

## RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 6:00 p.m., February 11, 2026, at the Newbury Township Fire Station. Trustees Gregory Trof, David Lair, Jr., and Carly Sayre were in attendance.

Fiscal Officer, Lindsay Pollock was also in attendance.

Mr. Trof motioned to enter into executive session at 6:02p.m., pursuant to ORC 121.22G1 (considering employment of a public employee) and Mr. Lair seconded. The roll call vote was unanimous with three ayes. Out of executive session at 6:24p.m., no decisions made.

The regular meeting was called back to order at 6:24p.m.

Also in attendance:

Dave Fabig	Zoning	Lindsay Pollock	Fiscal Officer
Ken Fagan	Fire Chief	Kaley Richard	Geauga Times Courier
Jehoshaphat (Jay) Jones	Resident	Daniel Simon	Resident
Emma MacNiven	Maple Leaf	David Somrack	Resident
Jeff Munn	Resident		

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

### Public Comment

- Various residents (Jay Jones, Dave Somrack, Dave Fabig) were in attendance to let the board know of their interest in zoning placements. Ms. Sayre shared she is working on refining the job description for zoning positions, so all have a shared set of expectations. Additional applications are coming in. There will be a special meeting to address fully. Mr. Trof confirmed there are two resignations from the Zoning Commission (ZC) and two on the Zoning Board of Appeals (ZBA) who aren't sure if they want to continue, so there will be 5-6 appointments needed, including alternates.
- Mr. Trof apologized for letting public comments go too long last meeting and will be sure to keep to the agreed allowed time to keep meetings efficient and effective.

### Fire Department Update:

- January 84 calls, 31 in February to date. 115 for the year so far.
- The fire department still has a roof leak; someone was out today to assess. Mr. Somrack said the issue may be limited to this year due to the extreme weather.
- Ms. Pollock asked about the hip roof bill from Hershberger and Mr. Fagan confirmed it was not yet in hand and would be raised once the full job is completed.

### Fiscal Officer's Update:

- Minutes from the January 21<sup>st</sup> regular meeting were presented. Fiscal Officer Pollock sent drafts to the trustees for review prior to the meeting. Mr. Trof moved to approve the minutes as presented and Mr. Lair seconded the motion. Roll call vote: Three ayes.
- Ms. Pollock presented a letter from the Geauga County Planning Commission in favor of its grant application to the Ohio Department of Agriculture to update the 2008 Geauga County Farmland Preservation Plan. The Trustees signed the letter.
- Division of Liquor Control – permit 10011303-1 for Geauga Station Convenience Store review. Mr. Trof moved to proceed without requesting a hearing and Mr. Lair seconded. Roll call vote: three ayes.
- Ms. Pollock and Ms. Sayre attended the Ohio Township Association (OTA) conference Feb 4-6. A few items to note: Trustee meetings can make use of a consent agenda to consolidate procedural voting to one motion instead of several. Trustees agreed it is a good idea. Ms. Pollock also raised the issue of pay dates for elected officials, so they are not paid for services not yet rendered. The current pay date of the 20<sup>th</sup> of the month for the current month assumes service will continue through month end, which is not guaranteed at the time of the payment. Trustees agree that elected officials should be paid on the 5<sup>th</sup> of the month for the prior month but in December, will be paid for December by the end of the current month.
- Ms. Pollock noted that she has filed the 2025 Annual Financial Report (AFR) and will have copies available for review at the next meeting, also advertised in the Maple Leaf.
- Sangoma / Star2Star contract not able to be terminated until December 2, 2026 and wasn't flagged by Geauga County Automated Data Processing (ADP). Trustees would like to discuss this with ADP, invite Frank Antenucci to the next Trustee meeting.

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- Paving reserve fund details – need more information to substantiate funding amount, will follow up with Mr. Zimperman.
- Ms. Pollock to follow up with Geauga County Engineer's Office to schedule review meeting.
- Uniform services contract with Cintas expires October 2026. Ms. Pollock obtained contract and can cancel some ancillary service fees once confirm with Mr. Zimperman they are not needed.

### Road Department Update:

- n/a

### Mr. Lair's Update:

- Mr. Lair received letter from NOPEC that the township was awarded \$11,385 energize grant with details to be turned in by June.
- Submitted tire grant.
- Submitted Go Green grant application for picnic tables for Oberland park (has to be >50% recycled materials).
- NOPEC – community event grant for car show.
- Veteran's service office sent out letter about American flags – legion post may receive reimbursement up to \$500, township up to \$100.
- Personnel evaluations: Mr. Lair put together a performance review template. Ms. Pollock suggested to add any required annual training so can cross reference to personnel file.
- Mr. Lair obtained a quote from Ayers Well Drilling (\$27.2k) for placing a well at Oberland Park, still needs to look into testing requirements.
- Mr. Lair is waiting on final date for installation from Green Flush, but did receive an email regarding setting a final meeting date. Tank at back of restroom can tie into well if desired.
- Oberland Park / Rotary tree donation: 25 3-gallon and 25 5-gallon trees have been ordered. They asked about what kind of material we have. The road department has 25 fence posts we can use to wrap fencing around trees. We have a couple 225-gallon tanks for water.
- Mike Gonzalez reached out about soccer – Ms. Sayre will be reaching out to all concerned parties next week.
- Oberland – someone interested in tapping for syrup. Mr. Lair has the lease agreement, need to decide cost per tap, hold harmless has been added. Still need to clean up equipment back there – going to get stuff out. Need to decide term of lease, may start in 2026 just to prep, tap in 2027.
- Cameras at Oberland Park – have cameras, when weather is better, will be installed.
- Town Hall cameras – maybe can speak with ADP at next meeting about it. Camera at town hall doesn't show some spots that are needed. Would like to see across street to Vets Memorial, shed in parking lot. Ms. Pollock to ask Mr. Antenucci if can address it at 2/18 meeting.

