

A special meeting of the Newbury Township Board of Trustees, was called to order on Wednesday, November 11, 2020 at 7:01 p.m., with Bill Skomrock and Greg Tropf present at the town hall. Meeting was also available via Zoom. Mr. Quigley attended via Zoom teleconference as allowed by Governor DeWine's revision to the Ohio Open Meetings Act.

Chairman Skomrock opened the meeting with the Pledge of Allegiance.

Mr. Skomrock acknowledged appreciation for all our veterans, on this Veteran's Day and every day. There was unanimous agreement.

Mr. Skomrock has discussed purchasing equipment for virtual meetings with Newbury Technologies. He will try to contact them again, as conducting meetings on the chairman's personal computer has been less than ideal. Better microphone and speaker solutions need to be put in place, so that attendees can be heard during meetings.

Chief Ken Fagan, from the Newbury Volunteer Fire Department, was in attendance. He stated that there were 52 calls in October, 17 calls so far for the month of November, and 504 calls year to date. Chief Fagan also gave additional invoices to be included for reimbursement through a second CARES Act sub-grant.

On a disappointing note, Chief Fagan informed the trustees that due to the most recent increase in COVID cases in the county, the Fire Department would not be hosting Santa Day this year. Santa Day has been one of the township's longest traditions. Chief Fagan said that to the best of his knowledge, this will be the first time the event has been cancelled since its inception, more than sixty years ago. Mr. Skomrock stated that the decision was the right one, but was still disappointing.

Mr. Zimperman gave the update on the roads. Salt shed is stocked. Guardrails and lane striping have been completed for this year. The road crew is currently doing crack sealing while the weather permits.

Fiscal Officer's Report:

Minutes of the October 21, 2020 meeting were presented for approval. Mr. Tropf moved to approve the minutes as presented. Mr. Quigley seconded the motion: Voice vote: Skomrock - yes, Tropf -yes, Quigley- yes.

The fiscal officer presented the Bank reconciliation ending October 31, 2020

Receipts	228,232.85
Payments	73,681.92
Checking & Investment balances	2,028,241.71

Ms. Sustar explained the receipts included almost \$200,000 in restricted CARES Act grant funds. Any funds not used by the township for mitigating the spread of the virus required to be returned to the Federal Government.

The township received a survey from their insurance broker. This survey was to be used for shopping rates for next year's health insurance coverage. Several surveys were not completed. The fiscal officer contacted the broker and they explained that due to lack of participation in the survey, the broker would not be able to explore other insurers. Mr. Skomrock said that the plan we have is a good one and that the premiums are reasonable.

Mr. Skomrock moved to renew with the existing carrier. Mr. Tropf seconded the motion. Voice vote: three ayes.

Bank of America has requested updated information for the township's Credit Card account. Since updated information is required, the trustees discussed obtaining a credit card for Lorraine Sevich, the zoning secretary. In her duties, she is using personal funds to mail certified letters and then asking for reimbursement. Mr. Quigley thought it would be better tracking if she had her own card. Trustees proposed a limit of \$500. The trustee's administrative assistant has a card with a limit of \$200. All agreed that zoning secretary should be the same as the Admin Secretary/Cemetery Sexton. Trustees suggested that Road Superintendent's credit limit should be increase to \$3000.00. With the recent failure of the water heater at the town hall, it would better to increase his credit limit to deal with those types of emergencies.

Mr. Skomrock moved to add a new credit card for Lorraine Sevich in her capacity as zoning secretary and to increase Doug Zimperman's credit limit to \$3,000.00. Mr. Tropf seconded the motion.

Voice vote: three ayes

Fiscal Officer Sustar presented the following resolutions:

202011-02

Naming Beverly Sustar as Bank of America Credit Card administrator.

Mr. Skomrock moved to renew with the existing carrier. Mr. Tropf seconded the motion.

Voice vote: three ayes

202011-03

Resolution requesting the township's representative in the Geauga County Prosecutor's office to act on the township's behalf to file a motion with the Common Pleas Court for permission to accept a cash donation in the amount of \$141.82.

Mr. Skomrock moved to request the Prosecutor's office to file the application with the court. Mr. Quigley seconded the motion.

Voice vote: three ayes

202011-04

Additional CARES Acct Appropriations. To allocate additional funds received in October.

2272-290-720-0000	Buildings	21,500.00
2272-290-750-0000	Vehicles	79,000.00
2272-290-490-0000	Supplies	21,500.00
2272-290-190-0000	Salaries	83,493.85
Decrease 2272-290-740-0000	Equipment & Furnishing	6,750.00
Increase 2272-290-599-0000	Other Expense	33,853.00

Mr. Quigley moved to appropriate the funds as presented. Mr. Skomrock seconded the motion.

Voice vote: three ayes

202011-05

Resolution If CARES Act Expenditures. At the recommendation of the Prosecutor's office, it was recommended that the township formally identify the salaries expected to be reimbursed for first responders, and their front line role in responding to residents who may have been exposed, or presenting with symptoms of the Coronavirus

The Fire Department pays volunteer firefighters/ EMT's and paramedics a small stipend to those that respond to fire or rescue calls. Guidance from the Federal Treasury and County Prosecutor's office recognizes volunteers contributions as essential, and any payments as salaries.

