

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 6:31 p.m., April 1, 2026, at the Newbury Township Fire Station. Trustees Gregory Tropf, David Lair, Jr., and Carly Sayre were in attendance.

Also in attendance:

Nick Bellas	Zoning Inspector	Lindsay Pollock	Fiscal Officer
Melody Coniglio	West Geauga LSD	Kaley Richard	Geauga Times Courier
Ken Fagan	Fire Chief	Bob Ruckstuhl	Newbury Park Board
Jim Lang	Resident	Jim Stefancin	Newbury Park Board
Wayne Mansfield	Newbury Park Board	Doug Ziperman	Road Superintendent

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

Guests

- West Geauga Local School District Transportation Director, Melody Coniglio addressed the Trustees requesting to use the old school parking lots on April 11th and June 6th 9am-11am for bus events. They are looking to add three new routes, one of which will impact Newbury as they are trying to hold riders to less than an hour of ride time. Last year, they interviewed 36 people and have retained 3. The district drives around 2000 miles a day with 28 buses on the road and 10 vans. The Trustees agreed to the request.
- Geauga County Engineer's office was meant to be on the agenda, but were not present, so will address at a future meeting.

Public Input – none.

Fire Chief's Update:

- There have been 3 calls so far in April. There were 111 in March, making 287 calls YTD.
- The contract with Newbury Township for 2026-2027 has been fully executed.
- Maps were handed to the trustees regarding the container on site. The department would like to install a 20' x 60' pad. Trustees agree location looks good, please proceed. Mr. Tropf raised the question whether it's a zoning issue. Zoning Inspector, Nick Bellas, being in attendance, mentioned he had met with the prosecutor to discuss and will come back with a write-up.
- An attendee asked if there are any fireworks regulations in Newbury. Mr. Bellas said refer to ORC, but doesn't think there is anything in the township's regulations.

Road Department Update:

- Road staff are required to have medical cards to show they are physically able to drive township trucks. Two staff have cards and have already renewed them on their own. Trustees agree they should be reimbursed. Ms. Pollock to send expense reimbursement form to Mr. Ziperman to distribute to staff. Ms. Pollock also to add to the policy manual.
- Mr. Ziperman reported that Geauga County Road Superintendents gatherings, orchestrated by Jonathon Tiber of Claridon Township, had started about a year ago. Newbury will be hosting the next meet-up at the service garage and then have lunch. Trustees agree.
- Mr. Ziperman asked for an idea of how much more salt he can get, presuming the trustees would like to have as much on hand as possible. The shed is about $\frac{3}{4}$ full at the moment. Trustees said okay to proceed.
- New 1 ton truck is in – \$15/16k savings to recycle bed and equipment off of old truck. Will devalue old truck, but doesn't have much value anyway. Trustees agree to go ahead with recycling to achieve savings.
- Cemetery fence – road dept can remove to cut cost to the vendor. Ms. Sayre is trying to expedite getting the pole reset (Windstream / Spectrum). Mr. Tropf suggested to speak with county engineer's permit division to confirm which company / contact.

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Zoning

- March - 6 permits, 6 violation notices (one is a duplex which is not allowed, but the resident claims they were grandfathered in, so will research and circle back).
- 3 BZA hearings yesterday – all approved. 1 – home occupation, 1 – variance for setback, 1 – variance for lot split. They wanted to put two houses on the lot, so resident proposed a split with carve out, both will need designated driveways
- ZC meeting 3/25– intro meeting with new faces, spoke about high level zoning approach / topics.
- 61 signs have been removed from right of way or telephone poles within the last two months.
- Issued a stop work order for major land disturbance on Kinsman between Elm and Portlew. In touch with soil and water department, and they sent the property owner a letter. 4 vacant parcels, dumping, crushing concrete, unattended fire, etc.
- Met with APA Linda Applebaum today, Mr. Bellas needs to gather info and will get feedback.

Park Board

- Park Board member, Jim Stefancin, reported that the Oberland Park restroom delivery is imminent. Mr. Bellas is following up with permitting from Ohio Division of Commerce. Since it's an industrial unit it must go through the state (not the county). 1st step is through the state, then once that is completed, will determine who (county or 3rd party) does the inspection once in place, prior to use.

