

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 4:01 p.m., November 19, 2025, at the Newbury Township Town Hall. Chairman Bill Skomrock, and Trustees Gregory Tropf and David Lair, Jr. were in attendance.

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

Mr. Tropf moved to enter into executive session at 4:01p.m., pursuant to ORC 121.22G1 (considering employment of a public employee) and Mr. Skomrock seconded. Voice vote: Three ayes. Out of executive session at 5:15 p.m., no decisions made.

The regular meeting was called back to order at 5:21 p.m.

Also in attendance:

Frank Keimel	Resident		Carly Sayre	Resident
Lindsay Pollock	Fiscal Officer			

Public Comment

- None.

Fire Department Update:

- None.

Road Department Update:

- None.

Fiscal Officer’s Update:

- 2026 calendar review. Mr. Skomrock moved to accept dates presented and Mr. Tropf seconded. Voice vote: Three ayes.

	1st meeting date	2nd meeting date	1st pay date (staff only)	2nd pay date (staff and electeds)
January	7	21	5	20
February	11	18	5	20
March	4	18	5	20
April	1	15	3	20
May	6	20	5	20
June	3	17	5	18
July	1	15	3	20
August	5	19	5	20
September	2	16	4	18
October	7	21	5	20
November	4	18	5	20
December	2	16	4	18

- Dec 17, 2025 meeting to move to Dec 29th 4pm for yearend. Ms. Pollock to notice changes.
- Minutes from the November 5th regular meeting were presented. Fiscal Officer Pollock sent drafts to the trustees for review prior to the meeting. Mr. Tropf moved to approve the minutes as presented and Mr. Lair seconded the motion. Voice vote: Three ayes.
- **Resolution 20251119-01 Supplemental Appropriation**
Mr. Lair moved to approve the resolution as presented and Mr. Tropf seconded the motion. Voice vote: Three ayes.
- Ms. Pollock asked for an update on the review of town hall use regulations. Trustees are still reviewing and confirming occupancy information with the fire department as well as the engineer who is assessing the building structure currently.
- ADP open topics update
 - Phones and replacements – nearly done – do we want eFax set up? Trustees say no. Ms. Pollock to let Mike Adams of ADP know.
 - Domain – Per ADP: Invoice to the Auditor’s Office submitted. Waiting on approval of purchase order (PO). Once all fiscal and administrative steps are finalized, migration will begin.
 - Paychex timekeeping – “live” as of the 16th. Working out niggles as we go.

RECORD OF PROCEEDINGS

- Time off policy – currently required to request 14 days in advance (can allow w/ warning or prohibit). Trustees advised to allow at manager's discretion.
 - Cameras – user forms turned in, ADP is processing and will be in touch.
- Cell phone reimbursement will be paid with 11/20 payroll, safety gear allowances received will be paid in December.

Mr. Tropf's Update:

- Interviewed zoning inspectors tonight during executive session. The trustees reached out to 12 candidates and 8 replied. Of those, we were able to schedule 4 for interviews, but only 2 showed up. We will continue the search with ads to be placed in the Maple Leaf and CVT and Good News (run for 2 weeks). Mr. Tropf will check with Mike Joyce to see how long he can fill in as interim inspector.
- Structural engineer was here last Thursday – some sagging / weak spots upstairs. Study should be done by the end of this week. 100 lbs. / sq ft is the weight limit. Building use regulation update will wait until report is done. Maybe we should consider the fire station meeting room for the trustees meetings.
- 136th General Assembly, HB 38 has been passed by both Senate and House of Representatives and is now to the Governor to sign. This bill names Rt 87 from 44 to Sperry as "Dr. Steven Takacs Veteran Memorial Highway" in section 5534.924 of the O.R.C. Rep Sarah Fowler Arthur is the primary sponsor of the bill.
- There was a speed study done for Munn Road as the county would like to set it to 50mph.

