

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:01 p.m., April 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 Zimperman	Road Superintendent
Jim Lang	resident
Lynn Lang	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:

- So far there have been 192 calls year-to-date. March had 64 calls and there have been 2 calls so far in April.
- Fire Station update: Trustees got to see new facilities and it looks great. 70th anniversary of Newbury Volunteer Fire Department is in August, so may do a public event to allow people to come in and see.

Road Department Update:

- Ohio scrap tire remediation program (Doug brought to us 1-2 months ago) came through – tire grant for items found on properties and garbage thrown on sides of road. Pickup of 120 tires tomorrow morning.
- Gutter replacements should be happening in about a week.
- Sending back contract for roofing – Hershberger’s (waiting on w-9) Lindsay to follow up on w-9.
- Need new doors, sent through bid to trustees, some doors are rotting.
 - Mr. Skomrock made a motion to go with Economy Doors. Mr. Lair seconded.
 - Voice vote: Three ayes.
- Miller Bros concrete - Lucky Bell repairs
- Ohio Public Works – applied for money to do Pekin Rd. about \$250k. We received notice from OH Public Works that we are approved. The OPW Grant will be applied to resurfacing of Pekin. Not included in the grant are Country River Lane and Chagrin Woods which will also be resurfaced this summer. Driveway pipes and cross over pipes will need to be completed prior to paving.

Fiscal Officer’s Report:

- Minutes from the March 20th regular meeting and the March 26th Special meeting were presented.
 - Fiscal officer sent drafts to trustees for review ahead of this meeting.
 - Mr. Tropf motioned to approve the minutes as presented. Mr. Lair seconded the motion.
 - Voice vote: Three ayes.

• March Bank Reconciliation:

Receipts	\$1,820,514.12
Payments	\$1,365,881.72
Checking balance	\$237,321.44
Star Ohio	\$4,591,360.66
Outstanding checks	<u>-\$6,440.33</u>
Total Balance	<u>\$4,822,241.77</u>

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- Trustees reviewed and signed acknowledging receipt of financial statements.
- **Resolution 20240403-01**
Resolution to appoint Ms. Pollock account administrator for the following accounts:
 - Visa Credit Card account
 - Star Ohio Investment account
 - SAM Federal Grant reporting administrator
 - EFTPS – Federal Tax reporting and remittance
 - Middlefield Bank – Online Banking Administrator
 - Mr. Tropf motioned to adopt the resolution. Mr. Lair seconded the motion.
 - Voice vote: Three ayes.
- **Resolution 20240403-0**
Resolution to confirm transfer of \$69,900.00 from the Fire Levy Fund to the Debt Service Fund and to further allow for this amount to be set aside and appropriated to pay debt service due in June 2024 on the loan for the Fire Station addition and renovation.
 - Mr. Tropf motioned to adopt the resolution. Mr. Lair seconded the motion.
 - Voice vote: Three ayes.
- OTARMA renewal application is due Friday.
- Payroll outsourcing – tabled for now.
- Ullman Oil – new fuel tanks to be compliant with OTA, OTARMA, etc. Mr. Zimmerman will send background and credit app to fiscal officer.

Mr. Tropf's updates:

- Mr. Tropf recommended a 3% pay increase (used Auburn and Chesterland road depts to compare) across the board for the road dept.
 - John Boksansky to be included.
 - John Mansfield to be included (seasonal).
 - Typically try to do the first of the year, but can do retroactive to 1st of April.
 - Mr. Tropf motioned to approve the pay increases as presented. Mr. Lair seconded the motion.
 - Voice vote: Three ayes.
- Oberland Park fertilization – Lawn Matters, H&M Landscaping bids – H&M recommended.
 - Mr. Tropf motioned to go with H&M Landscaping. Mr. Lair seconded the motion.
 - Voice vote: Three ayes.
- The renovated Fire Dept building now has a large meeting room – would like to use for Township Trustee meetings. Maybe we could meet there for the first meeting in May if the facilities are ready.
- Mr. Tropf also raised a question about possibly having a Township Trustee on the Fire Dept Board as voting member (board is currently made up of 6 trustees).
 - Mr. Skomrock pointed out that the bylaws would have to be changed to accommodate this.
 - There is the question if it is a legal issue to be on the board of entity we have contracted with.
 - Belinda Fagan – Volunteer Fire Dept Treasurer – Lindsay Pollock (Newbury Fiscal Officer) should meet with to review future budgets / contract planning (bfagan@newburyfire.com).

