

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:00 p.m., May 21, 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	Jim Lang	Resident
Tim Charvat	Resident	Lynn Lang	Resident
Ken Fagan	Fire Chief	Jeff Munn	Resident
Charlotte Jons	Geauga Maple Leaf	Lindsay Pollock	Fiscal Officer
Frank Kolk	Zoning Inspector	Doug Zipperman	Road Superintendent

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

Public Comment

Resident, C.D. Boyd inquired about his neighbor possibly running a business out of his home with dogs that seems out of control. Mr. Skomrock referred him to Zoning. There was additional discussion about Junk Angels in Restful Lake and possibly not being zoned for business as well.

Fire Department Update:

- There have been 51 calls in May so far, 406 calls YTD.
- Trustees and Fire Chief discussed the ice problem over the HVAC units from last winter. Infinity sent prices to Mr. Tropf for an ice prevention system for around \$12-14k. Mr. Fagan asked about building small roof over the HVAC units. All agreed that Mr. Tropf will meet with Fire Dept Trustees to discuss further.

Zoning Inspector – Frank Kolk

- Zoning fees have been the same for ~20 years, would like to audit / review. Mr. Skomrock asked Mr. Kolk to put together proposal for any changes and present at a future meeting.
- Mr. Kolk brought up the fact that the Township’s Land Use Plan hasn’t been reviewed since 2010 but should be done every 10 years. Likely need input from Linda Crombie (Planning Director at Geauga County Planning Commission) and a special meeting to discuss.
- Mr. Kolk would like to attend upcoming Planning & Zoning Workshop June 13, 2025 at Eastwood Event Center in Niles, Ohio for \$75 (non-member). Mr. Lair moved to permit his attendance and allow for reimbursement of travel and meals as well as payment for his time. Mr. Tropf seconded. Voice vote: Three ayes.

Road Department Update:

- Mr. Zipperman is still collecting / reviewing bids for the culvert, so will address at June 4th meeting.
- Pre-construction meeting was today for our next paving projects. Work is planned for July / August, more likely to be August to allow time for pipe work.
- Crew is keeping up with mowing.
- Everything is set up for Clean-up Day (June 7th) Mr. Tropf confirmed the sheriff is arranged.
- Weather hasn’t been cooperative – prep work done at two cemetery driveways, but won’t be done before memorial day.
- Road crew is back on four-day schedule, 10-hour days.
- FYI, “End engine break restriction” signs have been taken down going into Auburn on Munn.
- Mr. Skomrock brought up an area of Town Hall siding that needs attention and Mr. Zipperman confirmed he has asked for the repair but it hasn’t been done yet.

Fiscal Officer’s Update:

- Minutes from the May 7th Regular Meeting and from the May 10th Special Meeting were presented. Fiscal Officer sent drafts to the Trustees for review prior to the meeting. Mr. Lair moved to approve the minutes as presented and Mr. Tropf seconded the motion. Voice vote: Three ayes.

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- Employee Handbook – various points were raised by Ms. Pollock that needed clarification and Trustees advised. Next steps will be flowing through updates and voting on full handbook at the next meeting.
- **Resolution 20250521-01 Authorization to Remit Payment Via ACH Karvo Companies**
Mr. Lair moved to adopt resolution as presented and Mr. Tropf seconded. Voice vote: three ayes.
- GCTA July 9 meeting Chester Twp – Mr. Lair and Mr. Skomrock will attend.
- Resolution 20250507-01 and -02 modifications – updates initialed by all three Trustees.
- 2026 budget updates. Mr. Skomrock moved to add \$52,516.00 transfer to the Fire Reserve Fund to the draft budget as per the Miller Dodson report received. Ms. Pollock also raised consideration for an updated Zoning Plan.
- Ms. Pollock reported that she had reached out to the County for more information on ADP services for IT needs and also met with two other Geauga County Fiscal Officers to discuss their experiences. All feedback was positive. Ms. Pollock to revert with more details.

Mr. Tropf’s Update:

- South Newbury Cemetery update - Beverly Cleveland is going to contact.
- Trustees will agree top four candidates for Zoning Secretary open position and try to set up interviews June 4th starting at 4pm, meeting to immediately follow (Mr. Tropf to set up ad).
- Mr. Tropf advised that Newbury Township has been awarded a \$7,500 grant from realtors’ association which can be used for anything at Oberland Park. More details to follow.

Mr. Lair’s Update:

- The flags are up at Veterans memorial park.
- Mr. Lair shared that he had obtained the contract from Spectrum for service - \$200/mo. for 12 months for cameras at bus garage, football field and Oberland park with option to tie in Town Hall with other service in future. Mr. Skomrock moved to allow for \$200/month for 12 months and Mr. Lair seconded. Voice vote: 3 ayes.
- Mr. Lair reported that the volleyball net is installed at Oberland.
- Mr. Skomrock suggested bringing up the potential pickle ball courts at the next Park Board meeting.

