

## RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:00 p.m., December 7, 2022 at the Newbury Township town hall. Chairman Bill Skomrock, and Trustees Greg Tروف and Glen Quigley were in attendance.

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

### **Fire Department Update:**

Chief Fagan reported calls year to date were 636, with 20 calls already in December.

### **Fire Station Update:**

Tom Neikirk from Middlefield Bank presented loan documents for execution.

Loan was approved and loan commitment was signed by trustees previously at the May 4, 2022 regular Township Board of Trustees meeting.

Loan terms: 3.74 fixed interest

Interest only for first 12 months, with semi-annual fixed payments for 20 years

Loan is unsecured/No prepayment penalty

All trustees and fiscal officer signed documents. Loan processing and draw fees during construction in the amount of \$12,900.00, will be paid from General Fund.

### **Road Department Update:**

Mr. Zimperman gave update on Chip and Seal project for Linda and Diane over the summer. Surface is already failing. He has spoken with County Engineer's office. Contractor did not complete final seal coating. He is not willing to sign off on the job. Trustees agreed not to approve invoice. Mr. Skomrock will follow up with Engineer's office.

Drainage project for Burton Heights Blvd. is on hold until next spring. The County Engineer's office will need to provide specs before going forward.

American Legion Hall-ramps will need to be completely replaced. Doug will try to get at least two quotes. Possibly using composite decking to minimize maintenance.

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

Deposits	\$ 40,504.50
Payments	\$ 220,257.02
Adjustments for voided checks	\$ 470.58
Checking balance at the end of November	\$2,076,819.53
Investment account balance	\$1,942,429.69
Total fund balances on deposit	\$4,019,249.22

Change from prior month	-\$ 174,349.30
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Mr. Quigley moved to approve the financial reports for November. Mr. Tروف seconded the motion.

Voice vote: three ayes

Fiscal officer resented minutes from November 30, 2022 regular meeting Mr. Quigley moved to approve the minutes as presented. Mr. Tروف seconded the motion.

Voice vote: three ayes.

### **Mr. Tروف's updates:**

Lot consolidation should be complete.

Green Vision donated the Christmas tree for the gazebo. A resident contacted Mr. Tروف asking if this could be a community event. It was already too late to organize an event but, Mr. Tروف told the resident that the trustees would consider it for next year. Possibly in conjunction with the Park Board.

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**Mr. Quigley updates:** Mr. Quigley gave an update on the engine brake signage. Possibly adding signs at Sperry Road, north and south.

### **General Discussion/New Business**

Mr. Skomrock presented letter from West Geauga Chamber of Commerce asking for membership. Membership is expected to be \$100 annually. General discussion. Mr. Skomrock believes that it would be a good step in the cooperation between communities. Benefits of larger organization in promoting our community rather than trying to do it as a single township. Other Trustees agreed.

Revision of Job application. Mr. Zimperman created a revised job application based on the applications used by the County Engineer's office. Some minor changes were proposed to make the application more specific for the Township's needs. Fiscal officer suggested that if the application could be converted to a fillable PDF file, it could be uploaded to the Township's website. Then the applicants wouldn't need to request the application from the administration office or Service Department. It would also be easier to electronically maintain them and remain compliant with the public record policy. Mr. Quigley said that he would be interested in working on that.

Mr. Zimperman will have the recent Service/Road Department applicants use the new form to resubmit their applications for employment.

### **Mr. Skomrock;**

The lease agreement for the former Newbury School property has been revised and sent individually to the trustees, by attorney Tom Fitzsimmons, for their review. Only a couple of minor changes were proposed. Mr. Quigley moved to approve the lease agreement with changes as proposed. Mr. Trof seconded the motion.

Voice vote: three ayes.

In conjunction with New Hires, Mr. Skomrock proposed a wage review. Mr. Quigley suggested that should be discussed at a separate meeting, after the new revised job application has been completed. New application should have Federal Form I-9 Employment Eligibility Verification attached.

