

The regular meeting of Newbury Township Trustees called to order at 7:04 p.m., February 17, 2021, with Bill Skomrock and Greg Trof in attendance at the town hall, and Trustee Glen Quigley and Road Superintendent Doug Zimperman attending via Zoom.

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

Also in attendance was Ken Fagan, Chief of Newbury Volunteer Fire Department and resident Dennis Pearson.

Fire Department update:

Chief Fagan reported 44 calls for the month of January, 26 calls so far in February and 70 calls year to date.

Mr. Fagan asked to have the annual contract and the three year lease of the station signed at the township trustee meeting on March 3rd. The contract remains the same as last year.

Road Department update:

Mr. Zimperman reported the 2005 Chevy truck sold. Sale price as \$4,200 with buyer to pay premium. After paying admin fee to GovDeals, net to township should be about \$4,100.

2021 Road Projects bids were opened at an open meeting on Monday February 12, 2021 at 11:35 a.m.

Chagrin Valley Paving:	370,995.10
Cunningham Paving:	444,465.04
Empire Paving:	412,300.25
Perk Paving:	370,725.00
Ronyak Paving:	347,958.00

All bids included copies of their bonds.

Ronyak Paving was recommended as the lowest and best bid by the Engineer's Office. Mr. Qugley moved to accept Ronyak Paving as the lowest and best bid based on the Engineer's recommendation. Mr. Skomrock seconded. Voice vote: two ayes. Mr. Trof abstained. Fiscal Officer will take contracts to contractor for execution.

Fiscal Officer update:

Ms. Sustar requested the approval of minutes from regular meetings on January 20th and January 25th, 2021. Draft of minutes were sent to trustees on January 26th for their review. Motion to approve minutes was made by Mr. Trof, 2nd by Mr. Skomrock and a unanimous affirmative vote by all.

Ms. Sustar presented bank reconciliation and financials for January 2021.

Receipts	\$ 63,685.72
Payments:	\$ 203,674.40
Balance:	\$1,409,921.27

She requested signatures attesting the trustees have received copies of bank statements and financial reports.

Ms. Sustar stated that she received the First Amendment to the Certificate of Estimated Resources from the County Auditor's office. They certified beginning carryover fund balances and certified tax revenue, including an approximate \$13,000 reduction in Local Government Fund revenue.

She presented resolution 20200217-01 Permanent Appropriations. Recommended Appropriations were sent to the trustees via email on February 9, 2021 for review.

