

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:01 p.m., January 21, 2026, at the Newbury Township Fire Station. 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:

Frank Antenucci	Geauga County ADP	Emma MacNiven	Geauga County Maple Leaf
Ken Fagan	Newbury Fire Chief	Lindsay Pollock	Fiscal Officer
Nessa Harmeling	Resident	Kaley Richard	Geauga Times Courier
Jim Lang	Resident	Doug Ziperman	Road Superintendent
Lynn Lang	Resident		

Automatic Data Processing (ADP) Geauga County, Frank Antenucci

- Mr. Antenucci provided the trustees with information about creating and maintaining a township website through ADP. ADP uses a local company called Company 119 and provided copies of a recent proposal for website services done for Russell Township. ADP has a central data store so that each entity in the group gets access to the available features. Each entity starts with the same infrastructure but adjusts to their requirements. ADP offers three levels of support in conjunction with Company 119 as needed. Tier 3 support: for massive overhaul, modules built, coding done, handled by Company 119 (may require spec / quote). Tier 2 support: goes through ADP staff, handled within 24-48 hours. Tier 1 support: training of township staff to handle minutes posting and other small updates. Ms. Sayre showed Chester Twp's website, as well as Bainbridge Twp as examples she liked. Migration of content is time consuming but can have internal twp staff help/handle. Cost for Russell Twp was ~\$5k, Newbury would be less. Annual hosting fee is ~\$250. Mr. Lair asked about timeline. Mr. Antenucci said it depends on our team but feels it would be quick considering our board's willingness to move quickly. Ms. Sayre wants to wait and review a few more websites and possible vendors. Mr. Tropf confirmed with ADP if it's okay to go with another outside vendor if we decide. Mr. Antenucci said it's fine although .gov would have to stay hosted by the county (eg: Hambden Twp). ADP / Company 119 is building Parkman's site at the moment. Ms. Sayre said it looks great, other trustees agree.

Public Comment

- n/a

Fire Department Update:

- Mr. Fagan informed those present that the A/C / heating in the meeting room can fluctuate greatly. The room will get warm so the heat turns off and the A/C turns on. Then once cooled down, the heat will turn back on, and so on.

Fiscal Officer's Update:

- Minutes from the January 7th 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 20260121-01, Interfund Transfer** Mr. Lair moved to approve the resolution as presented and Mr. Tropf seconded. Voice vote: three ayes.
- Resolution 20260121-02, Establishment of Road Paving and Improvement Capital Reserve Fund** Mr. Lair moved to approve the resolution as presented and Mr. Tropf seconded. Voice vote: three ayes.
- Ms. Pollock asked if there has been a quote obtained for repair of the Center Cemetery fence after the car accident on 1/14/2026. Ms. Pollock initiated a claim with OTARMA and obtained a copy of the accident report from the Ohio Highway Patrol. Mr. Tropf suggested that the township obtain a quote for actual repairs, as it's what we will be paid for through insurance, but also get quote for replacement which was budgeted for 2026 already (local if possible) Jackson Fence, Auburn Fence (composite material rather than metal)? Furthermore, the South Newbury Cemetery needs fencing drive to drive, so perhaps the township can get that quoted at the same time. Mr. Ziperman mentioned it will be harder to mow around a structure, so Mr. Tropf suggested placing stones under to avoid any issues.
- Ms. Pollock clarified that the new payroll withholding amounts for 2026 will hit in the first pay of February 2026. Also, due to the carryover from 2025 being slightly larger than budgeted, the estimated resources for 2026 are over \$6M, so the elected official salaries will be paid according to the ORC in the \$6M-\$10M category.

