

## RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:01 p.m., December 30, 2024 at the Newbury Township Town Hall. Chairman Bill Skomrock, and Trustees Gregory Tropf and David Lair, Jr. were in attendance.

Also in attendance:

Tim Charvat	Resident
Ken Fagan	Fire Chief
Jim Lang	Resident, Zoning Commission Member
Lindsay Pollock	Fiscal Officer

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

### Public Comment

- None.

### Fire Department Update:

- Fire Chief Fagan reported there were 912 calls this year, 85 in December. There were 792 in 2023. About 85% of calls are rescues, then car accidents, trees down, wires down, etc.
- Mr. Skomrock mentioned email from OTA about radio frequencies – not available after July 1st – Mr. Fagan was already aware.
  - The Ohio Department of Administrative Services (DAS) is reminding Ohio first responder and public safety agencies that use the Multi-Agency Radio Communication System (MARCS) to authenticate all radios or the radios won't work on the MARCS system beginning July 1, 2025.

### Road Department Update:

- Mr. Skomrock reported that he attended the PERRP closing conference on Friday, December 6<sup>th</sup> along with Mr. Zimperman and Ms. Pollock regarding the Munn Cemetery accident. Trustees discussed potential to find alternative to drop offs at edges of fields. The following was discussed at the PERRP closing meeting.
  - Perform site evaluations of each property to address hazards.
  - Worker's comp videos to view for various training.
  - Have until end of Jan 2025 to perform required tasks.

### Fiscal Officer's Report:

- Minutes from the December 4th regular meeting were presented.
  - Fiscal Officer sent drafts to the Trustees for review prior to the meeting.
  - Mr. Tropf motioned to approve the minutes as presented. Mr. Lair seconded the motion.
  - Voice vote: Three ayes.
- **Resolution 20241230-01 Update the Employee Handbook Policy for Benefits: Longevity Pay**
  - Mr. Lair motioned to approve the minutes as presented. Mr. Tropf seconded the motion.
  - Voice vote: Three ayes.
- **Resolution 20241230-02 Appointment of Account Administrator**
  - To specifically allow Ms. Pollock to be administrator of VISA account held in name of Douglas Zimperman.
  - Mr. Lair motioned to approve the minutes as presented. Mr. Tropf seconded the motion.
  - Voice vote: Three ayes.
- **Resolution 20241230-03 Deactivation of Coronavirus Relief Fund and Related Accounts**
  - Mr. Lair motioned to approve the minutes as presented. Mr. Tropf seconded the motion.
  - Voice vote: Three ayes.
- **Resolution 20241230-04 Deactivation of American Rescue Plan Act Fund and Related Accounts**
  - Mr. Lair motioned to approve the minutes as presented. Mr. Tropf seconded the motion.
  - Voice vote: Three ayes.

## RECORD OF PROCEEDINGS

- **Resolution 20241230-05 Deactivation of Fire Station Capital Improvement Fund and Related Accounts**
  - Not voted on – Fiscal Officer to determine if fund can be used as reserve fund going forward to cover future repairs and maintenance to the fire building.
- **Resolution 20241230-06 Authorization to Create New Accounts**
  - To add various additional account combinations to the Chart of Accounts
  - Mr. Lair motioned to approve the minutes as presented. Mr. Tropf seconded the motion.
  - Voice vote: Three ayes.
- **Resolution 20241230-07 Interfund Transfers**
  - To transfer \$150,000 from the Road & Bridge Fund to the Service Garage Reserve Fund.
  - Mr. Lair motioned to approve the minutes as presented. Mr. Tropf seconded the motion.
  - Voice vote: Three ayes.
- **Resolution 20241230-08 Vacation Accrual Adjustment**
  - To correct for an error in the tracking of carryover vacation for Road staff.
  - Mr. Lair motioned to approve the minutes as presented. Mr. Tropf seconded the motion.
  - Voice vote: Three ayes.
- Ms. Pollock proposed the pay dates and meeting dates for 2025 as below:

	Meeting 1	Meeting 2	Pay 1	Pay 2
January	Wednesday, January 08, 2025	Wednesday, January 15, 2025	Friday, January 03, 2025	Friday, January 17, 2025
February	Wednesday, February 05, 2025	Wednesday, February 19, 2025	Wednesday, February 05, 2025	Thursday, February 20, 2025
March	Wednesday, March 05, 2025	Wednesday, March 19, 2025	Wednesday, March 05, 2025	Thursday, March 20, 2025
April	Wednesday, April 02, 2025	Wednesday, April 16, 2025	Friday, April 04, 2025	Friday, April 18, 2025
May	Wednesday, May 07, 2025	Wednesday, May 21, 2025	Monday, May 05, 2025	Tuesday, May 20, 2025
June	Wednesday, June 04, 2025	Wednesday, June 18, 2025	Thursday, June 05, 2025	Friday, June 20, 2025
July	Wednesday, July 02, 2025	Wednesday, July 16, 2025	Thursday, July 03, 2025	Friday, July 18, 2025
August	Wednesday, August 06, 2025	Wednesday, August 20, 2025	Tuesday, August 05, 2025	Wednesday, August 20, 2025
September	Wednesday, September 03, 2025	Wednesday, September 17, 2025	Friday, September 05, 2025	Friday, September 19, 2025
October	Wednesday, October 01, 2025	Wednesday, October 15, 2025	Friday, October 03, 2025	Monday, October 20, 2025
November	Wednesday, November 05, 2025	Wednesday, November 19, 2025	Wednesday, November 05, 2025	Thursday, November 20, 2025
December	Wednesday, December 03, 2025	Wednesday, December 17, 2025	Friday, December 05, 2025	Friday, December 19, 2025

- Mr. Tropf motioned to approve the dates as presented. Mr. Skomrock seconded the motion.
- Voice vote: Three ayes.
- Ms. Pollock notified the Trustees of a donation of \$250.00 given to the Township by the Barely Awake AA group that utilizes the Town Hall for their meetings. This will be used for general township expenses and deposited into the General Fund.
  - Mr. Lair motioned to accept the donation. Mr. Skomrock seconded the motion.
  - Voice vote: Three ayes.
- Ms. Pollock recommended the Township enroll in Positive Pay with Middlefield Bank to mitigate any risk of check fraud.
  - Mr. Lair motioned to approve the minutes as presented. Mr. Tropf seconded the motion.
  - Voice vote: Three ayes.

**Mr. Tropf's Update:**

- Mr. Tropf suggested the Trustees perform interviews all on one day for new hires - Road (2) / Zoning (2) / Sexton/Admin (1) – Weds Jan 15<sup>th</sup> 4pm to start, regular meeting to follow.
  - Mr. Tropf to provide updates to Hugh for website - meeting dates and times and job descriptions for open positions.
  - Mr. Tropf to provide updates to the Geauga Maple Leaf as well.
- Mr. Tropf contacted Schwartz Land Survey regarding surveying the property of South Newbury cemetery survey, should not cost more than \$5,000.
  - Mr. Tropf motioned to accept the estimate as presented and Mr. Lair seconded the motion.

## RECORD OF PROCEEDINGS

- Voice vote: Three ayes.
- Mr. Tropf spoke with DS Architecture regarding performing an inspection for the American Legion building – should be around \$1250.
- There will be a Tri-Board meeting soon – date to be determined and will be on a Saturday morning (not last week Jan / first week Feb).
- Regarding issue at SRM Concrete – Mike Joyce (interim Zoning Inspector) gave permission to use new plant as old one was safety concern. Batch plant there since 1961, operating outside of zoning, but was our mistake. This will be turned over to the BZA to issue variance if approved.

