

The regularly scheduled meeting of the Newbury Township Trustees was called to order on Wednesday, February 5, 2020 at 7:00 p.m., with Glen Quigley, Bill Skomrock and Greg Tropf present.

With family members of former Newbury Police Chief Dennis G Chavat present, Mr. Lester LaGatta, the Chaplin of the Ohio Retired Police Chiefs Association, presented a plaque on behalf of Jamie Gallagher (their President) - the Board and members, to Chavat's family. LaGatta was the retired Police Chief from Chagrin Falls, Ohio. LaGatta explained that normally the plaque goes to the Police Department, but since Newbury Township no longer has a Police Department, the plaque would be presented to the family, then the family would present the plaque to the Trustees, to mount at Newbury Town Hall. LaGatta added that the former Police Chief passed away on May 26, 2019. The family members of Chavat thanked LaGatta and Newbury Township. Skomrock noted what a gentleman Chavat was, and that it was a pleasure working with him. Quigley said it was appropriate that if the family ever wanted to borrow the plaque, they could come to Town Hall and borrow it. Pictures were taken. Skomrock said the picture of the plaque would be posted on the Newbury Township website.

Newbury Fire Chief Ken Fagan reported that there were Year to-Date 65 calls - 61 in January and 4 calls so far in February. Fagan presented the contract to the Trustees. **Tropf made a motion to accept the Newbury Township Fire Department 2020 contract. Quigley seconded the motion, and a unanimous affirmative vote by all.**

The Trustees discussed the painting of the edge and centerline for the roads, but no action was taken. Discussion was tabled to another meeting.

No Park Board members were present. The Fiscal Officer was not present. The newly elected Fiscal Officer was not present.

Tropf contacted H & M Landscaping about the lawn fertilization for Oberland Park. They will send him a quote.

Quigley reported that Independent Tree donated the fertilization of the trees across the street at Veterans Park, and they do that each year. He expressed his thanks to Independent Tree on behalf of the Township. Quigley said the Chagrin River Watershed Partners has a meeting this month at the Willoughby Hills Community Center that he will try to attend.

Quigley showed the Trustees and audience an 'Energy Efficient Kit' he received from First Energy. In the kit are light bulbs, a power strip that shuts off power to different electrical items when not in use, night lights and furnace whistles. He added that these are free, and are available from First Energy.

Quigley reported that the Chagrin River Watershed Partners are finalizing the last grant where they needed some additional paperwork. Skomrock confirmed this was the grant from 2019, and Quigley said yes. Quigley had a request from the Geauga County Engineer's Office to update Newbury Township contact information records. Quigley gave the information to the Zoning Secretary to complete. All trustees wanted their cell phone numbers listed on the form. The Service Director's cell phone will be listed as well. It will be up to the Zoning Inspector if he wishes his cell number to be listed.

Skomrock asked if he had a motion to adopt Resolution number 20200205-01, the Resolution adopting the Geauga County Commissioners Highway Use and Manual and Authorizing the Geauga County Engineer Office to issue and enforce all policies and procedures outlined therein. Quigley explained this was the standard Newbury has gone by for years; it allows them to do the bidding, etc. Tropf made a motion to adopt the resolution, and Quigley seconded the motion; a unanimous affirmative vote by all. The resolution was signed by all three Trustees, and will need the signature of the Fiscal Officer.

Quigley reported that when Newbury Township did a road improvement, they entered into a Drainage Easement. He didn't think it was ever sent to the Recorder's Office, and asked that it be sent to the Recorder's office. It will be given to the administrative assistant to send to the Recorder's Office and one copy will be kept on file for Newbury Township. Skomrock clarified that the agreement was signed several years ago, but appeared to have not been filed at the Recorder's Office.

Quigley presented paperwork from Dominion Energy where no action needed to be taken; the papers just needed to be filed and were given to the Administrative Assistant to file.

Nopec was discussed, and Skomrock thought there was a resolution they had to pass. Skomrock emailed Nopec and told them to direct future correspondence to him. He said their resolutions were non-editable Word documents, and they were all Village and City related. Skomrock asked Nopec to convert them, as he was not able to. Skomrock said if he did not hear back from Nopec, he would send them to Quigley to convert.