	Sub	Newbury Twp 2021 Permanent Appro	2021
Account Number	Category	Account Name	Appropriation
		General Fund	
1000-110-111-0000	Admin	Salaries - Trustees	\$38,125.00
1000-110-121-0000		Salary - Township Fiscal Officer	\$23,003.00
1000-110-131-0000		Salary - Administrator	\$13,250.00
1000-110-219-0000		Other - Employer's Retirement Contributor	\$13,800.00
1000-110-221-0000		Medical/Hospitalization	\$57,000.00
1000-110-229-0000		Other - Insurance Benefits	\$4,800.00
1000-110-230-0000		Workers' Compensation	\$5,000.00
1000-110-311-0000		Accounting and Legal Fees	\$25,000.00
1000-110-312-0000		Auditing Services	\$1,000.00
1000-110-313-0000		Uniform Accounting Network Fees	\$3,600.00
1000-110-314-0000		Tax Collection Fees	\$3,000.00
1000-110-315-0000		Election Expenses	\$6,000.00
1000-110-330-0000		Travel and Meeting Expense	\$1,500.00
1000-110-380-0000		Insurance and Bonding	\$12,500.00
1000-110-410-0000		Office Supplies	\$3,000.00
1000-110-599-0000		Other - Other Expenses	\$900.00
1000-110-740-0000		Machinery, Equipment and Furniture	\$3,000.00
1000-120-323-0000		Repairs and Maintenance	\$11,000.00
1000-120-350-0000		Utilities	\$12,000.00
1000-120-490-0000		Other - Supplies and Materials	\$1,200.00
1000-120-590-0000		Other Expenses	
1000-120-730-0000		Improvement of Sites	\$70,000.00
1000-130-150-0000	Zoning	Compensation of Board and Commission M	\$4,000.00
1000-130-190-0000		Other - Salaries	\$39,000.00
1000-130-219-0000		Other - Employer's Retirement Contributor	\$6,200.00
1000-130-345-0000		Advertising	\$1,200.00
1000-130-490-0000		Other - Supplies and Materials	\$2,500.00
1000-130-590-0000		Other Expenses	\$2,000.00
1000-190-359-0000	Rental	Other - Utilities	\$1,650.00
1000-190-599-0000	Gen-Other	Other - Other Expenses	\$20,000.00
1000-220-360-0000	Fire	Contracted Services	\$70,000.00
1000-290-360-0000		Contracted Services	\$30,000.00
1000-290-599-0000		Other Expenses	\$500.00
1000-310-360-0000	St. Lighting	Contracted Services	\$13,500.00
1000-320-360-0000	Clnup Day	Contracted Services	\$17,000.00
1000-410-190-0000	Cemetery	Other - Salaries	\$17,000.00
1000-410-219-0000		Other - Employer's Retirement Contributor	\$2,500.00
1000-410-323-0000		Repairs and Maintenance	\$5,000.00
1000-410-740-0000		Machinery, Equipment and Furniture	\$6,000.00
1000-610-590-0000	Park	Other Expenses	\$ 12,000.00
1000-920-920-000		Advances Out	
		Total General Fund:	\$558,728.00
		MV License Tax Fund	
2011-330-360-0000		Contracted Services	\$ 20,000.00
		Total MV License Tax Fund:	
		Gasoline Tax Fund	
2021-330-360-0000		Contracted Services	\$ 20,000.00
2021-330-420-0000		Operating Supplies	\$ 75,000.00
2021-330-720-0000		Buildings	\$ 49,000.00
		Total Gas Tax:	\$ 144,000.00

		Road and Bridge Fund		
2031-330-190-0000	Other - Salaries	\$	62,110.00	
2031-330-219-0000	Other - Employer's Retirement Contrib	\$	9,600.00	
2031-330-221-0000	Medical/Hospitalization	\$	24,000.00	
2031-330-229-0000	Other - Insurance Benefits	\$	600.00	
2031-330-323-0000	Repairs and Maintenance	\$	15,000.00	
2031-330-350-0000	Utilities	\$	19,000.00	
2031-330-360-0000	Contracted Services	\$	20,000.00	
2031-330-380-0000	Insurance and Bonding	\$	19,000.00	
2031-330-490-0000	Other - Supplies and Materials	\$	100,000.00	
2031-330-590-0000	Other Expenses	\$	800.00	
2031-330-720-0000	Buildings	\$	50,000.00	
2031-330-740-0000	Machinery, Equipment and Furniture	\$	7,000.00	
2031-390-314-0000	Tax Collection Fees	\$	4,500.00	
	Total Road and Bridge:	\$	331,610.00	
		Cemetery Fund		
2041-410-190-0000	Other - Salaries			
2041-410-219-0000	Other - Employer's Retirement Contributions			
2041-410-319-0000	Other - Professional and Technical Se	\$	14,000.00	
2041-410-420-0000	Operating Supplies			
2041-410-430-0000	Small Tools and Minor Equipment	\$	800.00	
2041-410-490-0000	Other - Supplies and Materials	\$	1,500.00	
2041-410-590-0000	Other Expenses	\$	500.00	
2041-410-730-0000	Improvement of Sites	\$	3,000.00	
2041-410-740-0000	Machinery, Equipment and Furniture	\$	7,200.00	
	Total Cemetery:	\$	27,000.00	
		Fire Fund		
2111-220-230-0000	Workers' Compensation	\$	1,000.00	
2111-220-360-0000	Contracted Services	\$	250,000.00	
2111-220-590-0000	Other Expenses	\$	15,000.00	
2111-390-314-0000	Tax Collection Fees	\$	4,200.00	
	Total Fire Fund:	\$	270,200.00	
		Road Levy Fund		
2141-330-190-0000	Other - Salaries	\$	195,000.00	
2141-330-219-0000	Other - Employer's Retirement Contrib	\$	30,000.00	
2141-330-221-0000	Medical/Hospitalization	\$	58,000.00	
2141-330-229-0000	Other - Insurance Benefits	\$	5,000.00	
2141-330-230-0000	Workers' Compensation	\$	4,500.00	
2141-330-360-0000	Contracted Services	\$	424,050.00	
2141-330-590-0000	Other Expenses	\$	16,000.00	
2141-330-790-0000	Other Capital Outlay/Buildings			
2141-330-740	Machinery, Equipment and Furn	\$	-	
2141-390-314-0000	Tax Collection Fees	\$	12,000.00	
	Total Road Levy:	\$	744,550.00	
		Permissive MVL		
2231-330-360	Contracted Services	\$	10,000.00	
	Total Permissive MVL	\$	10,000.00	
		Coronavirus Relief Fund		
2272-290-599-0000	Other Expenses	\$	47,402.32	
		\$	47,402.32	
		Capital Improvement		
4904-760-720	Buildings	\$	-	
4904-760-730	Improvement of Site	\$	6,510.92	
4904-920-920-0000	Advances Out			
	Total Capital Improvement	\$	6,510.92	
	Total All Funds		#REF!	
		Capital Improvement		
4904-760-720	Buildings	\$	-	
4904-760-730	Improvement of Site	\$	6,510.92	
4904-920-920-0000	Advances Out			
	Total Capital Improvement	\$	6,510.92	
	Total All Funds		\$2,160,001.24	

