

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:01 p.m., October 15, 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	Kaley Richard	Geauga Times Courier
Larry Green	Resident	Bari Stith	Union Chapel
Amy Lydan	Zoning Secretary	Doug Zipperman	Road Superintendent
Emma MacNiven	Maple Leaf		

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

Public Comment

- South Newbury Union Chapel National Historic Site Trustee, Bari Oyler Stith announced that the Ohio Historic Preservation Office approved a marker specifically for the centennial oak across the street from the chapel. The tree was planted July 4, 1876, by Newbury Women's Suffrage Club to commemorate the nation's 100th birthday as well as women's suffrage efforts in Newbury Twp and in Geauga County. They buried a time capsule, encased in concrete, under the tree. They plan to host unveiling to coincide with America's 250th celebrations tentatively on August 26, 2026 (Women's Equality Day) so long as the sign has been received by then. The marker will not go in front of the tree since it's on private property so it will be placed on chapel property which is public property. Mr. Skomrock asked about prior plans to take acorns from the tree to fundraise / sell. Ms. Stith and fellow Trustee, Bill Ward, have planted about 28 acorns hoping they will sprout. This will be 1 of 18 national register sites in Geauga County; 1 of 6 that has statewide significance. Ms. Stith confirmed the tree is quite healthy and has been maintained, pro bono, by Independent Tree company.

Fire Department Update:

- 27 calls in October so far; 87 calls received in September; 783 YTD.

Road Department Update:

- The team is working on asphalt repairs.
- Mr. Zipperman reported he negotiated uniform rental costs with Cintas to \$202/week, which is about half of what we have been paying. Fiscal Officer to look over contract.
- Small truck being fixed now needs rear springs - \$2k quote. Mr. Zipperman would like to get ahead of it rather than wait and the trustees agreed.
- Mr. Zipperman shared some pricing for trail materials: Cleveland Metroparks uses 304 sand / stone mix, can get wash stone \$38/ton, pea gravel \$26.50/ton, wash stone from Green Vision, crushed river rock 20 ton \$850. Mr. Tropf suggested calling two more vendors (Arms), discouraged from using sand. Just use wagon (not tractor).
- Soccer club asking if we have footage from an area where things got damaged (nets). Mr. Zipperman is going to ask Eric Zirkle to review. Mr. Lair also received a text from Mike Gonzalez saying the equipment was vandalized. They believe it took place Thursday evening – Sunday. Mr. Lair told him he'd look at available video. Mr. Lair also said he would confirm where they store their equipment and communicate guidelines to hopefully avoid future issues.
- The parking lot lights at Oberland are dimly lit, so we need to check bulbs. Mr. Lair to investigate lighting there in conjunction with pickleball court lights from the existing pole.

Fiscal Officer's Update:

- Minutes from the October 1st 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.
- **Resolution 20251015-01 Establish Vehicle / Equipment Capital Reserve Fund**
Mr. Lair moved to approve the resolution as presented and Mr. Tropf seconded the motion. Voice vote: Three ayes.

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- **Resolution 20251015-02 VOID Transfer**
Mr. Tropf moved to approve the resolution as presented and Mr. Lair seconded the motion.
Voice vote: Three ayes.
- **Resolution 20251015-03 Account Creation**
Mr. Tropf moved to approve the resolution as presented and Mr. Lair seconded the motion.
Voice vote: Three ayes.
- **Resolution 20251015-04 Transfers**
Mr. Tropf moved to approve the resolution as presented and Mr. Lair seconded the motion.
Voice vote: Three ayes.
- **Resolution 20251015-05 Rescind 20251001-04: Supplemental Appropriation**
Mr. Lair moved to approve the resolution as presented and Mr. Skomrock seconded the motion. Voice vote: Three ayes.
- ADP open topics update
 - Phones and replacements - pending
 - Domain - pending
 - Paychex timekeeping – received okay from ADP, will proceed with Paychex
 - Cameras- pending
 - Tv at town hall - pending
- Cell phone reimbursement and safety gear allowances – Ms. Pollock gave forms out to staff, would like them returned by end of November for payment in December.
- West G Electric Bill reimbursement from West G Soccer Federation – okay to proceed? Trustees say yes to re-bill any cost over \$100 / month on account 110 027 650 362.
- Road paving update rec'd – just FYI, no invoice yet.
- Ms. Pollock reported that the Medical Mutual renewal contains a 7.5% premium increase. The Trustees would like to shop to compare, so the Fiscal Officer will follow up accordingly with Acrisure.
- Ms. Pollock contacted Sangoma to confirm phone numbers on the account after discovering Munn Cemetery phone number existed that no one was aware of. Ms. Pollock suspended that phone number plus three others that are not in use but were on the account.
- Ms. Pollock asked if it would be okay to purchase a Keurig machine for the Town Hall. ~\$80 for base model plus pods \$200-\$300 / year. Trustees agreed, go ahead.
- Ms. Pollock also asked about a potential holiday lunch for all staff. Trustees agreed they would pursue – perhaps a home cooked meal brought to the Town Hall.
- Ms. Pollock asked if the Trustees could think about any additional reserve funds to create before the year end.
 - Paving / paving prep (pipe repair under Thomas / Grace, Lucky Bell Lane) – need to know amounts, maybe in Dec or Nov...
 - Community Center vs. property acquisition (level of detail needed?)
 - Vet's Memorial monuments?
- Office Administrator, Kim Montani-Kerr's updates:
 - "No firearms" signs are not ordered yet but on the to-do list.
 - The Town Hall cleaner wants to know if she should proceed with basement steps cleaning. Trustees agree, yes.
 - Old AED to be recycled, who will coordinate? Cintas will be onsite on Dec 1st, we can ask them, otherwise Geauga-Trumbull Solid Waste.
 - First Aid kit supplies have been ordered.
 - Fireproof cabinet / arrangement of files in Town Hall – to be considered more fully after Fiscal Officer's review of document retention policy implementation is complete for this year.
- Remaining appropriations review – handout given to Trustees.

