

## RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:01 p.m., October 1, 2025, at the Newbury Township Town Hall. Chairman Bill Skomrock, and Trustees Gregory Tropf and David Lair, Jr. were in attendance.

Also in attendance:

Ken Fagan	Fire Chief	Tom Retych	Resident
Mike Gonzales	Geauga Federation Soccer Club	Kaley Richard	Geauga Times Courier
Nessa Harmeling	Resident	Pat Rogers	West G Soccer
Albert G Hehr III	Resident	Jim Stefancin	Resident
Emma MacNiven	Maple Leaf	Chris Yaecker	Zoning Commission
Gary Nowac	Resident	Rose Yaecker	Resident
Linda Retych	Resident	Doug Zimperman	Road Superintendent

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

### Public Comment

- Mike Gonzalez of Geauga Soccer Federation is the new contact with Kirk Simpkins stepping back. The Soccer Federation has been using the fields at Oberland Park for years and would like to sign a long-term lease to secure the ability to continue to use them. Mr. Skomrock confirmed that we will request updated leases in January / February 2026 with a deadline for signature. The Township also requires a hold harmless agreement, the Township listed as additional insured, and AED/CPR training certification. Mr. Skomrock reiterated that the Board of Trustees must be consulted and approve any construction work at the fields. The Trustees said they would be happy to entertain discussion regarding improvement projects and the lease length.
- Pat Rodgers of West Geauga Soccer Club attended the meeting in place of Bill Bryan who couldn't make it. He presented a package of locks to the Trustees as a replacement for the locks that WG Soccer Club had cut. Mr. Skomrock explained the misunderstanding about using the field lights to those present. The soccer club hooked the lights up to use them and Trustees didn't know until they were alerted by a resident. The Township had secured the electric panel with a lock that the soccer club ended up cutting since they had teams there to play and didn't want them to play in the dark. Mr. Rogers apologized and stated that the club would likely be willing to pay the extra cost of having the lights on. Mr. Skomrock indicated that the Township would add a line to the 2026 lease agreement that the additional electric cost would be borne by the soccer club. In the meantime, Fiscal Officer Lindsay Pollock will pull the invoice history and see if we can determine the cost burden of light usage. Trustees reminded Mr. Rodgers to be in touch with the Board with any issues and if they aren't able to reach one of them, then keep going down the line.
- Resident Nessa Harmeling wanted to confirm what action is being taken on Portlew where a neighbor was supposed to have his property fixed up within 6 months but it appears that nothing has been done. Furthermore, she raised concerns about concrete and various materials being dumped between Portlew and Rt 87. Mr. Tropf did confirm there is a permit for the driveway on 87. Ms. Harmeling stated there had been an ordinance for no dumping. Geauga Soil & Water was supposed to have Army Corps of Engineers involved as there is natural waterway there. Mr. Tropf said that did happen a couple years ago but he never saw a report from it. He also stated he will look into the various topics and will circle back with an update.
- Resident Gary Nowac of Lucky Bell Lane was present to raise concerns regarding the condition of the road where he has lived for 12 years. There have been repairs over the course of his residence, but the road is in a constant state of disrepair. Mr. Nowac asked what the Township's plan is for Luck Bell Lane siting ongoing concerns of noise, safety, bikes getting flat tires, scooter broke because of the road conditions. Mr. Tropf said the Township needs a 5-year road plan and Lucky Bell is on the radar. It is a challenge as it is the only concrete road in the township. The Township will likely need to do a reserve fund and save up a few years for. It is partially in Auburn Twp, perhaps the Township can work on the project with Auburn Twp for OPWC grants. Mr. Skomrock – OPWC started a 10-year plan.

### Fire Department Update:

- 2 calls in October so far; 87 calls received in September; 758 YTD. Avg 83/mo.

## RECORD OF PROCEEDINGS

### Road Department Update:

- Mr. Skomrock and Mr. Zimperman looked at various Township roads to assess priorities for paving in 2026. They evaluated Munn Rd (paved 10 years ago), surface failure on it, but can't justify redoing the whole thing, could spend around \$100k-\$150k for repairs. Could pave Parkview (\$200k) or could do Linda and Diane chip and seal one coat (1-1.25mi), Pond Rd and Scranton. Mr. Skomrock said County Engineer Shane Hajjar said we'd be up for OPWC in 2027 (round 41). From 2027 – 2037, we'd be eligible for ~\$600k. Mr. Skomrock mentioned amount of truck traffic on Munn. We should have 8-12 years for chip and seal, 18-22 years for paving before needing to redo.
  - Mr. Lair moved to select Parkview and Munn repairs, with Linda, Diane, Pond and Lela chip and seal as alternates and Mr. Tropf seconded. Voice vote: Three ayes.
- Mr. Zimperman inquired if Mr. Lair found any safety videos for training. Mr. Lair spoke with the Polen Equipment Sales Rep, who will send someone out to do hands-on training during the Park Board meeting. Mr. Zimperman did find some training videos by Kubota, Nobel Foundation, Iowa Institute of Agriculture to have for anyone who misses the in-person training.

