

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 5:00 p.m., March 13, 2026, at the Newbury Township Fire Station. Trustees Gregory Tropf, David Lair, Jr., and Carly Sayre were in attendance.

Also in attendance:

| | | | |
|----------------|-----------------------|-----------------|----------------|
| Belinda Fagan | Fire Department Admin | Lindsay Pollock | Fiscal Officer |
| Dianna Haskett | Resident | Scott Swinerton | |
| Jim Lang | Resident | | |

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

Shane Hajjar, Geauga County Engineer's Office – not able to attend, tabled.

Public Input

- Resident Dianna Haskett shared that she is having water issues on her property. The township Road Superintendent has been helpful but problems are ongoing. Ms. Haskett called soil and water, they came out next day and gave options on what to put in. Mr. Tropf commented if it's in the right of way, we can dig out the ditches. Ms. Sayre asked has the county engineer looked at it? Mr. Tropf suggested checking with Road Superintendent Mr. Zimperman if the county engineer has been consulted. Ms. Haskett had sent pictures to Ms. Sayre via email, will forward to Mr. Tropf and Mr. Lair. Once all trustees have received, will revisit with Mr. Zimperman and circle back to Ms. Haskett.

Fire Chief's Update:

- n/a

Road Department Update:

- n/a

Fiscal Officer's Update:

- Ms. Pollock inquired whether there were any additions or deletions to/from the consent agenda. None raised.
 - Consent agenda:
 - Resolution 20260304-01 Permanent Appropriations, updated
 - Resolution 20260313-01 rescind 20260121-02 Road Paiving Reserve
 - Resolution 20260313-02 Road Paving Reserve
 - Resolution 20260313-03 NOPEC Energized Community Grant Program (2026 NEC Grant(s))
 - Mr. Lair moved to approve the consent agenda as presented and Mr. Tropf seconded the motion. Roll call vote: Three ayes.
- Annual contract renewal with the Newbury Volunteer Fire Department, Inc. for fire protection and emergency medical services to the township for \$1,114,000. Mr. Tropf moved to accept the Fire Dept contract renewal and Mr. Lair seconded. Roll call vote, three ayes. Signed by Trustees and witnessed by those present.

Mr. Tropf's Update:

- Received an email from First Energy regarding LED streetlights. Ms. Sayre confirmed she talked to Mr. Zimperman and said we've already updated. By default, FirstEnergy will install 3,000 Kelvin (3K) LED fixtures. We may choose 4,000 Kelvin (4K) LEDs, or a combination of both. Trustees agree that 3k is preferred to 4k. Mr. Zimperman is getting clarification. Ms. Sayre said she'd email back and say please proceed with replacements at 3k.
- An indigent burial came up this week but as it turns out, the gentleman's employer will pay for funeral. Mr. Tropf asked Ms. Montani-Kerr (Cemetery Sexton) to write up process notes for next time.
- Zoning – the Trustees discussed the various possibilities for appointments to the Zoning Commission (ZC) and Board of Zoning Appeals (BZA) considering desires of the existing appointees as well as new interested parties. Ms. Sayre would like clarification on Ms. Brezina's appointment and term end date. Mr. Tropf pointed out that all terms should end Dec 31 of the relevant year rather than having dates staggered throughout the calendar. Mr. Lair suggested having the appointed members sign a document that confirms their appointment and term dates to be signed by the trustees and members to keep on file.

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- Received a contract from Aris company for the portable restrooms at Oberland Park for \$175 + \$9.50 fuel / month. Trustees agree to sign for a two-month period.
- Mr. Tropf shared his thoughts on the discussion with ADP at the last township trustee meeting. The meeting did not go well. We invited them to talk about the website, video cameras and phones. Mr. Tropf considers ADP a partner, not an outside provider. We treated them poorly; was disappointed in how it was handled. Mr. Tropf confirmed that he would like to stand by the contract that was signed until it expires (June). Then he would like to review the new contract but would like to stick with ADP for support for phones, email, etc., possibly for the website, but that depends. Mr. Lair agreed that he would like us to continue with the agreement we have with ADP, but that we should revise it to reflect favorable terms after the current agreement expires. Mr. Lair also asserted we need to do what makes most sense and should get other quotes. He believes the county would protect us better based on who they are, what they have behind them, they will do their due diligence to protect us. It's beneficial to us as a township to have one contract (phones, cameras, website, email) so that cost, issues, and concerns are centralized. Ms. Sayre agreed ADP's security for email is great but has concerns over risk exposure. She reminded the board that the trustees work for Newbury Twp, not the county, so it's their priority to limit risk and exposure for the township. Ms. Sayre did not expect or intend the prior meeting to go the way it did. She added, if a guest is coming, we should have a stated and clear agenda.

