

## RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:01 p.m., March 6, 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 Zimperman	Road Superintendent
Jeff Munn	resident
Thomas Retych	resident
Allison Wilson	Geauga Maple Leaf
Tim Charvat	resident
C. D. Boyd	resident

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

**Fire Department Update:** 136 YTD calls. February had 54 and 10 calls so far in March.

Fire Station update: Station is pretty close. Dept has moved out of trailer into building. Second HVAC unit is delivered and on roof.

Fire Department Contract: Contract requests increase to \$1,200,000.00 from \$320,000.00. Contract will need to be reviewed by counsel, Tom Fitzsimmons. Request approval at next trustee meeting on March 20<sup>th</sup>.

**Road Department Update:**

Convenience of Necessity has been delivered to Engineer's office.  
 ODOT contract for salt for 2024/2025 has not been released yet.

List of recommended improvements to reduce risk from Insurance, per OTARAMA. Risk assessment. Doug has started looking for double walled flame shield fuel storage tank \$10,550 – \$10,850. Trustees suggested multiple fuel suppliers as possible suppliers for tank/pump. Two 300 gas/ 500 diesel. New torch carts with flame barriers and small gas containers.

Playgrounds needs replacement of 4x4's for retaining mulch

Sealing and striping for parking lot at town hall. Mr. Skomrock moved to seal and stripe parking lot. Mr. Lair seconded the motion.

Voice vote: three ayes

Truck chassis is having bed installed.

More Grant has been increased from \$500 to \$1,000

**EPA Tire Grant:**

Mr. Skomrock moved to apply for the EPA tire grant. Mr. Tropf seconded.

Voice vote: three ayes.

Mr. Skomrock will make the application.

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## Fiscal Officer's Report:

### Minutes:

Presented minutes from February 21st regular meeting and the February 27th special meeting with the Board of Zoning Appeals. Fiscal officer sent drafts to trustees for review, Mr. Trof moved to approve the minutes as presented. Mr. Lair seconded the motion.

Voice vote: Three ayes.

### February Bank Reconciliation:

Receipts	\$ 501,104.26
Payments	\$ 492,308.03

Checking balance	\$ 697,653.99
Star Ohio	\$3,672,580.10
Outstanding checks	<u>\$ - 2,624.72</u>
Total Balance	\$4,367,609.37

Trustees acknowledged that they reviewed

## Permanent Appropriation Resolution 20240306-01

Account Code	Account Name	Final Appropriation
1000-110-111-0000	Salaries - Trustees	\$58,800.00
1000-110-121-0000	Salary - Township Fiscal Officer	\$29,286.00
1000-110-131-0000	Salary - Administrator	\$23,000.00
1000-110-219-0000	Other - Employer's Retirement Contributions	\$18,000.00
1000-110-221-0000	Medical/Hospitalization	\$140,000.00
1000-110-229-0000	Other - Insurance Benefits	\$7,600.00
1000-110-230-0000	Workers' Compensation	\$4,000.00
1000-110-311-0000	Accounting and Legal Fees	\$25,000.00
1000-110-312-0000	Auditing Services	\$5,000.00
1000-110-313-0000	Uniform Accounting Network Fees	\$4,000.00
1000-110-314-0000	Tax Collection Fees	\$7,000.00
1000-110-315-0000	Election Expenses	\$3,500.00
1000-110-330-0000	Travel and Meeting Expense	\$5,000.00
1000-110-380-0000	Insurance and Bonding	\$15,000.00
1000-110-410-0000	Office Supplies	\$4,000.00
1000-110-599-0000	Other - Other Expenses	\$2,500.00
1000-110-740-0000	Machinery, Equipment and Furniture	\$5,000.00
1000-120-190-0000	Other - Salaries	\$25,000.00
1000-120-219-0000	Other - Employer's Retirement Contributions	\$4,500.00
1000-120-323-0000	Repairs and Maintenance	\$15,000.00
1000-120-350-0000	Utilities	\$14,000.00
1000-120-490-0000	Other - Supplies and Materials	\$2,000.00
1000-120-590-0000	Other Expenses	\$5,000.00
1000-120-730-0000	Improvement of Sites	\$70,000.00
1000-130-150-0000	Compensation of Board and Commission Members	\$5,000.00
1000-130-190-0000	Other - Salaries	\$50,138.00
1000-130-219-0000	Other - Employer's Retirement Contributions	\$10,000.00
1000-130-345-0000	Advertising	\$1,300.00