### Fiscal Officer's Update:

- Minutes from the September 17<sup>th</sup> Regular Meeting were presented. Fiscal Officer sent drafts to the Trustees for review prior to the meeting. Mr. Skomrock moved to approve the minutes as presented and Mr. Tropf seconded the motion. Voice vote: Three ayes.
- September financials:

Prior Balance	\$4,747,010.25	Checking balance	\$408,221.35
Receipts	\$255,773.17	Star Ohio	\$4,284,002.21
Payments	(\$312,232.36)	Outstanding checks	(\$1,672.50)
Adjustments	\$ -	Adjustments	\$0.00
<b>Total Balance</b>	<b>\$4,690,551.06</b>	<b>Total Balance</b>	<b>\$4,690,551.06</b>

- **Resolution 20251001-01** Cell Phone Reimbursement Policy Update  
Mr. Lair moved to approve the resolution as presented and Mr. Tropf seconded the motion. Voice vote: Three ayes.
- **Resolution 20251001-02** Safety Gear Policy Update  
Mr. Tropf moved to approve the resolution as presented and Mr. Lair seconded the motion. Voice vote: Three ayes.
- **Resolution 20251001-03** Transfers  
Mr. Tropf moved to approve the resolution as presented and Mr. Lair seconded the motion. Voice vote: Three ayes.
- **Resolution 20251001-04** Supplemental Appropriations  
Mr. Lair moved to approve the resolution as presented and Mr. Tropf seconded the motion. Voice vote: Three ayes.
- **Resolution 20251001-05** Account Creation  
Mr. Tropf moved to approve the resolution as presented and Mr. Lair seconded the motion. Voice vote: Three ayes.
- Ms. Pollock reviewed a short list of POs to confirm if they needed to remain open or if they could be closed.
- Ms. Pollock provided a cost analysis to the Trustees showing accounts with either unencumbered balances or amounts encumbered through Blanket Certificates for review.
- Ms. Pollock presented the time management quote from Paychex without a time clock for \$134/month, \$1608/year. Mr. Tropf moved to accept the quote from Paychex and Mr. Lair seconded. Voice vote: three ayes.
- Opioid settlement participation update – spoke with colleagues and decided to not participate as spending of funds is quite restricted and difficult to enact.
- ADP update: Phones and replacements – still working with Windstream to facilitate deployment once devices are received. Equipment and hardware that was on backorder has been delivered / deployed. Domain – in process.
- Ms. Pollock presented the Cybersecurity policy as provided by ADP. Mr. Skomrock moved to adopt the policy and Mr. Tropf seconded. Voice vote: three ayes.

## RECORD OF PROCEEDINGS

### Park Board – Jim Stefancin

- Car show – 300 cars, went great! The concert wasn't as successful - maybe look at a fall fest next time. Mr. Skomrock suggested a tie in with America 250 (July 2026).

### Mr. Tropf's Update:

- Pickleball courts – asphalt is down, making progress.
- Zoning inspector replacement is needed as Frank Kolk resigned. Mr. Tropf suggests we hire someone full-time to help us in retaining talent. Karen Endres was last full-time and was great. Per Chris Yaeker of the Zoning Commission, he is in favor of offering full time. He mentioned that a property in his neighborhood has had zoning violations for a couple of years, but put on back burner. Maybe ask back Mike Joyce in the meantime.
- Potential BZA alternate Albert Hehr in attendance. Mr. Hehr is involved in commercial real estate and is looking forward to being helpful to the Township. Mr. Tropf moved to accept Mr. Hehr as an alternate member to the BZA and Mr. Skomrock seconded. Voice vote: three ayes.

### Mr. Lair's Update:

- Equipment training to be coordinated as mentioned by Mr. Zimperman.
- Milano Monuments should be finished with repairs at Munn Cemetery by the end of next week.
- Mr. Lair received a quote from Jeff of Mangia Mangia for the GCTA dinner to be held in Newbury in January 2026: \$24.95 / person for everything. \$150 \* 3 for servers. We need to figure out dessert and tablecloths. Ms. Pollock said she would get prices from D.S. Cakes for desserts.
- Cemetery phone number (Munn). Fiscal Officer to call Sangoma and deactivate the mystery phone number.

