

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 6:31 p.m., June 3rd, 2026, at the Newbury Township Fire Station. Trustees Gregory Tropf, David Lair, Jr., and Carly Sayre were in attendance.

Also in attendance:

Amy Lydan	Zoning Secretary	Ken Fagan	Fire Chief
David Lubanovich	Resident	Lindsay Pollock	Fiscal Officer
Dennis England	Resident	Nessa Harmeling	Resident
Donna Hawkins	Resident	Nick Bellas	Zoning Inspector
Doug Zipperman	Road Superintendent	Riley Davis	Auburn Twp Trustee
Jeff Munn	Resident	Robert Ruckstuhl	Resident
Joey Lubanovich	Resident		

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

Public Input:

- Resident Joey Lubanovich from Troop 199 addressed the trustees regarding his proposal for a mini library at Oberland Park. He suggested it be by the gazebo driveway, left corner post. Mr. Lair confirmed he will look into it with the Park Board and circle back. The trustees had no questions or objections. Mr. Tropf signed off for Mr. Lubanovich.
- Resident Nessa Harmeling asked about the policy on soliciting, specifically citing Spectrum. The trustees said there are no policies or ordinances they are aware of. Zoning Inspector, Nick Bellas said you can ask them to leave your property and if they don't leave, then suggest you call the sheriff's office. Mr. Bellas said he will get a phone number for spectrum to share with Ms. Harmeling. Ms. Harmeling also asked if there can be a community garage sale at Oberland Park. Ms. Sayre said not this year, but Veterans Memorial Park does do one.
- Resident Mr. Ruckstuhl asked why he was voted to be removed from the Park Board. Mr. Tropf replied that his position was probational. Mr. Ruckstuhl asked if the trustees would reconsider and Mr. Tropf said they will not discuss it at this time. Mr. Ruckstuhl gave printed letters to each of the trustees and the fiscal officer.

Fire Chief's Update:

- 76 calls in May, 445 total year-to-date.
- Mr. Fagan presented a quote from Above and Beyond Gutter Co as there is a lot of debris in the gutters and they keep overflowing. Mr. Tropf asked how many feet and Mr. Fagan replied about 100 feet. Mr. Tropf moved to accept the quote for Above and Beyond Gutter Co for \$2,897.00 and Mr. Lair seconded. Role call vote: three ayes.

Guest Speaker:

- Auburn Trustee, Riley Davis shared with the trustees the technologies Auburn has been experimenting with. They have used YouTube to live stream their meetings, set up with ADP's support. Mr. Davis said the hardware is not easily moved and cost Auburn around \$3,200 for the package with the microphone. They have only live-streamed trustee meetings so far. They also have tried a PLAUD recorder which records and creates a transcript. The software can recognize who is speaking for the entire document once it's assigned initially. Resident Ms. Harmeling said that doctors use this but always ask for permission first. Per Zoning Secretary, Amy Lydan, this is ADP-approved. Mr. Davis confirmed they use PLAUD in all meetings regardless of live streaming. Mr. Davis also presented the online cemetery database that Hambden is using which shows which cemetery plots are available for purchase. Sarah Perry, Geographic Information Systems (GIS) Solutions Architect at the Geauga County Auditor's Office, helped with an audit of the cemetery with GIS. Mr. Davis said Auburn has hired Company 119 to redo their website and hopes to have it live in a few months (to mirror the county's). Mr. Davis confirmed that the ADA requirements have been pushed back to 2028 so there is more time to adopt.

Road Update:

- 60+ trash pickup had record number of people signed up, went well.
- Two trucks to get rid of – do we want to put a reserve on them to sell online? Mr. Zipperman to ask body company to take a look and ask for an estimate. Mr. Tropf – let's confirm at the next meeting.
- While doing berm repairs, the machine started leaking. Just picked up and will hopefully be replaced and bring back so can go back after senior pickup to do more.
- Doing driveway replacements, pipes, headstone bases, reseeded where trees were taken out at south Newbury, a little work left to do before paving starts, not too much.
- Mr. Tropf confirmed sheriff is lined up for clean-up day (\$60/hr.).
- Park tractor – beat up again a week or two ago...will buy replacement parts. Mr. Stefancin has been running it now.