Mr. Skomrock asked for a motion to accept the recommended appropriations.
Mr. Tropf moved to accept the appropriations, Mr. Skomrock seconded the motion.
Voice vote: three ayes.

Mr. Tropf gave an update on the post office box. Location will be beside the small garage by the town hall.

Mr. Tropf has drafted a revision of the Reimbursement Policy. He will provide copies to other trustees to review and discuss at a future meeting.

Mr. Tropf also presented a draft of revisions and updates to the Cemetery Policy. One item discussed was issuing a deed for every grave. In the past, only prearranged burial sites were issued deeds. Fiscal officer said that she believes that the transfer of any gravesite is a real estate transaction, and she believes that each site should have a deed as proof of ownership. Mr. Skomrock disagreed. He stated that in the past they only issued a deed if you prepaid to reserve a gravesite. If someone would pass away, they would be buried, and would not need a deed. If someone would want to be buried next to them, they would buy reserve that gravesite and would get a deed. Ms. Sustar brought up the scenario of someone wanting to bury cremains in an occupied gravesite. She believes that a deed would be helpful. Mr. Skomrock didn't think that was the way to go. He would go along with whatever everyone wants, but he is not in favor.

Mr. Quigley posed the situation of someone in a nursing home. In the event that they are on Medicare/Medicaid they need proof that they have a someplace to be buried. He thinks that a deed is a good idea. If the UAN system should go down, the township would still have a paper document to fall back on. Mr. Skomrock said that would be a prearrangement situation and that would have a deed. Mr. Quigley pointed out corrections to the old policy ORC codes. Regarding ORC 9.15, he asked that Greg would incorporate verbiage regarding dis-internment. After discussion, the trustees decided to vote on issuing deeds for all graves.
Voice vote: providing deeds for all gravesites Mr. Quigley – yes, Mr. Tropf – yes, Mr. Skomrock - no

Mr. Skomrock introduced a current situation. Fifteen years ago, an individual was buried in a double deep grave. Under current policy, it is not allowed to have two full size burials in a single gravesite. Apparently, the trustees allowed that several years ago, in order to correct an error in the paperwork.

