

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 4:00 p.m., June 4, 2025 at the Newbury Township Town Hall. Chairman Bill Skomrock, and Trustees Gregory Tropf and David Lair, Jr. were in attendance.

Zoning Inspector, Frank Kolk was also in attendance.

Mr. Tropf motioned to enter into executive session at 4:01 p.m., pursuant to ORC 121.22G1 (considering employment of a public employee).

- Mr. Skomrock seconded.
- Voice vote: Three ayes.
- Out of executive session at 5:59 p.m., no decisions made.

The regular meeting was called back to order at 6:00 p.m.

Also in attendance:

CD Boyd	Resident	Lindsay Pollock	Fiscal Officer
Ken Fagan	Fire Chief	Kaley Richard	Geauga Times
Emma MacNiven	Geauga County Maple Leaf	Doug Zipperman	Road Superintendent

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

Mr. Skomrock moved to offer the open position of Zoning Secretary to Amy Lydan at \$20/hour for 15-20 hours per week. Mr. Lair seconded. Voice vote: three ayes. Ms. Pollock will close the job posting on Indeed.com and Mr. Tropf will remove from the Township's website. Trustees discussed a potential start date of July 1st.

Public Comment

- None.

Fire Department Update:

- 433 calls YTD. 68 in May, 9 so far in June.
- The new marquis sign will hopefully be up next week in front of the Fire Station. A big thanks to Mr. Zipperman and the road crew for helping the day it was delivered (900 lbs!).
- The appraiser who came through to look at all buildings on behalf of OTARMA requested the floor plan for the Fire Station. Mr. Fagan confirmed he will obtain from Infinity and pass along once received.

Zoning Inspector – Frank Kolk

- Mr. Kolk shared that he has started the process of reviewing zoning fees; plans to have updated rates to propose at the June 25th meeting. The Trustees will then have to do a resolution to enact the new fees once proposed.
- Mr. Kolk shared that he attended a training meeting in Munson for zoning inspectors where a lot of good information was shared.

Road Department Update:

- Pipe project – culvert on Stone Rd – Mr. Zipperman reported that he received three bids (\$118k, \$36k, \$37k). The lowest bid is from Grade Line Inc. Mr. Skomrock moved to accept the bid from Grade Line and Mr. Lair seconded. Voice vote: three ayes.
- Mr. Zipperman shared details of an issue with a headstone at Munn Cemetery. The design of the monument appears to be faulty as it has broken now for a second time. The original monument company is not happy that it broke and said they would not fix again at their expense (after fixing the first time). Mr. Zipperman is working with Cemetery Sexton, Kim Montani to try to contact the family. If family can't be located, the Trustees will confirm with the Township's APA if the cremains can be buried and the monument repaired.
- According to Mr. Zipperman, a member of the Park Board was mowing (as allowed) and ended up damaging the mower (mirrors and lights were bent).
- Fertilization for Oberland Park appears to have been done in in areas that were not intended. Mr. Tropf will re-confirm the area that is needed vs. not with H&M Landscaping.

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- Mr. Lair requested an update regarding the driveway paving at Munn and Morton Cemeteries. Mr. Zimperman advised that both cemetery driveways are prepped, but then it turned rainy, so waiting to get those finished up once they are able when it is fully dry.

Fiscal Officer’s Update:

- Minutes from the May 21st Regular 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.
- The Employee Handbook is updated and ready to be posted on FLEX for staff to access. Ms. Pollock noted that the handbook is not changing any existing policies, only updating the format so far and adding some (via Paychex’s handbook template) that were not previously in place. Safety gear & cell phone allowance policies will be added at a later date, before the end of this year when the distributions will take place. Mr. Tropf pointed out a correction to Section 8.8.2, replace “upper management” with “the Trustees.” Mr. Lair moved to accept the Handbook as amended and Mr. Tropf seconded. Voice vote: three ayes.
- **Resolution 20250604-01 Authorization to Remit Payment Via ACH Delta Dental, VSP**
Mr. Lair moved to adopt the resolution as presented and Mr. Tropf seconded. Voice vote: three ayes.
- ADP services – Ms. Pollock spoke with Frank Antenucci of ADP. He will plan to attend the June 25th regular meeting to answer any questions the Trustees may have.
- May Financials:

Prior Balance	\$4,349,999.89	Checking balance	\$93,772.59
Receipts	\$57,564.90	Star Ohio	\$4,146,249.34
Payments	(\$169,369.74)	Outstanding checks	(\$1,826.88)
Adjustments	\$ -	Adjustments	\$0.00
Total Balance	\$4,238,195.05	Total Balance	\$4,238,195.05

- Ms. Pollock pointed out it had been over three months since Ms. Montani was hired as Cemetery Sexton. Upon her hiring, she was told there would be a rate review after three months. Mr. Skomrock moved to raise Ms. Montani’s pay \$1/hour and Mr. Tropf seconded. Voice vote: three ayes.