RECORD OF PROCEEDINGS

- Ms. Pollock advised that various yearend reporting had been completed: W2s, W3s, 1099s, State Employment Relations Board (SERB) annual survey, non-contributing Ohio Public Employees Retirement System (OPERS) annual report, Public Employment Risk Reduction Program (PERRP) Summary of work-related injuries and illnesses Report 300AP.
- The final determination of property tax exemption for the town hall, parcel 23-707700 was received confirming that the parcel is tax-exempt. Ms. Pollock confirmed with the county treasurer's office that the real estate tax bill should be discarded.
- Ms. Pollock brought to the trustee's attention the proposed amendment regarding property tax elimination. Newbury Township has \$4,077,027 estimated revenue in 2026, 65% coming from property taxes and a further 5% from the homestead / rollback payments from the state. There will be an info meeting Feb 25 at 6:30pm at the Geauga County Library in Bainbridge Twp. Another info meeting will be held at the county administrative offices on March 10th 6:30pm. The League of Women Voters, Geauga is sponsoring.
- Road dept uniform contract updates pending meeting with Cintas rep and Mr. Zimperman. Ms. Pollock to determine penalty for cancelling the contract.
- Landscaping cost review continues. Mr. Tropf pulled March 2025 minutes and gave to Ms. Sayre. Ms. Pollock is aggregating spending from 2025 by location, category and vendor.
- Just FYI - Feb 4th deadline for May ballot levies.
- \$384,105 carryover from 2025 in General Fund – tabled for West G property discussion and possible new Town Hall.
- Fire contract to be addressed at March meeting.
- Ms. Pollock mentioned she will miss the second March meeting, to email Mrs. Tropf to see about covering minute taking.
- Pay raises for 2026 – to be effective 4/1, Mr. Tropf asked other trustees to review going rates and be prepared to discuss at an upcoming meeting. Mr. Lair and Mr. Zimperman to meet with road department staff to perform annual employee reviews.
- New Zoning Inspector Nick Bellas started 1/20/2026.

Road Department Update:

- n/a

Mr. Lair's Update:

- Geauga County Township Association (GCTA) quarterly meeting was 1/14/2026 in Newbury Twp. Mr. Lair noted his thanks to all for their help. Thanks also to Mangia Mangia and D.S. Cakes who catered and did a great job. Mr. Tropf also thanked Mr. Lair for his leadership.
- The park board would like to do expansion of driveways at Oberland Park. Mr. Lair wants to get quotes, maybe coordinate with road paving program. Mr. Lair asked Mr. Zimperman about asphalt for base. Mr. Zimperman suggested going along school boundary, 100/200 ft. Mr. Lair also would like to look into putting a well over there, will be looking into cost and testing. That way, the township could fill tanks ourselves for the restroom and use for other various needs like watering fields. Mr. Lair asked if there were any objections to opening Oberland Park in wintertime 2027? Mr. Zimperman suggested gating or barricading old school driveways (people in grass and parking lots). Otherwise, trustees agreed it would be fine. Mr. Lair brought up the need to put handicapped sign on parking spot(s) in Oberland parking (and paint spots). Mr. Lair is working on pricing for lighting by the pickleball courts. The park board put up signs at the park to discourage 4 wheelers. Maple syrup tapping – Todd working with Les Ober. Mr. Lair confirmed they aren't going to tap, so going to set a plan to remove gear.

Ms. Sayre's Update:

- Ms. Sayre asked if the Memorial Day celebration could move to Oberland Park. Mr. Tropf will send Ken Hunter's info to Ms. Sayre to speak with directly. Mr. Zimperman said logistically it's tough for the Legion to move their stuff to a new location (tents, food, bathrooms, pavilion). Ms. Sayre is working with West G to get alumni baseball and football games. West G band is going to give half the band for the parade.
- America250 – Mr. Lair is working on with park board, will keep Ms. Sayre posted.
- West G superintendent advisory council meeting tomorrow, also 6-7pm before zoning meeting. Mr. Tropf / Mr. Lair welcome to come, Ms. Sayre will attend.
- Field usage – with training required re AED. Ms. Sayre wants to set up meeting with groups. Mr. Lair spoke with Mike Gonzalez (soccer) and referred to him to Ms. Sayre. Ms. Sayre expressed her desire to plan a meeting in Feb so that by April the township has a schedule

RECORD OF PROCEEDINGS

of games from each organization. There is a container for baseball teams – Mr. Tropf said no one has used yet. Shed – soccer people use too.

