrock opened the meeting with the Pledge of Allegiance.

Public Comment

Resident Phil Paradise asked if Newbury would be having a Memorial Day parade and cookout as usual. Mr. Zipperman confirmed as he had spoken with Mr. Hunter of the American Legion and will be in touch one details are confirmed. Mr. Lair confirmed that a NOPEC sign will be posted since they provide funds for the celebration. Mr. Paradise also expressed gratitude to Mr. Zipperman for taking care of replacing a light and stop sign that were down on Chestnut, but also noticed that at the end of the cul-de-sac, the road has eroded away.

Fire Department Update:

- 73 calls in April; 21 so far in May; 376 YTD.
- March Fire Dept financials were sent over by Ms. Fagan, are being reviewed by the Fiscal Officer before forwarding to Trustees.

Road Department Update:

- So far, no bids able to be obtained for the culvert project, 3 local paving companies turned down the job. Trustees suggested trying Karvo.
- Next step for 2025 paving project - coordinating planning meeting with Karvo.
- Center Cemetery sign is starting to deteriorate, looking into getting redone.
- Am Legion building still having trouble with their alarm system so company will need to come out to fix.
- Mr. Zipperman stated mentioned that he is starting to look for line locating / tracking equipment for drain lines, etc.
- Ms. Pollock reported a monitor beeping in the basement records room, probably just needs a new battery. Ms. Pollock / Ms. Montani will handle.
- Mr. Lair mentioned he saw the parking lot at Oberland is finished up and looks good (thank you!). Mr. Zipperman said they used grindings we had already, so will need to ask if Karvo will deliver grindings to the yard rather than to Oberland from their paving project.
- Ditching in front of park – Mr. Zipperman met with the County Engineer’s office, needs to fill out driveway app, etc.
- Gate is put in by Jackson Fence finally.

Fiscal Officer’s Update:

- Minutes from the April 16th regular meeting were presented. Fiscal Officer sent drafts to the Trustees for review prior to the meeting. Mr. Tropf moved to approve the minutes as presented and Mr. Lair seconded the motion. Voice vote: Three ayes.
- April Financials:

Prior Balance	\$4,577,900.26	Checking balance	\$220,766.03
Receipts	\$439,312.68	Star Ohio	\$4,130,610.53
Payments	(\$667,213.05)	Outstanding checks	(\$646.25)
Adjustments	\$ -	Adjustments	(\$730.42)
Total Balance	\$4,349,999.89	Total Balance	\$4,349,999.89

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- Ms. Pollock shared a communication from SERB regarding their 5-year administrative rule review.
- **Resolution 20250507-01 Asphalt Resurfacing of Various Roads Including Stone Rd, Cory Ln, Shadowood Dr** – Mr. Lair moved to pass the resolution as presented and Mr. Skomrock seconded. Voice vote: two ayes, Mr. Tropf abstained.
- **Resolution 20250507-02 Supplemental Appropriations** – Mr. Skomrock moved to pass the resolution as presented and Mr. Lair seconded. Voice vote: three ayes.
- New accounts to be set up for use in UAN. Mr. Skomrock moved to authorize new accounts and Mr. Lair seconded. Voice vote: three ayes.

1000-120-360-0000	Contracted Services
1000-190-319-0000	Other - Professional and Technical Services
1000-190-360-0000	Contracted Services
2011-330-390-0000	Other - Purchased Services
2021-330-390-0000	Other - Purchased Services
2031-330-390-0000	Other - Purchased Services
2031-330-420-0000	Operating Supplies
2041-410-360-0000	Contracted Services
2041-410-390-0000	Other - Purchased Services
2141-410-390-0000	Other - Purchased Services
2231-330-390-0000	Other - Purchased Services