### Mr. Skomrock's Update:

- Green Flush Restrooms – got an email last Thurs / Fri with 16 pages of stamped docs for approval for the restroom. Hoping it will be installed this year before it snows, fingers crossed. Mr. Lair will take details to get priced for excavation. Will be open 3 seasons, closed in winter. Park is ongoing project – pavilion and soccer fields, volleyball courts, bocce courts, now will have pickle ball courts too. Please pick up dog waste. Mr. Skomrock gave specs for footer (vault) to Jim Stefancin and other requirements.
- Correspondence from Windstream / Kinetec is being bought out by Unity Group Inc.
- Sheriff's report: 232 9-1-1 calls. Many fire dept related, also traffic stops.

### Warrants approved prior to or at this meeting:

Number	Post Date	Type	Total Warrant Amount	Payee	Status
38845	10/1/25	SW	\$0.00	Skipped Warrants 38845 to 38845 Series 2	V
38846	10/1/25	AW	\$571.54	Albert Kemperle LLC	O
38847	10/1/25	AW	\$150.00	Cassidy Web Creations	O
38848	10/1/25	AW	\$1,467.00	Cleveland Plumbing Supply Co.	O
38849	10/1/25	AW	-\$39.36	DEX Imaging	V
38849	10/1/25	AW	\$39.36	DEX Imaging	V
38850	10/1/25	AW	-\$1,816.25	Exscape Designs, LLC	V
38850	10/1/25	AW	\$1,816.25	Exscape Designs, LLC	V
38851	10/1/25	AW	-\$102.00	Geauga County Township Association	V
38851	10/1/25	AW	\$102.00	Geauga County Township Association	V
38852	10/1/25	AW	-\$1,676.00	Lake Hydraulic Service Co. Inc.	V
38852	10/1/25	AW	\$1,676.00	Lake Hydraulic Service Co. Inc.	V
38853	10/1/25	AW	-\$50.00	Newbury Technologies	V
38853	10/1/25	AW	\$50.00	Newbury Technologies	V

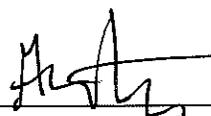
## RECORD OF PROCEEDINGS

Number	Post Date	Type	Total Warrant Amount	Payee	Status
38854	10/1/25	AW	-\$1,419.96	Newbury Tire	V
38854	10/1/25	AW	\$1,419.96	Newbury Tire	V
38855	10/1/25	AW	-\$272,500.00	Newbury Volunteer Fire Department	V
38855	10/1/25	AW	\$272,500.00	Newbury Volunteer Fire Department	V
38856	10/1/25	AW	-\$4,395.74	Ohio CAT	V
38856	10/1/25	AW	\$4,395.74	Ohio CAT	V
38857	10/1/25	AW	-\$93.75	O'Reilly Equipment L.L.C.	V
38857	10/1/25	AW	-\$55.50	O'Reilly Equipment L.L.C.	V
38857	10/1/25	AW	\$149.25	O'Reilly Equipment L.L.C.	V
38858	10/1/25	AW	-\$300.00	Patsy Keyes	V
38858	10/1/25	AW	\$300.00	Patsy Keyes	V
38859	10/1/25	AW	-\$94.50	Ullman Oil Company	V
38859	10/1/25	AW	\$94.50	Ullman Oil Company	V
38860	10/1/25	AW	\$39.36	DEX Imaging	O
38861	10/1/25	AW	\$1,816.25	Exscape Designs, LLC	O
38862	10/1/25	AW	\$102.00	Geauga County Township Association	O
38863	10/1/25	AW	\$1,676.00	Lake Hydraulic Service Co. Inc.	O
38864	10/1/25	AW	\$50.00	Newbury Technologies	O
38865	10/1/25	AW	\$1,419.96	Newbury Tire	O
38866	10/1/25	AW	\$272,500.00	Newbury Volunteer Fire Department	O
38867	10/1/25	AW	\$4,395.74	Ohio CAT	O
38868	10/1/25	AW	\$149.25	O'Reilly Equipment L.L.C.	O
38869	10/1/25	AW	\$300.00	Patsy Keyes	O
38870	10/1/25	AW	\$94.50	Ullman Oil Company	O
			<b>\$284,731.60</b>	<b>TOTAL PAYMENTS</b>	

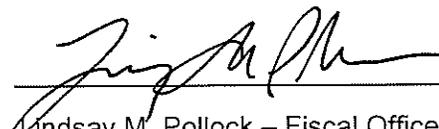
Mr. Skomrock asked if there were any final questions.

Mr. Skomrock moved to adjourn the meeting and Mr. Tropf seconded. The meeting was adjourned at 8:59 p.m. by unanimous vote.

  
 William Skomrock, Jr. - Chairman

  
 Gregory Tropf - Trustee

  
 David Lair, Jr. - Vice Chairman

  
 Lindsay M. Pollock - Fiscal Officer