Mr. Lair's Update:

- Had pre-shipping meeting with Green Flush during the Park board meeting last night. The unit is ready to ship, expecting mid-April delivery. A few loose ends to confirm on our end. There is some confusion regarding needing a building permit, so double checking. Zoning permit is in hand. They reviewed the pre-installation plan: items needed on site, map for where it is going to be installed. Need to hire an electrician for install. Jim Stefancin found one on Munn Rd in Newbury – Tom Egrek. Jenkins Electric did the light pole. Call into Tom Egrek for quote – 30 ft wire, power box is there, just need to connect to run pvc inside the building. Need certified electrician. Has a boom lift, so he can do our lights in the park. Do we have an account with Mars Electric – will save money if we buy rather than contractor buy and markup.
- NOPEC resolution is done, will submit rest of paperwork as needed. Noted that Newbury doesn't have community sign outside of Town Hall, would be neat to have electronic sign that says meetings, etc. Resident Ms. Haskett said one she did last year was \$25k. Ms. Sayre asked Ms. Haskett if they have more of the "Welcome to Newbury" signs. Trustees agree to go ahead with ordering more signs without waiting until discussions wrap up regarding changing the community logo.
- Next Friday Zirkle tech will install additional cameras at Oberland, angled correctly.
- Burton/Middlefield Rotary tree donations – coming in April 14th, same truck as Geauga Soil & Water. Following Saturday hope to (weather depending) plant. David Terrel – have somewhere on fairgrounds to store, but soil & water can keep in their building. Let's put on the community calendar, ask for volunteers if anyone is interested in helping.
- Annual reviews are done for Road Department staff. Made separate form for Road Superintendent. Will keep on file with paperwork.
- Got email from Shane Hajjar at the County Engineer's office – need to review numbers from Shane re Music St and Lucky Bell and OPWC grant application for 2027. We would likely have ~\$600k to use over 10 year-period so need to plan and consider finances.
- Ms. Sayre – someone suggested beer garden / wine garden – not sure if it's possible (America's 250th). Vendors would come, need sheriff, etc.
- Mr. Lair added that he is asking Ziegler for a quote to expand the Oberland Park parking lot hoping they can do when they do excavation for Green Flush. Road dept has enough grindings to use as base.

Ms. Sayre's Update:

- Landscaping RFQ: 6 bids received so far, expecting a couple more by Monday. Will make eval sheet for each. Will need a special meeting to review and have booked in time for spring cleanup.
- Field use update: didn't realize Geauga Knights never had signed docs from last year, so they won't be allowed to use fields if there is no response (no reply so far). Will talk to APA – they can't use the fields if they don't sign. West G soccer club had all AED certification from Chester fire department. Mr. Tropf said Newbury Fire Dept is hoping to provide AED training

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too in future. Ms. Sayre mentioned Brett Munn needs clarification on what the AED requirement is. Also some confusion about equipment that Brett Munn was using (a spreader?), maybe Geauga Knights took it? Mr. Tropf confirmed the equipment belongs to West Geauga.

- Mr. Tropf interjected that the AA weekend meeting is having trouble getting COI, so giving until the end of March but after that if they still don't have it, we will get the door code changed.
- Hay field – probably should require soil testing as Timmons sprays certain chemical. In the agreement, we need to add that the lessee pays for soil testing.

Warrants approved prior to or at this meeting:

| Number | Post Date | Total Warrant Amount | Payee | Status |
|--------|-----------|----------------------|-----------------------------------|--------|
| 39124 | 3/13/26 | \$150.00 | Cassidy Web Creations | O |
| 39125 | 3/13/26 | \$650.00 | Cintas | O |
| 39126 | 3/13/26 | \$1,576.93 | Cintas Corp. | O |
| 39127 | 3/13/26 | \$287.33 | Fisher Auto Parts | O |
| 39128 | 3/13/26 | \$285,000.00 | Newbury Volunteer Fire Department | O |
| 39129 | 3/13/26 | \$1,904.73 | Ullman Oil Company | O |
| | | \$289,568.99 | TOTAL PAYMENTS | |

Zoning Commission Chair, Jim Lang, asked about scheduling a tri-board meeting. Mr. Tropf said not until we have board appointments settled.

Mr. Lair talked to Zoning Inspector, Nick Bellas, about demolitions needed in the township and suggested he look for grants through the county and the state. Mr. Tropf pointed out that to qualify for the county program, the process must be initiated by the owner.

Mr. Tropf moved to adjourn the meeting and Ms. Lair seconded. The meeting was adjourned at 6:11 p.m. by unanimous vote.

Gregory Tropf - Chairman

David Lair, Jr. - Vice Chairman

Carly A. Sayre – Trustee

Lindsay M. Pollock – Fiscal Officer