### Ms. Sayre's Update:

- Received quote from Auburn Fence for cemetery fence repair for \$13,384, needs some clarification between repair and replacement. Ms. Sayre couldn't reach Jackson Fence. We also need both Center Cemetery and South Newbury Cemetery quoted.
- Newbury logo: Ms. Sayre wants to update. Showed sample from resident – Town Hall drawing with "founded in 1817." Maybe we should solicit ideas from public on the website.
- Budget video: Ms. Sayre spoke with Ms. Pollock about creating an educational video to go on the website once the 2027 budget is completed, giving more information to the public.
- West G discussion date: Ms. Sayre reached out to Superintendent's secretary, suggested emailing Pam Claypool. Mr. Trof will reach out.
- Tri-board meeting – will address (maybe in April?) once Zoning board is in place.
- Website: Ms. Sayre investigated more companies, didn't find much that was reasonable so would like to use ADP. Can address with Mr. Antenucci if he is able to attend 2/18.
- Ms. Sayre met with a vendor at OTA that provides an app where residents can opt in to township communications. The township can easily send out surveys, announcements, etc. Ms. Sayre is working to get an estimate and would like them to present via Zoom / Teams.

### Mr. Trof's Update:

- Mr. Trof moved to switch Chris Yaecker from BZA to ZC effective 2/18/2026 through 12/31/2029 (taking Steve Boughner's spot) and to appoint Scott Kohler to the seat vacated by Chris Yaecker on BZA effective 2/11/2026 through 12/31/2026 and Ms. Sayre seconded. Roll call vote: three ayes.

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- Mr. Tropf will also announce Nick Bellas as Zoning Inspector on the township website.
- Mr. Tropf clarified that a Land Use Plan – is the Zoning Use Plan (Zoning Resolution and Zoning Map) and should be reviewed every 10 years. Ms. Sayre noted that she'd like a strategic plan: where are we at and where do we want to be?
- Mr. Tropf noted that the employee handbook needs an inclement weather policy, will look into.
- Mr. Tropf would like to review the township fleet since we currently have 11 trucks for 5 workers. Ms. Pollock to send out truck inventory to trustees for review.
- Mr. Tropf shared quotes obtained by Mr. Zimperman from Newbury Tire (\$1515.00) and from Valley Freightliner Trucks (\$10,084.39) for necessary truck maintenance. Mr. Lair moved to accept the quotes as presented and Mr. Tropf seconded. Roll call vote: three ayes.

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

Number	Post Date	Total Warrant Amount	Payee	Status
39052	2/11/26	\$650.00	Cintas	O
39053	2/11/26	\$1,772.92	Cintas Corp.	O
39054	2/11/26	\$55.73	DEX Imaging	O
39055	2/11/26	\$73.60	Geauga Auto Parts LTD	O
39056	2/11/26	\$494.08	Geauga County Treasurer	O
39057	2/11/26	\$1,289.25	Hans' Freightliner	O
39058	2/11/26	\$57.56	Iron Man Contractors Supply	O
39059	2/11/26	\$71.40	Karlovec Media GRoup	O
39060	2/11/26	\$1,143.68	Kimball-Midwest Inc.	O
39061	2/11/26	\$293.04	Lindsay Pollock	O
39062	2/11/26	\$80.85	Mike Joyce	O
39063	2/11/26	\$10,662.35	Morton Salt Inc.	O
39064	2/11/26	\$133.57	NAPA Auto Parts Middlefield	O
39065	2/11/26	\$15.95	Nickolas Bellas	O
39066	2/11/26	\$300.00	Patsy Keyes	O
39067	2/11/26	\$105.00	Patton Pest Control Co., Inc	O
39068	2/11/26	\$34.50	Sunrise Springs Water Co. Inc.	O
39069	2/11/26	\$99.96	Tractor Supply Co.	O
39070	2/11/26	\$20.29	Turney Home and Auto	O
39071	2/11/26	\$345.00	U.S. Protective Services	O
39072	2/11/26	-\$1,834.75	Ullman Oil Company	V
39072	2/11/26	\$1,834.75	Ullman Oil Company	V
39073	2/11/26	-\$108.82	Valley Truck Sales	V
39073	2/11/26	\$108.82	Valley Truck Sales	V
39074	2/11/26	\$267.26	West Geauga Local School District	O
39075	2/11/26	\$1,352.00	Zirkle Tech LLC	O
39076	2/11/26	\$5,362.76	Ullman Oil Company	O
39077	2/11/26	\$330.50	Valley Truck Sales	O
		<b>\$25,011.25</b>	<b>Total Payments</b>	

Mr. Tropf moved to adjourn the meeting and Mr. Lair seconded. The meeting was adjourned at 7:44 p.m. by unanimous vote.

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Gregory Tropf - Chairman

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David Lair, Jr. - Vice Chairman

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Carly A. Sayre – Trustee

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Lindsay M. Pollock – Fiscal Officer