Mr. Skomrock’s Update:

- Mr. Skomrock researching AED policy information and has made a request to the Athletic Director at West Geauga. Ms. Pollock also provided details for the director of Kenston Community Education (KCE). In the meantime, Mr. Skomrock found a Model Emergency Action Plan for the Use of an AED from the Ohio Department of Health. Mr. Skomrock moved to adopt the model plan and Mr. Lair seconded. Voice vote: three ayes.
- Reminder – Township cleanup day is Saturday, June 7th
- Update on ditches – Mr. Zimmerman filled out the driveway permit application, county is reviewing.
- America 250 – Mr. Skomrock to attend a meeting.
- Pending litigation – May 29th. No one received any subpoenas. Mr. Tropf to reach out to Linda Applebaum.

Warrants approved prior to or at this meeting:

Number	Post Date	Type	Total Warrant Amount	Payee	Status
38615	5/14/25	AW	-\$366.25	Unique Paving Materials	V
38615	5/14/25	AW	\$366.25	Unique Paving Materials	V
38616	5/14/25	AW	\$366.25	Unique Paving Materials	O
38617	5/21/25	AW	\$644.55	1st Ayd Corporation	O
38618	5/21/25	AW	\$197.50	Aris Company	O
38619	5/21/25	AW	\$2,023.58	Cintas Corp.	O
38620	5/21/25	AW	\$17.22	ComDoc, Inc.	O

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Number	Post Date	Type	Total Warrant Amount	Payee	Status
38621	5/21/25	AW	\$2,417.55	Cuyahoga Asphalt Materials	O
38622	5/21/25	AW	\$1,313.50	Designs by Dianna Ltd.	O
38623	5/21/25	AW	\$164.34	DJM Sales, LLC	O
38624	5/21/25	AW	\$1,624.00	First Energy	O
38625	5/21/25	AW	\$347.50	Newbury Technologies	O
38626	5/21/25	AW	\$12.75	Ruth Cavanagh	O
38627	5/21/25	AW	\$249.00	Shredding Now	O
38628	5/21/25	AW	-\$199.69	Smart Sign	V
38628	5/21/25	AW	\$199.69	Smart Sign	V
38629	5/21/25	AW	\$100.00	Spectrum Business	O
38630	5/21/25	AW	\$22.50	Sunrise Springs Water Co. Inc.	O
38631	5/21/25	AW	\$875.00	The Flag Store, LLC	O
38632	5/21/25	AW	\$250.00	Tim Mansfield	O
38633	5/21/25	AW	\$30.20	T-Mobile	O
38634	5/21/25	AW	\$25.18	Turney Home and Auto	O
38635	5/21/25	AW	\$2,043.73	Ullman Oil Company	O
38636	5/21/25	AW	\$16.04	Waste Management of Ohio Inc.	O
			\$12,740.39	TOTAL PAYMENTS	

Mr. Skomrock asked if any final questions.

Ms. Pollock brought up an email received regarding a Road Superintendent’s county-wide meeting and gave a copy of the email to Mr. Zimperman to review.

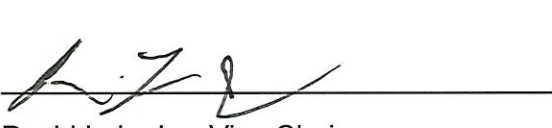
Zoning Inspector, Mr. Kolk, told the Trustees about a zoning software available for \$4,500 or so, but that he did not think it was worth it at this time, but maybe in future.

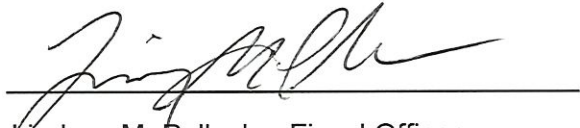
Resident, C.D. Boyd asked why there are no air raid sirens in the area. Mr. Skomrock said there never have been; we all can be notified via phone alerts. Mr. Tropf said you’d have to have a full-time person responsible for it. Mr. Skomrock said cost of maintaining / repairing is excessive. Mr. Fagan said they have to be positioned where everyone in the entire township can hear it.

Mr. Skomrock moved to adjourn and Mr. Tropf seconded. Meeting was adjourned at 8:28p.m. by unanimous vote.


William Skomrock, Jr. - Chairman


Gregory Tropf - Trustee


David Lair, Jr. - Vice Chairman


Lindsay M. Pollock – Fiscal Officer