RECORD OF PROCEEDINGS

- Not sure about the park board using water we pay for to water trees, would rather they come pump some from the pond, but they aren't comfortable taking the trailer between. Would like to find fairway roller, could do two smaller / less expensive or rent.
- Ms. Pollock reminded Mr. Zimmerman about finding a new vendor for uniform services before end of October.

Zoning Inspector's Update:

- 6 permits, 2 new homes, 1 detached garage, 1 addition, 1 shed, new signs on a commercial building,
- 8 courtesy letters, violation letters: junk vehicle, refuge in the right of way, dumping of wood and refuge in the property, junk vehicle, failure to obtain permits (2),
- No BZA hearings.
- ZC met May 13.
- County zoning inspectors group met on May 27th. County building official and local fire inspector spoke. Will now get a list of permits from the county building department each month and we will send them our monthly report as well so each body can cross check.
- 17 signs removed from right of way.

Fiscal Officer's Update:

- Ms. Pollock inquired whether there were any additions or deletions to/from the consent agenda.
 - Consent agenda:
5/20/26 regular meeting minutes
Resolution 20260603-01 declaring structure at 14567 View Dr., county parcel #23-021300 to be a nuisance and unsafe and must be demolished, pursuant to ORC section 505.86.
Resolution 20260603-02 Adjustments to Appropriations
 - Ms. Pollock made note to add **Resolution 20260603-03** Fund Transfer General and Fire Fund to Debt Service to the consent agenda.
 - Mr. Tropf moved to pass the consent agenda as amended and Mr. Lair seconded. Roll call vote, three ayes.

- May financials:

Prior Balance	\$3,658,104.36		Checking balance	\$147,210.00
Receipts	\$148,745.87		Star Ohio	\$3,414,991.00
Payments	(\$250,570.23)		Outstanding checks	(\$5,972.01)
Adjustments	(51.01)		Adjustments	\$ -
Total Balance	\$3,556,228.99		Total Balance	\$3,556,228.99

- Audit update – audit was due on Monday June 1st. All docs signed and submitted on time. One holdup but was worked out – to do with authority to obtain the installment loan from Middlefield Bank, documentation was provided to auditor's satisfaction.
- Budget hearing to be moved from June 17 to June 24th. June 17th and July 1st regular trustee meetings to be cancelled. Legal notice was placed for June 17th, will update to June 24th.
- ODNR grant reimbursement for Green Flush restroom installed – working on with Mr. Lair.
- An analysis of expenses to date vs. budget was handed to each trustee where unencumbered balances are over \$1k.
- Will anyone attend the GCTA meeting on July 8th. None of the trustees can attend.
- Ms. Sayre mentioned that she would like to see about \$20k for IT related spending (website, meeting recording, etc.).

Mr. Lair's Update:

- 2026 NOPEC \$11,385 community grant app done. 1-3 days return expected – potential to use for LED signs (to provide copy of submission to Ms. Pollock).
- Go Green grant for picnic tables \$3,332.60 reimbursement request has been submitted.
- Pickleball courts are getting striped. Will get a quote to stripe the back parking lot as well.
- Mr. Lair would like to give thanks to the master gardeners who planted flowers at Oberland Park. Also to thank GAR Paving who donated the wind guard for the pickleball court. Park Board put up half of it the other night. Realtor association gave a grant of \$7500 to go towards the pickleball courts. Would like to get plaque made up to acknowledge.
- Should also have a sign with rules for pickleball courts – Mr. Tropf will investigate.
- Mr. Lair suggested we should have a drop box with supplies. Ms. Pollock may have gear to donate. Kiwanis may donate a bin. Ms. Sayre suggested we should stock with volleyballs.
- Mr. Lair talked to Park Board members about watering and would like to get a couple of totes to put on trailer opposite where the master gardeners planted. Would prefer rather than take from restroom. Not worrying about watering trees yet with a wet spring. Only tree front on left at the Oberland Park driveway. Need better trailer to haul the totes around.

