

## RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 7:02 p.m., November 6<sup>th</sup>, 2024 at the Newbury Township Town Hall. Trustees Bill Skomrock, Greg Trof and David Lair, Jr. were in attendance.

Also in attendance:

C.D. Boyd	Resident	Jeff Munn	Resident
Tim Charvat	Resident	Lindsay Pollock	Fiscal Officer
Jill Dugan	Resident	Ken Siebold	Resident
Brian Dugan	Resident	Barbara Siebold	Resident
Ken Fagan	Fire Chief	Allison Wilson	Geauga Maple Leaf
Ray Hinch	Resident	Doug Zipperman	Road Superintendent

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

### Fire Department Update:

- Fire Chief Fagan reported there have been YTD 769 calls as compared to 792 last year. There were 70 in October and 18 so far in November.
- The new fire fighters will be sworn in next week by Judge Carolyn Paschke on Nov 13<sup>th</sup> - 6:30pm for snacks, 7pm ceremony.
- Trick-or-treating went great this year with around 120 kids.

### Public Comment

- Resident Barbara Siebold thanked the Trustees for sending their letter to the state senator and state house rep regarding irresponsible shooting on private property. Ms. Siebold also wrote to Rep Sarah Fowler Arthur, and was pleased she got a quick reply. She handed copies to the Trustees. Ms. Siebold reported that things have been quiet since Oct 5<sup>th</sup> on Whitewood.
- Resident Jill Dugan asked is there a minimum acreage requirement to shoot? Mr. Trof said he thinks it's a distance requirement not acreage.
- Resident Ken Siebold mentioned the neighbor has collected a large number of tires, is there anything EPA related to regulate? The Trustees mentioned that maybe zoning can come out to investigate that.
- Resident Ray Hinch reiterated the thanks to everyone for hearing out the residents and giving suggestions of how to handle.

### Road Department Update:

- Mr. Zipperman reported that the furnaces were serviced and one heat exchanger has a crack (prob 50 years old). Quote from Northeastern Air Control, Inc. \$4,950, parts & labor to replace.
  - Mr. Skomrock motioned to approve the replacement for up to \$5,500 and Mr. Lair seconded.
  - Voice vote: three ayes.
- American Legion Hall – various issues with structure.
  - Repair lintels, tuck point, chimney: \$20,100. Had two companies look at it, one quote received so far.
  - Need chimney caps – both suppliers recommended.
  - Mr. Zipperman and the Trustees discussed having someone assess what repairs may be needed before handling these.
  - Mr. Trof to contact DS Architecture.
- Storms damaged GFI circuits at the bus garage, so had repair done.
- Ferris Mower – the township will keep the damaged one for parts, we received a check from the insurance claim for replacement.
- Surveillance camera project is moving forward – Zirkle reached out to Spectrum, may contact Mr. Zipperman. The wires are run and within a week or two, cameras will be installed.

### Fiscal Officer's Report:

- Minutes from the October 16<sup>th</sup> regular meeting were presented.
  - Fiscal Officer sent drafts to the Trustees for review prior to the meeting.

## RECORD OF PROCEEDINGS

- Mr. Tropf motioned to approve the minutes as presented. Mr. Lair seconded the motion.
- Voice vote: Three ayes.
- October Bank Reconciliation:
 