- **Roth 457 Option for Deferred Comp** - Mr. Lair moved to accept allowing new Roth option and Mr. Tropf seconded. Voice vote: three ayes.
- Mr. Roger Mezak asked if the Township would be happy to be a distribution point for the Newbury Cares scholarship. Mr. Skomrock moved to allow for scholarship distribution from the Town Hall and on the Township’s website. Mr. Tropf seconded. Voice vote: three ayes.
- Reminder to the Trustees: May 10th 10am budget work session.
- Update on spring cleaning – three full bins will be shredded, will do ongoing maintenance and review. Policy for police records states 10-year retention period. We have box of “NPD Misc and closing dept files” that Ms. Pollock wanted to confirm can be destroyed and the Trustees agreed it is okay to do so.
- Employee Handbook is finished being mapped from paper to online – just have some final procedural questions to ask and formatting updates to make.
- Question was raised about making a purchase of equipment from an employee, Ms. Pollock confirmed that we need to substantiate the market cost and show that we are not paying more than reasonable since it is a related party transaction. But it is allowable.
- Communication came back from the state regarding tax-exempt status of Veterans Memorial Park and confirmed that it was and is tax-exempt.

Mr. Tropf’s Update:

- South Newbury Cemetery surveying – complete (deeds 1867, 1874, but missing one). Next step will be to meet with Cleveland family who owns the property next door to set up boundary agreement. Will have additional cost to get the boundary agreement. Once in place, then will sort out what to do with the illegal dumping.
- Geauga Soccer Federation (Simpkins) – would like to continue to use fields, will give us a check for \$4k (\$2k from last year, \$2k for this year – to use toward maintenance) – will have him sign field use agreement, hold harmless, and input amount to be charged.
- Miller Dodson report complete, sent in for finalization.
- Zoning Sec job posting will be on website tomorrow - up to 15 hours/week, \$20/hour pay. Also list on indeed.com (Ms. Pollock to post).
- Mr. Tropf moved to update current Zoning Secretary pay to \$20/hour, Mr. Lair seconded. Voice vote: three ayes.

Mr. Lair’s Update:

- NOPEC, signs are coming, money is in for Memorial Day cookout sponsorship.
- Mr. Lair met with Mike Milano at Munn Cemetery and is waiting on more detailed quotes from Milano Monuments to compare to Stonehugger. Should have quote by next meeting.
- Mr. Lair shared a prevailing wage checklist form that is used by the county to be edited for our needs. When a paving project is started, Mr. Lair will visit and interview someone working which is needed for any project that has gone through a formal bidding process.

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- Memorial Day flags – need 21 flags, will use The Flag Store, LLC – Mr. Skomrock moved to approve purchase of 25 flags @ \$35/each and Mr. Tropf seconded. Voice vote: three ayes.

Mr. Skomrock’s Update:

- Sheriff’s report – March 911 had 212 calls.
- Geauga County Township Association meeting took place. Jennifer Jones of Go Green, Geauga Trumbull Solid Waste presented their latest five-year plan and asked townships to review. **Resolution 20250507-03** Mr. Skomrock moved to approve the GTSW updated plan and Mr. Tropf seconded. Voice vote, three ayes.
- GreenFlush restroom update: Mr. Skomrock responded to requests for more information regarding colors and various other selections. GreenFlush came back with updated timeline, should be done by end of September.
- Email received from safety council for 5% on BWC premium. Ms. Pollock confirmed we aren’t eligible, so not to worry about class.
- AED requirement – OTARMA confirmed Newbury is required to provide. Resident / BZA member Mike Fenstermaker recommended asking KCE regarding their implementation. Mr. Skomrock to follow up.
- Iosue Landscape Concepts quoted \$33k to get field 4 in shape. Trustees agreed not to go forward with that work.
- Annual clean-up day details are on the website now. Road department will put up signs around town.
- Mr. Boyd (resident) asked about where to get rid of an old propane tank? Trustees suggested Geauga-Trumbull SWMD - Geauga Facility on Merritt Rd.
- Mr. Tropf is looking into solar panel zoning.
- Mr. Lair will bring up America 250 at the Park Board meeting tomorrow – 2026 to plan an event.
- ODNR package received for grant – included a sign that must be posted near or on the structure once it’s built.

