

## RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:01 p.m., January 3, 2024 at the Newbury Township town hall. Chairman Bill Skomrock, and Trustees Greg Tropf and David Lair, Jr. were in attendance.

Also in attendance:

Ken Fagan	Fire Chief
Doug Ziperman	Road Superintendent
Lindsay Pollock	resident
Thomas Retych	resident
David Lair, Sr.	resident
Allison Wilson	Geauga Maple Leaf
Tim Charvat	resident
Wayne Mansfield	Park Board
C. D. Boyd	resident

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

### **Resolution recognizing Glen Quigley for his 22 years of service as Newbury Township Trustee.**

Mr. Tropf moved to accept the resolution. Mr. Skomrock seconded the motion.

Voice vote: Three ayes

### **Annual Re-organization**

Mr. Tropf moved to appoint Mr. Skomrock as Chairman

Mr. Lair seconded

Voice Vote: Two ayes, one abstained

Mr. Skomrock moved to appoint Mr. Tropf as Vice Chair

Mr. Lair seconded.

Voice Vote: Two ayes, one abstained

Road Super- Doug Ziperman

Mr. Tropf moved to appoint Mr. Ziperman as the Service Department Superintendent. Mr. Skomrock seconded the motion.

Voice Vote: Three ayes

Zoning Inspector – John Boksansky

Mr. Skomrock moved to appoint Mr. Boksansky as Zoning Inspector. Mr. Lair seconded.

Voice Vote: Three ayes

Fire Safety officer – Ken Fagan

Mr. Skomrock moved to appoint Mr. Fagan as the Township Safety Officer. Mr. Lair seconded. The motion.

Voice Vote: Three ayes

Ms. Shipman decided on January 2, 2024 to decline the position of Cemetery Sexton.

Ruth Cavanaugh accepted position of zoning secretary. Mr. Skomrock moved to officially hire Ms. Cavanaugh for the zoning secretary position. Mr. Tropf seconded the motion.

Voice Vote: Three ayes

Ms. Cavanaugh will start working with Mr. Boksansky on January 4<sup>th</sup>.

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### **Liaison Assignments**

Greg – Fire Dept, Zoning, Schools

Dave Lair – Park Board, Cemetery, NOPEC

Bill – Road, Sheriff, CRWP

**Fire Department Update:** last year 792 calls, exactly 100 more calls than the highest, 60 in December and six in January. Ken is getting close to advertising for staff.

Fire Station update: Expected near completion by end of January. Painting and floors. Ceilings should be installed within one to two weeks.

Fire Department needs to apply for a fleet number for purchasing.

### **Road Department Update:**

Mr. Zimperman got the official sign permit from the county. Not sure where they are at with ODOT. Mr. Skomrock contacted Mr. Quigley for information and documents.

Leak detection system in the town hall basement has been having problems. Auto shut off valve doesn't reset.

American Legion building needs new gutters. Probably should have gutter guards installed at both American Legion and Town Hall. Problem is Town Hall currently has oversized eight-inch gutters. Can add Fire Station to quote.

### **Mr. Skomrock's Updates:**

Potential candidates for Road Department. Jared Zimperman is interested in position and would like to get his CDL.

Mr. Skomrock moved to hire Jared Zimperman at a rate of 21.00 per hour. Mr. Tropf seconded. Voice vote: Three ayes.

Mr. Skomrock will also contact another applicant from Chesterland to see if he is still interested.

Mr. Skomrock applied for grant funds in the 2024 Capital Budget. \$300,000.00 for permanent restroom. There has to be a match. Township has \$150,000.00 in Capital Reserve Fund.

### **Park Update:**

Will take lights down. Tree will be planted.

### **Mr. Tropf's updates:**

Background checks for new employees. Call sheriff Dept for BCI check.

### **Fiscal Officer's Report:**

#### **Resolution 20240103-01**

To authorize the adoption of the Annual Salary method of compensation for trustees for the fiscal year 2024.

Mr. moved to adopt the resolution. Mr. Seconded the motion.

Voice vote: Three ayes

### **Minutes:**

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Presented minutes from December 20<sup>th</sup> and December 26<sup>th</sup>. Fiscal officer sent drafts to trustees for review, Mr. Skomrock moved to approve the minutes as presented. Mr. Tropf seconded the motion.

Voice vote: Three ayes.

### December Bank Reconciliation:

Receipts	\$ 61,962.60
Payments	\$ 162,782.81
Checking balance	\$ 791,396.95
Star Ohio	<u>\$3,639,530.16</u>
Total Balance	\$4,430,927.11

### Resolution 20240103-02

Certify Revenue Budget for 4301 Fire Station Construction in the amount of \$490,000.00. Construction Loan period was extended by Middlefield Bank. Was not included in the 2024 Tax Budget that was submitted in June of 2023.

Mr. moved to adopt the resolution. Mr. seconded the motion.

Voice vote: Three ayes.

### Resolution 20240103-03

Appropriate \$490,000.00 in the Fire Station Construction Fund. Construction Loan period was extended by Middlefield Bank to fiscal year 2024. Was not included in the 2024 Tax Budget that was submitted in June of 2023.

Mr. moved to adopt the resolution. Mr. seconded the motion.

Voice vote: Three ayes.

Resident had questions regarding recent material spill in Russell Township. Trustees explained that Township do not have authority to limit or legislate transportation rules.

### Warrants approved prior to or at this meeting:

1-2024	1/3/24	\$479,253.86	Middlefield Banking Company
1-2024	1/5/24	\$383.99	John Boksansky
2-2024	1/5/24	\$45.16	Timothy H. Hegedus
3-2024	1/5/24	\$1,469.48	Randal O. Hollis
4-2024	1/5/24	\$1,626.98	Timothy A. Mansfield
5-2024	1/5/24	\$1,359.03	Glen E. Quigley
6-2024	1/5/24	\$1,136.27	William J. Skomrock Jr.
7-2024	1/5/24	\$1,731.36	Beverly A Sustar
8-2024	1/5/24	\$1,098.37	Gregory J. Tropf
9-2024	1/5/24	\$1,687.18	Douglas J. Zimperman
14-2024	1/4/24	\$1,299.42	Medical Mutual Of Ohio Bradford Neal Machinery Inc.
37764	1/3/24	\$367.59	Inc.
37765	1/3/24	\$21.44	DEX Imaging
37766	1/3/24	\$492.39	Dominion East Ohio Gas
37767	1/3/24	\$300.00	Patsy Keyes
37768	1/3/24	\$159.50	Tractor Supply Co.
37769	1/3/24	\$2,533.00	DS Architecture
37770	1/3/24	\$37.97	Active Plumbing Supply Co.
37771	1/3/24	\$38.00	Newbury Auto Parts Inc.
37772	1/3/24	\$89.93	Turney Home and Auto
37773	1/5/24	\$74.34	VSP
37774	1/5/24	\$10.53	VSP
<b>Total Payments</b>		<b>\$495,215.79</b>	

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Motion by Mr. Skomrock to adjourn, seconded by Mr. Tropf. Meeting was adjourned at 8.20 by unanimous vote.

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William Skomrock, Jr. - Chairman

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Greg Tropf - Vice Chairman

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David Lair, Jr. - Trustee

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Beverly Sustar – Fiscal Officer