

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 5:30 p.m., July 3, 2024 at the Newbury Township Town Hall. Chairman Bill Skomrock, and Trustee David Lair, Jr. were in attendance.

Also in attendance:

| | |
|-----------------|---------------------------------|
| Tim Charvat | Resident |
| Ken Fagan | Fire Chief |
| Shane Hajjar | Geauga County Engineer's Office |
| Jim Lang | Resident |
| Lynn Lang | Resident |
| Lindsay Pollock | Fiscal Officer |
| Jim Stefancin | Resident, Newbury Park Board |
| Allison Wilson | Geauga Maple Leaf |
| Doug Ziperman | Road Superintendent |

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

Geauga County Engineer – Paving of Various Roads

- Shane Hajjar from the Geauga County Engineer's office confirmed the bids received for the paving project including Pekin Rd, Chagrin Woods Dr and Country River Ln. Mr. Hajjar also confirmed that Newbury Township was awarded a \$350k grant and a \$50k loan from OPWC to help fund the project. With the agreement signed and executed, now the Township is permitted to award the bid. Deputy Engineer Hajjar recommended to award to the low bidder, Ronyak.
 - Mr. Skomrock motioned to award the bid and accept Ronyak's bid of \$1,138k (Engineer's office estimate was \$1.3M). Mr. Lair seconded.
 - Voice vote: Two ayes.
- The County Engineer presented their recommendation to review and execute the contracts (in triplicate) with Ronyak.
 - Mr. Skomrock motioned to execute contracts as explained by Mr. Hajjar. Mr. Lair seconded.
 - Voice vote: Two ayes.
- Fiscal Officer is to retain Township's copies of paper work in fireproof safe until completion of the project.

Fire Department Update:

- Fire Chief Fagan shared that there have been 72 calls in June, 6 calls this month so far, and 417 year-to-date, on track for 800+.
- The Fire Department is looking for three types of staff:
 - FT – work ABC shift
 - PT, dependable – PT but work on ABC shift, two choices for them – can work 24 hour shift, work on A shift, skip an A shift and then work another A shift – advantage is knows a year in advance their schedule
 - Can also be a 12-hour dependable, work every A shift, but only 12 hours
 - PT – no set schedule, works less than FT
- Chief Fagan confirmed that the department has hired 8 new staff, all pending on passing physicals and background checks. This consists of four FTs, 2 PT, dependable (currently in paramedic class – once do, they can move to FT), 1 PT and 1 PT, dependable (8 people total)
 - The department has started ordering gear, \$4k/person, etc. plus other incidentals
 - Should be starting tentatively August 1st.
 - Contract payment from the Township for employees to be paid once the staff are confirmed to be officially hired.

Road Department Update:

- Superintendent Ziperman updated the Trustees on ongoing work - extra mowing done in the parks, next week back to Pekin Rd paving prep, one cross over pipe on Chagrin Woods Dr.

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- One mower that is 14 years old started to leak, so Mr. Zimperman looked into purchasing new vs rebuilt.
- Candidate for hire took another job, starting at \$24/hr, has CDL, need to keep looking.
- GAR Paving provided estimate for paving work at Westwood Dr.
 - Mr. Skomrock motioned to proceed with GAR paving bid for \$38,940 for Westwood project. Mr. Lair seconded.
 - Voice vote: Two ayes.

Fiscal Officer's Report:

- Minutes from the June 5th and the June 18th regular meetings were presented.
 - Fiscal Officer sent drafts to the trustees for review prior to the meeting.
 - Mr. Skomrock motioned to approve the minutes as presented. Mr. Lair seconded the motion.
 - Voice vote: Two ayes.
- June Bank Reconciliation:

| | |
|---------------|-----------------|
| Prior Balance | \$ 4,245,813.98 |
| Receipts | \$256,483.53 |
| Payments | (\$363,472.41) |
| Adjustments | \$5,460.00 |
| Total Balance | \$4,144,285.10 |

| | |
|--------------------|----------------|
| Checking balance | \$257,622.27 |
| Star Ohio | \$3,895,671.68 |
| Outstanding checks | (\$9,008.85) |
| Total Balance | \$4,144,285.10 |

