

RECORD OF PROCEEDINGS

Newbury Township Board of Trustees – Special Joint / Regular Meeting – August 19, 2026

The Newbury Township Zoning Commission and the Board of Trustees of Newbury Township held a special joint meeting beginning at 6:00 p.m., August 19, 2026, at the Newbury Township Fire Station, 11111 Kinsman Rd. Trustees Gregory Tropf, David Lair, Jr., and Carly Sayre were in attendance, along with Zoning Commission members Jim Lang, Dan Walker, and Chris Yaecker. The regular meeting of the Board of Trustees followed immediately, called to order at approximately 6:35 p.m.

Also in attendance:

Nick Bellas	Zoning Inspector	Amy Lydan	Zoning Secretary
Ken Fagan	Fire Chief	Lindsay Pollock	Fiscal Officer
Nessa Harmeling	Resident	Jim Stefancin	Park Board
Jennifer Jones	Guest Speaker, Geauga-Trumbull Solid Waste Mgmt. District	Dan Walker	Zoning Commission
Dave Lair, Sr.	Resident	Chris Yaecker	Zoning Commission
Jim Lang	Zoning Commission		

The meeting was opened with the Pledge of Allegiance following the joint session, prior to the start of the regular meeting.

Special Joint Session with the Zoning Commission – Landscaping, Tree Service, and Composting Uses in B-1:

- Mr. Lang opened on behalf of the Zoning Commission, stating that the commission sought direction on whether landscaping companies, tree service businesses, and composting facilities should be a permitted use, a conditional use, or remain prohibited in the B-1 business district, and that the commission is divided on the question.
- Mr. Walker presented the case for maintaining the current zoning resolution without change. He stated that the resolution’s B-1 permitted uses (offices, banks, retail shops, restaurants, personal service businesses) are intended for customer-facing businesses, while Section 7.04(e) places landscaping, land excavating, and tree and yard maintenance establishments in the M-1 district, which is built for truck traffic, equipment, and outdoor storage. He cited Section 4.01(y) (noise, dust, odor, and vibration restrictions), Section 1.02 (declaration of purpose favoring a low-density, rural community), and the township’s 2010 land use plan, which designated the Route 87 / Auburn Rd. intersection as the township’s community center. He recommended that landscaping companies continue to be directed to M-1 and that the township work with existing B-1 landscaping businesses toward compliance rather than displacement.
- Mr. Yaecker presented the alternative perspective. He stated that landscaping, tree service, and composting businesses have operated along Route 87 for decades, in many cases with permits issued or informally allowed by prior zoning inspectors, and that requiring full compliance now would be difficult to enforce retroactively given that history. He estimated 20 or more landscaping, tree service, and composting businesses currently along the B-1 corridor, noted that some businesses could not be confirmed as ever having received permits, and described a longer-term concept of bringing existing businesses into conformity as a conditional use over the next several years while eventually establishing a new limited retail district concentrated at the Route 87 / Route 44 / Auburn Rd. / Sperry Rd. intersections.
- The trustees discussed both positions. Mr. Tropf stated he does not want to force existing landscaping businesses out but wants them brought into compliance with township standards and asked about available acreage in M-1 for businesses that might wish to relocate or expand. Mr. Lair agreed that existing businesses should be allowed to remain but suggested exterior appearance standards (e.g., screening or containment of outdoor storage) could be considered. Ms. Sayre stated her view that B-1 should be preserved for its intended retail purpose consistent with the township’s land use plan, that no additional landscaping businesses should be permitted to enter B-1, and that a resident survey should be conducted before any zoning change is made. Mr. Walker and Ms. Sayre both noted that neither proposal presented would require existing landscaping businesses to leave.
- The commission and trustees agreed that no decision would be made at this session. Mr. Tropf stated he needed additional time to consider both positions and a possible combined approach. Ms. Sayre suggested a future tri-board meeting, including the Board of Zoning Appeals. Mr. Lang stated the commission would continue its work on definitions and an updated land use plan in the meantime, and Mr. Tropf noted that continued zoning enforcement would proceed regardless of the ultimate direction chosen.

