

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 6:30 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:

Max Dahlhausen	Resident	Emma MacNiven	Maple Leaf
Joe Dahlhausen	Resident	Lindsay Pollock	Fiscal Officer
Ken Fagan	Fire Chief	Kaley Richard	Geauga Times Courier
Jim Lang	Zoning Commission	Bob Ruckstuhl	Resident
Lynn Lang	Resident		

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

Public Input: n/a

Fire Chief's Update:

- 43 calls in April; 327 YTD

Fiscal Officer's Update:

- Ms. Pollock inquired whether there were any additions or deletions to/from the consent agenda.
 - Consent agenda:
 - 3/13/26 minutes (regular), 3/23/26 minutes (special)
 - Resolution 20260415-01 ODOT Road Salt Contracts Awarded in 2026
 - Resolution 20260415-02 Supplemental Appropriation
 - Resolution 20260415-03 Rescind Resolution 20260121-01
 - Resolution 20260415-04 Interfund Transfer
 - Mr. Tropf moved to pass the consent agenda as presented and Ms. Sayre seconded. Roll call vote, three ayes.
- Dan Walker's term (zoning commission) – minutes from 3/4/2026 show his term is through 12/31/2031, but I believe should be 12/31/2030. Term starts in 2026. Mr. Tropf moved to adjust term end date to 12/31/2030, Mr. Lair seconded. Roll call vote, three ayes.
- Budget meeting date & time – May 9th or 16th? The Trustees agreed on 11am-1pm on May 16th. Ms. Montani-Kerr to notice.
- Audit 2024-2025 progress: all materials submitted to auditor in March, and a first round of follow up requests have all been dealt with. Moving along well/
- Expense tracking vs. budget handout – gave Trustees a spending summary against budget of accounts over \$5k through 4/15/2026.
- American Legion lease – Ms. Pollock to send 2010 lease to Mr. Tropf
- Employee handbook updates not yet reviewed, tabled for future meeting.

Ms. Sayre's Update:

- CJ Landscaping agreement – Ms. Pollock had asked about our APA reviewing, but it's not required. Ms. Sayre moved to accept agreement as presented and Mr. Lair seconded. Voice vote: three ayes.
- Quote obtained from Auburn Fence for \$14,570 to install fencing at South Cemetery. Ms. Sayre moved to accept quote as presented and Mr. Tropf seconded. Roll call vote: three ayes.
- Field usage: shared field usage 2026 file on screen showing who has returned what forms, etc. Geauga Federation Soccer – did they pay \$2,000 for 2026? West G baseball federation will pay \$250. Working on dashboard for field space / reservations to have on website. Mr. Tropf suggested next year, invite groups to special meeting to hash out. Ms. Sayre said could add new field (field 4). Would like to get signs for field numbers out on sites. Field 4 – tree is gone, but lots of work to do. Across from there could be flag football field. Mr. Lair suggested between two soccer fields for flag football.
- Mr. Zimperman had sent an email with a quote from Independent Tree for pruning (\$750), stump grinding (\$150), and disease management (\$450) totaling \$1350. Mr. Tropf moved to accept the quote and Mr. Lair seconded. Roll call vote, three ayes.
- Cemetery update for fence – will be in April 26th (to Auburn Fence). 1st / 2nd week of May will be installed.

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- Chuck Walder emailed that the trustees must move in public meetings to get a quote from ADP for services to video record meetings. As such, Ms. Sayre moved to ask ADP to quote video recording of the trustee meetings and Mr. Tropf seconded. Roll call vote: three ayes. Ms. Sayre moved to also ask ADP to quote Newbury for the cemetery application they are working on and Mr. Lair seconded. Roll call vote: three ayes.

Mr. Lair's Update:

- Bob Ruckstuhl of ResourceShark.com presented his website services to the Trustees. He recently did a website for Aurora and would provide a hometown discount. Mr. Ruckstuhl provided a proposal which included maintenance and training. 5 hours / month of work on site is included. ADA compliant. Host own server. \$500 / year for hosting. Buildout at \$10k. up to 250 pages. Online scheduling, download forms, electronic submission. Can provide a link to a draft of proposing (will email).
- Green Flush – off load is set for 9am tomorrow morning. Hoping for better weather for Thursday. Electrician will be there between 12-1pm. Water from Sunrise Springs will be around that same time. May need some crushed gravel – need a footer drain out the back. After that's completed, need to make ADA compliant (wheelchair access) and need handicapped signs for parking lot. Cleaning and stocking supplies – will inquire with Patsy Keyes to add on to her cleaning services. Mr. Tropf suggested 3x/week for now. We can keep the supply closet stocked up and she can advise when we need to replenish.
- Pickleball court – residents asked if we could get a wind guard on the west side (Mr. Tropf said North too – has a company name). Mr. Lair to pursue.
- Burton-Middlefield Rotary club. Trees were delivered on Tuesday. They ordered 25 5-gallon and 25 3-gallon sugar maples. Received red maples in error. Said we can keep the red maples (5 ft tall). Renting an auger, so need to determine where to put. Mr. Lair suggested along the driveway to Oberland Park. Mr. Tropf said we need to put water bags on them from Town Hall. Digging holes on Friday, meeting at Oberland 9am Saturday, asked for volunteers. 2 4-wheelers with wagons to haul mulch back.
- Ms. Sayre asked if we order sand for the volleyball court. Mr. Tropf said yes. Mr. Dahlhausen works at Best Sand, topsoil from Earthworks. Mr. Lair asked if he can look into getting sand and he agreed.
- Ms. Pollock asked about playground surface. Mr. Lair will ask / speak with Mr. Zimperman.
- High school student in attendance, Max Dahlhausen, proposed for Eagle Scout project to build a gaga ball pit on west side of the pavilion at Oberland Park. It could also be done on east side of pickleball. Gaga is an octagonal pit – 12 ft. Will get things donated, and build / install. Mr. Lair invited him to attend a Park Board meeting to discuss further. Trustees all like the idea.