- Trustees reviewed and signed acknowledging receipt of financial statements.
- OTARMA review – Ms. Pollock mentioned she met with OTARMA rep Andy Leitch to review questions before the Township's insurance renewal. Some outstanding questions for Mr. Zimperman to be addressed in the coming days.
- 2022-23 Audit signed off by Charles E. Harris & Associates.
- Paychex update – first pay to go through Paychex will be 7/5/2024. All is on track for payroll to be processed.
- Liquor license mail received – Trustee's confirmed no hearing needed. Ms. Pollock to process and reply.
- Ms. Pollock explained that there were errors in two new accounts voted on in the budget work session of 5/18/2024. The wrong numbers were voted on at that meeting, so need to make a correction.
 - Mr. Skomrock motioned to add new accounts 1000-760-710 (instead of 1000-190-710) and 1000-610-519 (instead of 1000-610-610) to set up in UAN. Mr. Lair seconded.
 - Voice vote: two ayes.

Mr. Tropf's updates:

- Not present – no report.

Mr. Lair's Update:

- Mr. Lair reported that he is talking with G&L Locksmiths about the timing of the lock replacement for the back door of the Town Hall.
- Mr. Lair also reported that Milano monuments is close to issuing estimate for next year contract.
- Mr. Lair thanked Troop 99 for their work on the cemetery fence with a pizza party and relayed that they would like more projects if we have anything to offer. Ms. Pollock

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suggested taking pictures of headstones in the cemeteries would be really helpful to Cemetery Sexton, Leigh Orłowski.

- Mr. Lair provided an update that NOPEC provided bags to be used at the car show for giveaways.
- When Pekin Rd paving project is ongoing, can we coordinate timing and get the parking lot extended at Oberland Park? Maybe the grindings can be used there. Mr. Lair to obtain quote.
 - Mr. Ziperman mentioned he asked for 200 yards of grindings to be included in the paving contract but is not sure if it made it into the final contract.
 - Mark Fritsch of the Newbury Park Board is also asking for a quote.
- Cameras at recycle center – third quote never came, so Mr. Lair recommend the Trustees review the two quotes on hand and move forward in the interest of time. Mr. Lair suggests Zirkle Tech. The grant arrangement is 90 / 10 with NOPEC. We will just need signs with NOPEC (smile, you're on camera, their logo underneath or something).
 - Mr. Lair motioned to accept the bid from Zirkle Tech \$3766.90 (have a grant of \$7416 to cover this and the sign). Mr. Skomrock seconded.
 - Voice vote: two ayes.
- OTARMA risk assessment follow up completed by Mr. Lair was given to Mr. Skomrock.

Mr. Skomrock's Updates:

- Sherriff's report: 212 calls in the month of June.
- Notice from State Auditor – Fraud training required for all elected officials and employees. Ms. Pollock to monitor progress and handle reporting.
- Mr. Skomrock was in touch with the Ohio EPA regarding required permit to install Green Flush Restroom. Township is required to have holding tank management plan.
 - Mr. Skomrock discussed with civil engineer Chip Hess.
 - Mr. Skomrock, motioned to hire Chip for work required to obtain permits. Mr. Lair seconded.
 - Voice vote: two ayes.
 - Green Flush quote may expire after 30 days, so Mr. Skomrock will follow up.
- GCTA meeting 7/10, budget hearing to be held beforehand at Town Hall 5 p.m.
- There was discussion about obtaining a mower for the park and athletic fields
 - Mr. Ziperman got price on skid steer mounted brush hog - \$8k
 - Another idea – 3-point mower, take roadside mower off, get regular brush hog, or buy midsize tractor
 - Mr. Ziperman to look into options and prices.
- Field use agreement – no progress, table until next meeting.
- Cemetery Sexton is open to helping with athletic field management, suggested map of fields online, along with calendar, would just need firm guidance on rules to use, etc.
- Email from Windstream / Kinetic – pitch tent in old school parking lot (not at this time)
- Quotes for replacement AC units – waiting on additional quotes to be obtained by Mr. Tropf.

Resident in attendance, Tim Charvat, commented that the cemeteries look great and thanked the Fire Department for Memorial Day involvement. Mr. Charvat asked for a reimbursement form for the American Legion to be paid back from the Township for Memorial Day costs. Ms. Pollock took Mr. Charvat's email address and will send him the necessary paperwork to request payment.

Park Board member in attendance, Jim Stefancin, commented that they need a second port o potty for car show coming up. To be coordinated with Mr. Lair.