Guest Speaker – Jennifer Jones, Director, Geauga-Trumbull Solid Waste Management District:

- Ms. Jones addressed the trustees regarding curbside recycling. She stated that a recent Maple Leaf article inaccurately reported that the District’s drop-off recycling sites were closing, which is incorrect, and that a correction was published on the newspaper’s website.
- She reported that the township’s drop-off recycling site costs the District approximately \$35,000 per year to service (six containers emptied three times per week at a per-emptying cost that increases approximately 5% annually), that drop-off sites are used by only about 10% of residents, and that the

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District's overall recycling costs exceed \$1 million annually and have risen as other recycling collection providers have withdrawn from the area.

- Ms. Jones explained that townships may bid out combined trash and recycling service for residents under Ohio law, similar to a municipality, and that doing so would shift most residents to curbside recycling, reducing use of and cost for the township's drop-off site while providing recycling service to residents at no additional cost beyond their existing trash bill. She cited the City of Chardon's bid contract (approximately \$18 per household per month, including trash, recycling, bulk pickup, and community cleanup day service) as a comparison, and stated contracts are typically three to five years. She noted a potential secondary benefit of reduced road wear from consolidating multiple trash haulers into one contracted hauler.
- Ms. Jones offered to assist the township with the bidding process, including bid documents, vendor selection, and resident town hall meetings, at no cost to the township. Ms. Sayre asked about pricing stability after an initial contract term; Ms. Jones responded that pricing is subject to competitive rebids and cited Chardon's most recent rebid as increasing modestly (from approximately \$17 to \$18 per month). No action was taken.

Consent Agenda:

- The consent agenda consisted of the 7/15/2026 and 8/5/2026 regular meeting minutes.
- Mr. Tropf moved to accept the consent agenda as presented, and Mr. Lair seconded. Ms. Sayre asked for clarification, prior to the vote, on whether the Plaud recording used to help prepare the 8/5/2026 minutes would be subject to public records request. Ms. Pollock confirmed the underlying recordings and transcripts are retained regardless of minutes approval and are treated as public record consistent with an open, public meeting, per guidance the township received from its assigned prosecuting attorney. Roll call vote: three ayes.

Fiscal Officer's Update:

- Budget hearing: the county budget hearing was held with Auditor Walter, Prosecutor Flaiz, and Treasurer Hitchcock; the 2027 budget was approved. The panel asked about the township's oversight of the fire department in light of developments in Hambden Township. The County Budget Commission noted the township's general fund carryover is comparatively high because funds are not currently reserved for a specific purpose, and recommended the township establish a reserve fund tied to a forthcoming reserve study.
- Veterans Memorial Park reserve fund: in connection with the Auditor's prior documentation request, Ms. Pollock reported the fund currently has a zero balance and that she has not located the original source documentation from approximately 2015. It was discussed that the fund likely originated from the general fund, since it could not have come from the road or fire funds and should be closed as there are no anticipated future funds to be added here.
- Record retention (Plaud): Ms. Pollock and Ms. Lydan had asked the township's assigned prosecuting attorney, Linda Applebaum, how to handle record retention for Plaud audio recordings and transcripts. Ms. Applebaum advised that the underlying recordings and transcripts must be retained in addition to the final approved minutes. The trustees concurred that, as an open public meeting, the recordings are appropriately treated as public record.
- July financials: balance forward from June was \$3,199,023.99; July receipts were \$247,122.48; July payments were \$165,833.64; a \$150.00 receipt adjustment was posted to correct a prior data entry error; the ending balance was \$3,280,162.83. Ms. Pollock noted she would follow up with the township's banks (Star Ohio and Middlefield Banking Company) to arrange trustee view access to account records; Middlefield Banking Company is in the process of being acquired by Farmers National, with the account transition expected to take place over the coming weekend.
- Ms. Pollock presented her resignation letter as Fiscal Officer, effective August 27, 2026.
- Mr. Tropf moved to accept Ms. Pollock's resignation as Fiscal Officer, effective August 27, 2026, and Mr. Lair seconded. Roll call vote: three ayes.
- Mr. Tropf moved to appoint Ms. Pollock as Deputy Fiscal Officer and Ms. Sayre seconded. Roll call vote: three ayes. The trustees noted that further details regarding hiring a new fiscal officer and compensation for the deputy role would be addressed separately.