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1000-130-490-0000	Other - Supplies and Materials	\$1,700.00
1000-130-590-0000	Other Expenses	\$1,500.00
1000-190-359-0000	Other - Utilities	\$5,400.00
1000-190-599-0000	Other - Other Expenses	\$25,000.00
1000-290-360-0000	Contracted Services	\$30,000.00
1000-290-599-0000	Other - Other Expenses	\$700.00
1000-310-360-0000	Contracted Services	\$15,000.00
1000-320-360-0000	Contracted Services	\$18,000.00
1000-610-590-0000	Other Expenses	\$160,000.00
1000-910-910-0000	Transfers - Out	<u>\$150,000.00</u>
	<b>General Fund Subtotal</b>	<b>\$965,924.00</b>
2011-330-360-0000	Contracted Services	<u>\$30,000.00</u>
	<b>Motor Vehicle License Subtotal</b>	<b>\$30,000.00</b>
2021-330-360-0000	Contracted Services	\$300,000.00
2021-330-420-0000	Operating Supplies	\$150,000.00
2021-330-720-0000	Buildings	<u>\$50,000.00</u>
	<b>Gas Tax Subtotal</b>	<b>\$500,000.00</b>
2031-330-190-0000	Other - Salaries	\$70,000.00
2031-330-219-0000	Other - Employer's Retirement Contributions	\$11,000.00
2031-330-221-0000	Medical/Hospitalization	\$0.00
2031-330-229-0000	Other - Insurance Benefits	\$0.00
2031-330-323-0000	Repairs and Maintenance	\$40,000.00
2031-330-350-0000	Utilities	\$25,000.00
2031-330-360-0000	Contracted Services	\$200,000.00
2031-330-380-0000	Insurance and Bonding	\$16,000.00
2031-330-490-0000	Other - Supplies and Materials	\$160,000.00
2031-330-590-0000	Other Expenses	\$2,000.00
2031-330-720-0000	Buildings	\$25,000.00
2031-330-740-0000	Machinery, Equipment and Furniture	\$50,000.00
2031-390-314-0000	Tax Collection Fees	\$7,000.00
2031-910-910-0000	Transfer Out	<u>\$150,000.00</u>
	<b>Road &amp; Bridge Subtotal</b>	<b>\$756,000.00</b>
2041-410-190-0000	Other - Salaries	\$12,000.00
2041-410-219-0000	Other - Employer's Retirement Contributions	\$2,400.00
2041-410-319-0000	Other - Professional and Technical Services	\$20,000.00
2041-410-420-0000	Operating Supplies	\$2,500.00
2041-410-430-0000	Small Tools and Minor Equipment	\$3,000.00
2041-410-490-0000	Other - Supplies and Materials	\$3,000.00
2041-410-590-0000	Other Expenses	\$2,000.00
2041-410-730-0000	Improvement of Sites	\$25,000.00
2041-410-740-0000	Machinery, Equipment and Furniture	<u>\$10,000.00</u>
	<b>Cemetery Subtotal</b>	<b>\$79,900.00</b>
2111-220-230-0000	Workers' Compensation	\$11,000.00