Quigley noted someone asked about the termination of the contract for the Geauga/Trumbull Solid Waste contract, if they chose to opt out at some point in the future. Quigley was told there was no formal process, all they have to say is "We're done." There was a signed contract with Geauga/Trumbull Solid Waste Management District that was signed by the Trustees on 12/4/2019, and it now should to be sent back to them. Quigley clarified that the contract was agreeing to the terms of the contract, and Skomrock clarified that Newbury Township could opt out, if they so choose. Quigley said correct.

Service Director Doug Ziperman asked if they had a contract with Royal Oaks for the paper that is recycled; and noted they were separate from Geauga/Trumbull Waste District. Ziperman said they wanted to get rid of Royal Oaks, and do everything with Geauga/Trumbull, so the recycling was all with one service. Skomrock clarified they would be single source. Quigley asked Skomrock if he would let the Fiscal Officer know to cancel the Royal Oak contract - the paper only recycling. Quigley noted that Royal Oak was at the school as well, but they didn't have any control over that. Skomrock clarified that Geauga/Trumbull would pick up the paper; Quigley said yes. The administrative assistant will mail the signed contract back to Geauga/Trumbull - they will sign it and then mail Newbury Township back the completed, signed contract.

Quigley noted there were a couple of zoning violations that the Zoning Inspector has taken care of.

Quigley presented the Trustees and audience some information from a company called CXT – they build outdoor vault restrooms, which are engineered and designed for long life in extreme conditions. He noted they are the same company the Geauga Park District uses. They are double vault waterless restrooms. Quigley thought they should not reinvent the wheel, since research was already done. He asked both Skomrock and Trof if he should move ahead with this, and both Trustees said yes. Skomrock asked if this would be paid from with grant monies, and Quigley said he would apply for a grant with ODNR. There were a couple different grant opportunities that ODNR posts, and he will seek the Chagrin River Watershed Partners help in preparing the application. Skomrock asked Quigley if he was going to get pricing on the units and Quigley said yes - he noted that they did get some initial pricing. Skomrock clarified that these units were for restrooms at Oberland Park, and these are the units that the Park Board requested, and these were the same units used by the Geauga County Park District. Skomrock clarified that the Trustees will not purchase anything until they know if they get a grant and Quigley said correct.

Quigley brought up the 2 properties on Portlew Road that were discussed at the last Trustees meeting and noted that 2 letters (identical) were sent out to the current property owners. He read the letters that were sent. Also attached to the letters was a copy of the letter from the Geauga County Building Commissioners - Building Department, that stated that the properties were declared, "Unsafe, Unsecure and Uninhabitable." Also sent was a copy of the Resolution that they will sign and pass tonight. Also attached was a copy of the Ohio Revised Code (ORC) which gives the Trustees the authority to act accordingly and outlined the process. The Trustees signed both letters and the Resolution for both properties to be mailed out. Quigley asked if anyone wanted him to read the Resolution. He said the Resolution states that they are taking action. **Trof made a motion that they pass Resolution number 20200205-02, for the property at 11716 Portlew Road. Skomrock seconded the motion, and a unanimous affirmative vote by all.** Quigley noted someone presented the Trustees with a legal notice in The News Herald that showed one of the Portlew properties had changed hands, and it was the same address the Trustees had named – that was who they are sending the information to. Quigley noted that the property owners had the right to appeal, and wanted to make sure everyone's rights were protected. Quigley explained these will be sent via USPS Certified Mail, and if the property owners refuse to receive the letters, then the Township has to publish the letters in the newspaper of record. Skomrock asked if this information would be posted on the properties, and Quigley said they would cross that bridge when they come to it. The Trustees noted they needed the Fiscal Officer's signature on the letters.