Mr. Tropf's Update:

- Legion reimbursement: Mr. Tropf reported a request from the Newbury American Legion for \$653.07 for flags placed at the township cemeteries for Memorial Day. Ms. Pollock confirmed approximately \$300–\$350 is budgeted annually for this purpose. The trustees concurred, and Mr. Tropf will process payment.
- Fiscal officer applications: one application has been received. Ms. Sayre will arrange a pre-interview with Ms. Pollock, consistent with the township's past practice.
- OTARMA Embark Safety MVR monitoring: Mr. Tropf described a free OTARMA service that monitors employee driver's license status and provides alerts before license expirations. Ms. Pollock noted that she currently checks license status manually about once a year. Mr. Tropf will discuss enrollment with Ms. Montani-Kerr.

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- 14544 View Dr. demolition appeal: Mr. Tropf signed a letter with Mr. Bellas granting an extension because the appeal notice was received late. A hearing is targeted for the week of August 24, 2026, likely on a Wednesday at approximately 5:30 p.m., before Ms. Sayre’s quarterly zoning meeting that evening.
- Pickleball court bench/storage box: Mr. Tropf described a bench with a lift-up seat used for racquet storage at the Chesterland pickleball courts, at an estimated cost of \$200–\$250 and stated he would purchase a similar unit for the township’s courts on a trial basis.

Mr. Lair’s Update:

- Roads: the current paving project is approximately 90% complete and already has purchase orders issued; no additional trustee action was required. Fog sealing is expected to begin in September, after which the project should be complete.
- Tree planting: the Burton Middlefield Rotary Club is planning a tree planting (approximately 100 large trees and 25 small trees) between May and October, and the township will coordinate with the Rotary Club as it did for a prior planting.
- America’s 250th Celebration: planning remains on schedule. An ice cream truck vendor has confirmed participation from 11:00 a.m. to 3:00 p.m.; the township will distribute vouchers to children and return unused vouchers to the vendor, who will then invoice the township for redeemed vouchers.
- A large maple tree has fallen across a trail at Oberland Park. Township staff were unable to remove it, and a professional tree service will be engaged.
- Oberland Park restrooms: recurring clogging issues were reported (see Ms. Sayre’s update below). Mr. Lair stated the township will add plungers and placards to the restrooms.

Ms. Sayre’s Update:

- Cemetery headstones / 2027 plan: the contractor working on headstone safety and restoration has largely completed Munn Cemetery, with minor remaining items, and will next return to Center Cemetery, where a number of headstones require attention (it has been approximately two years since work was last performed there). Ms. Sayre will obtain a cost quote for that work from Milano Monuments.
- Center Cemetery paving: Ms. Sayre reported a quote from G.A.R. Paving for widening the cemetery paths to accommodate winter parking and turnaround – \$17,650 for 10-foot paving or \$23,840 for 14-foot paving [the total stated when the motion was made was \$21,745 for the 14-foot option; the discrepancy between the quote figure reported and the amount in the motion should be confirmed against the written quote before payment]. Ms. Pollock confirmed \$35,000 is budgeted for cemetery site improvements, which covers the cost.
- Ms. Sayre moved to accept the bid from G.A.R. Paving for the 14-foot paving at Center Cemetery and Mr. Tropf seconded. Roll call vote: three ayes.
- Indigent burial process and marker quote: the contracted funeral home does not provide markers for indigent burials as part of its base price; the road department instead prepares a concrete marker with the decedent’s name inscribed. Ms. Sayre reported a rate of \$1,300 per incident with Sly Funeral Home (a reduction from the funeral home’s standard cremation rate of approximately \$2,300), covering removal of the decedent, filing of the cremation authorization and death certificate with the county, transportation to and from the crematory, and delivery of the cremains to the township. Ms. Sayre noted Best Funeral Home had not returned a call for comparison.
- Ms. Sayre moved to proceed with Sly Funeral Home for indigent burials at \$1,300 per incident and Mr. Tropf seconded. Roll call vote: three ayes.
- Oberland Park restrooms: Ms. Sayre reported that the restroom toilets were plugged during a recent softball tournament and asked that plungers be kept on site. Mr. Lair agreed to add plungers and placards (see Mr. Lair’s update above). Ms. Sayre also raised the question of installing a well to serve the restrooms, noting a prior quote of approximately \$27,000–\$30,000 from Ayers Well Drilling, and that a well would also require water sample testing as a public facility. No formal action was taken; the trustees agreed to continue considering a well and to consider budgeting for it.
- South Cemetery fence: the fence vendor, Auburn Fence, has asked the township to clarify exact placement. The trustees discussed placing the fence forward of the grass line (rather than at the rear property line) to better deter illegal dumping, along with a decorative front section and a walk-through gate to prevent vehicles from driving through the cemetery while preserving pedestrian access. Ms. Sayre will work with the vendor to finalize the design and bring it back for trustee approval before installation.
- A resident/volunteer coach requested continued informal use of a grassy area of the Oberland Park parking lot for flag football practice with children. The trustees had no objection, given the informal, non-organized nature of the activity.