At the discretion of the trustees special arrangements can be made. Mr. Skomrock asked for a motion to allow the Aquaviva family to do a have a double burial to bury a family member.
Mr. Skomrock moved, to allow a second burial for the Aquaviva family, Mr. Tropf seconded.
Voice vote: three ayes.

Can change policy in the future, if circumstances change.

Broadband update:

Mr. Tropf stated that this is a big Issue with state of Ohio . Round table with Ohio Township Association. Governor has asked for \$250 million dollar fund to develop Broadband infrastructure in rural areas. Auburn Township is putting together a task force, with business owners and others with knowledge. Mr. Skomrock said that they would have the total support of the Newbury Board and if the board can help in any way, to get that information. Mr. Tropf wanted to stress that this is not a dead issue and there more attention on it because of the pandemic.

Mr. Skomrock asked if there had been any contact with the contractors for the Portlew property. Mr. Tropf said that he would take care of re submitting for bids. After checking with Prosecutor's office, we were advised that due to the fact that the structure was so small and that it was a residential structure, certification for asbestos removal was not required to be included in the contractor's qualifications. A new ad will need to be placed in the paper. Mr. Skomrock and Mr. Quigley asked why. Mr. Tropf said that the bid packets had been opened. Mr. Quigley asked why that was a problem. Mr. Tropf stated that the ad said specifically that the sealed bids would be opened during a trustee meeting. Mr. Quigley said that the only reason that he did that was to determine if the contractors were certified for asbestos removal. He now understands that is not an issue in this circumstance. He was only trying to do what he thought was right. Mr. Tropf will rerun ad on February 25 and March 4, and specify that bids be marked as Portlew bids. Mr. Skomrock wants to rock and roll on this. Bids must be received by 12:00 pm on March 17th, and will be opened at 7:05 at the March 17th meeting.
Mr. Pearson asked when the original bids were received. Mr. Quigley said he was not sure.

Mr. Quigley sent Zoning Resolution changes. Trustees can review for two weeks and come back with questions, or changes. Then at subsequent meetings additional changes can be reviewed. Mr. Quigley would like to keep the revisions to the Zoning Resolution on track.

Distech property. They are looking for a zoning change. They can either take this on as a single issue, or wait for the township to update the zoning resolution.

Mr. Quigley is working with Geauga Trumbull Solid Waste regarding two grants.

Go Green - \$2,500 reimbursement grant.

Mr. Quigley proposes a ten foot pentagon shaped picnic table for a cost of \$3200. Specially designed with two open sides for wheelchair access. Specially designed as there are no five sided picnic tables available. Table will have three benches and two open sides. Veterans Park Fund has funds to cover the difference.

Dig Grant - \$10,000 reimbursement grant with a required \$1000 match from the township Security cameras for recycling site. Signage built into a mural on side of building adjacent to recycling to educate people on recycling. He has contacted the Cleveland Art Institute as well as the two West Geauga art teachers. He is hoping that Sherwin Williams would donate paint and supplies. Would need to contract with a local electrician for wiring of the cameras and any extra lighting. Artwork would need to be approved by trustees. Mr. Skomrock asked if all of that would cost \$10,000. Mr. Quigley assured him that it would.

Mr. Trof wants to make sure that whatever is done, doesn't cause more work for the road crew. A lot of service employees' time is being used to clean up the site.

Mr. Skomrock asked that it not exceed the grant and wondered if the cameras would create an enforcement obligation. Mr. Quigley said they could use the cameras to educate about misdeeds. Mr. Skomrock believes that those that misuse the site should get at least get letter, or maybe a knock on the door.

Mr. Skomrock said that he would sign both applications

NOPEC will supply "No Knock" stickers. Zoning regulations already prohibit door to door soliciting. Mr. Quigley thinks the township should consent to NOPEC providing the stickers to residents. It is no cost.