Mr. Tropf's Update:

- Tri-Board meeting date: April 22nd had most able to attend. Zoning Commission chair, Jim Lang, said he'd be happy to see it on the 22nd. Trustees agreed to set it for Apr 22 – 6pm @ fire department. Mr. Tropf will let Zoning Secretary, Amy Lydan know; she will notice.
- Zoning Inspector Bellas asked if the township would be willing to pay a fee to 811 call before you dig in order to get information on sites serviced in the township. Mr. Tropf moved to move forward with joining and Mr. Lair seconded. Roll call vote: three ayes. Mr. Tropf will let Mr. Bellas know.
- Near Map – additional users to be added. Ms. Pollock confirmed that she will turn in any collected user forms to ADP this week.
- Would like to have all meeting notices go through Office Administrator, Ms. Montani-Kerr. Let her know the date / time / location, and then she can notify the paper, along with any other parties required (Mr. Fagan, Mr. Zimperman, Ms. MacNiven, Ms. Richard).
- Cemetery fees – received a breakdown of fees from Cemetery Sexton (Ms. Montani-Kerr). Will discuss in future along with residency requirement.

Other Input:

- Fire Chief Fagan – asked if the landscaper can put something around the sign in front of the fire department to look a bit nicer. The Trustees agree, yes. Ask landscaper to come up with idea to make it look nicer, get quote.

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Warrants approved prior to or at this meeting:

Number	Post Date	Total Warrant Amount	Payee	Status
39065	4/15/26	-\$15.95	Nickolas Bellas	V
39150	4/15/26	\$19.79	Ag-Pro Ohio, LLC	O
39151	4/15/26	\$197.50	Aris Company	O
39152	4/15/26	\$179.99	Ascendance Trucks Midwest, LLC	O
39153	4/15/26	\$1,009.94	Bradford Neal Machinery Inc.	O
39154	4/15/26	\$650.00	Cintas	O
39155	4/15/26	-\$1,496.86	Cintas Corp.	V
39155	4/15/26	\$1,496.86	Cintas Corp.	V
39156	4/15/26	\$4,461.25	CJ Landscape, LLC	O
39157	4/15/26	\$2,585.98	Cleveland Plumbing Supply Co.	O
39158	4/15/26	\$2,214.04	Fisher Auto Parts	O
39159	4/15/26	\$1,259.18	Cintas Corp.	O
39160	4/15/26	\$103.20	G.Heilman & Associates	O
39161	4/15/26	\$350.54	Hartville Hardware Inc.	O
39162	4/15/26	\$38.97	Iron Man Contractors Supply	O
39163	4/15/26	\$16.68	Kimberly Montani	O
39164	4/15/26	\$13,138.77	Morton Salt Inc.	O
39165	4/15/26	\$11.89	NEO Electrical Supply Co.	O
39166	4/15/26	\$15.95	Nickolas Bellas	O
39167	4/15/26	\$10,627.45	Valley Truck Sales	O
		\$36,865.17	Total Payments	

At 7:33 p.m., Mr. Tropf moved to go into executive session pursuant to ORC 121.22(G)(1) (considering employment of a public employee) and Mr. Lair seconded. Roll call vote: three ayes.

At 8:01 p.m., Mr. Tropf moved to leave executive session and Mr. Lair seconded. Roll call vote: three ayes. No decisions made.

The regular meeting was called back to order at 8:02 p.m.

Mr. Tropf moved to raise Mr. Zipperman's pay by 4% and all other staff who started before 2026 by 3%, all retroactive to 4/1/2026, and moved to increase the stipend paid to Board of Zoning Appeals and Zoning Commission members to \$40/meeting. Mr. Lair seconded. Roll call vote: three ayes.

The West Geauga BOE is meeting on 4/20/26. Ms. Sayre will attend the meeting to make sure the old school property is on the agenda / discussing with Newbury Twp.

The township will hold off making any decisions regarding the website while we assess various proposals.

Mr. Tropf moved to adjourn the meeting and Mr. Lair seconded. The meeting was adjourned at 8:20 p.m. by unanimous vote.

Gregory Tropf - Chairman

David Lair, Jr. - Vice Chairman

Carly A. Sayre – Trustee

Lindsay M. Pollock – Fiscal Officer