

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 6:41 p.m., November 5, 2025, at the Newbury Township Town Hall. Chairman Bill Skomrock, and Trustees Gregory Trof and David Lair, Jr. were in attendance.

Also in attendance:

Ken Fagan	Fire Chief	Lindsay Pollock	Fiscal Officer
Larry Green	Resident	Jim Stefancin	Park Board
Wayne Mansfield	Park Board	Dave Terrill	Burton/Middlefield Rotary
Jeffrey Pascoe	Burton/Middlefield Rotary	Bob Varga	Burton/Middlefield Rotary
Andrew Pleso	Burton/Middlefield Rotary	Doug Zimperman	Road Superintendent

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

Public Comment

- Representatives of the Burton / Middlefield Rotary addressed the trustees regarding the donation of sugar maple trees for America's 250th anniversary. The rotary members wanted to confirm the township's interest in accepting the donation as well as discuss various open topics. The trustees, park board members present, and the rotary members present discussed the location of the plantings (open meadow vs. in the existing woods), the timing of the plantings (likely spring or fall 2026, or both), the preparation of the location to be planted, equipment and personnel to plant, maintenance of plantings (watering, deer guards), and the potential involvement of local companies (Sunrise Springs, various landscape companies). Mr. Lair suggested planting 50 trees at a time rather than all 250 so that we mitigate the risk of loss, which others all agreed made good sense. Rotary suggested a plaque to recognize the donation in cooperation with the township. Next steps: the park board to discuss more at its meeting next Thursday where they will pick some dates for walk-through of the site with rotary.

Fire Department Update:

- 74 calls in October; 12 in November so far; 842 YTD.
- Halloween turnout was low, likely due to bad weather. Kiwanis Lake was set up in the community center, but Kimberly Estates was outside.

Road Department Update:

- Mr. Zimperman shared quotes obtained for truck purchase: \$88,643.00 from Ascendance Trucks and \$64,685.00 from Valley Truck Centers. Mr. Lair moved to accept quotes plus a bit of a cushion for any changes needed, up to \$165,000.00, and Mr. Trof seconded. Voice vote: three ayes.
- Mr. Trof raised a drainage issue on Cedar to Mr. Zimperman so Mr. Zimperman alerted the county engineer's office and is waiting for a response.
- Mr. Zimperman is reviewing footage from our cameras for a local vendor that had some property stolen. A police report was filed.
- Oberland parking lot lights – all three are dim, outer LEDs are out. Mr. Trof said Flag Store guy has boom truck if we may want to borrow. Mr. Lair will follow up. Shiffler Equipment out of Chardon provided lights originally.
- Mr. Zimperman received a call regarding the streetlight at View and Chestnut – bus turnaround stop that is out again. He thinks it's likely the same issue we've had previously where it has been vandalized. Mr. Zimperman made a request for a work order to the electric company to have shielding put on it and put in for repair since it's a safety hazard.
- County road salt paperwork request – Mr. Zimperman confirmed Newbury won't go through the county but rather works straight with the vendor.
- Mr. Zimperman would like to be an associate member of OTA - \$25 so can take advantage of training. Trustees say yes.
- The trustees and Mr. Zimperman briefly discussed cameras at Oberland and their ability to capture license plates. They agreed to hold off dealing with the current vendor and pursue with ADP.

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Fiscal Officer's Update:

- October Financials:

Prior Balance	\$ 4,690,551.06	Checking balance	\$ 153,404.60
Receipts	\$ 125,913.34	Star Ohio	\$4,224,432.56
Payments	\$ (446,003.75)	Outstanding checks	\$ (6,195.24)
Adjustments	\$ 1,181.27	Adjustments	\$ -
Total Balance	\$ 4,371,641.92	Total Balance	\$4,371,641.92

- Minutes from the October 15th regular meeting were presented. Fiscal Officer Pollock 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 20251105-01 Real Estate Tax Advance Request**
Mr. Lair moved to approve the resolution as presented and Mr. Tropf seconded the motion. Voice vote: Three ayes.
- Resolution 20251105-02 Authorization of §125 Flexible Benefits Plan**
Mr. Lair moved to approve the resolution as presented and Mr. Tropf seconded the motion. Voice vote: Three ayes.
- Resolution 20250507-01 Amendment #2 Asphalt Resurfacing of Various Roads**
Mr. Lair moved to approve the resolution as presented and Mr. Tropf seconded the motion. Voice vote: Three ayes. The trustees also signed Change Order No. 1 and Final from the county engineer's office.
- Medical Mutual renewal - 7.48% premium increase. Mr. Tropf moved to accept the increase and Mr. Lair seconded. Voice vote: Three ayes.
- OTA winter conference is Feb 4-6, Ms. Pollock would like to attend and suggested that Mr. Lair and newly elected Ms. Sayre consider it too. As a result, the first February meeting should be pushed to February 11th. Ms. Pollock will notice the change.
- Ms. Pollock reported that she has been continuing to review local files for compliance with the township's record retention policy.
- Feedback is due to Jonathan Tiber of GCTA by 12/1/2025 (ASAP) with details of the menu and price. Mr. Lair to reach out to D.S. Cakes and Mr. Tiber so final details can be submitted on time.
- ADP open topics update
 - New main contact – Jeremiah Snider is leaving. Our new contact is Jeff Vaji.
 - Phones and replacements – being worked on today by Mike Adams (ADP).
 - Domain – pending.
 - Paychex timekeeping – working with Paychex on setup (time off policies, etc.).
 - Cameras - pending user decision (view access / operator access).
 - TV at town hall – per ADP: the A/V TV and mount was ordered yesterday, hoping to receive sometime this week, so prepare for installation mid-late next week.
- Cell phone reimbursement and safety gear allowances – last call, must be paid next month.

