

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 5:30 p.m., June 24th, 2026, at the Newbury Township Fire Station. Trustees Gregory Tropf, David Lair, Jr., and Carly Sayre were in attendance.

Also in attendance:

Ken Fagan	Fire Chief	Sandra VanNess	Resident
Cathleen Matthews	Resident	Chris Yaecker	Zoning Commission
Lindsay Pollock	Fiscal Officer		

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

Public Input:

- Resident, Sandra VanNess, inquired about the old Newbury school property and is concerned it will be developed as surrounding communities have done. Ms. VanNess would like to see a community recreation center. Mr. Tropf commented that our zoning regulations would govern what is allowed and did not foresee housing development happening there. Ms. Sayre added that the Trustees would like to purchase the property to use for the community. There was some discussion regarding West Geauga’s willingness to sell versus renew the lease when it expires. The Board of Education and the Newbury Board of Trustees need to come together to meet and discuss.
- Resident Cathleen Matthews informed the trustees that she and her family have been working on the property at 14403 View Dr that is on the list for demolition and have been communicating with the county’s building department and working on repairs. Ms. Matthews said that they told Zoning Inspector Nick Bellas that they’ve been working with the building department and have contracted with John Davis Excavating to take down the home. Mr. Tropf explained that this property has been on the township’s radar since 2024 and that there have been 2-3 zoning inspectors before Mr. Bellas since that time. Mr. Tropf will speak with Mr. Bellas to have all parties aligned and then Mr. Bellas or Mr. Tropf will circle back to resident’s brother, Craig Matthews, who she says is the main contact.

Fire Chief’s Update:

- 85 calls in June so far. 521 total year-to-date.
- A property owner in Newbury is going to have a private fireworks exhibition on Sperry Rd on the 4th of July around 10pm. In case anyone calls, they are proactively following the Ohio State Fire Marshal’s regulations. Mr. Fagan has been in touch with the owner of the property and the fireworks exhibitor. Mr. Fagan intends to post on the Fire Dept Facebook page and in the Facebook group “You know you’re from Newbury when.” Mr. Tropf asked if they had asked a sheriff’s deputy to be present. Mr. Fagan did not know but he did inform the sheriff’s department about it, so they are aware. Mr. Fagan will have crew there if they are not out on another call and have a check list to go through.
- Ms. Sayre asked Mr. Fagan about the incident where a garbage truck recently dumped their load that caught fire by Designs by Dianna. Mr. Fagan confirmed the fire happened while the driver was in the road. She had the presence of mind to enter the parking lot and evaluate the best place to dump. There was no confirmation of the cause of the fire but Mr. Fagan said as a PSA: please, don’t throw batteries in the garbage. Residents can dispose of certain items at the Geauga County Collection Facility, located at 12685 Merritt Rd, Chardon, OH 44024. The facility is open to all Geauga and Trumbull County residents every Friday from 10:00 a.m. to 3:00 p.m. (excluding government holidays).

Road Update:

- n/a

Zoning Inspector’s Update:

- Mr. Bellas was not in attendance, so Mr. Tropf said the topic of moving Amy Lydan from Zoning Secretary to Assistant Zoning Inspector (with additional responsibility) will be discussed at the next meeting when Mr. Bellas is present.
- Also deferred to a later meeting when Mr. Bellas is present was the resolution declaring the following structures a nuisance which must be demolished: 14403 View Dr., 11100 Music St., and 14544 View Dr.
- Ms. Pollock gave the second reading of the resolution for a moratorium on shipping containers in the township.
- Upon prior recommendation by Mr. Bellas, Mr. Tropf moved that the properties at 15118 Sperry Rd. and 12201 Grandview Dr. be referred to the Geauga County Prosecutor’s Office for enforcement action and Mr. Lair seconded. Roll call vote: three ayes.