Prior Balance	\$ 4,674,547.60		
Receipts	\$ 1,168,402.33	Checking balance	\$ 868,810.34
Payments	<b>\$ (1,450,273.65)</b>	Star Ohio	\$ 3,523,997.83
Adjustments	\$ -	Outstanding checks	<b>\$ (131.89)</b>
<b>Total Balance</b>	<b><u>\$ 4,392,676.28</u></b>	<b>Total Balance</b>	<b><u>\$ 4,392,676.28</u></b>
- Ms. Pollock shared the renewal information for Delta Dental – rates increasing by 13.5%, but no better alternatives were found.
  - Mr. Skomrock motioned to accept the Delta Dental renewal and Mr. Tropf seconded.
  - Voice vote: three ayes.
- **Resolution 20241106-01 Authorization of Section 125 Flexible Benefits Plan**
  - Mr. Skomrock motioned to accept the resolution as presented and Mr. Lair seconded.
  - Voice vote: Three ayes.
- **Resolution 20241106-02 Reclassify Between Accounts in Cemetery Fund**
  - Mr. Lair motioned to accept the resolution as presented and Mr. Tropf seconded.
  - Voice vote: Three ayes.
- **Resolution 20241106-03 Additional Revenue Certification and Creation of Account**
  - Mr. Tropf motioned to accept the resolution as presented and Mr. Lair seconded.
  - Voice vote: Three ayes.
- **Resolution 20241106-04 Asphalt Resurfacing of Various Roads**
  - Mr. Skomrock motioned to accept the resolution as presented and Mr. Lair seconded.
  - Voice vote: Two ayes, Mr. Tropf abstained.
- **Resolution 20241106-05 Real Estate Tax Advance Request**
  - Mr. Skomrock motioned to accept the resolution as presented and Mr. Tropf seconded.
  - Voice vote: Three ayes.
- **Resolution 20241106-06 Supplemental Appropriation**
  - Mr. Skomrock motioned to accept the resolution as presented and Mr. Lair seconded.
  - Voice vote: Three ayes.
- Ms. Pollock inquired to the status of the Town Hall back steps project with Somrack Roofing – Mr. Zimperman to inquire.
- As the first meeting of January would fall on January 1<sup>st</sup>, Ms. Pollock asked Trustees if it should be rescheduled. Trustees discussed and agreed to hold a Special Meeting for yearend on Dec 30<sup>th</sup> at 7pm and to hold the first regular meeting of 2025 on Jan 8<sup>th</sup> at 7pm. Ms. Pollock to give notice / advertise.

### Mr. Tropf's Update:

- The Township's Zoning Inspector resigned with his last day being Nov 15<sup>th</sup> so we are looking for a new one and will get it posted on the website and in the papers.
- Resident Barbara Cleveland contacted the Township regarding illegal dumping happening on her property adjacent to South Newbury Cemetery.
  - The Trustees discussed what the best response would be and agreed to first have the property surveyed by the county as a first step. Mr. Tropf to follow up.
- The Township's 2024 Christmas tree will be delivered the Saturday before Thanksgiving. TRC Landscaping and Green Vision Materials are donating and will drop right by the gazebo.
- The BZA has requested a Tri-board meeting so will schedule for early 2025 – for BZA, Zoning Commission, and Trustees. The last one was a couple of years ago.

### Mr. Lair's Update:

- Mr. Lair raised the issue of a disinterment policy as there is a request to disinter from one of our cemeteries.
  - Mr. Skomrock suggested 1.5x standard open / close pricing.

## RECORD OF PROCEEDINGS

- There was some concern regarding the likelihood of someone wanting to purchase used lot, so perhaps it should be reserved for indigent burial.
- The Township needs the family to sign the deed back over to it. If there is no deed, then some legal documentation to release ownership (as of disinterment date or payment date, whichever is later).
- NOPEC – Chuck Keeper letter stating price is steady at 6.499 cents / kwh

### Mr. Skomrock's Update:

- Sherriff's report – Calls have been around 220/230 per month but October had 170.
- Capital Improvement Grant paperwork
  - Chagrin River Watershed Partnership is working on helping
  - Hess & Assoc - EPA permit & waste management system plan
  - Fiscal Officer to submit EPA application payment online
  - Green Flush – sent updated contract with some, but not all of APA Applebaum's recommendations. Mr. Skomrock to send some suggested wording regarding first payment to be for initial drawings.
  - \$270k updated quote.
- HB47 regarding required AED installations
  - Mr. Skomrock spoke with Kim Arnold of OTARMA, tabled until we hear back from Kim (following up internally with OTA, Kyle Brooks).
  - Sample emergency plan provided
- Job application – used sample from Paychex, updated to fit to Newbury
  - Add "please return to [admin@newburyohio.com](mailto:admin@newburyohio.com) or 14899 Auburn Rd."
  - Add "if you have a resume, please attach and send as well"
- Employee Wages & Benefits – received info gathered by Chardon re road dept via public records request.
  - The Trustees discussed road worker wages and agreed on the following:
    - FT - \$26 / hr.
    - PT - \$23 / hr.
    - \$100 / year longevity pay, to max out at \$2500 / year, after one year of service.
  - Mr. Skomrock motioned to move hourly rates as above (FT/PT - \$26/\$23) and longevity pay as described. Mr. Tropf seconded.
  - Vote vote: Three ayes.
  - To be effective Dec 1, 2024
  - Letter to staff, update to Paychex, etc.
- Mr. Skomrock brought up the Motor Vehicle Reports (MVR) to be signed and submitted annually.