Warrants approved prior to or at this meeting:

Number	Post Date	Type	Total Warrant Amount	Payee	Status
38575	5/7/25	AW	\$467.93	Amazon Capital Services, Inc	O
38576	5/7/25	AW	\$3,103.07	Ascendance Trucks Midwest, LLC	O
38577	5/7/25	AW	\$115.00	Brendan Hadlock	O
38578	5/7/25	AW	\$75.00	Burnham & Flower of Ohio, Inc.	O
38579	5/7/25	AW	\$8,066.45	Cargill, Incorporated	O
38580	5/7/25	AW	\$36.18	ComDoc, Inc.	O
38581	5/7/25	AW	\$3,481.80	Crafco, Inc.	O
38582	5/7/25	AW	\$630.79	Delta Dental	O
38583	5/7/25	AW	\$98.15	DEX Imaging	O
38584	5/7/25	AW	\$446.83	Enbridge Gas Ohio	O
38585	5/7/25	AW	\$1,816.25	Exscape Designs, LLC	O
38586	5/7/25	AW	\$1,205.72	First Energy	O
38587	5/7/25	AW	\$67.85	First Quality Power Place	O
38588	5/7/25	AW	\$37.66	Fisher Auto Parts	O
38589	5/7/25	AW	\$198.98	Gauga Feed & Grain Supply	O
38590	5/7/25	AW	\$280.00	Green Vision Material	O
38591	5/7/25	AW	\$1,987.00	H&M Landscaping	O
38592	5/7/25	AW	\$314.10	Hartville Hardware Inc.	O
38593	5/7/25	AW	\$3,435.00	Jackson Fence	O
38594	5/7/25	AW	\$57,478.11	John Deere Co.	O
38595	5/7/25	AW	\$23.47	Kimberly Montani	O
38596	5/7/25	AW	\$737.96	Marshall Power Equipment	O
38597	5/7/25	AW	\$73.40	Mike Joyce	O
38598	5/7/25	AW	\$18,006.25	Miller Bros. Concrete	O
38599	5/7/25	AW	\$97.62	Newbury Auto Parts Inc.	O
38600	5/7/25	AW	\$546.25	Newbury Technologies	O
38601	5/7/25	AW	\$102.08	Ohio CAT	O

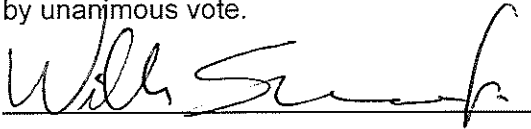
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Number	Post Date	Type	Total Warrant Amount	Payee	Status
38602	5/7/25	AW	\$93.75	O'Reilly Equipment L.L.C.	O
38603	5/7/25	AW	\$375.00	Patsy Keyes	O
38604	5/7/25	AW	\$5.58	Ruth Cavanagh	O
38605	5/7/25	AW	\$911.00	Sagamore Companies	O
38606	5/7/25	AW	\$3,500.00	Schwartz Land Surveying, Inc.	O
38607	5/7/25	AW	\$364.00	SRM Concrete	O
38608	5/7/25	AW	\$448.16	Star2Star Communications LLC	O
38609	5/7/25	AW	\$70.98	Sunrise Springs Water Co. Inc.	O
38610	5/7/25	AW	\$30.00	T-Mobile	O
38611	5/7/25	AW	\$623.57	Ullman Oil Company	O
38612	5/7/25	AW	\$331.25	Unique Paving Materials	O
38613	5/7/25	AW	\$183.12	VSP	O
38614	5/7/25	AW	\$525.84	West Geauga Local School District	O
			\$110,391.15	TOTAL PAYMENTS	

Mr. Skomrock asked if any final questions.

Resident Larry Green asked the Trustees to explain the issue related to potable water and the GreenFlush restroom project. Mr. Skomrock explained that it's just for hand-washing but the county told us we needed a 1000-gallons tank of potable water. We applied for a variance to Geauga County Health Dept and got it granted so will have 140-gallon tank as was planned.


Mr. Skomrock moved to adjourn and Mr. Tropf seconded. Meeting was adjourned at 8:30p.m. by unanimous vote.

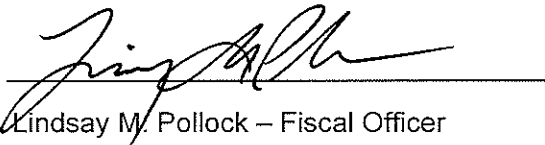




William Skomrock, Jr. - Chairman

Gregory Tropf - Trustee





David Lair, Jr. - Vice Chairman

Lindsay M. Pollock – Fiscal Officer