Fiscal Officer’s Update:

- The township’s annual OTARMA insurance policy is due to be renewed. Most of the uplift in premium cost can be attributed to the updated appraisals of the various buildings and properties done by OTARMA in fall 2025. The trustees agree to move forward with the policy as quoted. Ms. Sayre moved to accept \$45,413 contract renewal and Mr. Tropf seconded. Roll call vote: three ayes.

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- The trustees discussed their intent to inspect the service garage and the potential purchase of a 1-ton truck. Since a 1-ton truck would not require a CDL, it would enable more applicants to qualify and is a good size for the lake communities. Mr. Tropf would like to encourage Mr. Zimmerman to consider this.
- Mr. Hegedus submitted a letter to notify the township of his retirement effective July 5, 2026.
- Ms. Pollock has requested quotes from three companies suggested by ADP that provide credit card payment processing capability. She expects to have all three quotes by the next meeting.
- Ms. Pollock received communication from the Auditor of State that a desk review of the 2024-2025 audit has been performed, and the report was determined to be acceptable and requires no modifications. The report will be certified by the Auditor of State.
- Consent agenda:
 - **Resolution 20260624-01** Supplemental Appropriations, Regular Meeting Minutes 6/3/2026
 - Ms. Pollock had one addition to the consent agenda which was to add **Resolution 20260624-02** Interfund Advance Repayment.
 - Mr. Lair moved to accept the consent agenda as amended and Ms. Sayre seconded. Roll call vote: three ayes.

Mr. Lair's Update:

- Mr. Lair will have LED sign costs for next meeting.
- Oberland Park update: There has been a lot of ongoing work. There are rocks around restroom now, the parking lot is striped, still working on split rail fencing next to the pavilion, potentially getting donated. The handicapped spots have signs, striping is yellow, not blue, but confirmed it is okay.
- The Park Board had a Car Show meeting night before last, and plans are moving along well. America's 250th will be celebrated too. Mr. Lair is working to finalize T-shirts and sponsors (have three so far). And the event flyer is posted.
- Veterans Memorial Park – take flags down after the 4th. The American Legion Post installed iron figures at corner. All agreed it looks nice.
- Mr. Lair asked about access to former trustee Bill Skomrock's email account. Ms. Pollock said she will submit a support ticket to ADP to resolve it.
- Mr. Lair would like to set a date for a service garage inventory, potentially 8/15 or 9/15.
- Still working on a 5/10-year road plan.
- Replacement Fiscal Officer: Ms. Pollock to circle back to a potential candidate referred by Ms. Sayre. July 13, *14*, or 15th for potential interviews at the town hall.

Ms. Sayre's Update:

- Ms. Sayre posted tonight's agenda on Facebook and resident asked about the executive session listed. Ms. Sayre agreed that perhaps the topic to discuss did not require an executive session. She would like to have a working session about what's happening at the playing fields. Geauga Federation called for pricing for next year as their season starts in July. Ms. Sayre suggested \$2,000 for the fall and then reevaluate. Mr. Lair inquired if we want spring and fall combined going forward? Ms. Sayre said yes but would like more time to sort out before spring. Mr. Tropf said he hopes they all understand these are public fields and we can't stop anyone from using them. Ms. Sayre said we need a meeting to clarify if they want improvements and if so, the township will need to pass through to those teams using the fields. Ms. Sayre moved to update the fees for Geauga Federation fall field access to \$2,000 and Mr. Lair seconded. Roll call vote: three ayes. Mr. Tropf emphasized that we need all the teams at any meeting. The trustees agreed to hold a working session July 15th at 5:30pm to discuss field costs.
- Ms. Sayre moved to purchase a field dragger/grader (marked up with "Newbury Twp property" and locked at the field with a combination lock) and Mr. Lair seconded. Roll call vote: three ayes. July 7 and 9 – men's and women's softball is starting, and they need lines to draw. Knights should be done for the season.
- Zoning update: Zoning Commission alternate, Gabriel Surgeon, has not been able to attend, so Ms. Sayre asked if he'd be willing to resign so we can fill with someone who can attend. Will send him a letter for resignation and he was fine with it. Ms. Sayre will post about the opening on the Zoning Commission. They are meeting tonight. Landscaping definition is coming together nicely.
- Telephone pole was fixed. Thanks to Kim Montani-Kerr!
- Cemetery update: Burials: 5 in process, 10 YTD. Pre-need plot purchases: 1 in June, 6 YTD. Foundation requests: 1 in June, 2 YTD. Plot purchase price comparison being worked on. Also working on indigent burial process. Also working on length of residency to qualify. Regulations need reviewed and revised. Ms. Sayre to follow up.
- Oberland Park – 6 reservations in June, 2 upcoming.
- Recycling pickup is twice a week by Trumbull solid waste – monitored by cameras as to when is full.
- A resident reached out regarding a Newbury Chamber of Commerce. Ms. Sayre will address with zoning.
- Newbury wrote letter of support in February to update the Geauga County Farmland Preservation Plan. Now the Farmland Preservation Public Meeting will be held on July 15th by the Geauga County Planning Commission. Mr. Tropf will put on the website. Ms. Sayre is planning to attend.