Mr. Tropf's Update:

- Mr. Tropf would like to revisit appointments to the Zoning Commission in 2026 due to overall lack of efficiency and effectiveness. One BZA member would like to step down and go back to the Zoning Commission. Mr. Tropf will confirm the process with APA Linda Applebaum.
- Pickleball courts – posts are in.
- Town Hall redecorating quotes total ~\$18k (ceiling tile, paint, carpet and lighting in the main meeting room). The trustees all agreed it would be prudent to engage an engineer to look at the building before we put money into it.
- Zoning inspector search is ongoing. The trustees handed in suggestions to Mr. Tropf and he will contact the top candidates. Mr. Tropf would like to involve interim Zoning Inspector Mike Joyce in the process.

Mr. Lair's Update:

- Park update: gravel replenished on paths. Mr. Lair inquired with Mr. Zimperman about "no motor vehicles" signs if available as there used to be one ~50 ft north of the township and school property line but it's no longer there.

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- Go Green grant – Mr. Lair will look into.

Mr. Skomrock's Update:

- Green Flush Restrooms – they sent an email to show they poured the floor. They said delivery in January so Mr. Skomrock will have to pass the torch to someone. Mr. Lair asked will they push to spring as no reason to do in Jan. What about March / April. To be determined.
- Mr. Skomrock got in touch with Ken Hunter of the Newbury Legion Post regarding installing something at Veterans Memorial Park. Mr. Hunter said the legion is still looking at tanks. The trustees would like to honor all vets (not just one war). Discussion took place regarding adding a flag for Space Force.
- Sheriff's report: 232 calls in October 2025.
- Program about demolition grant due Feb 13th.
- Attorneys are meeting next Friday regarding Munn Rd property.
- Mr. Skomrock will be out of town for the next meeting, so he asked if Mr. Tropf will coordinate.
- Mr. Skomrock addressed those present to say he has really enjoyed his 24 years in office. There are no hard feelings – he doesn't feel as though he lost; just that he didn't win.

Warrants approved prior to or at this meeting:

Number	Post Date	Type	Total Warrant Amount	Payee	Status
38809	10/28/25	AW	-\$544.50	Rustic Creek Farms	V
38815	10/28/25	AW	-\$1,053.00	Rustic Creek Farms	V
38888	10/28/25	AW	-\$544.50	Rustic Creek Farms	V
38888	10/28/25	AW	\$544.50	Rustic Creek Farms	V
38889	10/28/25	AW	-\$1,053.00	Rustic Creek Farms	V
38889	10/28/25	AW	\$1,053.00	Rustic Creek Farms	V
38890	10/28/25	AW	\$544.50	Rustic Creek Farms	O
38891	10/28/25	AW	\$1,053.00	Rustic Creek Farms	O
38892	11/5/25	AW	\$532.05	1st Ayd Corporation	O
38893	11/5/25	AW	\$238.61	Ag-Pro Ohio, LLC	O
38894	11/5/25	AW	\$41.44	Amy Lydan	O
38895	11/5/25	AW	\$102.86	Bradford Neal Machinery Inc.	O
38896	11/5/25	AW	\$420.00	Burnham & Flower of Ohio, Inc.	O
38897	11/5/25	AW	\$650.00	Cintas	O
38898	11/5/25	AW	\$9,042.30	Cuyahoga Asphalt Materials	O
38899	11/5/25	AW	\$32.48	DEX Imaging	O
38900	11/5/25	AW	\$50.00	Donna Doles	O
38901	11/5/25	AW	\$1,816.25	Exscape Designs, LLC	O
38902	11/5/25	AW	\$850.00	Green Vision Material	O
38903	11/5/25	AW	\$960.44	Hartville Hardware Inc.	O
38904	11/5/25	AW	\$119.98	Iron Man Contractors Supply	O
38905	11/5/25	AW	\$752.60	John M. Suvak (Scape-Abilities)	O
38906	11/5/25	AW	\$22.68	Kimberly Montani	O
38907	11/5/25	AW	\$119.98	Marshall Power Equipment	O
38908	11/5/25	AW	\$71.25	Newbury Technologies	O
38909	11/5/25	AW	\$28.00	Newbury Tire	O
38910	11/5/25	AW	\$319.85	Ohio CAT	O
38911	11/5/25	AW	\$35.00	Ohio Public Utilities Commission	O
38912	11/5/25	AW	\$250.00	Ohio Township Association	O
38913	11/5/25	AW	\$450.00	Patsy Keyes	O
38914	11/5/25	AW	\$100.00	Patton Pest Control Co., Inc	O
38915	11/5/25	AW	\$85.50	Sunrise Springs Water Co. Inc.	O
38916	11/5/25	AW	\$77.91	Turney Home and Auto	O
38917	11/5/25	AW	-\$478.12	Ullman Oil Company	V
38917	11/5/25	AW	\$478.12	Ullman Oil Company	V
38918	11/5/25	AW	\$650.82	West Geauga Local School District	O
38919	11/5/25	AW	\$250.00	Zirkle Tech LLC	O
38920	11/5/25	AW	\$850.11	Ullman Oil Company	O
			\$18,920.11	Total Payments	

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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 8:47 p.m. by unanimous vote.



William Skomrock, Jr. - Chairman



Gregory Tropf - Trustee



David Lair, Jr. - Vice Chairman



Lindsay M. Pollock - Fiscal Officer