RECORD OF PROCEEDINGS

- Ms. Sayre: People are still parking on the grass. Are there signs there? People are going to keep parking on the grass. Mr. Ruckstuhl is still taking pictures and asking people to leave. What are we thinking long term? Mr. Lair said let's keep an eye on things and see what else can we do.
- Ms. Sayre asked when sand is coming for volleyball court? Mr. Lair said they are trying to find a slinger to spray sand and having trouble finding. It may be dry enough to drive over and dump it now.
- Ms. Sayre shared a mocked up a flyer with America's 250th theme.
- Car Show Aug 29th + Am 250th anniversary combined. There will be a kids area, ice cream truck, bouncy house (need portable generator), away from cars.
- Need to discuss future road projects – Music Rd. plans. Part down by cemetery is widened (Munn going west – improved to the Russell line). Ms. Pollock to bring analysis of Music costs to next meeting. Mr. Tropf said if we didn't have Lucky Bell to deal with, I'd say widen Music. Mr. Lair said from Auburn to 44, 99% of driveways are asphalt. Mr. Zipperman said when a fire truck, school bus, or large truck drive down Music St, a tire is touching the white line and touching the yellow line. It's not as safe. There are a lot of horse farms around there, and their trailers are wider than the road. Ms. Sayre said aren't we inviting more traffic of larger trucks if we widen the road? Mr. Zipperman said no, not really, because the road doesn't go anywhere. Tabled to June 24.
- Ms. Sayre what is the 5-year and 10-year plan and can we put online? Let's revisit after June 24th meeting. Once on website, will need to post a caveat about changes required as wear occurs on the roads.

Ms. Sayre's Update:

- Chagrin annual mayor luncheon is on 6/9/26, 11:30am. Would like representation from Newbury Twp. It's interesting to hear what all localities are going through. Think it's at Tanglewood, same as last year.
- Fiscal Officer candidate update: Kyle Bretaz declined. Still have candidate potentially interested. Deputy Fiscal Officer wouldn't have residency requirement. Mr. Tropf has a possible candidate from Chesterland.
- Zoning groups want training by Prosecutor's office, so requested Jim Lang to get signatures to do this from all of Geauga County zoning reps.
- Geauga Federation Soccer Club – 3 events they'd like access to the fields with approval of the trustees. Also mentioned about drainage being an issue. Ms. Sayre remarked that we are not going to use taxpayer money to put in drainage for a travel soccer club. Maybe can be addressed in a group meeting with all groups using the fields. Ms. Sayre would like to meet in July (baseball season will be over). Maybe July 15th? Or a special meeting? Ms. Sayre will survey groups to hopefully find a good date for all.
- Trustees revisited issue with child not picked up after game / practice and agreed that any child under 18 should not be left.
- Ms. Sayre said she didn't see trash left behind by sports clubs, seemed okay. Will keep an eye out.
- Additional cameras by town hall - put on hold. Ms. Sayre will make list of tech things.
- Cemetery Sexton's update: when coroner calls with an indigent burial, what do we do? Trustees suggest having a "go to" funeral home to have as first line of contact. We concurrently try to find / locate family members. Couple of complaints over Memorial Day about the landscaping company mowing on Memorial Day. Trustees agree that we put in the next contract that you can't mow on holidays, must be Friday before. Recycling comes 3 days/week.
- Ms. Pollock to record an explainer video on the 2027 budget once it's approved.
- Zoning Commission – Jerry Hudack has resigned. Ms. Sayre will ask for resignation letter to be signed. Ms. Sayre moved to appoint Karen Endres as alternate on Zoning Commission and Mr. Lair seconded. Roll call vote: three ayes.

Mr. Tropf's Update:

- Spoke with Ken Hunter at the American Legion regarding the building lease and he would like to talk to his group before moving forward. Town Hall isn't going anywhere, yard space to do cookouts and such. Mr. Zipperman pointed out the only negative is no pavilion at town hall.
- Container box moratorium resolution, 1st official reading (was read at prior meeting on June 3rd, but hadn't been properly noticed so can't count as an official reading).
- Mr. Tropf would like to look into accepting payments via credit card and stop accepting cash. Ms. Pollock to investigate.
- Mr. Tropf obtained a quote from G.A.R. Paving for the cemetery driveway at Center Cemetery. Tabled until next meeting, Ms. Sayre will check with Doug Yule on question regarding widening, etc.