Mr. Lair's Update:

- Mr. Lair obtained a quote from Egrek Electric, Inc. for electric for restroom once in place for \$1,350. Goal is to have the electrician on site the day it's delivered so it can be hooked up while GreenFlush is there and ensure all is working as expected and if any issues, they can be dealt with while they are on site. \$10,765 quote from Zeigler for excavation for restroom and gravel and parking lot expansion. Ms. Sayre asked about timing to install and Mr. Stefancin thought just a day for the electrician. Ms. Sayre would like to add "paid upon completion" to the quotes before accepting. Mr. Fagan asked if there are any other GreenFlush units in Geauga or NEO. Mr. Lair said there are some in Columbus. Mr. Lair moved to accept the electrician and Zeigler quotes as presented and Mr. Tropf seconded. Role call vote. Three yeses.
- GO Green Grant - \$3500 awarded. Quote from Pine Craft Storage Barns, LLC of Middlefield for four 6' picnic tables for \$3,332.60. Grant required that the product be more than 50% recycled materials, which they confirmed. Mr. Lair moved to accept quote as presented and Mr. Tropf seconded Roll call vote: 3 ayes.
- NOPEC – filled out community event sponsorship program, \$1500 awarded to be used toward Car Show / 250th anniversary. Mr. Lair would like to ask the Board to designate \$5k to go towards that event to make it a bigger celebration. Mr. Lair mentioned how the Park Board has discussed establishing a 501c3 to obtain donations, etc. as they used to go through Newbury Kiwanis. Mr. Lair moved to allocate \$5000 from the General Fund for use at Car Show / America's 250th. Mr. Tropf seconded. Roll call vote: three ayes. Ms. Pollock to make an appropriation to Park 610 code.
- There is ongoing discussion around sugaring at the park. Ken McNish is interested. Mr. Lair suggested a 5-year lease to allow for investment and charging \$1/tap charge to lessee. Will need a signed lease agreement and hold harmless. Mr. McNish said they will make sure it's cleaned up. Park Board member, Wayne Mansfield, mentioned that someone went in with a gator and took a bunch of stuff from the shed and cut couplers. He said if Mr. McNish backs out, then the Park Board will go in and pull out the materials still in the woods. Ms. Sayre to review the contract, wants to ensure termination clause. Mr. Lair suggested tabling until other trustees can review the contract and then vote on at the next meeting.
- Mr. Lair gave HR Review form hard copies to Ms. Pollock to file, will also keep on file electronically.
- Burton / Middlefield Rotary donated trees are coming on April 14th, hoping to do planting the following Saturday. Depending on how wet, we can use skid steer and hole digger. Green Vision will donate mulch for the tree project, thank you!
- Received quote for \$5,924.59 from H&M Landscaping for the fertilization and maintenance at Oberland Park. Mr. Tropf moved to accept the quote as presented and Ms. Sayre seconded. Roll call vote, three ayes.

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- Mr. Lair asked about the pickleball nets and confirmed that Doug Yule has them. Mr. Zimperman said he thinks they may be in the shed. Mr. Tropf will talk to Mr. Zimperman. Mr. Mansfield confirmed there were new boxes in the shed, might be the nets. Mr. Stefancin raised the point that we may need to put concrete catch basin in. Some discussion around having an unveiling ceremony for restroom and pickleball – ribbon cutting?
- Ms. Sayre asked about the flagpoles at Veterans Park as several are crooked. Mr. Mansfield confirmed the Park Board will fix when they put the flags up.

Fiscal Officer’s Update:

- Ms. Pollock inquired whether there were any additions or deletions to/from the consent agenda. None raised.
 - Consent agenda:
 - 3/4/2026 regular meeting minutes, liquor license
 - Mr. Tropf moved to approve the consent agenda as presented and Mr. Lair seconded the motion. Roll call vote: Three ayes.
- Ms. Pollock presented the March 2026 Financials:

Prior Balance	\$3,674,136.53	Checking balance	\$538,180.36
Receipts	\$1,341,879.83	Star Ohio	\$3,493,070.79
Payments	(\$985,050.52)	Outstanding checks	(\$35.95)
Adjustments	249.36	Adjustments	\$ -
Total Balance	\$4,031,215.20	Total Balance	\$4,031,215.20

- Mr. Mezak would like to have Newbury CARES scholarship applications available at the town hall. Trustees agree.
- Ms. Pollock confirmed details required for the township’s OTARMA policy renewal application.
- Requested Ms. Sayre to send the template for resignation letter used by Mary Lee Brenzina for documentation in the policy manual.
- Flex time vs. overtime – update policy to allow flex within a pay period, with notice given to trustees and FO. Ms. Pollock tabled this topic until she can further research ORC requirements and then will propose updates to the policy manual.
- Need to do a special meeting to review the 2027 budget – maybe coordinate with special meeting with Shane / Engineer’s office? Will communicate dates via email.