Summary of Motions:

Motion	Moved / Seconded	Vote
Accept the consent agenda as presented (7/15/2026 and 8/5/2026 regular meeting minutes)	Mr. Tropf / Mr. Lair	Roll call: three ayes

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Motion	Moved / Seconded	Vote
Accept the bid from G.A.R. Paving for the 14-foot paving at Center Cemetery [amount stated at the meeting: \$21,745; note the quote figure reported earlier in the same discussion was \$23,840 for the 14-foot option – confirm final contract amount before disbursement]	Ms. Sayre / Mr. Tropf	Roll call: three ayes
Approve indigent burial arrangement with Sly Funeral Home at \$1,300 per incident	Ms. Sayre / Mr. Tropf	Roll call: three ayes
Accept Lindsay Pollock’s resignation as Fiscal Officer, effective August 27, 2026	Mr. Tropf / Mr. Lair	Roll call: three ayes
Appoint Lindsay Pollock as Deputy Fiscal Officer	Mr. Tropf / Ms. Sayre	Roll call: three ayes
Adjourn the meeting	Mr. Tropf / Mr. Lair	Roll call: three ayes

Warrants approved prior to or at this meeting:

Number	Post Date	Total Warrant Amount	Payee	Status
39347	8/17/26	-\$157.61	Baker Vehicle Systems, Inc.	V
39385	8/19/26	\$173.85	1st Ayd Corporation	V
39385	8/19/26	-\$173.85	1st Ayd Corporation	V
39386	8/19/26	\$650.00	Cintas	V
39386	8/19/26	-\$650.00	Cintas	V
39387	8/19/26	\$1,331.91	Cintas Corp.	V
39387	8/19/26	-\$1,331.91	Cintas Corp.	V
39388	8/19/26	\$173.85	1st Ayd Corporation	O
39389	8/19/26	\$650.00	Cintas	O
39390	8/19/26	\$1,331.91	Cintas Corp.	O
39391	8/19/26	\$2,570.94	Cuyahoga Asphalt Materials	O
39392	8/19/26	\$160.99	Designs by Dianna Ltd.	O
39393	8/19/26	\$21.46	DJM Sales, LLC	O
39394	8/19/26	\$50.00	Elizabeth Meyers	O
39395	8/19/26	\$522.80	Fisher Auto Parts	O
39396	8/19/26	\$155.00	Geauga County Automatic Data Processing Board	O
39397	8/19/26	\$600.00	Geauga Septic System Service, Inc.	O
39398	8/19/26	\$30.00	Green Vision Material	O
39399	8/19/26	\$702.00	Karlovec Media GRoup	O
39400	8/19/26	\$50.00	Kimya Matthews	O
39401	8/19/26	\$220.00	Lewis C Tomsic	O
39402	8/19/26	\$213.92	Lindsay Pollock	O
39403	8/19/26	\$220.00	Michael G Fenstermaker	O
39404	8/19/26	\$50.00	Monica Palivoda	O
39405	8/19/26	\$53.85	Ray’s Repair	O
39406	8/19/26	\$27,754.00	Ronyak Bros. Paving Inc.	O
39407	8/19/26	\$180.00	Scott Koller	O
39408	8/19/26	\$50.45	Sunrise Springs Water Co. Inc.	O
39409	8/19/26	\$597.75	Ullman Oil Company	O
		\$36,201.31	Total Payments	

Mr. Tropf moved to adjourn the meeting and Mr. Lair seconded. Roll call vote: three ayes. The meeting was adjourned at approximately 7:20 p.m.

Gregory Tropf - Chairman

David Lair, Jr. - Vice Chairman

Carly A. Sayre – Trustee

Lindsay M. Pollock – Fiscal Officer