Other Input:

- Mr. Zipperman stated that we need to figure out a locker or wall cabinet in the park restroom for storage of toilet paper, cleaning supplies, paper towels, etc. Mr. Lair asked Office Administrator Kim Montani-Kerr to look for a cabinet with a lock, secured to the wall. We also need to follow up with Green Flush with an issue with the women's sink sensor being too sensitive and is running more than it should. Same issue with the men's soap dispenser. Mr. Lair will call Green Flush to check on soap dispenser, and water, etc. The light is motion inside, but the outside light stays on.

RECORD OF PROCEEDINGS

- Ms. Sayre noted that Bill Brian from West G Soccer Club let her know that someone got into the Newbury HS equipment and threw around so they put lock on and gave her the code. Mr. Ziperman said there are a couple boxes of jerseys, hurdles, etc.
- Resident Dennis England of 15530 Munn Rd. has 2 trees in the road right of way that are obstructing his view trying to pull out of his driveway. Mr. Ziperman will take a look as he knows the location and agrees it may be an issue to take care of. Resident said trees are in front of the wires.
- Davey Tree in the area doing tree trimming.

Warrants approved prior to or at this meeting:

Number	Post Date	Type	Total Warrant Amount	Payee	Status
39244	6/3/26	AW	\$286.15	1st Ayd Corporation	V
39244	6/3/26	AW	-\$286.15	1st Ayd Corporation	V
39245	6/3/26	AW	\$50.00	Abby Bifano	V
39245	6/3/26	AW	-\$50.00	Abby Bifano	V
39246	6/3/26	AW	\$1,393.84	Arms Trucking Co., Inc.	V
39246	6/3/26	AW	-\$1,393.84	Arms Trucking Co., Inc.	V
39247	6/3/26	AW	\$50.00	Benjamin Gorris	V
39247	6/3/26	AW	-\$50.00	Benjamin Gorris	V
39248	6/3/26	AW	\$286.15	1st Ayd Corporation	O
39249	6/3/26	AW	\$50.00	Abby Bifano	O
39250	6/3/26	AW	\$1,393.84	Arms Trucking Co., Inc.	O
39251	6/3/26	AW	\$50.00	Benjamin Gorris	O
39252	6/3/26	AW	\$650.00	Cintas	O
39253	6/3/26	AW	\$4,461.25	CJ Landscape, LLC	O
39254	6/3/26	AW	\$52.57	DEX Imaging	O
39255	6/3/26	AW	\$19.51	DJM Sales, LLC	O
39256	6/3/26	AW	\$49.90	Geauga County Engineer	O
39257	6/3/26	AW	\$27,092.20	Green Flush Restrooms	O
39258	6/3/26	AW	\$289.20	Green Vision Material	O
39259	6/3/26	AW	\$100.00	Independent Tree LLC	O
39260	6/3/26	AW	\$50.00	James Zock	O
39261	6/3/26	AW	\$50.00	Katie Gonzales	O
39262	6/3/26	AW	\$68,650.58	Middlefield Banking Company	O
39263	6/3/26	AW	\$117.34	Nickolas Bellas	O
39264	6/3/26	AW	\$437.60	Preston Ford	O
39265	6/3/26	AW	\$74.95	Ray's Repair	O
39266	6/3/26	AW	\$300.00	Patsy Keyes	O
39267	6/3/26	AW	\$197.54	West Geauga Local School District	O
39268	6/3/26	AW	\$77.00	Sunrise Springs Water Co. Inc.	O
			\$104,449.63	Total Payments	

At 8:40 p.m., Mr. Tropf moved to go into executive session pursuant to ORC 121.22G1 (considering employment of a public employee) and Ms. Sayre seconded. Roll call vote: three ayes.

At 9:06 p.m., Mr. Tropf moved to leave executive session and Ms. Sayre seconded. Roll call vote: three ayes. No decisions made.

The regular meeting was called back to order at 9:06 p.m.

Mr. Tropf moved to terminate Bob Ruhkstuhl’s probationary status as a member of the Park Board and release him from the Park Board effective May 6, 2026. Ms. Sayre seconded. Roll call vote: three ayes.

Mr. Tropf moved to adjourn the meeting and Ms. Sayre seconded. The meeting was adjourned at 9:12 p.m. by unanimous vote.

Gregory Tropf - Chairman

David Lair, Jr. - Vice Chairman

Carly A. Sayre – Trustee

Lindsay M. Pollock – Fiscal Officer