Mr. Tropf moved to recognize the Fire Department salaries and reimbursable expense, while performing essential workers status. Mr. Skomrock seconded the motion.

Voice vote: three ayes

202011-06

Additional Appropriations. Additional hours for Cemetery Sexton and replacement of Air Conditioner at Fire Station.

1000-110-131-0000	Admin Salaries/Sexton	1,200.00
2111-220-590-0000	Fire Fund/Other Expense	10,000.00

Mr. Quigley moved to appropriate the funds as presented. Mr. Skomrock seconded the motion.

Voice vote: three ayes

Discussion turned to the Newbury Center Cemetery. Previously discussed was only allowing for flush to the ground headstones. Mr. Zimperman wanted to clarify the boundaries where only flush headstones will be allowed. Trustee Tropf, Mr. Zimperman and the Cemetery Sexton will walk the area and map the boundaries.

Trustee Tropf gave an update of the Suddenlink internet service issue. After assuring that the problem would be addressed, more outages occurred. Mr. Tropf will stay on top of the issue.

In Kiwanis Lake Allotment, there have been complaints of multiple abandoned vehicles. The Zoning secretary has tried contacting the owner by certified mail, to advise them of the zoning violation, and their responsibility to remove unsafe vehicles. The owner refused to sign for the mailing. The secretary also sent two other letters, both by regular mail, that were not returned. She feels confident that the owner has received notification. The prosecutor's opinion for further action has been requested.

A letter was received from the County Auditor's office. The letter offered for pay assistance with setting up and maintaining an official Township website. Bill Skomrock opined that our current provider has been very good working with us. Anything that is asked to be updated to the website is done very quickly. All trustees agreed that they were happy with current service provider.

Resolution 20201111-01

Recognizing Nicholas Corkwell his achievement in earning the status of Eagle Scout. Also recognized his service to the Newbury community.

Mr. Skomrock moved to approve the resolution. Greg Tropf seconded the motion.

Voice vote: three ayes

Mr. Skomrock also acknowledged Ben Terrill, who tragically passed way. Ben recently presented his Eagle Scout project to the Board of Trustees. Ben was part of Troop 99. This troop has been a fixture in Newbury for many years, and scouts from Troop 99 have gone on to do wonderful things. The remainder of the troop has committed to completing Ben's Eagle Scout project in his honor.

A Letter of Interest was received from Joseph Weiss, attorney for Mr. Santilli, who wishes to purchase the abandoned Grange Park. The asking price of \$160,000 is being offered. The letter asks for a reply by November 16, 2020. Mr. Skomrock would like to have the township's assigned assistant prosecuting attorney review the letter before responding. He will contact Mr. Weiss to ask for an extension of time.

A letter from the Farm Services Agency was presented. It asks for approval of representative for our district.

Mr. Skomrock moved to accept William Timmons as representative to local FSA. Mr. Trof seconded the motion.

Voice vote: three ayes.

The proposal from Shiffler Lighting Solutions, in the amount of \$11,941.07, for LED light conversion in the road service garages was approved at the last meeting. Contract signed tonight by trustee Skomrock and trustee Trof. This project will be paid by a \$16,000 refunding grant from NOPEC. Mr. Quigley will try to find other energy savings projects for the unused balance of the grant.

The Department on Aging asked for recommendations for dates in 2021, for senior trash pick up. Newbury Community Clean Up Day is scheduled for the first Saturday in June. In 2021 that would fall on June 5th. The June 1,2 & 3 were suggested. That will need final approval from Department on Aging.

Mr. Skomrock received a letter from the Department of Public Health regarding safe holidays. A link to the information will be placed on the Newbury Township website.

Short discussion regarding pay raise for Cemetery Sexton/Trustees administrative assistant. Mr. Skomrock asked for increase from \$15.35 to \$17.00 per hour. It was decided that the discussion needed to be continued in executive session.

Mr. Quigley received quote from Kinetico for a leak detection system for the town hall. The system includes wireless sensors that will automatically shut off the water supply in the event that a is detected. The quote for equipment an installation was \$995.00. Due to recent water damage, it was unanimously approved to have the system installed.

Also approved is the purchase of heavy duty metal shelves to keep files off the floor and safe from water damage.

The Newbury Task Force has prepared a Power Point presentation for the West Geauga Board of Education. They would like to present it first to the Trustees and interested residents on Saturday at 10:00 a.m. A Zoom meeting will be advertised.

Mr. Skomrock moved to enter into Executive session to discuss a personnel issue, at 8:40. Mr. Trof seconded the motion.

Voice vote: three ayes.

At 8:55 Mr. Skomrock moved to leave Executive Session. Mr. Trof seconded. Three ayes.

