

A Special meeting of the Newbury Township Board of Trustees, was called to order on Saturday, December 5, 2020 at 10:00 a.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.

Fire Department monthly report: Chief Fagan reported there were 67 calls in the month of November, 33 calls so far in December, and 588 calls year-to-date. 25 of the calls so far in December, were from Tuesday's storm.

Chief Ken Fagan spoke regarding recent snow storm widespread power outages, CEI has their own set of plans for restoring power. They will address the outages that affect the majority of people. Several areas had trees down that blocked roads. CEI's policy for people that rely on electricity to power medical equipment is that they should have an alternate source of power for such emergencies. CEI did bring in crews from New Jersey and Pennsylvania to restore power.

Fire Station addition: Mr. Fagan and the Fire Department Building committee have determined that the next step that needs to be taken is to hire a design firm/Criteria Architect to flesh out the scope of the project and to determine what design specs are critical to the final plan. After discussion, it was decided that the Fire Department will hire the Criteria Architect. Mr. Quigley thanked the Fire Department for going forward. Mr. Fagan will notify all six firms that submitted proposals that the Criteria Architect is being hired. The project should be able to be cost out based on their scope of project and specifications.

Doug Ziperman gave the Road Department report: They were very busy with the last storm. He is waiting to hear about Ohio Public Works funding opportunity for Music Street. Mr. Skomrock presented Resolution 20201205-01 Resolution of Convenience and Necessity for Road Project in 2021. Mr. Quigley moved to approve the resolution. Mr. Tropf seconded the motion.  
Voice vote: three yes.

Mr. Ziperman also opined that the county as a whole should be able to work with CEI for disaster response. With so roads blocked by downed trees, should an emergency occur, the fire and rescue personnel and equipment could not reach those in need of response. With Tuesday's storm, the Engineer's office and Fire Chiefs should be better able to coordinate their efforts. A tree took down wires on Whitewood, stranding some residents. Neither a fire truck nor a plow truck could get through. Mr. Quigley said the township should liason with First Energy. Mr. Ziperman said he would like to set up a way to come together with other and possibly PUCO. Mr. Tropf had invited Dean Haine, our new contact with First Energy, to a meeting at some point in the future. He will set up a meeting sooner to address the township's concerns.

In wrapping up, Mr. Ziperman said if the weather holds out, they may do work on Lucky Bell. Also the heater in the service garage needs to be replace at an estimated cost of \$900.00. Trustees gave go ahead for heater replacement. Mr. Ziperman said in the case of big storms in the future, they may want to consider hiring outside contractors to assist with clearing of downed trees. He had also heard that the County may apply for disaster relief. If that is the case, the township will apply if available.

Fiscal Officer presented Monthly Ban Reconciliation from November:

Receipts:	343,335.79
Payments:	636,889.57
Total in Checking & Invest:	\$1,734,677.96

Minutes, from November 11, 2020, November 18, 2020 and November 23, 2020, were emailed to trustees for review prior to meeting.

Greg Trops moved to approve the minutes as presented. Mr. Quigley seconded the motion.

Voice vote: three yes.

Mr. Trops reported on Prosecutor's office response regarding process to go forward for selection of Contractor at Risk or Construction Manager. The township's assistant in the Prosecutor's office said that it appeared that the township was leaning more toward a Construction Manager at Risk, but did not have enough information to go forward. That ties back into the Fire Department agreeing to hire a Criteria Architect to solidify their needs and outline options that would affect cost.

Mr. Trops also reported that the donated tree in the gazebo at Veterans' Park is 12 foot tall this year. Unanimous agreement that it looks great.

Mr. Quigley reported on the progress with the sale of Grange Park. There will be many steps to take before the property can be sold. Apparently, there is an error with the legal description on the original deed. The legal description will need to be re-written. Then it will need approval by the Zoning Commission. Finally, it will need approval by the County Planning Commission. As this is all relate to real estate law, there are timeframes involved for each step. There will need to be a zoning amendment prepared, approved and signed before the sale can be finalized. Mr. Skomrock asked if the township should review legal descriptions before property transfers. Mr. Quigley explained that legal descriptions are written by surveyors, and there will always be human error.

Portlew Report:

Mr. Quigley stated the owner of the 11716 Portlew property contacted him.

In regards to the asbestos question, Mr. Quigley is sure there is asbestos in the siding, he is not sure if is in the interior plaster. Mediation could be more than \$25,000. There is a question of who has legal authority to enter the property. Mr. Quigley said that he would find out more on Monday.

The owner agrees the structure needs to be removed. The owner questions who needs to pay for it. Mr. Quigley stated the owner expressed the possibility of working with the township.

COVID response: Mr. Quigley has orders Sanitizing Equipment, one disinfectant sprayer for the Town Hall, one for the Fire Station, and one for the Service Garage.