Fire Chief Fagan also mentioned that the landscape work is done at the Fire Station.

Mr. Lair inquired about the timing of the American Legion roof job as he plans to apply for NOPEC grant to defray the cost. The project should be taking place mid-August.

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Warrants approved prior to or at this meeting:

| Number | Post Date | Total Warrant Amount | Payee | Status |
|--------|-----------|----------------------|--|--------|
| 38096 | 6/20/24 | \$956.86 | Medical Mutual Of Ohio | C |
| 38097 | 6/20/24 | \$8,902.20 | Medical Mutual Of Ohio | C |
| 38100 | 7/3/24 | \$15.55 | VSP | O |
| 38101 | 7/3/24 | \$45.71 | Delta Dental | O |
| 38102 | 7/3/24 | \$347.72 | 1st Ayd Corporation | O |
| 38103 | 7/3/24 | \$35.56 | Ag-Pro Ohio, LLC | O |
| 38104 | 7/3/24 | \$63.90 | John Boksansky - v | O |
| 38105 | 7/3/24 | \$100.00 | Steve Boughner | O |
| 38106 | 7/3/24 | \$120.00 | Mary Lee Brezina | O |
| 38107 | 7/3/24 | \$773.37 | Certified Laboratories | O |
| 38108 | 7/3/24 | \$235.89 | Chardon Oil Co. | O |
| 38109 | 7/3/24 | \$1,524.00 | Cleveland Plumbing Supply Co. | V |
| 38109 | 7/3/24 | -\$1,524.00 | Cleveland Plumbing Supply Co. | V |
| 38110 | 7/3/24 | \$27.97 | ComDoc, Inc. | O |
| 38111 | 7/3/24 | \$426.35 | Delta Dental | O |
| 38112 | 7/3/24 | \$100.00 | Ed Deluliis | O |
| 38113 | 7/3/24 | \$252.15 | Dominion East Ohio Gas | O |
| 38114 | 7/3/24 | \$80.00 | Dave Fabig | O |
| 38115 | 7/3/24 | \$120.00 | Mike Fenstermaker | O |
| 38116 | 7/3/24 | \$94.00 | Geauga County Maple Leaf | O |
| 38117 | 7/3/24 | \$85.00 | Geauga Feed & Grain Supply | O |
| 38118 | 7/3/24 | \$16,130.25 | H&M Landscaping | O |
| 38119 | 7/3/24 | \$80.00 | Jerry Hudak | O |
| 38120 | 7/3/24 | \$375.00 | Patsy Keyes | O |
| 38121 | 7/3/24 | \$100.00 | Scott Koller | O |
| 38122 | 7/3/24 | \$50.00 | Kolsom Tires | O |
| 38123 | 7/3/24 | \$1,343.00 | Lake Hydraulic Service Co. Inc. | O |
| 38124 | 7/3/24 | \$80.00 | Jim Lang | O |
| 38125 | 7/3/24 | \$80.00 | Ed Meyers | O |
| 38126 | 7/3/24 | \$23.75 | Newbury Technologies | O |
| 38127 | 7/3/24 | \$25.00 | Northern Ohio Service Directors Assoc. | O |
| 38128 | 7/3/24 | \$100.00 | Ohio Treasurer of State | O |
| 38129 | 7/3/24 | \$21.46 | Leigh Orłowski | O |
| 38130 | 7/3/24 | \$141.00 | Sagamore Companies | O |
| 38131 | 7/3/24 | \$120.00 | Lou Tomsic Jr. | O |
| 38132 | 7/3/24 | \$73.99 | Tractor Supply Co. | O |
| 38133 | 7/3/24 | \$359.00 | Greg J Tropf | O |
| 38134 | 7/3/24 | \$22.54 | IRS TAX PYMT | O |
| 38135 | 7/3/24 | \$139.94 | VSP | O |
| 38136 | 7/3/24 | \$100.00 | Chris Yaecker | O |
| 38137 | 7/3/24 | \$1,518.00 | Cleveland Plumbing Supply Co. | O |
| | | \$33,665.16 | | |

Mr. Skomrock motioned to adjourn and Mr. Lair seconded the motion. Meeting was adjourned at 7:22pm by unanimous vote.

William Skomrock, Jr. - Chairman

Greg Tropf - Vice Chairman

David Lair, Jr. - Trustee

Lindsay M. Pollock – Fiscal Officer