Ms. Sustar will provide the job description for the Cemetery Sexton/Administrative assistant. Mr. Skomrock will meet with the individual holding the position to set goals and expectations.

Payments approved prior to or at tonight's meeting:

282-2020	10/22/20	\$225.00	Ohio Public Employees Deferred Comp.	C
285-2020	11/5/20	\$621.84	John Boksansky	O
289-2020	11/5/20	\$973.30	John H. Mansfield	O
291-2020	11/5/20	\$910.03	Glen E. Quigley	O
292-2020	11/5/20	\$780.54	Lorraine Sevich	O
293-2020	11/5/20	\$725.91	William J. Skomrock Jr.	O
294-2020	11/5/20	\$1,337.37	Beverly A Sustar	O
295-2020	11/5/20	\$670.89	Gregory J. Trof	O
299-2020	11/5/20	\$588.23	Treasurer of State	O

300-2020	11/5/20	\$3,108.12	IRS TAX PYMT	O
302-2020	11/5/20	\$920.42	Joseph Colini	O
303-2020	11/5/20	\$599.67	Timothy H. Hegedus	O
304-2020	11/5/20	\$1,183.66	Randal O. Hollis	O
305-2020	11/5/20	\$1,425.14	Timothy A. Mansfield	O
306-2020	11/5/20	\$1,532.39	Douglas J. Zimperman	O
309-2020	11/6/20	\$6,962.06	Ohio Public Employees Retirement System	O
310-2020	11/6/20	\$225.00	Ohio Public Employees Deferred Comp.	O
34890	10/26/20	\$62.70	Geauga County Maple Leaf	O
34891	10/26/20	\$17.98	Turney Home and Auto	O
34892	10/26/20	\$935.49	Cleveland Plumbing Supply Co.	O
34893	10/26/20	\$200.00	Geauga Concrete Inc.	O
34894	10/26/20	\$4,140.25	Burton Carpet Shoppe, Inc.	C
34895	10/26/20	\$1,725.34	Iron Man Contractors Supply	O
34896	10/26/20	\$34.26	MT Business Technologies INC.	O
34897	10/26/20	\$1,886.22	Cuyahoga Asphalt Materials	O
34898	10/26/20	\$20.00	Kolsom Tires	O
34899	10/26/20	\$935.00	ScapeAbilities (John Suvak)	O
34900	10/26/20	\$89.99	Spectrum Business	O
34901	10/28/20	\$4,000.00	Preston Ford	O
34902	11/2/20	\$35.39	Delta Dental	O
34903	11/2/20	\$318.39	Delta Dental	O
34905	11/5/20	\$438.86	Jodie K. Swartwout	O
34907	11/5/20	\$733.64	Thomas J Csepi	O
34908	11/5/20	\$352.30	Ohio Child Support Payment Central	O
34909	11/3/20	\$168.55	ZOOM VIDEO COMMUNICATIONS, INC.	O
34910	11/3/20	\$32.84	Mars Electric	O
34911	11/3/20	\$375.00	Patsy Keyes	O
34912	11/3/20	\$230.25	Cleveland Plumbing Supply Co.	O
34913	11/3/20	\$1,545.21	Business Card	O
34914	11/3/20	\$33.00	Sunrise Springs Water Co. Inc.	O
34915	11/3/20	\$159.00	Dominion East Ohio Gas	O
34916	11/3/20	\$233.73	Cuyahoga Asphalt Materials	O
34917	11/3/20	\$7,135.00	Milano Monuments	O
34918	11/3/20	\$10,000.00	Miller Bros. Concrete	O
34919	11/6/20	\$51.32	VSP	O
34920	11/6/20	\$471.51	VSP	O
34921	11/11/20	\$409.06	Star2Star Communications LLC	O
34922	11/11/20	\$318.65	Marshall Power Equipment	O
34923	11/11/20	\$200.37	Junction Auto Sales Inc.	O
34924	11/11/20	\$45.00	Geauga Feed & Grain Supply	O
34925	11/11/20	\$1,133.32	First Energy	O
34926	11/11/20	\$13.31	Waste Management of Ohio Inc.	O
34927	11/11/20	\$45.60	Geauga County Maple Leaf	O
34928	11/11/20	\$166.21	Active Plumbing Supply Co.	O
34929	11/11/20	\$488.73	Fisher Auto Parts	O
34930	11/11/20	\$19.84	Sidley Inc.	O
34931	11/11/20	\$23,062.62	AERO-MARK, INC.	O
34932	11/11/20	\$416.92	Geauga Concrete Inc.	O
34933	11/11/20	\$791.75	Hill Mfg. Co. Inc.	O
34934	11/11/20	\$1,348.09	Kimball-Midwest Inc.	O
34935	11/11/20	\$49.10	MT Business Technologies INC.	O
34936	11/11/20	\$85.45	News Herald, Shared Services, LLC	O
34937	11/11/20	\$318.35	Marshall Power Equipment	O
34938	11/11/20	\$9.00	Sunrise Springs Water Co. Inc.	O
34939	11/13/20	\$65,286.00	Preston Ford	O

