

The regular meeting of Newbury Township Trustees called to order at 7:00 p.m., January 20, 2021, with Bill Skomrock and Greg Tropf attending at the town hall, and Glen Quigley attending via Zoom.

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

Mr. Fagan gave the Fire Department update. In 2020, total calls were 625. Compared to 635 calls in 2019. There were 70 calls in December and 30 calls to far in January 2021.

Mr. Zimperman attended via Zoom gave the Road update. Memorandum of Understanding with Engineer's office for Lane Striping in 2021. Also for the Road repaving projects with the Engineer's office, he recommended increasing appropriations to \$440,000. Fiscal officer Sustar said that was doable, but would need to wait for the First Amended Certificate of Estimated Resources from the County Auditor's office. Final balances have been filed with the Auditor's office. The Final Appropriations Resolution will be prepared and executed, after Revenue and Balances are certified. Trustees will review and approve changes.

Mr. Zimperman concluded that it is business as usual. Road Department is about two thirds done with clean up from previous two storms. The Leak Detection System has been installed in the basement of the town hall.

Mr. Skomrock asked if the portable restroom is still in place at Oberland Park. Mr. Zimperman stated that it was. Mr. Quigley said that he cancelled the service a while back. Mr. Zimperman said there are still people using the park, and the restroom. Mr. Skomrock asked how much it costs per month. Ms. Sustar stated \$172 per month.

Mr. Zimperman introduced the Independent Tree Purchase order for pruning of trees at Munn Cemetery. Mr. Skomrock stated that was on his agenda for tonight.

Mr. Tropf spoke about the number of older trucks. Mr. Skomrock said that the township should probably get rid of the older trucks. Mr. Tropf said he would stop by and put together a list and they could talk about what to get rid of. Ms. Sustar stated that Ohio Revised Code 505.04 does require the Trustees to make an Inventory of all materials, machinery, tools and other township supplies, each year in January. This would be a good opportunity to do that, and it would help with the renewal of insurance through OTARMA this spring. The township would not want to insure items that they no longer have, or miss insuring new items. Doug said he could get that together.

Ms. Sustar requested the approval of minutes from regular meeting January 6, 2021. Motion to approve minutes was made by Mr. Tropf, 2nd by Mr. Quigley and a unanimous affirmative vote by all.

Mr. Quigley thanked Mr. Zimperman for his suggestions regarding the cemetery

Mr. Skomrock moved to accept Independent Tree estimate of \$1974 as presented by them. Mr. Tropf seconded.
Voice vote: three ayes.

Mr. Skomrock introduced a letter that he received from the Auditor of State's office, He asked if the letter stated that we weren't allowed to use Star Ohio anymore? Ms. Sustar explained that the Auditor of State used to "endorse" Star Ohio PLUS, which is an investment tool from Meeder Investments. The Auditor's office did not feel that it was proper to endorse one product over

another, so they are withdrawing their endorsement. If the Township does nothing, the investments will automatically revert back to Star Ohio. The change should not impact the Township's investments negatively.

Mr. Tropf reported on Mail Box to be located at town hall. Once time cost to install mailbox will be offset by savings in annual lockbox at post office, time and mileage.

Questions about cost to change, with vendors and ordering new envelopes. Will need to notify vendors. Mr. Quigley likes the continuity of staying the same, and costs of reordering envelopes. Mr. Trof made a motion to purchase and install free standing mail box at the town hall.

Mr. Quigley asked if this would interfere with snow plowing. Doug said probably not, but suggested placing bollards to protect the post. Mr. Quigley seconded motion. Voice vote: three ayes.

Mr. Trof presented estimate from Patton Pest for annual service contract. To provide quarterly treatments. \$400 annually. Mr. Trof moved to approve contract. Mr. Quigley seconded.

Voice vote: three ayes.

Employee reimbursement policy:

Mr. Trof sent copy to each of trustees. Township is not obligated to pay mileage, but it is only fair to do so, if the employee is using their own vehicle. Trustees need to make sure, that the employee has a valid driver's license and proof of insurance "on file" with the township. Mr. Trof feels this is a liability to the township. He wants to consider any mileage under five miles a day as incidental and part of the job. Section 4.8 of Employee Policy. Mr. Quigley would like to combine the two issues together into one section of policy manual. Mr. Quigley does not agree with mileage being an incidental. He questioned the township's liability. Mr. Trof stated that the township's liability when an employee is on the road is the same whether they are paid to use their own vehicle, or not. Mr. Skomrock stated that we should get the driver's license and proof of insurance on file. Mr. Skomrock asked if there is some way to set up a reminder. Ms. Sustar stated that she will set up a reminder on Outlook.