Mr. Lair's Update:

- Met with Burton/Middlefield Rotary to stake out the desired locations for the donated 50 trees. The stakes were placed in the middle field along the left side edge of the wood line, 30 ft apart. The rotary club is finalizing where to source from. Mr. Lair suggested they get in touch with John Kehn who is a forester out of Punderson who works with grants. Mr. Skomrock also offered his personal 12" auger to help set holes for the 3-gallon pots.
- Mr. Lair noted that there will be a gathering to decorate for the holidays at Veterans Park on Nov 29th at 10am. Ms. Pollock will put on the website and invite residents to help.
- Mr. Lair would like to place another camera at Oberland Park with a license reader. He obtained a quote from Erik Zirkle for \$1,091 for 1 additional camera. There are 3 regular cameras there now and this would add 2 license plate readers. To add a second, 1 existing camera would be replaced for an additional cost of \$876. Mr. Skomrock moved to add one license plate reader and replace one camera with a license plate reader and Mr. Lair seconded. Voice vote: Three ayes.
- Mr. Lair will talk to Road Superintendent about signage placement to hopefully detract from people trespassing/ vandalizing at the park as well.
- Mr. Lair spoke with Mike (head of soccer federation) to make clear that they be fully responsible for their equipment and storing when not in use. Mr. Lair also reminded him about the paperwork for 2026. Mr. Skomrock suggested that we put something in the lease agreement for 2026 to state specifically that the township is not responsible for equipment.
- GCTA dinner we are hosting in January. D.S. Cakes quote \$75/large tray of desserts. Mr. Lair spoke with Kim Montani-Kerr about tracking RSVPs. Mr. Lair will check with Jonathan Tiber about total price (staff cleaning included?). Will have final details for 12/3 meeting.
- Scrap tire grant – we have until November 30th to turn in for 2025. Tires should be collected this week and the invoice hopefully will follow right after.
- Center cemetery – gentleman slid on the road and hit the fence. He came by the town hall and wanted to fix himself and did today. Mr. Lair would like to revisit cemetery fencing next year in total.

Mr. Skomrock's Update:

- Along with building use regulations agreements being updated annually, we should also consider the following to be on a list to review / update annually: field leases, MVR reports for staff, drug and alcohol training for staff, fire department contract.
- Green Flush Restrooms – Mr. Skomrock will bring in paperwork and Ms. Pollock will review to ensure at least one copy of everything is on hand. Mr. Lair will contact Micah from Green Flush to confirm postponement until spring, grant money to be used by June 30th.

RECORD OF PROCEEDINGS

- Holiday gift cards for employees - \$50 gift card to each employee, so each Trustee and Fiscal Officer will contribute \$112.50 / each (return to Mr. Skomrock).

Warrants approved prior to or at this meeting:

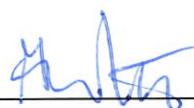
Number	Post Date	Type	Total Warrant Amount	Payee	Status
38921	11/19/25	AW	\$217.50	Aris Company	O
38922	11/19/25	AW	\$2,179.41	Cintas Corp.	O
38923	11/19/25	AW	\$4,556.70	Cuyahoga Asphalt Materials	O
38924	11/19/25	AW	\$189.95	Fisher Auto Parts	O
38925	11/19/25	AW	\$1,492.00	H&M Landscaping	O
38926	11/19/25	AW	\$98.78	Hemly Tool Supply Inc.	O
38927	11/19/25	AW	\$383.00	Iron Man Contractors Supply	O
38928	11/19/25	AW	\$15,955.00	Milano Monuments	O
38929	11/19/25	AW	\$9,510.28	Newbury Tire	O
38930	11/19/25	AW	\$1,955.83	Ullman Oil Company	O
38931	11/19/25	AW	\$1,800.00	Veneer Tree Service	O
38932	11/19/25	AW	\$223.13	West Geauga Local School District	O
38933	11/19/25	AW	\$320,990.85	karvo Companies Inc	O
			\$359,552.43	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 6:46 p.m. by unanimous vote.



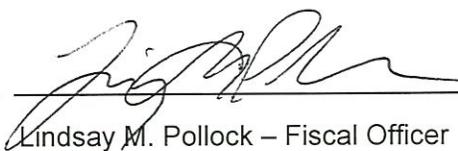
William Skomrock, Jr. - Chairman



Gregory Tropf - Trustee



David Lair, Jr. - Vice Chairman



Lindsay M. Pollock - Fiscal Officer