Mr. Tropf motioned to enter into executive session at 9:03pm, pursuant to ORC 121.22G3 (pending or imminent litigation).

- Mr. Lair seconded.
- Voice vote: Three ayes.
- Out of executive session at 9:36pm, no action taken.

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

Number	Post Date	Type	Total Warrant Amount	Payee	Status
297-2024	10/17/24	CH	\$1,831.61	PXC, Inc.	C
298-2024	10/17/24	CH	\$11,274.45	PXC, Inc.	C
299-2024	10/18/24	CH	\$63.04	PXC, Inc.	C
300-2024	10/21/24	CH	\$165.29	Medical Mutual Of Ohio	C
301-2024	10/22/24	CH	\$80.00	Ohio Public Empl. Def. Comp. Pro.	C
302-2024	10/22/24	CH	\$185.00	Ohio Public Empl. Def. Comp. Pro.	C
303-2024	10/23/24	CH	\$5,902.30	Ohio Public Employees Retirement System	C
304-2024	10/25/24	CH	\$98.97	Medical Mutual Of Ohio	C
305-2024	10/28/24	CH	\$24.04	Medical Mutual Of Ohio	C

## RECORD OF PROCEEDINGS

Number	Post Date	Type	Total Warrant Amount	Payee	Status
306-2024	11/4/24	CH	\$233.36	Medical Mutual Of Ohio	O
307-2024	11/4/24	CH	\$1,049.58	PXC, Inc.	O
308-2024	11/4/24	CH	\$6,527.75	PXC, Inc.	O
309-2024	11/5/24	CH	\$57.27	PXC, Inc.	O
38301	11/6/24	AW	\$46.45	ComDoc, Inc.	O
38302	11/6/24	AW	\$472.06	Delta Dental	O
38303	11/6/24	AW	\$72.38	DEX Imaging	O
38304	11/6/24	AW	\$3,500.00	DS Architecture	O
38305	11/6/24	AW	\$285.91	Enbridge Gas Ohio	O
38306	11/6/24	AW	\$485.50	Hartville Hardware Inc.	O
38307	11/6/24	AW	\$375.00	Patsy Keyes	O
38308	11/6/24	AW	\$177.24	NAPA Auto Parts Middlefield	O
38309	11/6/24	AW	\$797.00	Newbury Technologies	O
38310	11/6/24	AW	\$35.00	Ohio Public Utilities Commission	O
38311	11/6/24	AW	\$100.00	Patton Pest Control Co., Inc	O
38312	11/6/24	AW	\$21.04	Lindsay Pollock	O
38313	11/6/24	AW	\$8,423.67	Ray's Repair	O
38314	11/6/24	AW	\$737,265.00	Ronyak Bros. Paving Inc.	O
38315	11/6/24	AW	\$715.50	ScapeAbilities (John Suvak)	O
38316	11/6/24	AW	\$241.82	West Geauga Local School District	O
38317	11/6/24	AW	\$716.25	H&M Landscaping	O
38318	11/6/24	AW	\$2,185.60	Kolsom Tires	O
38319	11/6/24	AW	\$3.77	Leigh Orłowski	O
38320	11/6/24	AW	\$61.98	Sunrise Springs Water Co. Inc.	O
38321	11/6/24	AW	\$208.63	Turney Home and Auto	O
38322	11/6/24	AW	\$155.49	VSP	O
38323	11/6/24	AW	\$49.51	John Boksansky - v	O
38324	11/6/24	AW	\$2,292.45	Cleveland Plumbing Supply Co.	O
38325	11/6/24	AW	\$228.96	Hans' Truck & Trailer Repair, Inc.	O
38326	11/6/24	AW	\$448.29	Star2Star Communications LLC	O
			<b>\$786,857.16</b>		

Mr. Skomrock motioned to adjourn and Mr. Tropf seconded the motion. Meeting was adjourned at 9:36pm by unanimous vote.

William Skomrock, Jr. - Chairman

Gregory Tropf - Vice Chairman

David Lair, Jr. - Trustee

Lindsay M. Pollock - Fiscal Officer