### Mr. Lair's Update:

- NOPEC – grant paperwork is due April 30<sup>th</sup> and it's all ready to go (\$1500).
- Spectrum – got pricing for Wi-Fi for cameras: \$100 installation, 1-year of service \$64.99/mo
  - Mr. Lair motioned to accept the estimate as presented and Mr. Tropf seconded the motion.
  - Voice vote: Three ayes.
- Oberland Park lease for sugaring – will use existing lease, update dates, etc. then will pass by APA (Linda Applebaum).
- Township still needs to issue statement to Les for hay (\$600) since no funds have been received from him so far.

### Mr. Skomrock's Update:

- Capital Improvement project grant paperwork – submitted to ODNR for Oberland Park Restroom project.
- Green Flush – main sales contact Deion has now handed off to project manager to work with us.
  - Go to state Engineer for approval / stamp – may take 90 days
  - Really want installed before Car Show
  - Potable water / non-potable water – Green Flush to confirm for us
- Trustees agreed to offer \$22/hour for zoning inspector position.
- A reminder that the January 8th regular meeting will be at 4pm since the GCTA (Geauga County Township Association) quarterly meeting is at 7pm.

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

Number	Post Date	Type	Total Warrant Amount	Payee	Status
330-2024	12/5/24	CH	\$61.11	PXC, Inc.	○
331-2024	12/10/24	CH	\$185.00	Ohio Public Empl. Def. Comp. Pro.	○
332-2024	12/10/24	CH	\$25.00	Middlefield Banking Company	○
333-2024	12/16/24	CH	\$32.67	Medical Mutual Of Ohio	○
334-2024	12/17/24	CH	\$20.24	Medical Mutual Of Ohio	○
335-2024	12/18/24	CH	\$105.03	Medical Mutual Of Ohio	○
336-2024	12/20/24	CH	\$20,557.86	PXC, Inc.	○
337-2024	12/20/24	CH	\$3,649.06	PXC, Inc.	○
338-2024	12/13/24	CH	\$150.85	PXC, Inc.	○
339-2024	12/23/24	CH	\$271.68	PXC, Inc.	○
340-2024	12/23/24	CH	\$5,704.44	Ohio Public Employees Retirement System	○
341-2024	12/24/24	CH	\$80.00	Ohio Public Empl. Def. Comp. Pro.	○
342-2024	12/24/24	CH	\$185.00	Ohio Public Empl. Def. Comp. Pro.	○
343-2024	12/24/24	CH	\$82.44	Medical Mutual Of Ohio	○
344-2024	12/27/24	CH	\$50.00	Medical Mutual Of Ohio	○
345-2024	12/30/24	CH	\$314.27	Medical Mutual Of Ohio	○
346-2024	12/30/24	CH	\$6.69	Medical Mutual Of Ohio	○
38366	12/20/24	AW	\$212.50	Aris Company	○
38367	12/20/24	AW	\$162.08	Bradford Neal Machinery Inc.	○
38368	12/20/24	AW	\$4,268.00	Bureau of Workers' Compensation	○
38369	12/20/24	AW	\$150.00	Cassidy Web Creations	○

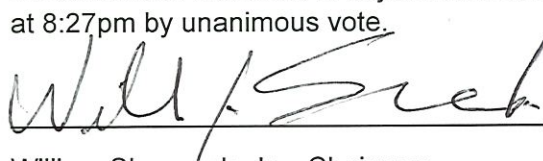
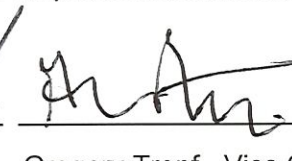
## RECORD OF PROCEEDINGS