### **Executive session:**

At 8:23 p.m., Mr. Trof moved to go into executive session under ORC 121.22(G)(4) Details relative to security arrangements. Mr. Quigley seconded.

Voice vote: three ayes.

Trustees left executive session at 8:38 p.m. No action was taken during session.

Mr. Trof proposed correction action to a contract worker who took a township check without permission. He will write a formal letter of reprimand. Worker will need to sign acknowledging receipt. It was also noted that a formal contract for services provided was not on file with the township. Mr. Trof will create a job description outlining what services are expected, what the charges for those services will be and what areas are not to be accessed. No other services will be allowed and no additional invoices will be paid without specific prior approval of the trustees.

**The regularly schedule meeting for December 21 will be cancelled and a special year-end meeting will be held on December 28<sup>th</sup>.**

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

376-2022	12/5/22	\$489.62	John Boksansky
377-2022	12/5/22	\$1,110.08	Joseph Colini
378-2022	12/5/22	\$1,498.52	Randal O. Hollis
379-2022	12/5/22	\$1,589.20	Timothy A. Mansfield
380-2022	12/5/22	\$965.19	Glen E. Quigley
381-2022	12/5/22	\$789.27	William J. Skomrock Jr.

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382-2022	12/5/22	\$1,489.48	Beverly A Sustar
383-2022	12/5/22	\$790.29	Gregory J. Tropf
384-2022	12/5/22	\$1,667.71	Douglas J. Zimperman
36992	12/5/22	\$1,238.48	Lorraine Sevich Ohio Child Support Payment
36993	12/5/22	\$352.30	Central
36994	12/7/22	\$420.00	William Skomrock, Jr.
36995	12/7/22	\$420.00	Randal O. Hollis
36996	12/7/22	\$600.00	Doug Zimperman
36997	12/7/22	\$420.00	Tim Mansfield
36998	12/7/22	\$420.00	Joe Colini-v
36999	12/7/22	\$199.23	Randal O. Hollis
37000	12/7/22	\$200.00	Tim Mansfield
37001	12/7/22	\$200.00	Joe Colini-v
37002	12/7/22	\$44.04	Delta Dental
37003	12/7/22	\$15.33	VSP
37006	12/7/22	\$396.08	Delta Dental
37007	12/7/22	\$138.13	VSP
37008	12/7/22	\$176.35	Doug Zimperman
37009	12/7/22	\$200.20	Aris Company
37010	12/7/22	\$1,848.84	Cerni Motor Sales, Inc
37011	12/7/22	\$1,295.57	Chagrin Oil & Gas Co. Inc.
37012	12/7/22	\$578.61	Dominion East Ohio Gas
37013	12/7/22	\$1,125.63	First Energy
37014	12/7/22	\$87.63	Good News
37016	12/7/22	\$852.50	Kimball-Midwest Inc.
37017	12/7/22	\$209.15	Marshall Power Equipment
37018	12/7/22	\$13,675.00	Milano Monuments
37019	12/7/22	\$40.70	Newbury Auto Parts Inc.
37020	12/7/22	\$974.30	Ohio Cat
37021	12/7/22	\$1,703.45	Southeastern Equipment Co. Inc.
37022	12/7/22	\$469.05	Star2Star Communications LLC
37023	12/7/22	\$40.85	Sunrise Springs Water Co. Inc.
37024	12/7/22	\$876.00	Treasurer of State
37025	12/7/22	\$54.00	VanNess Bulk
37026	12/7/22	\$15.95	Waste Management of Ohio Inc.

Total Payments \$39,676.73

Motion by Mr. Quigley to adjourn, seconded by Mr. Tropf. Meeting was adjourned at 8:45 by unanimous vote.

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William Skomrock, Jr. - Chairman

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Glen Quigley - Vice Chairman

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Greg Tropf - Trustee

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Beverly Sustar – Fiscal Officer