Mr. Lair's Update:

- NOPEC – Upcoming community events in 2-3 weeks will see \$1500 - \$1150 for car show awards from the NOPEC grant, the balance to the Newbury American Legion to help cover their Memorial Day Lunch.
- Cemetery
 - Brittany of Stone Hugger Restoration is sending a price list.

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- Milano Monuments – will walk through and assess as they owe us some work from their 2023 contract. Then will compare prices between the vendors to decide who to move forward with in 2024.
- Meeting with Jim Stephancin of the Park Board tomorrow to walk through the risk assessment at Veteran’s Memorial.

Mr. Skomrock’s Updates:

- Will meet with Mr. Zimperman to review OTARMA risk management together – possibly tomorrow.
- Restroom at Oberland
 - Communication was sent to Dion at Green Flush who sent us a sole source justification letter
 - Mr. Skomrock forwarded the sole source justification letter to county legal to see if we can avoid competitive bids since none likely exist - electric only (no well, no septic).
 - Mr. Skomrock would like to address at next Park Board meeting 4/11.
 - Also to talk to Punderson Park Manager – they have stainless steel fixtures and can give us their opinion.
- Sheriff’s report: There were 182 9-1-1 calls in March.
- Geauga County Association membership
 - \$280 / year
 - Mr. Skomrock motioned pay the membership. Mr. Tropf seconded the motion.
 - Voice vote: Three ayes.
- Mr. Skomrock received a questionnaire from the US Census which asked about Newbury Township’s boundaries. Mr. Skomrock filled in and returned.
- Revisit Employee Manual - would like to have Paychex to present to see if best option otherwise will need to rework internally.
- There is a potential upcoming bill regarding zoning in Ohio Townships. Builders are trying to skirt regulations. Will know more after April 10th. The only Geauga County township that does not have zoning is Middlefield Township. OTA presenting at next GCTA meeting regarding this bill.

Warrants approved prior to or at this meeting:

Number	Post Date	Total Warrant Amount	Amount Charged	Payee
75-2024	3/29/24	\$25.00	\$25.00	Middlefield Banking Company
75-2024	3/29/24	\$25.00	-\$25.00	Middlefield Banking Company
97-2024	3/22/24	\$19.35	\$19.35	Medical Mutual Of Ohio
98-2024	3/29/24	\$889.09	\$287.08	Treasurer of State
98-2024	3/29/24	\$889.09	\$178.03	Treasurer of State
98-2024	3/29/24	\$889.09	\$6.85	Treasurer of State
98-2024	3/29/24	\$889.09	\$12.82	Treasurer of State
98-2024	3/29/24	\$889.09	\$133.27	Treasurer of State
98-2024	3/29/24	\$889.09	\$271.04	Treasurer of State
99-2024	3/29/24	\$3,796.60	\$736.47	IRS TAX PYMT
99-2024	3/29/24	\$3,796.60	\$758.58	IRS TAX PYMT
99-2024	3/29/24	\$3,796.60	\$59.92	IRS TAX PYMT
99-2024	3/29/24	\$3,796.60	\$213.66	IRS TAX PYMT
99-2024	3/29/24	\$3,796.60	\$21.74	IRS TAX PYMT
99-2024	3/29/24	\$3,796.60	\$21.74	IRS TAX PYMT
99-2024	3/29/24	\$3,796.60	\$449.55	IRS TAX PYMT
99-2024	3/29/24	\$3,796.60	\$1,303.56	IRS TAX PYMT
99-2024	3/29/24	\$3,796.60	\$231.38	IRS TAX PYMT
100-2024	3/31/24	\$25.00	\$25.00	Middlefield Banking Company
37899	3/29/24	\$30.54	-\$30.54	Preston Ford
37900	4/3/24	\$59.28	\$45.36	Delta Dental