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- Tech update: Mr. Tropf would like meeting minutes to be posted day after meeting - can potentially post minutes as “DRAFT.” Mr. Tropf moved to proceed with the Plaud system implementation via ADP for transcription of public meetings and Ms. Sayre seconded. Roll call vote: three ayes.
- Tech update: We don’t need to move cemetery away from UAN but need a conversation with ADP about what they are offering. Just Add Tech is going to be here Friday at 11am, to quote doing YouTube videos. ADP website – can get a quote through company 119, waiting for feedback from Frank Antenucci to confirm as ADP already gave us a quote.

Mr. Tropf’s Update:

- Clean up day went well.
- West Geauga School Board is meeting on the 11th. I would like to meet with two boards together, in executive session in early September. 3 of BOE are up for election the following year. Per the last conversation with Mr. Tropf, the BOE would like to renew the lease again. Ms. Sayre voiced concern, wants to proceed with purchase of the property before potentially three new board members come on for West Geauga. Mr. Tropf stated we need a plan, cost, and revenue source. Ms. Sayre suggested a meeting with Rep David Joyce to discuss potential funding sources. She also suggested to survey taxpayers with plan to get feedback. Mr. Lair voiced that we can’t say no to the lease, for \$100 / year. Then we are still in control for another year - rather than turn down the lease then they can do whatever they want with the property. Mr. Tropf reminded the trustees that they can add terms to the lease as desired. Mr. Lair agreed that we will need to involve the community and reach out to see how everyone feels about it. Fire Chief Fagan asked about having conceptual drawings for people to see. Ms. Sayre will ask if Auburn Career Center can / will do a rendering. Mr. Lair said we need something first for West G to see what we want to do, then something to get out to Newbury residents (probably after we have the lease renewed). Mr. Fagan mentioned there are architects who live in Newbury. Mr. Tropf stated the lease is up in December and we need outside counsel to review.

2027 Tax Budget

- The Budget Hearing was opened at 6:56pm.
- The budget has been available for inspection since June 12, 2026, at the town hall. No inquiries were received.
- Open the floor for public comment or questions. Seeing none, the open budget hearing was closed at 6:57 p.m.

Open Public Meeting

- Mr. Tropf moved to approve the 2027 Tax Budget as presented and Mr. Lair seconded. Roll call vote: three ayes.
- The County Auditor’s office has scheduled Newbury Township’s 2026 Budget Hearing for August 17, 2026, at 1:15 p.m.

Other Input: None.

