

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:01 p.m., January 7, 2026, at the Newbury Township Town Hall. Trustees Gregory Tropf, David Lair, Jr., and Carly A. Sayre were in attendance.

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

Also in attendance:

Ken Fagan	Newbury Fire Chief	Linda Retych	Resident
Jim Lang	Resident	Tom Retych	Resident
Lynn Lang	Resident	Jim Stefancin	Park Board
Amy Lydan	Zoning Secretary	Chris Yaecker	Zoning Board of Appeals
Emma MacNiven	Geauga County Maple Leaf	Doug Zimperman	Road Superintendent
Lindsay Pollock	Fiscal Officer		

Public Comment

- n/a

Fire Department Update:

- 23 calls so far in January, 76 in December, 986 total in 2025 (8% increase from 2024).
- Spoke with Mr. Tropf and Fire Dept BOT about using Fire Department meeting room for Township BOT meetings. Fire Dept BOT meets 1st and 2nd Tuesdays. If there is a BZA meeting, let Chief Fagan know as soon as we know about it so he can verify if the room is free. Entrance will be shoveled. The rest of building will be closed off except bathroom, drinking fountain and meeting room. There will always be someone there unless out on a call. There is Wifi public access. Chief Fagan asked that the Township contribute to salt costs if it gets to be a lot. Trustees agree that we can have Patsy Keyes add to cleaning rotation.
- Fire Dept BOT – Fire contract renewal is due in March. Only change is amount – asked for an increase from \$1,090k will ask for \$1,114k as we have a couple more employees to hire and a new squad coming this year.

Reorganization

- Minutes from the December 29th 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.
- Mr. Tropf turned the meeting over to the Fiscal Officer as presiding officer.
 - Ms. Pollock took nominations for Chair of the Board of Trustees.
 - Mr. Tropf was nominated.
 - No further nominations.
 - Voice vote to elect Mr. Tropf as Chair: Three ayes.
- Ms. Pollock turned the meeting back to newly elected Chair, Mr. Tropf.
 - Mr. Tropf took nominations for Vice Chair of the Board of Trustees.
 - Mr. Lair was nominated.
 - No further nominations.
 - Voice vote to elect Mr. Lair as Vice Chair: Three ayes.
- **Resolution 20260107-02, Resolution To Establish Certain Organizational Items for 2026** Mr. Lair moved to approve the resolution as presented and Mr. Tropf seconded. Voice vote: three ayes.
- **Resolution 20260107-01, Authorization to Remit Payment via ACH** Mr. Lair moved to approve the resolution as presented and Mr. Tropf seconded. Voice vote: three ayes.
- **Resolution 20260107-03, Street Address Assignment Authority** Mr. Tropf moved to approve the resolution as presented and Mr. Lair seconded. Voice vote: three ayes.

Fiscal Officer’s Update:

- December 2025 Financials:

Prior Balance	\$ 3,972,621.92	Checking balance	\$178,357.89
Receipts	\$ 1,031,386.58	Star Ohio	\$2,884,816.98
Payments	\$ (1,967,997.94)	Outstanding checks	(\$27,164.31)
Adjustments	\$ -	Adjustments	\$ -
Total Balance	\$ 3,036,010.56	Total Balance	\$3,036,010.56

- Ms. Pollock presented updated and final fund summaries of ending unencumbered balances vs. budgeted carryover for 12/2025. Approximately \$384k in the general fund, \$128k in the

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road and bridge fund, and \$150k in the road district fund. Trustees agree to split road and bridge and road district amounts between the service garage reserve fund (\$77k) and a new road paving and improvements reserve fund (\$200k). Discussion on the general fund balance was tabled until further discussions are able to be had around the old school property and the lease with West Geauga.

- Road department uniforms – Ms. Pollock and Mr. Zimperman to discuss further and enter into contract after review of all four vendors. Mr. Lair moved to allow and Mr. Tropf seconded. Voice vote: three ayes.
- Bank signature card updates done tonight – will deliver to bank Thursday.