Skomrock said they would repeat the same procedure for the property at 11708 Portlew Drive. Trof made a motion to proceed to pass Resolution number 20200205-03. Quigley seconded the motion, and a unanimous affirmative vote by all. Zoning secretary clarified that the Fiscal Officer had to sign both resolutions, then they get mailed out USPS Certified mail, return receipt requested. Skomrock said correct. Skomrock spoke about Miller Dodson and wondered if the Trustees could have a conference call to go over the report. Quigley said they cannot because of the Sunshine law. Skomrock said they gave him 5 different dates that Miller Dodson could come in and discuss, and said the downside was that it will cost the Township probably about \$1000.00 to have them come in. Quigley didn't understand why they would charge to explain the product. Skomrock said there were travel fees involved. Skomrock wanted to have the Trustees meet, have a work session, and go over the material, so they could get their \$1000 worth. Skomrock noted it was the price of doing business. The Trustees discussed different dates and decided to schedule the work session on Wednesday, February 19, 2020, at 3:00 p.m., and have the regular Trustee meeting immediately following the work session; there will be no Trustee meeting at 7:00 pm on Wednesday, February 19, 2020. Skomrock noted that the newspaper would have to be notified. The Zoning secretary said that date and time change would also be put on the Newbury Township website. Fagan asked about the contract, and Skomrock said they would address that at the Trustee meeting on March 4, 2020. Fagan asked if he could go first at this meeting, and the Trustees agreed. Skomrock, along with Quigley and Trof agreed to have Peter Miller from Miller Dodson come to the Trustee meeting on March 4, 2020. Skomrock asked the Road Superintendent Doug Zimperman if he could also be at that meeting; as a lot of this would involve his department. Zimperman said yes.

Skomrock asked Zimperman to cover the other Trustees on the correspondences regarding the road striping. Zimperman said he wanted to get in on the County pricing, and said that County Engineer Nick Gorris wanted to meet on Friday, February 7, 2020, at 8:00 am. Skomrock said that date and time worked for him. They would discuss drainage on Arbor Trail, follow up on Hotchkiss where stumps were ground, and 2020 paving projects that were turned in.

Zimperman asked if the Trustees received the budget appropriations for the backhoe. Skomrock said he did not hear anything from the Fiscal Officer. Skomrock noted they were waiting for the permanent appropriations – it was temporary ones that were submitted at the beginning of the year. Zimperman said fire extinguishers have all been tested and serviced; that was done for the year. Zimperman said he was hoping to do cemetery improvements this spring, for future expansion and for maintenance; so, they would be able to get in the cemetery driveway with equipment. He explained to the Trustees what he proposed on a map he presented to them. He said they had the material; it was just a matter of time – he estimated it would take a week to dig. Zimperman discussed his proposed plan with the Trustees. Zimperman said they cannot get into the cemetery with their equipment now. Zimperman said that in the new section, there are 3 or 4 rows that are open, with about 20 people buried there. Quigley said those were all supposed to be above ground, not headstones. Quigley said they were putting Zimperman on notice not to have headstones and told Zimperman to stop the practice, because the Trustees changed it to be surface stone only, so they don't have long term maintenance. Quigley said there were plenty of places for conventional or traditional head stones. Skomrock said he would get a copy of the Newbury Cemetery regulations, and they will upgrade them to reflect no long-term maintenance. Skomrock asked Trof to bring the cemetery regulations to the next, or the following, Trustee meeting. He asked for copies for each of the Trustees so they could make notes. Quigley asked Skomrock if he would let the Cemetery Sexton know not to put people in that section until further notice. Skomrock said sure. Quigley stressed they were just trying to avoid long term maintenance. Zimperman said currently it states 2 feet are allowed

for beds, and they get everything from plastic borders, to wire, to stone, to wood and to rocks. Quigley thought they should get the language changed to reflect less maintenance. Zimperman asked the Trustees what they wanted to do about the driveway for the cemetery. Skomrock thought they should proceed with it. Quigley and Tropf concurred. Quigley explained before they proceed, he wanted to check with the Fiscal Officer to make sure that the funds were available. Zimperman said they had 2 doors that needed to be replaced on the service garage, so they will do that job in-house. Skomrock asked if they were man doors, Zimperman said yes.

Warrants approved by signing prior to or at this Meeting:

Warrant

Number	Date	Payee	Amount	Status
11-2020	2/5/20	John Boksansky	\$624.42	O
12-2020	2/5/20	Joseph Colini	\$1,349.71	O
13-2020	2/5/20	Timothy H. Hegedus	\$784.81	O
14-2020	2/5/20	Randal O. Hollis	\$1,737.55	O
15-2020	2/5/20	Randal R. Hollis	\$442.56	O
16-2020	2/5/20	Marcia J. Mansfield	\$855.62	O
17-2020	2/5/20	Timothy A. Mansfield	\$1,911.77	O
18-2020	2/5/20	Glen E. Quigley	\$909.20	O
19-2020	2/5/20	Lorraine Sevich	\$603.20	O
20-2020	2/5/20	William J. Skomrock Jr.	\$725.91	O
21-2020	2/5/20	Jodie K. Swartwout	\$687.56	O
22-2020	2/5/20	Gregory J. Tropf	\$683.51	O
23-2020	2/5/20	Douglas J. Zimperman	\$2,095.20	O
25-2020	2/5/20	Middlefield Bank	\$1,193.61	O
26-2020	2/5/20	Treasurer of State	\$243.52	O
27-2020	1/31/20	Medical Mutual Of Ohio	\$3,186.71	C
34429	1/31/20	Morton Salt Inc.	\$3,457.41	O
34430	1/31/20	APWA	\$223.00	O
34431	1/31/20	Bradford Neal Machinery Inc.	\$99.72	O
34432	1/31/20	M.T. Business Technologies	\$49.10	O
34433	1/31/20	The News Herald	\$52.55	O
34434	1/31/20	Winter Equipment Compnay	\$3,148.20	O
34435	1/31/20	Business Card	\$1,442.38	O
34436	1/31/20	Patsy Keyes	\$375.00	O
34437	1/31/20	Nature's Own Source, LLC	\$2,150.00	O
34438	1/31/20	The Flag Store, LLC	\$94.72	O
34439	1/31/20	Karlovec Media GRoup	\$40.00	O
34440	1/31/20	Ohio CAT	\$79.56	O
34441	1/31/20	NEO Electrical Supply Co.	\$341.65	O
34442	1/31/20	Hemly Tool Supply Inc.	\$122.66	O
34443	1/31/20	Tractor Supply Co.	\$51.94	O
34444	1/31/20	Newbury Fire Department	\$8,565.00	O
34445	2/5/20	Ohio Public Employees Deferred Comp. Program	\$425.00	O
34446	2/5/20	Delta Dental	\$37.70	O
34447	2/5/20	VSP	\$13.29	O
34448	2/5/20	Ohio Child Support Payment Central	\$406.93	O
34449	2/5/20	Ohio Public Employees Retirement System	\$7,310.51	O
34450	2/5/20	Delta Dental	\$339.14	O
34451	2/5/20	VSP	\$119.73	O

Purchase Orders approved by signing prior to or at this meeting:

PO

Number	Date	Vendor	Amount
1-2020	1/31/20	Medical Mutual Of Ohio	\$75,000.00
2-2020	1/31/20	First Energy	\$12,000.00
3-2020	1/31/20	Treasurer of State	\$3,000.00
4-2020	1/31/20	Newbury Fire Department	\$8,565.00

Blanket Purchase Orders approved by signing prior to or at this meeting:

PO

Number	Date	Vendor	Amount
23-2020	1/28/20	various	\$90,000.00
24-2020	1/28/20	various	\$50,000.00
25-2020	1/31/20	various	\$2,500.00
26-2020	1/31/20	various	\$4,100.00
27-2020	1/31/20	various	\$3,000.00
28-2020	1/31/20	various	\$450.00
29-2020	1/31/20	various	\$12,500.00
30-2020	1/31/20	various	\$1,500.00
31-2020	1/31/20	various	\$2,500.00
32-2020	1/31/20	various	\$7,500.00
33-2020	1/31/20	various	\$600.00
34-2020	1/31/20	various	\$400.00
35-2020	1/31/20	various	\$1,000.00
36-2020	1/31/20	various	\$1,000.00
37-2020	1/31/20	various	\$15,000.00
38-2020	1/31/20	various	\$5,000.00
39-2020	1/31/20	various	\$5,000.00
40-2020	1/31/20	various	\$15,000.00
41-2020	1/31/20	various	\$15,000.00
42-2020	1/31/20	various	\$19,000.00
43-2020	1/31/20	various	\$350.00
44-2020	1/31/20	various	\$500.00
45-2020	1/31/20	various	\$1,200.00
46-2020	1/31/20	various	\$2,500.00
47-2020	1/31/20	various	\$7,500.00

Tropf made a motion to go into Executive Session at 8:10 p.m. Quigley seconded the motion and a unanimous affirmative vote by all. Executive Session ended at 8:20 p.m. No action taken.

Tropf made a motion to go back into regular session, seconded by Quigley, and a unanimous affirmative vote by all.

Regular session started at 8:20 p.m., Tropf made a motion to adjourn the meeting. Quigley seconded, and a unanimous affirmative vote by all. Meeting adjourned at 8:20 p.m.

William Skomrock, Jr. - Chairman

Glen Quigley - Vice Chairman

Greg Tropf

Marcia Mansfield – Fiscal Officer