Warrants approved prior to or at this meeting:

Number	Post Date	Type	Total Warrant Amount	Payee	Status
39272	6/24/26	SW	\$0.00	Skipped Warrants 39269 to 39272 Series 2	V
39273	6/24/26	AW	\$2,897.00	Above and Beyond Gutter Co. LLC	O
39274	6/24/26	AW	-\$180.00	Andy Csepi	V
39274	6/24/26	AW	\$180.00	Andy Csepi	V
39275	6/24/26	AW	-\$50.00	Carly Sayre	V
39275	6/24/26	AW	\$50.00	Carly Sayre	V
39276	6/24/26	AW	-\$150.00	Cassidy Web Creations	V
39276	6/24/26	AW	\$150.00	Cassidy Web Creations	V
39277	6/24/26	AW	\$180.00	Andy Csepi	O
39278	6/24/26	AW	\$50.00	Carly Sayre	O
39279	6/24/26	AW	\$150.00	Cassidy Web Creations	O
39280	6/24/26	AW	\$305.45	Chardon Oil Co.	O
39281	6/24/26	AW	\$1,617.51	Cintas Corp.	O
39282	6/24/26	AW	\$3,444.00	Crafco, Inc.	O
39283	6/24/26	AW	\$50.00	David Terrill	O
39284	6/24/26	AW	\$127.29	Fisher Auto Parts	O
39285	6/24/26	AW	\$5,800.00	G.A.R. Paving	O
39286	6/24/26	AW	-\$181.50	Geauga Feed & Grain Supply	V
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Number	Post Date	Type	Total Warrant Amount	Payee	Status
39287	6/24/26	AW	-\$360.00	Greg J Tropf	V
39287	6/24/26	AW	\$360.00	Greg J Tropf	V
39288	6/24/26	AW	\$181.50	Geauga Feed & Grain Supply	O
39289	6/24/26	AW	\$360.00	Greg J Tropf	O
39290	6/24/26	AW	\$50.00	H&M Landscaping	O
39291	6/24/26	AW	-\$1,651.12	H&M Landscaping	V
39291	6/24/26	AW	\$1,651.12	H&M Landscaping	V
39292	6/24/26	AW	\$1,651.12	H&M Landscaping	O
39293	6/24/26	AW	\$609.02	Hans' Freightliner	O
39294	6/24/26	AW	\$280.70	Hartville Hardware Inc.	O
39295	6/24/26	AW	\$750.00	Independent Tree LLC	O
39296	6/24/26	AW	\$180.00	Jared Zipperman	O
39297	6/24/26	AW	\$180.00	John Omerza	O
39298	6/24/26	AW	\$204.00	Karlovec Media GRoup	O
39299	6/24/26	AW	\$1,130.70	Kimball-Midwest Inc.	O
39300	6/24/26	AW	\$2,139.20	Morton Salt Inc.	O
39301	6/24/26	AW	\$42.70	Sunrise Springs Water Co. Inc.	O
39302	6/24/26	AW	-\$180.00	Thomas Csepi	V
39302	6/24/26	AW	\$180.00	Thomas Csepi	V
39303	6/24/26	AW	-\$180.00	Tim Hlad	V
39303	6/24/26	AW	\$180.00	Tim Hlad	V
39304	6/24/26	AW	\$180.00	Thomas Csepi	O
39305	6/24/26	AW	\$180.00	Tim Hlad	O
39306	6/24/26	AW	\$4,231.07	Ullman Oil Company	O
39307	6/24/26	AW	\$4,800.00	Veneer Tree Service	O
39308	6/24/26	AW	\$122.00	Yellow Jacket Heating & Cooling LLC	O
39309	6/24/26	AM	\$285,000.00	Newbury Volunteer Fire Department	O
			\$316,893.26	Total Payments	

Mr. Tropf moved to adjourn the meeting and Ms. Sayre seconded. The meeting was adjourned at 7:00 p.m. by unanimous vote.

Gregory Tropf - Chairman

David Lair, Jr. - Vice Chairman

Carly A. Sayre – Trustee

Lindsay M. Pollock – Fiscal Officer