

## RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 6:00 p.m., March 4, 2026, at the Newbury Township Fire Station. Trustees Gregory Tropf, David Lair, Jr., and Carly Sayre were in attendance. Fiscal Officer, Lindsay Pollock was also in attendance.

Mr. Tropf moved to enter into executive session at 6:02p.m., pursuant to ORC 121.22(G)(1) considering employment of a public employee) and Mr. Lair seconded. The roll call vote was unanimous with three ayes. Out of executive session at 6:36p.m., no decisions made.

The regular meeting was called back to order at 6:36p.m.

Also in attendance:

Chris Yaecker	Resident	Kaley Richard	Geauga Times Courier
Chuck Walder	County Auditor	Ken Fagan	Fire Chief
Doug Zimperman	Road Superintendent	Larry Green	Resident
Emma MacNiven	Geauga Maple Leaf	Linda Retych	Resident
Frank Antenucci	Chief Deputy Administrator, ADP	Lindsay Pollock	Fiscal Officer
Jim Lang	Resident	Tom Retych	Resident

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

**Frank Antenucci, Chief Deputy Administrator, ADP**

- **Cameras:** Mr. Lair would like to adjust cameras at Town Hall, change angles. Mr. Antenucci will arrange a technician to meet with Mr. Lair. Mr. Lair mentioned also wanting possible additional cameras facing Veterans Park and maybe back toward fire station / or cemetery. Mr. Antenucci confirmed that he will connect Mr. Lair with a contact to discuss.
- **Phones:** Ms. Pollock raised concern that the Sangoma phone contract is not able to be cancelled until December 2026 even though Newbury went live with ADP already. Mr. Antenucci said that there will be no phone billing for rest of the year from ADP so that the township won't be double billed.
- **Contract:** Ms. Sayre raised concerns over the terms of the agreement between ADP and Newbury Township. Auditor Chuck Walder explained that their contract covers villages, solid waste, townships, etc. The lawyer involved is going to work to favor whoever they are writing the contract for, in this case, the county. ADP hasn't often needed to go to the contract to determine action, but they have to have a contract and price list as required by law. The contract was written 8 years ago, and ADP hasn't done a hard re-read of the contract to make updates. Auditor Walder and Mr. Antenucci both responded that if there are any issues with any portions of the contract, they are willing to work through with the Township. Ms. Sayre said she has a redlined contract and will send it to Newbury's APA, Linda Applebaum, to review.
- **Website:** Ms. Sayre said she now has two more vendor options. One came in late and one from Newbury, so this is still an open topic.

**Public Input**

- n/a

**Fire Chief's Update:**

- 89 calls in February. 8 in March so far. 181 YTD.
- Plan to invite the fire department's board of trustees to the next township trustee meeting to sign the renewal agreement.
- Fire Chief Fagan mentioned that they have a 40-ft storage container outside that was purchased during construction for storage. Mr. Fagan would like to use the container for training, preferably moved to just off the driveway. Mr. Tropf asked to clarify what kind of training would be done. Mr. Fagan confirmed smoke training. Mr. Fagan to share a sketch, and price out installation of a pad. If they are successful, they would consider opening the unit to other departments for training.

**Road Department Update:**

- Mr. Zimperman, Mr. Lair and Ms. Pollock met with the county engineer. We discussed projects that we expect to need to save for in the paving reserve fund – Music St. (both parts) and Lucky Bell Ln. Deputy Engineer, Shane Hajjar, explained the process of obtaining an OPWC grant – what aspects of a project help you qualify, what detracts. For example, applying for the loan (0% interest, no early pay penalty) and doing a joint project with a neighboring township are both favorable. OPWC requires a 20-ft wide road. So, we may need to save on our own for Music St since it is only 18 ft wide. Mr. Lair will ask Mr. Hajjar

## RECORD OF PROCEEDINGS

for ballpark estimates for 18ft vs. 20ft paving of Music St. It does look like paving costs this year will be under our budgeted \$475k, so will be able to start funding the reserve.