Mr. Trof reported that the Zoning secretary has located a towing company that will remove a vehicle without a title. She is working with the township's assistant prosecutor about the proper way to finish the process.

Mr. Skomrock turned the discussion over to Mr. Quigley regarding the Portlew property. Mr. Quigley stated the bids should be in the office. They were opened so that he could determine if the contractors were certified to handle asbestos. He has since learned from the prosecutor's office, that on a residential property that is not a requirement. Mr. Trof stated that since they were opened, they would all need to be resubmitted. Mr. Quigley asked if Mr. Trof could show him where that was stated. Mr. Trof said that he receive the information from the prosecutor's office, and he would get that to Mr. Quigley.

Mr. Quigley spoke on the Grange Park legal description. It has been submitted to the Zoning Commission. They have to meet to approve sign document. Request was sent in December. Delay may have caused a them to miss the Planning Commission meeting. There is a target date of March.

Geauga Trumbull Solid Waste has new grants available. Mr. Skomrock will forward email to Mr. Quigley.

BZA assignments are expiring: Mike Fenstermaker, Karen Endres, Scott Koller.
Zoning Commission position expiring: Steve Boughner
Mr. Quigley would like to speak with them before making a decision.

Zoning Resolution: Require to send to Recorder's office. Even without changes. Cost is \$50.00. Mr. Quigley requests to delay recording until legal description is corrected. Or can speak with Celesta to see if it can be filed and then corrected.

Health Department Liaison was not assigned. Mr. Skomrock will take on the roll.

Mr. Skomrock spoke with Ed Meyers regarding working with the Grange Park sale. Mr. Meyers made a couple of minor clarifications on the Letter of Interest. If there are no objections, he will send it to Mr. Weiss tomorrow morning. Mr. Trof will review first thing in the morning.

Auditor's office sent information regarding ADP services and township website design. Current website is out of date. Possibility of making it more user friendly. Will contact Hugh Cassidy, who currently handles the website maintenance to see if this would be a project that he would be interested in taking on. He has always been very responsive to requests for posting new information to site. Also open proposals to other local web designers.

Received Memorandum of Understanding from the Engineer's office for application of pavement markings. Discounted rate estimate of \$5,700 for 2.205 miles.

Resolution 20210120-01 for application of pavement markings.
Mr. Trof moved to accept the resolution. Mr. Quigley seconded the motion.
Voice vote: three ayes.

Mr. Skomrock received correspondence from Dominion that stated the PUCO had approved at rate increase for Infrastructure Replacement.

Received letter from Health Department regarding scheduling of vaccinations.

School Property: attorneys for representation of township. Brouse McDowell, and Joe Weiss have expressed interest. Has been no communication between Trustees and West Geauga School Board since Executive session several weeks ago. West Geauga was supposed to have a site assessment done. Maple Leaf reported that it had not yet been done. Mr. Skomrock feels that the township needs legal representation. Chet Ramey is new school board president. Mr. Skomrock tried to reach out. It will probably take longer than expected to negotiate. Mr. Quigley asked about the hourly rates. Mr. Skomrock stated they were all different rates. Three individuals from Brouse McDowell will work as a team. Estimate \$5,000 - \$10,000. Mr. Weiss gave hourly rate of \$175.00. Mr. Quigley asked to table decision until the next meeting. Mr. Skomrock cannot make a meeting the first Wednesday of February. He feels that they need an attorney to give the trustees direction. He doesn't feel that they know enough about what the next steps should be. Mr. Quigley suggested moving the decision until the next meeting. Reschedule meeting for January 25, 2021 at 7:00 p.m.

Mr. Quigley received a letter from NOPEC about the community grant in the amount of \$12,000. He will forward information to other trustees. Deadline for application is June. There is enough time to make a decision.