Mr. Quigley turned the discussion to the Veterans' Park. He stated that there is approximately 750 foot of frontage between Auburn Road and Rt. 87. He would like to create an avenue of flags. He is thinking of 3 by 5 foot flags on twelve-foot poles, cemented into the ground. The Park Board has agreed to do all the labor. Probably a total of \$10,000. He talked to NOPEC about their grant of \$12,500. Also start planting hedgerow plants. Possible some poppies. He talked to NEO Electric. Expenses would be mostly be the poles at \$35 each. He thinks it will really dress up the corner. Poles to be placed in a receiving pipe, so they could be removed. Extra funds would be from the General Fund. Flags up for holidays. Flags would cost about \$30 each to replace when they become weathered. Park Board would be the keepers of the flags. Fire Department would have to put them up and take them by funds. Since the COVID situation, the state's NatureWorks Grants are on hold, so they need to use down. Need storage for poles. Mr. Quigley believes that the small garage has enough storage.

Mr. Trof asked about a priority list for the park. What other projects are needed to complete the park. Mr. Quigley thanked Mr. Trof for bringing that up. The paved drive and turnaround are included in a spreadsheet that he will resend to the trustees. He said that he spoke to Doug Ule, Doug said it would cost about \$10,000, and if it was more, he would pay the difference. Mr. Quigley said this is management other opportunities to complete these projects. He believes that another \$100,000 is needed to finish up the park. Mr. Trof would like to so a list of unfinished items, by priority. Mr. Quigley thinks that this is a priority. It will create visual interest. NOPEC will not pay for concrete work. Mr. Quigley will send spreadsheet.

Mr. Skomrock asked about a census boundary questionnaire. No changes.

Sheriff's report. There were 170 calls in January.

Verification with the Department of Aging for seniors assist with Community Cleanup Day. Will be June 7th, 8th and 9th. Will be after the community cleanup event.

Non-government groups have been asking to meet at the town hall. The state of Ohio still requires spacing. The township will have to decline that request.

School property update:

Bill Skomrock will send all information available from West Geauga to Joe Weiss. Mr. Skomrock also emailed the West Geauga School Board and Superintendent asking them to share information on the study that they have commissioned.

A letter was received from Mr. Schubert asking why there has been no action on Portlew.

Gauga County Veterans Services. Placing flags on graves for Memorial Day. Mr. Quigley said usually the American Legion takes care of that in conjunction with the Boys Scouts. He spoke with Veteran's group in Chardon about what they are trying to do with the park. Notification of reimbursement of expenses for Memorial Day. Bill will place in Glen's mailbox for review.

With Policy changes, may need to have second meeting of the month on work session meetings. Only tackle one or two issues for those meetings. Twenty minute segment each meeting to review proposed zoning changes. End of

Mr. Quigley moved to go into executive session for a payroll issue. Mr. Tropic seconded. Moved to Executive Session at 8:53

Out of Executive Session at 8:58

No decisions were made.

Warrants approved by trustees prior to or at this Meeting:

36-2021	1/27/21	\$103.99	Medical Mutual Of Ohio
37-2021	1/29/21	\$65.33	Medical Mutual Of Ohio
38-2021	1/29/21	\$65.82	Medical Mutual Of Ohio
39-2021	1/30/21	\$19.93	Medical Mutual Of Ohio
40-2021	1/30/21	\$25.00	Middlefield Banking Company
42-2021	2/1/21	\$445.49	John Boksansky
43-2021	2/1/21	\$1,224.50	Joseph Colini
44-2021	2/1/21	\$622.11	Thomas J Csepi
45-2021	2/1/21	\$132.82	Timothy H. Hegedus
46-2021	2/1/21	\$1,277.78	Randal O. Hollis
47-2021	2/1/21	\$532.60	Randal R. Hollis
48-2021	2/1/21	\$1,719.28	Timothy A. Mansfield
49-2021	2/1/21	\$925.43	Glen E. Quigley
50-2021	2/1/21	\$784.66	Lorraine Sevich
51-2021	2/1/21	\$722.50	William J. Skomrock Jr.
52-2021	2/1/21	\$1,360.92	Beverly A Sustar
53-2021	2/1/21	\$659.13	Gregory J. Tropic
54-2021	2/1/21	\$1,745.11	Douglas J. Zimperman Ohio Public Employees Deferred Comp. Program
56-2021	2/1/21	\$250.00	
57-2021	2/3/21	\$587.10	Medical Mutual Of Ohio
58-2021	2/3/21	\$41.65	Medical Mutual Of Ohio
59-2021	2/5/21	\$785.91	Treasurer of State
60-2021	2/5/21	\$7,019.31	Ohio Public Employees Retirement System
61-2021	2/5/21	\$4,061.62	IRS TAX PYMT
62-2021	2/10/21	\$160.77	Medical Mutual Of Ohio
63-2021	2/15/21	\$42.03	Medical Mutual Of Ohio
75-2021	2/17/21	\$48.72	Medical Mutual Of Ohio
35135	1/26/21	\$13.50	Jodie K. Swartwout
35136	2/1/21	\$251.04	Jodie K. Swartwout
35137	2/1/21	\$12.37	VSP
35138	2/1/21	\$111.43	VSP
35139	2/1/21	\$100.00	Burnham & Flower of Ohio, Inc.
35140	2/1/21	\$2,429.00	Chagrin River Watershed Partners

35141	2/1/21	\$176.90	Geauga County Maple Leaf
35142	2/1/21	\$475.00	Hess & Associates
35143	2/1/21	\$995.00	Kinetico-Newbury
35144	2/1/21	\$313.00	Lake Hydraulic Service Co. Inc.
35145	2/1/21	\$300.00	Patsy Keyes
35146	2/1/21	\$239.80	Unique Paving Materials
35147	2/1/21	\$83.55	Lorraine Sevich-v
35148	2/1/21	\$352.30	Ohio Child Support Payment Central
35149	2/8/21	\$1,389.04	Countryside Truck Service, Inc.
35150	2/8/21	\$520.68	Dominion East Ohio Gas
35151	2/8/21	\$1,107.24	First Energy
35152	2/8/21	\$37.18	Hans' Truck & Trailer Repair, Inc.
35153	2/8/21	\$568.46	Kimball-Midwest Inc.
35154	2/8/21	\$1,687.04	Morton Salt Inc.
35155	2/8/21	\$25.00	Northern Ohio Service Directors Assoc.
35156	2/8/21	\$446.84	Star2Star Communications LLC
35157	2/8/21	\$42.00	Sunrise Springs Water Co. Inc.
35158	2/8/21	\$13.58	Waste Management of Ohio Inc.
35159	2/8/21	\$28.89	Doug Ziperman
35160	2/8/21	\$502.13	Golliher, Randall T.
35161	2/11/21	\$608.47	Geauga County Treasurer
35162	2/15/21	\$2,602.82	Chagrin Oil & Gas Co. Inc.
35163	2/15/21	\$1,131.77	Cintas Corp.
35164	2/15/21	\$1,522.57	First Energy
35165	2/15/21	\$26.20	Fisher Auto Parts
35166	2/15/21	\$17.94	Geauga Feed & Grain Supply
35167	2/15/21	\$867.32	Hartville Hardware Inc.
35168	2/15/21	\$3,422.55	Morton Salt Inc.
35169	2/15/21	\$2,000.00	Ohio CAT
35170	2/15/21	\$566.70	O'Reilly Equipment L.L.C.
35171	2/15/21	\$58.50	Sidley Inc.
35172	2/15/21	\$148.88	Tractor Supply Co.

Total
Payments **\$50,624.20**

Motion to adjourn was made at 8:59 PM by Mr. Quigley and seconded by Mr. Tropf.
Unanimous affirmative vote.

_____ William Skomrock, Jr. - Chairman	_____ Glen Quigley - Vice Chairman
_____ Greg Tropf	_____ Beverly Sustar – Fiscal Officer