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Number	Post Date	Total Warrant Amount	Amount Charged	Payee
37900	4/3/24	\$59.28	\$7.51	Delta Dental
37900	4/3/24	\$59.28	\$6.41	Delta Dental
37900	4/3/24	\$59.28	-\$45.36	Delta Dental
37900	4/3/24	\$59.28	-\$7.51	Delta Dental
37900	4/3/24	\$59.28	-\$6.41	Delta Dental
37901	4/3/24	\$59.28	\$45.36	Delta Dental
37901	4/3/24	\$59.28	\$7.51	Delta Dental
37901	4/3/24	\$59.28	\$6.41	Delta Dental
37902	4/3/24	\$349.48	\$202.81	Delta Dental
37902	4/3/24	\$349.48	\$146.67	Delta Dental
37903	4/3/24	\$749.17	\$260.30	Acquire Fire Protection, Inc.
37903	4/3/24	\$749.17	\$31.50	Acquire Fire Protection, Inc.
37903	4/3/24	\$749.17	\$457.37	Acquire Fire Protection, Inc.
37904	4/3/24	\$150.00	\$150.00	Cassidy Web Creations
37905	4/3/24	\$1,775.25	\$1,775.25	DJL Material & Supply
37906	4/3/24	\$8,658.56	\$8,658.56	Morton Salt Inc.
37907	4/3/24	\$67.79	\$67.79	MT Business Technologies Inc.
37908	4/3/24	\$45.00	\$45.00	Newbury Technologies
37909	4/3/24	\$300.00	\$300.00	Patsy Keyes
37910	4/3/24	\$11.00	\$11.00	Sunrise Springs Water Co. Inc. Waste Management of Ohio
37911	4/3/24	\$20.03	\$20.03	Inc.
37912	4/3/24	\$948.00	\$948.00	Treasurer of State
37912	4/3/24	\$948.00	-\$948.00	Treasurer of State
37913	4/3/24	\$98.31	\$98.31	Dominion East Ohio Gas
37913	4/3/24	\$98.31	-\$98.31	Dominion East Ohio Gas
37914	4/3/24	\$948.00	\$948.00	Treasurer of State
37914	4/3/24	\$948.00	-\$948.00	Treasurer of State
37915	4/3/24	\$98.31	\$98.31	Dominion East Ohio Gas
37915	4/3/24	\$98.31	-\$98.31	Dominion East Ohio Gas
37916	4/3/24	\$948.00	\$948.00	Treasurer of State
37917	4/3/24	\$98.31	\$98.31	Dominion East Ohio Gas
37918	4/3/24	\$121.54	\$78.26	VSP
37918	4/3/24	\$121.54	\$43.28	VSP
37918	4/3/24	\$121.54	-\$78.26	VSP
37918	4/3/24	\$121.54	-\$43.28	VSP
37919	4/3/24	\$13.50	\$7.78	VSP
37919	4/3/24	\$13.50	\$0.92	VSP
37919	4/3/24	\$13.50	\$1.84	VSP
37919	4/3/24	\$13.50	\$2.96	VSP
37919	4/3/24	\$13.50	-\$7.78	VSP
37919	4/3/24	\$13.50	-\$0.92	VSP
37919	4/3/24	\$13.50	-\$1.84	VSP
37919	4/3/24	\$13.50	-\$2.96	VSP
37920	4/3/24	\$40.38	\$40.38	DEX Imaging
37920	4/3/24	\$40.38	-\$40.38	DEX Imaging
37921	4/3/24	\$121.54	\$78.26	VSP
37921	4/3/24	\$121.54	\$43.28	VSP
37922	4/3/24	\$13.50	\$7.78	VSP
37922	4/3/24	\$13.50	\$0.92	VSP
37922	4/3/24	\$13.50	\$1.84	VSP
37922	4/3/24	\$13.50	\$2.96	VSP
37923	4/3/24	\$40.38	\$40.38	DEX Imaging

TOTAL OF PAYMENTS \$18,137.33

- Mr. Skomrock motioned to enter into executive session at 8:19 p.m., pursuant to ORC 121.22G3 (pending or imminent litigation).
- Mr. Tropf seconded.

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- Voice vote: Three ayes.
- Out of executive session at 8:35 p.m.
- Regular session was called back to order at 8:35 p.m.

Motion by Mr. Tropf to adjourn, seconded by Mr. Lair. Meeting was adjourned at 8:57pm by unanimous vote.

William Skomrock, Jr. - Chairman

Greg Tropf - Vice Chairman

David Lair, Jr. - Trustee

Lindsay M. Pollock – Fiscal Officer