- Website updates – will do due diligence make sure if there are any local vendor options.
- Ms. Sayre would like to start Newbury Chamber of Commerce back up and reached out to Destination Geauga (Kathy), Punderson, Economic Development (Gina).
- Chagrin Watershed – what involvement have we had in years past? Mr. Tropf said they helped with GreenFlush ODNR grant, consultation on various topics. They have been very helpful.
- OH EPA Salt grant – Mr. Tropf was going to give to Mr. Zimperman. (due 2/6). Ms. Sayre will check with CWP.
- 2026 road meeting status – need to chase Engineer's office to schedule.

Mr. Tropf's Update:

- Meeting times – 6:30pm moving forward. Mr. Tropf will let everyone know, Ms. Sayre will let Hugh know for the website.
- Zoning Board appointments –
 - Ed Meyers term is up 2025, can stay on until we appoint someone else or re-appoint him. He is taking a few days to decide.
 - Can't get ahold of May Lee Brezina.
 - Jerry Hudak would like to be on Zoning Commission (he's up 2025).
 - Chris Yaecker would have to resign BZA and then we could reappoint him to ZC.
 - Dave Fabig would have to resign BZA, and appoint as ZC alternate.
 - Scott Kohler would stay as BZA alternate
 - If others interested, turn in resume to BOT and note interest.
 - David Somrack, checked on conflict of interest (APA Linda) – interested in either.
 - Riley Davis's brother (Auburn trustee) – interested in getting involved.
 - Jan 28th zoning meeting – could other trustees attend with Ms. Sayre? Will let Ms. Sayre know by 22nd so then if two or more, then have to notice a public meeting.
 - Resident and Zoning Commission member, Mr. Lang asked what is making trustees unhappy with zoning? There was a lengthy discussion between the trustees and Mr. and Mrs. Lang. Mr. Tropf referenced the minimal activity of the zoning commission the past several years. Mr. Lang indicated that the Zoning Commission (ZC) had taken the request from the Board of Zoning Appeals (ZBA) regarding the need to define landscaping and created the proposed amendment accordingly. There was agreement that communication should increase between the bodies – the BOT, ZC and ZBA. Mr. Tropf suggested maybe the ZC should meet more often than once a month.
- School property lease – believe it's Dec 2026 to go back to West G. Mr. Tropf would like to retain school property IF we have a plan. Vets Park – not done yet. Oberland Park – not done yet. Chesterland is in same boat with service garage. Need new police dept. \$12-\$15M – don't know where will get funds from. Need a plan for the property. Fiscal Officer to send lease to BOT members. Need to go to West G BOE. Ms. Sayre asked if the township can survey residents to see if they would vote for a levy. Executive Session with West G BOE, can we meet first as BOT to align? Ms. Sayre to check in with West G BOE to ask about setting a meeting.

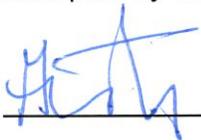
Warrants approved prior to or at this meeting:

Number	Post Date	Total Warrant Amount	Payee	Status
39013	1/21/26	\$554.91	1st Ayd Corporation	O
39014	1/21/26	\$150.00	Burnham & Flower of Ohio, Inc.	V
39014	1/21/26	-\$150.00	Burnham & Flower of Ohio, Inc.	V
39015	1/21/26	\$712.52	CCP Direct	V
39015	1/21/26	-\$712.52	CCP Direct	V
39016	1/21/26	\$1,885.40	Cintas Corp.	V
39016	1/21/26	-\$1,885.40	Cintas Corp.	V
39017	1/21/26	\$650.00	Cintas	V
39017	1/21/26	-\$650.00	Cintas	V
39018	1/21/26	\$2,059.00	Corrigan Door and More, Inc.	V
39018	1/21/26	-\$2,059.00	Corrigan Door and More, Inc.	V
39019	1/21/26	\$70.53	Fisher Auto Parts	V