Number	Post Date	Type	Total Warrant Amount	Payee	Status
38370	12/20/24	AW	\$383.78	CCP Industries, Inc.	O
38371	12/20/24	AW	\$40.00	Chris Yaecker	O
38372	12/20/24	AW	\$933.68	Cintas Corp.	O
38373	12/20/24	AW	\$37.75	ComDoc, Inc.	O
38374	12/20/24	AW	\$80.00	Dave Fabig	O
38375	12/20/24	AW	\$80.00	Ed Deluliis	O
38376	12/20/24	AW	\$40.00	Ed Meyers	O
38377	12/20/24	AW	\$2,736.24	First Energy	O
38378	12/20/24	AW	\$216.56	Fisher Auto Parts	O
38379	12/20/24	AW	\$399.00	Geauga Public Health	O
38380	12/20/24	AW	\$25.00	Green Vision Material	O
38381	12/20/24	AW	\$95.19	Iron Man Contractors Supply	O
38382	12/20/24	AW	\$80.00	Jerry Hudak	O
38383	12/20/24	AW	\$40.00	Jim Lang	O
38384	12/20/24	AW	\$100.53	Kimball-Midwest Inc.	O
38385	12/20/24	AW	\$9.92	Leigh Orlovski	O
38386	12/20/24	AW	\$12.86	Lindsay Pollock	O
38387	12/20/24	AW	\$20.00	Lou Tomsic Jr.	O
38388	12/20/24	AW	\$225.36	Marshall Power Equipment	O
38389	12/20/24	AW	\$40.00	Mary Lee Brezina	O
38390	12/20/24	AW	\$10,029.93	Medical Mutual Of Ohio	O
38391	12/20/24	AW	\$40.00	Mike Fenstermaker	O
38392	12/20/24	AW	\$238.75	Newbury Technologies	O
38393	12/20/24	AW	\$155.00	Northeastern Air Control Inc.	O
38394	12/20/24	AW	\$147.20	O'Reilly Equipment L.L.C.	O
38395	12/20/24	AW	\$5.86	Ruth Cavanagh	O
38396	12/20/24	AW	\$40.00	Scott Koller	O
38397	12/20/24	AW	\$99.99	Spectrum Business	O
38398	12/20/24	AW	\$448.29	Star2Star Communications LLC	O
38399	12/20/24	AW	\$80.00	Steve Boughner	O
38400	12/20/24	AW	\$25.00	Title Professionals Group, LTD	O
38401	12/20/24	AW	\$30.00	T-Mobile	O
38402	12/20/24	AW	\$7.72	Turney Home and Auto	V
38402	12/27/24	AW	-\$7.72	Turney Home and Auto	V
38403	12/20/24	AW	\$1,649.75	Ullman Oil Company	O
38404	12/20/24	AW	\$2,118.68	VISA	O
38405	12/20/24	AW	\$16.05	Waste Management of Ohio Inc.	O
38406	12/20/24	AW	\$361.96	West Geauga Local School District	O
38407	12/20/24	AW	\$156.00	O.A.R Siding & Vinyl Window Co., LLC	O
38408	12/30/24	AW	\$536.11	Delta Dental	O
38409	12/30/24	AW	\$155.49	VSP	O
			\$58,203.85	<b>TOTAL PAYMENTS</b>	

Mr. Skomrock asked if any final questions.

Mr. Charvat (resident) asked about Sen. O'Brien's follow up to the shooting on private property discussed in prior meetings and Mr. Tropf confirmed it would be after the new year.

Mr. Skomrock motioned to adjourn and Mr. Tropf seconded the motion. Meeting was adjourned at 8:27pm by unanimous vote.

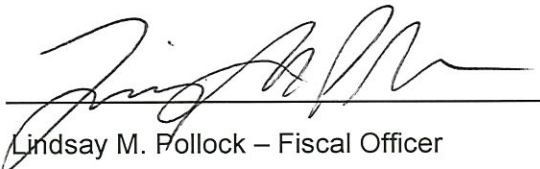



William Skomrock, Jr. - Chairman

Gregory Tropf - Vice Chairman



David Lair, Jr. - Trustee



Lindsay M. Pollock - Fiscal Officer