- Mr. Zimperman mentioned some options regarding the truck we are planning to replace. We can recycle the spreader. The dump bed and the plow will be substantial savings. They can strip, or we can. The road department can sandblast and paint the bottom, then drop off to them. So that way we are just buying chassis and hydraulic system plus labor.
- Resident Chris Yaecker asked about repairs on Sperry Rd. Mr. Zimperman confirmed that the department should be able to get caught up on a good amount of crack sealing.

### Fiscal Officer's Update:

- Ms. Pollock presented the February 2026 Financials:

Prior Balance	\$3,064,028.25	Checking balance	\$793,947.39
Receipts	\$846,743.53	Star Ohio	\$2,882,059.43
Payments	(\$236,635.25)	Outstanding checks	(\$1,870.29)
Adjustments	\$ -	Adjustments	\$ -
<b>Total Balance</b>	<b>\$3,674,136.53</b>	<b>Total Balance</b>	<b>\$3,674,136.53</b>

- OTARMA renewal – property values to be reviewed by Mr. Zimperman and trustees, to be submitted to OTARMA by early April.
- Staff budget – Ms. Pollock reviewed figures with the trustees showing the cost of wages and benefits and how they would be impacted by a new hire in the road department. For the purposes of permanent appropriations, the trustees agreed that a 3% uplift in hourly wage rate was prudent.
- Ms. Pollock talked the trustees through a document showing how she accumulated the proposed permanent appropriations.
- Ms. Pollock noted the addition of several new accounts needed and the trustees agreed.

1000-130-221-0000	Medical/Hospitalization
1000-130-229-0000	Other - Insurance Benefits
1000-130-330-0000	Travel and Meeting Expense
2901-941-0000	Advances – In

- Ms. Pollock inquired whether there were any additions or deletions to/from the consent agenda. None raised.
  - Consent agenda:  
2/11/2026 and 2/18/2026 regular meeting minutes  
Resolution 20260304-01 Permanent Appropriations  
Resolution 20260304-02 Authorizing the Fiscal Officer to Advance Funds
  - Mr. Tropf moved to approve the consent agenda as presented and Ms. Sayre seconded the motion. Roll call vote: Three ayes.
- Zoning Commission met at the county zoning meeting in place of their regular meeting on 2/25/2026. Mr. Tropf moved that 2/25/2026 county meeting attendance is paid to those in attendance and attendance at any future quarterly county meetings will also be paid. Roll call vote: three ayes.
- Ms. Pollock advised that a notice from the OH Dept of Taxation was received noting an issue with missing payment. Ms. Pollock initiated an inquiry with Paychex as it appears to be a residual issue from when the township very first went live with Paychex in July 2024.

### Mr. Tropf's Update:

- March 18<sup>th</sup> meeting to be moved to March 13<sup>th</sup>, 5pm. Ms. Pollock to notice the meeting.
- Mr. Tropf moved to appoint Dan Walker to the Zoning Commission for the term of 3/4/2026 – 12/31/2031 and Ms. Sayre seconded. Roll vote: three yeses.
- Can the weekend AA group that meets at the town hall do a sign off sheet in lieu of certificate of insurance? Ms. Sayre said she was okay with a waiver. Mr. Tropf prefers to not allow it and require insurance paperwork to cover taxpayers and not subject them to any liabilities. Trustees agree to require the certificate of insurance so all are held to the same standard.
- We paid \$5600 last year for fertilization and weed control at Oberland Park. Would like to get two quotes; already have one from H&M who did it last year. Exscape – asked for quote. Ms. Sayre to send RFP to Scapabilities.

### Mr. Lair's Update:

- Mr. Lair reported that Newbury was awarded \$3500 from the Go Green grant. He applied to purchase picnic tables for Oberland Park; has to be over 50% recyclable material.

## RECORD OF PROCEEDINGS

- Mr. Lair needs to call about the hay field for this summer – Timmons. Mr. Lair said that whoever takes over will have to treat for weeds (based on the vendor selection for lawn maintenance). The township will need to look at cost for first year since the lessee will need to put \$\$ in to get it into shape – we charged \$600 last year.

