

## RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:00 p.m., December 4, 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	Jeff Munn	Resident
Ken Fagan	Fire Chief	Ann Wishart	Maple Leaf
Larry Green	Resident	Doug Zipperman	Road Superintendent

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

**Public Comment**

- Resident Larry Green inquired about the display sign at Newbury Center Plaza. The Fiscal Officer mentioned that Leigh Orłowski had been in touch with someone based on an old paper application she found in the office for requesting a digital message, but was told it was not functioning.
- Resident and Maple Leaf reporter Ann Wishart asked about plantings at Veteran’s Park and the Trustees confirmed that the plantings had gone in as planned.

**Fire Department Update:**

- Fire Chief Fagan reported there were 75 calls in November and 12 calls so far in December, with 839 calls to date.

**Road Department Update:**

- Town Hall stairs are being worked on by Somrack Roofing, making progress.
- Superintendent Zipperman raised concern regarding a couple of trees leaning over the roads. The Trustees agreed that since we have budget available so he should go ahead and get trimming done.
- Road department is still looking for new hires – can circle back to previous inquiries with updated pay info to see if they are interested at higher rate of pay.

**Fiscal Officer’s Report:**

- Minutes from the November 20<sup>th</sup> regular meeting were presented.
  - Fiscal Officer sent drafts to the Trustees for review prior to the meeting.
  - Mr. Skomrock motioned to approve the minutes as presented. Mr. Lair seconded the motion.
  - Voice vote: Three ayes.

• **November Bank Reconciliation**

Prior Balance	\$4,392,676.28	Checking balance	\$3,387,699.32
Receipts	\$555,265.51	Star Ohio	\$127,242.42
Payments	(\$1,440,786.74)	Outstanding checks	(\$7,786.69)
Adjustments	\$ -	<b>Total Balance</b>	<b>\$3,507,155.05</b>
<b>Total Balance</b>	<b><u>\$3,507,155.05</u></b>		

- **Resolution 20241204-01: Trustee Salary Preference**
  - Authorizes the adoption of the annual salary method of compensation for 2025 for the Trustees and Fiscal Officer.
  - Mr. Skomrock motioned to pass the resolution as proposed and Mr. Tropf seconded.
  - Voice vote: three ayes.
- **Resolution 20241204-02: Supplemental Appropriations (Corrections)**
  - To make corrections in UAN for two transactions previously posted to UAN but that were not reported to the County Auditor’s office.
  - Mr. Skomrock motioned to pass the resolution as proposed and Mr. Lair seconded.

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- Voice vote: three ayes.
- **Resolution 20241204-03: Supplemental Appropriation and Fund/Account Transfer**
  - To record additional appropriations to allow for debt service payment to Middlefield Bank, to transfer between the Fire Fund and the Debt Service Fund accordingly as well as transfer between the Interest and Principal accounts within the Debt Service fund to allow for proper coding.
  - Mr. Lair motioned to pass the resolution as proposed and Mr. Skomrock seconded.
  - Voice vote: three ayes.
- **Resolution 20241204-04: Authorization to Purchase Silverton Model Flush Restroom Building for Oberland Park through Green Flush Technologies, LLC (\$270,922.00)**
  - To approve the purchase and authorize the opening of a PO.
  - Mr. Trof motioned to pass the resolution as proposed and Mr. Lair seconded.
  - Voice vote: three ayes.
- **Resolution 20241204-05: Supplemental Appropriation**
  - To authorize additional appropriations for the Green Flush PO to be able to be raised.
  - Mr. Trof motioned to pass the resolution as proposed and Mr. Lair seconded.
  - Voice vote: three ayes.
- **Resolution 20241204-06: Temporary Appropriations**
  - To provide for the expenses of the Board during 2025.
  - Mr. Skomrock motioned to pass the resolution as proposed and Mr. Trof seconded.
  - Voice vote: three ayes.
- Fiscal Officer clarified with the Trustees if the longevity pay policy passed at the 11/6/2024 meeting should only apply to full-time staff, or if part-time staff should be included. The Trustees agreed it should be full-time staff only. Furthermore, they agreed to issue the payment in the final pay of each year. Fiscal Officer to create a resolution to present at the next meeting to make all details official.
- Ms. Pollock presented a calendar of dates for payroll payments and meeting dates proposed for 2025.
- Ms. Pollock also asked if anyone would plan to attend the next GCTA meeting on January 8<sup>th</sup>. Since this is the same date of the rescheduled Regular Meeting, the Trustees agreed to change the Trustee meeting to 4pm to allow anyone to attend the GCTA meeting that would like to.

### Mr. Trof's Update:

- Mike Joyce started Monday morning as interim Zoning Inspector. John came in to do a handover.
- There will be a Tri-Board meeting after 1<sup>st</sup> of year.
- Legion Hall – DS Architecture to come out next week to review building's needs.
- Regarding the shooting on the private residence that many neighbors were concerned about, Mr. Trof followed up on the Trustees' letter and reached back out to Senator Sandra O'Brien. Her office agreed they will set up meeting after 1<sup>st</sup> of year to address. Rep Sarah Arthur Fowler's office said she spoke to Ashtabula County Sheriff and they are aware of the situation.
- Mr. Trof advised that surveying of South Newbury Cemetery is in progress by Title Professionals.
- Go Green (Scrap Tire) grant – documentation submitted and good to go – check is being cut today (reapply in January 2025).