Road Department Update:

- Engineering office wants to get together this month, no date yet.
- Christmas tree to plant – will put in at Town Hall to replace a dead tree.
- Mr. Tropf raised that Road Superintendent and Fire Chief don't have to be at every meeting – maybe just come to first of month as business meeting.
- The township has used a lot of salt and put in a lot of hours. Ms. Sayre shared complaints she received from Whitewood Dr. residents. Mr. Zimperman confirmed the road staff tried to wait until the snow stopped before plowing. The crews start from the service garage, go to the four corners of the township and end up back in the center of town. If there is only a dusting, it takes about 2 hours. With 1in / hr. of snow it takes 3-3.5 hrs. The township roads looked pretty similar to state and county roads even though they had started plowing earlier when snow started.
- Trustees discussed outsourcing cemetery landscaping vs. hiring internally to cover needs. Trustees discussed fall and spring cleanup, contract mowing for fire station and bed maintenance at Town Hall and Vets Memorial. Two cemeteries were done externally in 2025 which leaves other two plus Oberland and Town Hall for us.

Mr. Lair's Update:

- Green Flush – Mr. Lair spoke with Micah today and was told the block is done. Waiting on updated ETA for completion date, will have pictures of our bathroom being built.
- Mr. Lair spoke with David Terrell regarding the 250 anniversary trees. They will be coordinating with Geauga soil and water for delivery of trees. Size of trees not yet confirmed.
- Cemetery follow up with Mike Milano (pics from Mr. Zimperman) – pending.
- GCTA dinner – Mr. Lair provided a timeline of the day. We need to push carpooling (85 lined spaces). Staff to arrive at 5pm. Ms. Pollock, Ms. Lydan, and Ms. Montani-Kerr will handle registration and payment at door. Final count was around 145. That night we need to present invoices for Mangia Mangia and D.S. Cakes along with payments received from attendees to GCTA. Cleanup will be a group effort. Have some give-a-way prizes, bring raffle tickets with.

Ms. Sayre's Update:

- Website updates – inquired with ADP, prefers to work with them instead of OTA vendor (Michigan).
- Meeting minutes – Ms. Sayre asked about zoning minutes not being on website. Ms. Lydan (Zoning Secretary) in attendance, said she can scan BZA and ZC minutes 2026/2025.
- Ms. Sayre asked about recording meetings – ADP can also record meetings and post online. Ms. Sayre can take lead on. BZA meetings are recorded but not posted online so far.
- Old school property – let's start the discussion again as there is a 3-year lead time on cancellation.
- Resident Jim Lang suggested we look at Zirkle Tech if they do websites.
- Ms. Pollock brought everyone up to speed on domain switch over from third party to ADP will happen on Friday.

Mr. Tropf's Update:

- Geauga County Sheriff's report – going to skip reading out each month as it is public record if residents want to inquire.
- Proposed Zoning Amendment change 03025-1 to make landscaping as permitted use. Discussion, particularly from Zoning Inspector suggested to make it conditional use. Mr. Tropf moved to deny proposed amendment 03025-1 and Mr. Lair seconded. Voice vote: two ayes, one abstain.

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- BZA and Zoning Commission changes – will need to have BZA agree to change day of week to meet (can't have 1st/2nd Tuesdays). Hearings going forward should be at Fire Dept, signing of minutes can be at Town Hall. Zoning Commission and Park Board meetings can stay at Town Hall. Continuances must also be advertised.

Mr. Fagan – hip roof was built by the Amish crew and turned out nice. Invoice will be forwarded to township.

Warrants approved prior to or at this meeting:

Number	Post Date	Total Warrant Amount	Payee	Status
39000	1/7/26	\$217.50	Aris Company	O
39001	1/7/26	\$145.50	Ascendance Trucks Midwest, LLC	O
39002	1/7/26	\$2,976.00	Chagrin River Watershed Partners	O
39003	1/7/26	\$65.63	DEX Imaging	O
39004	1/7/26	\$315.00	Geauga County Township Association	O
39005	1/7/26	\$85.00	Great American Awards Inc.	O
39006	1/7/26	\$68.00	Karlovec Media GRoup	O
39007	1/7/26	\$4,396.91	Morton Salt Inc.	O
39008	1/7/26	\$1,243.44	Newbury Tire	O
39009	1/7/26	\$87,169.25	Pfund Superior Sales Co. Inc	O
39010	1/7/26	\$60.00	Sunrise Springs Water Co. Inc.	O
39011	1/7/26	\$107.10	Turney Home and Auto	O
39012	1/7/26	\$826.48	Ullman Oil Company	O
		\$97,675.81	Total Payments	

Mr. Tropf moved to adjourn the meeting and Mr. Lair seconded. The meeting was adjourned at 8:40 p.m. by unanimous vote.



Gregory Tropf - Chairman



David Lair, Jr. - Vice Chairman



Carly A. Sayre – Trustee



Lindsay M. Pollock – Fiscal Officer