Mr. Tropf’s Update:

- South Newbury Cemetery update - Beverly Cleveland got ahold of Rudy Schwartz of Schwartz Surveying – wants to meet and have the property line marked. Mr. Tropf hopes to coordinate the meeting for next week.
- Pickleball court – A resident of Chesterland (Barry Levin) who volunteered and built courts in Chesterland was happy to meet with Mr. Tropf to discuss. Chesterland installed three courts with help from a large number of volunteers for under \$75k. Newbury could probably do two courts, contracting it out for around the same. Mr. Tropf contacted a supplier for a quote and submitted all details as requested to the Realtor’s association per the grant application requirements.
- Mr. Skomrock raised the concern that the Township may need an administrative person dedicated to the parks and scheduling between playing fields and pickleball courts.

Mr. Lair’s Update:

- Spectrum contract is completed – will be meeting with someone for the hookup for the security cameras.
- Mr. Lair mentioned he is still waiting on quotes for cemetery maintenance from the monument companies.
- Memorial Day cookout for veterans went great with a large turnout.

Mr. Skomrock’s Update:

- AED policy pending from KCE, Jen.
- Sheriff’s report for May: 236 calls to 9-1-1 from Newbury Twp.
- NOACA emailed the Township asking for input on the accuracy of maps showing anticipated sewers to be required as related to Township development over the next 20 years. Mr. Skomrock will follow up with NOACA.

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- GreenFlush update – Mr. Skomrock had confirmed various colors, etc, but received follow up several weeks later asking for approval of the updated plan which was given right away. The installation is now showing October.

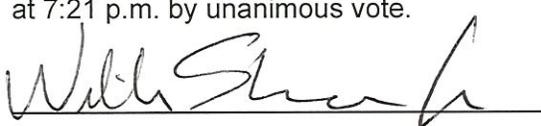
Warrants approved prior to or at this meeting:

Number	Post Date	Type	Total Warrant Amount	Payee	Status
38582	5/27/25	AW	-\$630.79	Delta Dental	V
38637	6/4/25	AW	\$686.40	Ascendance Trucks Midwest, LLC	O
38638	6/4/25	AW	\$103.50	CCM Rental at Chesterland	O
38639	6/4/25	AW	\$23.42	ComDoc, Inc.	O
38640	6/4/25	AW	\$71.28	DEX Imaging	O
38641	6/4/25	AW	\$273.59	Enbridge Gas Ohio	O
38642	6/4/25	AW	\$70.00	Geauga County Township Association	O
38643	6/4/25	AW	\$50.00	Green Vision Material	O
38644	6/4/25	AW	\$9.68	Kimberly Montani	O
38645	6/4/25	AW	\$53.21	Marshall Power Equipment	O
38646	6/4/25	AW	\$68,650.58	Middlefield Banking Company	O
38647	6/4/25	AW	\$300.00	Patsy Keyes	O
38648	6/4/25	AW	\$281.85	Ray's Repair	O
38649	6/4/25	AW	\$1,166.72	The Flag Store, LLC	O
38650	6/4/25	AW	\$309.98	Tractor Supply Co.	O
38651	6/4/25	AW	\$1,005.00	Treasurer of State of Ohio	O
38652	6/4/25	AW	\$1,084.08	Ullman Oil Company	O
38653	6/4/25	AW	\$16.05	Waste Management of Ohio Inc.	O
38654	6/4/25	AW	\$257.55	West Geauga Local School District	O
			\$73,782.10	TOTAL PAYMENTS	

Mr. Skomrock asked if any final questions.

Zoning Inspector, Mr. Kolk asked if the dumpster by the service garage can be used for signs taken down from within the township. Mr. Zimperman confirmed.

Mr. Skomrock moved to adjourn the meeting and Mr. Trof seconded. Meeting was adjourned at 7:21 p.m. by unanimous vote.



William Skomrock, Jr. - Chairman



Gregory Trof - Trustee



David Lair, Jr. - Vice Chairman



Lindsay M. Pollock – Fiscal Officer