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### Mr. Lair's Update:

- Veteran's Park – flag poles to come down for the winter, Mr. Lair to speak with Mr. Stefancin.
- Security cameras are up and functioning. Speaking with Spectrum regarding getting online. We don't have official reply yet for monthly fees, may be able to tie in with town hall. Everything is being recorded, just have to retrieve locally, not linked with cloud.
- Go Green grant / NOPEC – Mr. Lair will work on for 2025.
- Holiday decorating at Veteran's Park went well – DS Cakes donated pastry tray and Mangia Mangia donated pizza to volunteers. Thank you!
- Legion – not sure yet about using money for flag purchases, Tim Charvat will inquire at Monday Legion meeting.

### Mr. Skomrock's Update:

- Mr. Skomrock is being told that now we need to have potable water in the Oberland Park Restroom per EPA. He will reach back out to Green Flush and / or Chagrin Watershed Group to confirm next steps.
- There was an inquiry about renting the football field, Mr. Skomrock and the Trustees agreed that they will speak with Bill Brian, and then put them in touch directly.
- Inquiry about switching to .gov from .com. Trustees agreed to hold off until they know more.
- Sherriff's report – 189 calls for November.
- Trustees discussed compensation for Mr. Zimperman - \$27.55 / hour → \$31.00 / hour.
  - Mr. Skomrock motioned to increase Mr. Zimperman's pay, effective 12/1/2024 to \$31/hour and Mr. Trof seconded.
  - Voice vote: three ayes.
- Mr. Skomrock suggested a January work session, perhaps during the day around 2:30pm – any day of week for employee policy manual and records retention policy. Date tbd.
- OTARMA representative vote – four options, welcome any feedback from Trustees.

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

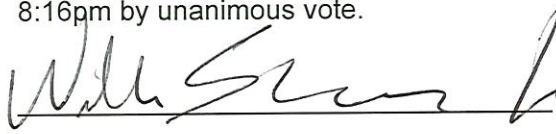

Number	Post Date	Type	Total Warrant Amount	Payee	Status
322-2024	11/21/24	CH	\$98.97	Medical Mutual Of Ohio	C
323-2024	11/25/24	CH	\$23.10	Medical Mutual Of Ohio	C
324-2024	11/26/24	CH	\$80.00	Ohio Public Empl. Def. Comp. Pro.	C
325-2024	11/26/24	CH	\$185.00	Ohio Public Empl. Def. Comp. Pro.	C
326-2024	12/2/24	CH	\$12.69	Medical Mutual Of Ohio	O
327-2024	12/4/24	CH	\$5,803.44	PXC, Inc.	O
328-2024	12/4/24	CH	\$931.93	PXC, Inc.	O
329-2024	12/4/24	CH	\$99.00	Medical Mutual Of Ohio	O
38347	12/4/24	AW	\$377.04	1st Ayd Corporation	O
38348	12/4/24	AW	\$126,751.94	Cerni Motor Sales, Inc	O
38349	12/4/24	AW	\$2,341.95	Cleveland Plumbing Supply Co.	O
38350	12/4/24	AW	\$493.00	COSE-Greater Cleveland Partnership	O
38351	12/4/24	AW	\$984.82	Cuyahoga Asphalt Materials	O
38352	12/4/24	AW	\$472.06	Delta Dental	O
38353	12/4/24	AW	\$44.12	DEX Imaging	O
38354	12/4/24	AW	\$402.25	Enbridge Gas Ohio	O
38355	12/4/24	AW	\$27,092.20	Green Flush Restrooms	O
38356	12/4/24	AW	\$107.44	Hemly Tool Supply Inc.	O
38357	12/4/24	AW	\$330.00	Karlovec Media GRoup	O
38358	12/4/24	AW	\$300.00	Patsy Keyes	O
38359	12/4/24	AW	\$339.45	Kimball-Midwest Inc.	O

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Number	Post Date	Type	Total Warrant Amount	Payee	Status
38360	12/4/24	AW	\$68,650.58	Middlefield Banking Company	○
38361	12/4/24	AW	\$5,310.00	Northeastern Air Control Inc.	○
38362	12/4/24	AW	\$948.00	Treasurer of State	○
38363	12/4/24	AW	\$1,494.60	ScapeAbilities (John Suvak)	○
38364	12/4/24	AW	\$155.49	VSP	○
38365	12/4/24	AW	\$739.32	West Geauga Local School District	○
			<b>\$244,568.39</b>	<b>TOTAL PAYMENTS</b>	

Mr. Skomrock asked if any final questions.

Mr. Lair motioned to adjourn and Mr. Tropf seconded the motion. Meeting was adjourned at 8:16pm by unanimous vote.

William Skomrock, Jr. - Chairman

Gregory Tropf - Vice Chairman

David Lair, Jr. - Trustee

Lindsay M. Pollock - Fiscal Officer