Mr. Skomrock updated information on the NOPEC grant. He confirmed with the representative, that the application was complete. The grant will be used to upgrade lighting to LED in the Road Department Service Garages for just over \$11,000. He spoke with Countywide Windows regarding replacing the downstairs windows at the Town Hall. Cost to replace eight windows was estimated at \$4000. To replace all 21 windows, would be approximately \$9,995. Mr. Skomrock thought it was a good idea to go ahead and replace all the windows, which in the long run would reduce heating and cooling costs.

Mr. Quigley moved to sign contract to replace all windows. Mr. Trops seconded the motion.

Voice vote: three yes.

Mr. Skomrock gave an update on the status of the Video Conferencing system. Equipment has not been received yet. Fiscal officer reminded that since this is being paid for by the CARES Act federal grant, equipment has to be received by December 30, 2020. Installation will also need to be completed by December 30<sup>th</sup> to be paid by federal grant funds.

Mr. Skomrock asked about cell phone reimbursement. Fiscal officer replied that she had not seen a Cell Phone/Electron Device Policy in the employee manual. She will look for the policy and reimbursement form, and send the forms out by email. Reimbursement schedule will remain the same as last year, with trustees and road workers reimbursed at a rate of \$35 per month, and the Road Superintendent being reimbursed at a rate of \$50.00 due to data requirements specific to his job. Trustee Tropf and fiscal officer Sustar both declined reimbursement.

Dr. Silver contacted Mr. Skomrock regarding a neighbor throwing trash over the bank, into Silver Lake. Dr. Silver owns all the land surrounding Silver Lake. He was advised to file a complaint with the Zoning inspector, and also file complaints with the Health Department. This is a civil matter, though possibly it would have EPA implications. There is also a house on Northeast corner of Stone Road and SR 87, that has lots of trash in the yard.

Mr. Skomrock moved to go into Executive Session at 11:17 a.m. for the purpose of discussing the prior Newbury School property. Mr. Quigley seconded the motion. Voice vote: three yes.

Motion to exit Executive Session at 12:47 by Greg Tropf. Motion seconded by Glen Quigley. Voice vote: three yes.

Decision to investigate possible real estate attorney, and cost. Jim Dixon has offered to provide a site assessment at no cost. Task Force asked trustees for criteria to go forward, or other options. They will work on a resolution for the trustees.

**Payments approved prior to or at tonight's meeting:**

324-2020	12/4/20	\$544.09	John Boksansky
325-2020	12/4/20	\$915.25	Joseph Colini
326-2020	12/4/20	\$509.96	Timothy H. Hegedus
327-2020	12/4/20	\$1,291.29	Randal O. Hollis
328-2020	12/4/20	\$129.27	Randal R. Hollis
329-2020	12/4/20	\$225.40	John H. Mansfield
330-2020	12/4/20	\$1,380.06	Timothy A. Mansfield
331-2020	12/4/20	\$910.03	Glen E. Quigley
332-2020	12/4/20	\$793.77	Lorraine Sevich
333-2020	12/4/20	\$725.91	William J. Skomrock Jr.
334-2020	12/4/20	\$1,337.37	Beverly A Sustar
335-2020	12/4/20	\$670.89	Gregory J. Tropf
336-2020	12/4/20	\$1,565.94	Douglas J. Zimperman
34968	11/30/20	\$375.00	Patsy Keyes

34969	11/30/20	\$100.00	All Ways Flasher LLC
34970	11/30/20	\$3,370.50	DJL Material & Supply
34971	11/30/20	\$4,140.25	Burton Carpet Shoppe, Inc. MT Business Technologies Inc.
34972	11/30/20	\$62.22	
34973	11/30/20	\$95,974.00	Ohio Cat Zoom Video Communications
34974	11/30/20	\$40.00	
34975	11/30/20	\$726.69	Beverly Sustar
34976	11/30/20	\$377.50	Designs by Dianna Ltd.
34977	12/4/20	\$822.56	Thomas J Csepi
34978	12/4/20	\$456.49	Jodie K. Swartwout
34979	12/4/20	\$352.30	Ohio Child Support Payment
34981	12/5/20	\$3,630.94	Medical Mutual Of Ohio
34983	12/5/20	\$318.39	Delta Dental
34985	12/5/20	\$111.43	VSP
	Total Payments	\$121,857.50	

Mr. Tropf made a motion to adjourn the meeting. Mr. Quigley seconded, with a unanimous affirmative vote

Meeting adjourned at 12:52 p.m.

_____ William Skomrock, Jr. - Chairman	_____ Glen Quigley - Vice Chairman
_____ Greg Tropf	_____ Beverly Sustar – Fiscal Officer