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2111-220-310-0000	Professional and Technical Services	\$3,000.00
2111-220-360-0000	Contracted Services	\$600,000.00
2111-220-590-0000	Other Expenses	\$7,000.00
2111-220-720-0000	Buildings	\$1,060,000.00
2111-390-314-0000	Tax Collection Fees	<u>\$22,000.00</u>
	<b>Fire Fund Subtotal</b>	<b>\$1,703,000.00</b>
2141-330-190-0000	Other - Salaries	\$260,000.00
2141-330-219-0000	Other - Employer's Retirement Contributions	\$41,600.00
2141-330-221-0000	Medical/Hospitalization	\$70,000.00
2141-330-229-0000	Other - Insurance Benefits	\$5,500.00
2141-330-230-0000	Workers' Compensation	\$5,000.00
2141-330-360-0000	Contracted Services	\$500,000.00
2141-330-590-0000	Other Expenses	\$25,000.00
2141-330-740-1200	Machinery, Equipment and Furniture{Maintenance}	\$20,500.00
2141-330-790-0000	Other - Capital Outlay	\$57,600.00
2141-390-314-0000	Tax Collection Fees	<u>\$14,000.00</u>
	<b>Road Improvement Subtotal</b>	<b>\$999,200.00</b>
2231-330-360-0000	Contracted Services	<u>\$50,000.00</u>
	<b>Permissive Vehicle Tax</b>	<b>\$50,000.00</b>
2273-290-599-0000	Other - Other Expenses	<u>\$83,163.49</u>
	<b>American Rescue Plan (Federal Grant)</b>	<b>\$83,163.49</b>
4902-760-730-0000	Improvement of Sites	<u>\$30,000.00</u>
	<b>Oberland Park Capital Reserve</b>	<b>\$30,000.00</b>
<b>Total Permanent Appropriations</b>		<b>\$5,197,187.49</b>

Mr. Skomrock moved to adopt the resolution. Mr. Tropf seconded the motion.  
Voice vote: Three ayes.

**Mr. Tropf's updates:**

Risk management – OTARMA has training to be certified as playground safety inspector. Mr. Skomrock asked if the other trustees would be willing to meet with the Park Board to go over the safety concerns. Mr. Tropf and Mr. Lair both agreed to attend the next Park Board meeting on February 14<sup>th</sup>. Greg will advertise.

**Mr. Lair's Update:**

2023 NOPEC grant reimbursement was submitted and approved. Reimbursement will be deposited within 4 to 6 weeks.

20240306-02 11473 NOPEC Energize Grant in the amount of \$11,873.00

Mr. Skomrock moved to accept resolution for the 2024 Energize Grant. Mr. Tropf seconded.  
Voice vote: Three ayes.

Troop 99 is willing to paint the fence at Newbury Center. They asked that supplies be on site in time for painting in April. Mr. Tropf will look at what safety gear and supplies are needed and he will get prices.

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Milano Monuments should be out soon to review the foundations. They will finish up what was left over from 2023.

### Mr. Skomrock's Updates:

Sheriff's report: 161 calls in February.

Bill Bryan from West G soccer is interested in using the old football field. Mr. Skomrock wanted to formally allocate \$8,000 for soccer field and \$2,000 for baseball field restoration. Mr. Skomrock contacted Atty Fitzsimmons about requirements for athletic fields standard contract. Wants to put in lease the cost of mowing and maintenance. If lessee needs portable restrooms, they would be responsible for that cost. Also wants to add Hold Harmless as part of the contract.

Last year the trustees agreed to have Dennis Pavella to paint the wood steps at the town hall and the posts at Oberland Park Pavillion. Trustees agreed that original agreement is still valid.

Mr. Skomrock would like to order eight executive chairs. And mats. Mr. Skomrock will look for pricing.

Service Garage roof replacement. Quotes received mid to high \$20 thousand. Mr. Skomrock will also get prices for steel roof.

Look at painting bay doors at service garage and doors on mausoleum at Newbury Center Cemetery.

### Third Party Payroll:

Mr. Skomrock had questions.