Warrants approved by signing prior to or at this Meeting:

| | | | |
|---------|---------|------------|-------------------------------------|
| 16-2021 | 1/7/21 | \$255.00 | Ohio Public Employees Deferred Comp |
| 17-2021 | 1/7/21 | \$8,508.03 | Ohio Public Employees Retirement |
| 18-2021 | 1/7/21 | \$5,872.27 | IRS TAX PYMT |
| 19-2021 | 1/7/21 | \$1,111.40 | Treasurer of State |
| 21-2021 | 1/11/21 | \$48.99 | Medical Mutual Of Ohio |
| 35088 | 1/11/21 | \$12.37 | VSP |
| 35089 | 1/11/21 | \$60.00 | Green Vision Material |
| 35090 | 1/11/21 | \$472.40 | O'Reilly Equipment L.L.C. |
| 35091 | 1/11/21 | \$515.50 | Newbury Technologies |
| 35092 | 1/11/21 | \$472.27 | Star2Star Communications LLC |
| 35093 | 1/11/21 | \$579.72 | Han's Freightliner of Cleveland |
| 35094 | 1/11/21 | \$54.00 | Sunrise Springs Water Co. Inc. |
| 35095 | 1/11/21 | \$10.96 | DJM Sales, LLC |
| 35096 | 1/11/21 | \$510.80 | Iron Man Contractors Supply |
| 35097 | 1/11/21 | \$13.51 | Waste Management of Ohio Inc. |

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|---------|---------|-------------|------------------------------------|
| 35098 | 1/11/21 | \$111.43 | VSP |
| 35099 | 1/11/21 | \$874.86 | Kolsom Tires |
| 35100 | 1/11/21 | \$297.50 | G.Heilman & Associates |
| 35101 | 1/11/21 | \$75.98 | Tractor Supply Co. |
| 35102 | 1/11/21 | \$78.35 | Turney Home and Auto |
| 35103 | 1/11/21 | \$871.25 | Universal Oil Inc. |
| 35104 | 1/11/21 | \$362.02 | Dominion East Ohio Gas |
| 35105 | 1/11/21 | \$45.00 | Great American Awards Inc. |
| 35106 | 1/11/21 | \$230.00 | APWA |
| 35107 | 1/11/21 | \$44,920.83 | Newbury Volunteer Fire Department |
| 35108 | 1/11/21 | \$83,493.85 | Newbury Volunteer Fire Department |
| 22-2021 | 1/12/21 | \$65.82 | Medical Mutual Of Ohio |
| 34-2021 | 1/19/21 | \$22.68 | Medical Mutual Of Ohio |
| 23-2021 | 1/20/21 | \$539.99 | John Boksansky |
| 24-2021 | 1/20/21 | \$952.31 | Joseph Colini |
| 25-2021 | 1/20/21 | \$923.27 | Thomas J Csepi |
| 26-2021 | 1/20/21 | \$735.86 | Timothy H. Hegedus |
| 27-2021 | 1/20/21 | \$1,327.42 | Randal O. Hollis |
| 28-2021 | 1/20/21 | \$31.44 | Randal R. Hollis |
| 29-2021 | 1/20/21 | \$1,413.85 | Timothy A. Mansfield |
| 30-2021 | 1/20/21 | \$870.60 | Lorraine Sevich |
| 31-2021 | 1/20/21 | \$1,598.35 | Douglas J. Zimperman |
| 35109 | 1/20/21 | \$398.40 | Jodie K. Swartwout |
| 35110 | 1/20/21 | \$352.30 | Ohio Child Support Payment Central |
| 35111 | 1/20/21 | \$172.60 | Aris Company |
| 35112 | 1/20/21 | \$1,259.94 | Business Card |
| 35113 | 1/20/21 | \$2,383.68 | Chagrin Oil & Gas Co. Inc. |
| 35114 | 1/20/21 | \$1,501.14 | First Energy |
| 35115 | 1/20/21 | \$3,370.50 | DJL Material & Supply |
| 35116 | 1/20/21 | \$43.50 | Geauga County Maple Leaf |
| 35117 | 1/20/21 | \$14.15 | MT Business Technologies INC. |
| 35118 | 1/20/21 | \$787.80 | The Penn Ohio Corporation |
| 35119 | 1/20/21 | \$118.01 | Lorraine Sevich-v |

Total payments \$168,741.90

Purchase Orders approved by signing prior to or at this meeting:

PR 12-2021 1/15/21 \$1,900.00 Independent Tree LLC

Motion to adjourn was made at 8:15 PM by Mr. Quigley and seconded by Mr. Tropic. Adjourned by unanimous affirmative vote.

William Skomrock, Jr. - Chairman

Glen Quigley - Vice Chairman

Greg Tropic

Beverly Sustar – Fiscal Officer