RECORD OF PROCEEDINGS

39019	1/21/26	-\$70.53	Fisher Auto Parts	V
39020	1/21/26	\$71.50	Geauga County Maple Leaf	V
Number	Post Date	Total Warrant Amount	Payee	Status
39020	1/21/26	-\$71.50	Geauga County Maple Leaf	V
39021	1/21/26	\$265.43	Hartville Hardware Inc.	V
39021	1/21/26	-\$265.43	Hartville Hardware Inc.	V
39022	1/21/26	\$165.96	Iron Man Contractors Supply	V
39022	1/21/26	-\$165.96	Iron Man Contractors Supply	V
39023	1/21/26	\$14.21	Kimberly Montani	V
39023	1/21/26	-\$14.21	Kimberly Montani	V
39024	1/21/26	\$1,904.50	Morton Salt Inc.	V
39024	1/21/26	-\$1,904.50	Morton Salt Inc.	V
39025	1/21/26	\$3,575.00	Nature's Own Source, LLC	V
39025	1/21/26	-\$3,575.00	Nature's Own Source, LLC	V
39026	1/21/26	\$5.40	O'Reilly Equipment L.L.C.	V
39026	1/21/26	-\$5.40	O'Reilly Equipment L.L.C.	V
39027	1/21/26	\$74.47	Preston Ford	V
39027	1/21/26	-\$74.47	Preston Ford	V
39028	1/21/26	\$135.95	Robert Ziman Inc dba The Stamp Man	V
39028	1/21/26	-\$135.95	Robert Ziman Inc dba The Stamp Man	V
39029	1/21/26	\$10.83	SHI International Corp	V
39029	1/21/26	-\$10.83	SHI International Corp	V
39030	1/21/26	\$249.00	Shredding Now	V
39030	1/21/26	-\$249.00	Shredding Now	V
39031	1/21/26	\$611.51	Ullman Oil Company	V
39031	1/21/26	-\$611.51	Ullman Oil Company	V
39032	1/21/26	\$1,063.45	Universal Oil Inc.	V
39032	1/21/26	-\$1,063.45	Universal Oil Inc.	V
39033	1/21/26	\$150.00	Burnham & Flower of Ohio, Inc.	O
39034	1/21/26	\$712.52	CCP Direct	O
39035	1/21/26	\$1,885.40	Cintas Corp.	O
39036	1/21/26	\$650.00	Cintas	O
39037	1/21/26	\$2,059.00	Corrigan Door and More, Inc.	O
39038	1/21/26	\$70.53	Fisher Auto Parts	O
39039	1/21/26	\$71.50	Geauga County Maple Leaf	O
39040	1/21/26	\$265.43	Hartville Hardware Inc.	O
39041	1/21/26	\$165.96	Iron Man Contractors Supply	O
39042	1/21/26	\$14.21	Kimberly Montani	O
39043	1/21/26	\$1,904.50	Morton Salt Inc.	O
39044	1/21/26	\$3,575.00	Nature's Own Source, LLC	O
39045	1/21/26	\$5.40	O'Reilly Equipment L.L.C.	O
39046	1/21/26	\$74.47	Preston Ford	O
39047	1/21/26	\$135.95	Robert Ziman Inc dba The Stamp Man	O
39048	1/21/26	\$10.83	SHI International Corp	O
39049	1/21/26	\$249.00	Shredding Now	O
39050	1/21/26	\$611.51	Ullman Oil Company	O
39051	1/21/26	\$1,063.45	Universal Oil Inc.	O
		\$14,229.57	Total Payments	

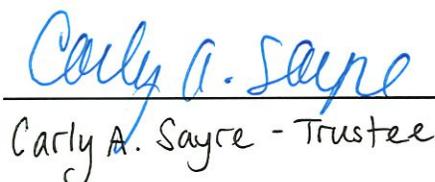
Mr. Tropf moved to adjourn the meeting and Mr. Lair seconded. The meeting was adjourned at 8:58 p.m. by unanimous vote.



Gregory Tropf - Chairman



David Lair, Jr. - Vice Chairman



Carly A. Sayre - Trustee



Lindsay M. Pollock - Fiscal Officer