Mr. Tropf’s Update:

- A woman at Holly Hill nursing home asked for the residential rate on a burial plot. Trustees say no, would like to have added to policy says should be a resident of Newbury for X years. Would also like to ask Cemetery Sexton, Ms. Montani-Kerr, to call around / check on rates in other places.
- Mr. Tropf moved to appoint Jerry Hudak to Zoning Commission as alternate for one year (to 12/31/2026) and Ms. Sayre seconded. Roll call vote, three ayes.
- Tri-Board Meeting – Zoning Secretary, Ms. Lydan, sent out tentative dates. Saturdays may not work with everyone, may need to do an evening. Need to confirm with Ms. Lydan and Mr. Fagan (not Tuesdays at Fire Dept). Weds April 22nd is a possibility, and the Zoning Commission could move their meeting to 4/29. 6pm if weds, 10am if sat.
- Logo – Ms. Sayre moved to order 4 more signs with logo as is and Mr. Lair second. Roll call vote, three ayes.
- Pay raises will be reviewed at 4/15 regular meeting (or add to Engineer / budget meeting).

Ms. Sayre’s Update:

- Field use – AED requirement is the hold out. Agreements are signed and hold harmless and insurance. None of them have taken the field due to the weather. West G Fed’s AED cert was expired. Ms. Sayre plans to make a calendar of fields and schedules and put on the website. Next year would maybe like to put flags up to mark each field. Will iron out pricing for field time in the fall for next year as when looking at other townships to evaluate, there are many variations. Will update shared field use doc hopefully next week. Mr. Lair suggested to post a map with AED locations identified. Maybe move one from the container

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closer to the baseball field or add an additional one. Mr. Fagan suggested to have "AED" sign above the AED box. Form for teams to acknowledge receipt. All good ideas.

- Ms. Sayre mentioned a flag football team who is wanting to use the fields. Mr. Mansfield confirmed they are two Newbury alums. Ms. Sayre would like to find out who they are – please send their information across. All fields are used up, except maybe field 6, but still need all docs from anyone planning to use. Soccer, baseball, are approved. John Gilardi – Geauga Soccer Federation.
- Cemetery fence should be done the 1st week of May – Center Cemetery only, full replacement.
- CJ Landscaping. Working on agreement / T&Cs. Will try to work from county template.

Warrants approved prior to or at this meeting:

Number	Post Date	Total Warrant Amount	Payee	Status
39130	4/1/26	\$294.00	1st Ayd Corporation	O
39131	4/1/26	\$478.96	Ag-Pro Ohio, LLC	O
39132	4/1/26	\$624.00	Bain Enterprises, LLC	O
39133	4/1/26	\$35.08	DEX Imaging	O
39134	4/1/26	\$105.00	Geauga County Township Association	O
39135	4/1/26	\$216,737.60	Green Flush Restrooms	O
39136	4/1/26	\$129.20	Karlovec Media GRoup	O
39137	4/1/26	\$723.89	Kimball-Midwest Inc.	O
39138	4/1/26	\$10,581.92	Morton Salt Inc.	O
39139	4/1/26	\$283.73	NEO Electrical Supply Co.	O
39140	4/1/26	\$27.00	O'Reilly Equipment L.L.C.	O
39141	4/1/26	\$300.00	Patsy Keyes	O
39142	4/1/26	\$350.00	PLX Autoglass	O
39143	4/1/26	\$50.00	Sunrise Springs Water Co. Inc.	O
39144	4/1/26	\$948.00	Treasurer of State of Ohio	O
39145	4/1/26	\$530.10	Ullman Oil Company	O
39146	4/1/26	\$385.00	Unique Paving Materials	O
39147	4/1/26	\$64,685.00	Valley Truck Sales	O
39148	4/1/26	\$220.15	West Geauga Local School District	O
39149	4/1/26	\$800.00	Zirkle Tech LLC	O
		\$298,288.63	Total Payments	

Mr. Tropf moved to adjourn the meeting and Ms. Lair seconded. The meeting was adjourned at 8:15 p.m. by unanimous vote.

Gregory Tropf - Chairman

David Lair, Jr. - Vice Chairman

Carly A. Sayre – Trustee

Lindsay M. Pollock – Fiscal Officer