### Ms. Sayre's Update:

- Township website: Meeting with a Newbury resident who does websites, including for townships. Also talked to the vendor the Ohio Township Association is working with, Shumaker Technology Group. Still investigating and comparing. We need to consider website compliance with ADA.
- Waiting for docs from all parties interested in athletic field (hold harmless, certificate of insurance, AED certification, etc.). Ms. Sayre reported some fact-finding from other townships: Munson charges \$7,000 for the high school team to use their fields for the summer that the boosters pay. Rec teams pay \$2,500. Travel team pays separately. They have smaller that fields we have. Another township charges by the hour. Ms. Sayre calculated for one of the teams if they were to pay by the hour, it would be \$16,000. We can't charge like this for this year because they haven't received advance warning, but for the future.
- Cemetery maintenance update: ad is placed (Maple Leaf did a really nice job – will be online too). Bill Skomrock had talked about going around to landscapers in the area to give application in person, Ms. Sayre is considering that idea.
- Ms. Sayre also attended the county zoning meeting. She reported that rentals and Airbnbs were a hot topic. Also discussed were various platforms used to help in zoning: Nearmap (we have access through ADP), iWorQ (Zoning Inspector, Mr. Bellas expressed interest in). City of Solon uses OpenGov for a similar purpose. Townships are concerned about data centers coming in. Some are putting forth conditional use requirements so that you have to prove there is no impact to water usage (trying to classify the same as cannabis and adult stores so it's not allowed). SB145 housing and HB361 – 30 days from submission, so asking all townships to sign a letter to send to state reps. Next county zoning meeting is 5/27, Ms. Sayre would like to host at Fire station (20ish people). Ms. Sayre also said she thinks there is a quarterly meeting of fire depts within the county.
- Ms. Sayre relayed that Zoning Inspector Bellas is accustomed to attending community meetings, do we want him to regularly be on the agenda? Ms. Sayre would like to have him once per month. Trustees agreed – Mr. Bellas will be requested to attend the first meeting of each month.
- Zoning Commission member: Chris Yaecker asked about tri-board meeting, Mr. Trof suggested scheduling a tri-board meeting should wait until zoning board spots are filled.

Zoning Commission Chair Jim Lang mentioned it would be great to have a schedule laid out for the year with Zoning Commission meetings. The tri-board meeting was March last year. Mr. Lang also asked if there should be a zoning commission meeting this month? Trustees say yes please. Mr. Trof would like to have them meet 2x/month and perhaps cross over between ZC and ZBA.

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

Number	Post Date	Total Warrant Amount	Payee	Status
39082	3/4/26	\$217.50	Aris Company	O
39083	3/4/26	\$585.93	Ascendance Trucks Midwest, LLC	V
39083	3/4/26	-\$585.93	Ascendance Trucks Midwest, LLC	V
39084	3/4/26	-\$312.00	Carly Sayre	V
39084	3/4/26	\$312.00	Carly Sayre	V
39085	3/4/26	-\$1,560.12	Countryside Truck Service, Inc.	V
39085	3/4/26	\$1,560.12	Countryside Truck Service, Inc.	V
39086	3/4/26	-\$35.32	DEX Imaging	V
39086	3/4/26	\$35.32	DEX Imaging	V
39087	3/4/26	-\$277.42	Fisher Auto Parts	V
39087	3/4/26	\$277.42	Fisher Auto Parts	V
39088	3/4/26	-\$173.43	Hans' Freightliner	V
39088	3/4/26	\$173.43	Hans' Freightliner	V
39089	3/4/26	-\$112.16	Hemly Tool Supply Inc.	V
39089	3/4/26	\$112.16	Hemly Tool Supply Inc.	V