Mr. Tropf's Update:

- Mr. Tropf reported quotes for painting and electrical work at the Town Hall as follows: Pavella – \$5,145, Egrek Electric, Inc. - \$4,900, waiting on hearing from Willie Reiter for ceiling tiles work, also waiting on quote from Burton carpet replacement – office and conference room.
- Pickleball courts were striped the other day, fencing will be done maybe end of this week, including a fence in between the two courts.

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- Zoning inspector search is ongoing. Quite a few resumes have been received. The fiscal officer mentioned Indeed.com contacted her to refine criteria, etc. Mr. Tropf suggested maybe early / mid Nov to review / interview.

Mr. Lair's Update:

- Munn Cemetery repair work is finished; Milano Monuments is just going to go back Saturday where a new area needs grass seed.
- The Park Board had tractor safety training which went well. The sign-in sheet was given to Ms. Pollock for filing. Mr. Lair noted that the tractor doesn't have a horn or a backup alarm, so he got a quote from Polen Implement for both. Mr. Tropf said it should at least have the backup alarm.
- David Terrel from Burton Middlefield Rotary contacted Mr. Lair to ask if he and a few others can come to the first November meeting to discuss tree donation for America's 250th anniversary. Mr. Lair is asking Park Board members to attend. Trustees agree to push Nov 5th Regular Meeting start time to 6:30pm to avoid going late. Ms. Pollock to notice the change.
- Mr. Skomrock inquired if Stonehugger ever came back with a quote for maintenance and repair? Mr. Lair said they did come in and gave a quote, but it wasn't doable for them until next year and we didn't want to wait.

Mr. Skomrock's Update:

- Green Flush Restrooms – entering production, looking closely at schedule, they underestimated time for construction due to CMU walls which take longer to build. ETA is now January. Fiscal Officer to confirm when grant funds need to be spent by.
- Mr. Skomrock received a phone call this week from an individual on Overture off Music regarding fiber optic lines in the ground. They weren't sure what company was doing the work. Mr. Skomrock shared the update received from Kinetic / Windstream being purchased by Uniti. Mr. Skomrock confirmed with the County, utility work no longer falls under PUCO apparently and they need Geauga County permits for ISP (cable) before construction from the Geauga County Engineer's Office. The company would need permits for work in certain rights-of-way from the individual township. Mr. Skomrock asked Andy at the Engineer's office, who is reviewing the permitting process and will respond asap.
- Mr. Skomrock would like the Trustees to consider doing something at Veterans' Memorial Park for America's 250th celebration. When the park was initially created, the Township wanted to put in a tract vehicle (tank) in the park. What about a granite memorial for veterans, working with a monument company to create something? Mr. Tropf suggested perhaps contacting American Railroad Tie off Mayfield in Chesterland, Stanley Perkel. The question was raised whether there is a register of all Newbury residents who served. Mr. Skomrock to speak with Ken Hunter at the Legion. Mr. Lair also mentioned checking with Hoff's.

Warrants approved prior to or at this meeting:

Number	Post Date	Type	Total Warrant Amount	Payee	Status
38871	10/15/25	AW	\$110.52	Airgas USA, LLC	O
38872	10/15/25	AW	\$197.50	Aris Company	O
38873	10/15/25	AW	\$3,143.20	Arms Trucking Co., Inc.	O
38874	10/15/25	AW	\$55.80	Auburn Pipe & Plumbing Supply	O
38875	10/15/25	AW	\$2,249.86	Cintas	O
38876	10/15/25	AW	\$1,576.93	Cintas Corp.	O
38877	10/15/25	AW	\$5.02	ComDoc, Inc.	O
38878	10/15/25	AW	\$481.38	Fisher Auto Parts	O
38879	10/15/25	AW	\$78.00	Gauga County Maple Leaf	O
38880	10/15/25	AW	\$124.00	Gauga Feed & Grain Supply	O
38881	10/15/25	AW	\$25.00	Green Vision Material	O
38882	10/15/25	AW	\$1,086.01	Kimball-Midwest Inc.	O
38883	10/15/25	AW	\$1,740.00	Kolsom Tires	O
38884	10/15/25	AW	\$8,800.00	Newbury Volunteer Fire Department	O

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Number	Post Date	Type	Total Warrant Amount	Payee	Status
38885	10/15/25	AW	\$181.49	Ohio CAT	0
38886	10/15/25	AW	\$70.50	Sunrise Springs Water Co. Inc.	0
38887	10/15/25	AW	\$49.81	Turney Home and Auto	0
			\$19,975.02	TOTAL PAYMENTS	

Mr. Skomrock asked if there were any final questions.

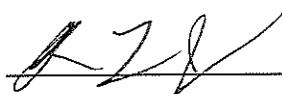
Mr. Skomrock moved to adjourn the meeting and Mr. Tropf seconded. The meeting was adjourned at 8:21 p.m. by unanimous vote.



William Skomrock, Jr. - Chairman



Gregory Tropf - Trustee



David Lair, Jr. - Vice Chairman



Lindsay M. Pollock - Fiscal Officer