Mr. Tropf suggested that the new fiscal officer should be included in the conversation. Will table decision until Ms. Pollock can attend meeting.

Scapabilities contract: Spring and Fall clean up- for Fire Station, Veterans Park and American Legion building, per mow quote for fire station only. Will review for next meeting

Fire Dept will contact local landscape companies for designs and estimates. Mr. Skomrock will ask John Suvak if he would be interested in giving a design and quote.

Mr. Skomrock asked to enter into Executive Session at 8:55 pm per ORC 5709. NDA-Project LEO, Community Litigation.

Out of Executive session at 9:10 pm

No action taken

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

60-2024	2/23/24	\$185.00	Ohio Public Employees Deferred Comp
62-2024	3/5/24	\$414.84	John Boksansky
63-2024	3/5/24	\$126.61	Timothy H. Hegedus
64-2024	3/5/24	\$1,560.62	Randal O. Hollis
65-2024	3/5/24	\$1,182.39	David J Lair
66-2024	3/5/24	\$1,732.73	Timothy A. Mansfield
67-2024	3/5/24	\$374.00	Leigh R Orłowski
68-2024	3/5/24	\$1,160.37	William J. Skomrock Jr.
69-2024	3/5/24	\$1,767.05	Beverly A Sustar
70-2024	3/5/24	\$1,132.16	Gregory J. Tropf
71-2024	3/5/24	\$1,781.85	Douglas J. Zimperman
73-2024	2/28/24	\$255.05	Medical Mutual Of Ohio
74-2024	2/29/24	\$127.43	Medical Mutual Of Ohio
76-2024	2/29/24	\$25.00	Middlefield Banking Company
37853	2/27/24	\$301.00	Ruth M Cavanagh
37854	3/6/24	\$131.03	Ruth M Cavanagh

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37855	3/6/24	\$187.50	Bain Enterprises, LLC
37856	3/6/24	\$319.81	Cleveland Plumbing Supply Co.
37857	3/6/24	\$1,285.90	Concord Road Equipment Mfg.
37858	3/6/24	\$120.00	County Wide Welding, LLC
37859	3/6/24	\$63.10	Designs by Dianna Ltd.
37860	3/6/24	\$688.14	Dominion East Ohio Gas
37861	3/6/24	\$120.25	G.Heilman & Associates
37862	3/6/24	\$25.00	Green Vision Material
37863	3/6/24	\$293.52	Hans' Truck & Trailer Repair, Inc.
37864	3/6/24	\$4,464.57	Morton Salt Inc.
37865	3/6/24	\$33.70	MT Business Technologies INC.
37866	3/6/24	\$278.75	Newbury Technologies
37867	3/6/24	\$309.00	Ohio CAT
37868	3/6/24	\$300.00	Patsy Keyes
37869	3/6/24	\$30.54	Preston Ford
37870	3/6/24	\$660.00	R.D. Jenkins Electric LLC
37871	3/6/24	\$65.00	Sunrise Springs Water Co. Inc.
37872	3/6/24	\$59.37	Turney Home and Auto
37873	3/6/24	\$97.00	UH Occupational Health
37874	3/6/24	\$56.90	John Boksansky - v
37875	3/6/24	\$7,530.51	Medical Mutual Of Ohio
37876	3/6/24	\$369.53	Delta Dental
37877	3/6/24	\$121.54	VSP
37878	3/6/24	\$13.50	VSP
37879	3/6/24	\$824.20	Medical Mutual Of Ohio
37880	3/6/24	\$39.23	Delta Dental
<b>Total Payments</b>		<b>\$30,613.69</b>	

Motion by Mr. Tروف to adjourn, seconded by Mr. Skomrock. Meeting was adjourned at 9:11 by unanimous vote.

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William Skomrock, Jr. - Chairman

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Greg Tروف - Vice Chairman

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David Lair, Jr. - Trustee

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Beverly Sustar – Fiscal Officer