## RECORD OF PROCEEDINGS

Number	Post Date	Total Warrant Amount	Payee	Status
39090	3/4/26	-\$4,980.00	Hershberger Roofing & Siding LLC	V
39090	3/4/26	\$4,980.00	Hershberger Roofing & Siding LLC	V
39091	3/4/26	-\$374.50	Interstate Towing & Transport Specialist INc.	V
39091	3/4/26	\$374.50	Interstate Towing & Transport Specialist INc.	V
39092	3/4/26	-\$234.50	Kimball-Midwest Inc.	V
39092	3/4/26	\$234.50	Kimball-Midwest Inc.	V
39093	3/4/26	-\$3,250.00	Nature's Own Source, LLC	V
39093	3/4/26	\$3,250.00	Nature's Own Source, LLC	V
39094	3/4/26	-\$600.00	Newbury Tire	V
39094	3/4/26	\$600.00	Newbury Tire	V
39095	3/4/26	\$159.14	Nickolas Bellas	V
39095	3/4/26	-\$159.14	Nickolas Bellas	V
39096	3/4/26	-\$143.60	O'Reilly Equipment L.L.C.	V
39096	3/4/26	\$143.60	O'Reilly Equipment L.L.C.	V
39097	3/4/26	\$300.00	Patsy Keyes	V
39097	3/4/26	-\$300.00	Patsy Keyes	V
39098	3/4/26	-\$54.00	Sunrise Springs Water Co. Inc.	V
39098	3/4/26	\$54.00	Sunrise Springs Water Co. Inc.	V
39099	3/4/26	-\$1,300.07	Ullman Oil Company	V
39099	3/4/26	\$1,300.07	Ullman Oil Company	V
39100	3/4/26	-\$337.50	Unique Paving Materials	V
39100	3/4/26	\$337.50	Unique Paving Materials	V
39101	3/4/26	-\$99.72	Valley Truck Sales	V
39101	3/4/26	\$99.72	Valley Truck Sales	V
39102	3/4/26	-\$256.38	West Geauga Local School District	V
39102	3/4/26	\$256.38	West Geauga Local School District	V
39103	3/4/26	\$256.38	West Geauga Local School District	O
39104	3/4/26	\$99.72	Valley Truck Sales	O
39105	3/4/26	\$337.50	Unique Paving Materials	O
39106	3/4/26	\$1,300.07	Ullman Oil Company	O
39107	3/4/26	\$54.00	Sunrise Springs Water Co. Inc.	O
39108	3/4/26	\$300.00	Patsy Keyes	O
39109	3/4/26	\$143.60	O'Reilly Equipment L.L.C.	O
39110	3/4/26	\$159.14	Nickolas Bellas	O
39111	3/4/26	\$600.00	Newbury Tire	O
39112	3/4/26	\$3,250.00	Nature's Own Source, LLC	O
39113	3/4/26	\$234.50	Kimball-Midwest Inc.	O
39114	3/4/26	\$374.50	Interstate Towing & Transport Specialist INc.	O
39115	3/4/26	\$4,980.00	Hershberger Roofing & Siding LLC	O
39116	3/4/26	\$112.16	Hemly Tool Supply Inc.	O
39117	3/4/26	\$173.43	Hans' Freightliner	O
39118	3/4/26	\$277.42	Fisher Auto Parts	O
39119	3/4/26	\$35.32	DEX Imaging	O
39120	3/4/26	\$1,560.12	Countryside Truck Service, Inc.	O
39121	3/4/26	\$312.00	Carly Sayre	O
39122	3/4/26	\$585.93	Ascendance Trucks Midwest, LLC	O
39123	3/4/26	\$217.50	Aris Company	O
		<b>\$15,580.79</b>	<b>TOTAL PAYMENTS</b>	

Mr. Trof moved to adjourn the meeting and Ms. Sayre seconded. The meeting was adjourned at 8:31 p.m. by unanimous vote.

---

Gregory Trof - Chairman

---

David Lair, Jr. - Vice Chairman

---

Carly A. Sayre – Trustee

---

Lindsay M. Pollock – Fiscal Officer