

RECORD OF PROCEEDINGS

The regular meeting of the Board of Trustees of Newbury Township was called to order at 6:30 p.m., August 5, 2026, at the Newbury Township Fire Station, 11111 Kinsman Rd. Trustees Gregory Tropf, David Lair, Jr., and Carly Sayre were in attendance.

Also in attendance:

Nick Bellas	Zoning Inspector	Wayne Mansfield	Park Board
Ken Fagan	Fire Chief	Lindsay Pollock	Fiscal Officer
Mark Fritsch	Park Board	Jim Stefancin	Park Board
Nessa Harmeling	Resident	Chris Yaecker	Zoning Commission
Jim Lang	Zoning Commission	Doug Zipperman	Road Department
Amy Lydan	Zoning Secretary		

The meeting was opened with the Pledge of Allegiance.

Announcement:

- Ms. Pollock advised that the township is testing and implementing the Plaud Note Pro device, which records meetings and produces both a transcript and an AI-generated summary for use in preparing minutes. She asked participants to pause between speakers and to state their names before speaking and noted that the device does not capture audio when multiple people speak at the same time.

Park Board:

- Mr. Stefancin reported that one meeting remains before the car show, and that plans are proceeding as expected.
- Flags at Veterans Memorial Park: Mr. Mansfield raised the question of the flag display. Mr. Tropf stated that the board would like to limit the number of flags, placing them in clusters at the ends of the park rather than around the perimeter, on the basis that the current display is visually busy and that an electric sign is planned for that corner. Mr. Lair supported flags at the driveway entrance, at the Route 87 end of the property, and near the Auburn Rd. / Route 87 corner, with a full display for the parade and for Memorial Day and Veterans Day. Ms. Sayre supported limiting the number and emphasizing the memorial statues and stated her understanding that the flags are intended to be temporary. Mr. Mansfield noted that removing and reinstalling the flags has caused frost heaving and damage to the ground sleeves, and that the original flag project followed placement guidance researched through the National Park Service. Mr. Stefancin reported that he had spoken with Ken Hunter of the American Legion and asked that the display remain as-is through Veterans Day given the America's 250th celebration.
- The trustees agreed that the flags will remain in their current configuration through the America's 250th event and Veterans Day 2026, and that placement and quantity will be reconsidered for 2027. Ms. Sayre suggested photographing the current layout to identify proposed reductions.

Public Input:

- Mr. Tropf invited public input following the park board discussion. No additional items were presented.

Guest Speaker – Newbury Township Zoning Commission:

- Mr. Yaecker reported that the Zoning Commission is working on landscaping definitions and related regulations, and requested direction from the trustees regarding landscaping businesses, composting facilities, and related uses along the P-1 corridor.
- Mr. Tropf reported that he had consulted the prosecutor's office. His understanding is that the trustees may not direct the Zoning Commission once the process is underway. The Zoning Commission may meet with the trustees to obtain input, but such a gathering of both boards must be advertised as a special or joint workshop under the Open Meetings Act, minutes must be kept, and the trustees must not pre-commit to a final vote or dictate the commission's recommendation.
- Mr. Lair suggested that the commission submit its current work product and its proposed direction as a group, after which the trustees could respond.
- Ms. Sayre reported that the commission has identified issues regarding prior zoning enforcement and permitting, has met with Linda Crombie, and intends to meet with the Geauga County Prosecutor's Office regarding the legal implications of each option. The commission intends to present both approaches to the trustees.
- The trustees and commission members agreed to hold an advertised joint session at 6:00 p.m. on August 19, 2026, immediately prior to the regular meeting. Ms. Sayre asked Mr. Yaecker to circulate a summary in advance. Mr. Tropf stated that special meetings require 48 hours' notice, and that the session would be advertised further in advance.

Fire Chief's Update:

- 113 calls in July; 13 calls so far in August; 669 total year-to-date. The department is averaging approximately 94 calls per month, compared with approximately 55 per month five years ago.
- The department plans to attend the America's 250th celebration with a vehicle and will bring an ambulance in the event of a call. Mr. Lair confirmed a parking location will be available.
- Mr. Lair asked whether the department still has an oversized flag that could be used during the event. Mr. Fagan will check.

Road Update:

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- Mr. Zipperman reviewed the paving information previously forwarded to the trustees and noted that no formal feedback had been received. Because Music St. would not be widened, a lower cost per mile applies. Remaining variables involve coordination with Auburn Township on Lucky Bell Rd. and with Chester or Munson Township on Cedar Rd.
- Three approaches were discussed for Lucky Bell Rd.: full tear-out, a rubberized intermediate course, or an asphalt overlay on the existing concrete. Whichever approach is selected, the partnering township would need to do the same work under a single contract.
- Mr. Tropf reported he has contacted the other townships once, including Auburn's road superintendent and a trustee, and Mr. Zipperman contacted Munson's service director; no dates have been committed. Mr. Lair will contact Shane regarding Auburn's timeline. The availability of public works money to both townships was noted as a potential incentive for a joint project.
- Mr. Tropf moved that the township pave Music St. from Munn Rd. to Auburn Rd. next year and Mr. Lair seconded. Roll call vote: three ayes.
- Mr. Zipperman reported that the township now handles salt directly rather than trucking it from the county.
- The current crack sealing vendor's equipment has been out for repair, leaving the township behind on crack sealing with two pallets of material on hand. Mr. Zipperman is seeking an open account with SealMaster to try that vendor's product and equipment availability. Ms. Pollock advised that no motion was required and will forward the related correspondence.
- Uniforms: Mr. Zipperman and Ms. Pollock met with City Uniforms and Linen and received pricing, which represents a substantial reduction from the current Cintas cost. Two vendors quoted closely and a third has not responded. The vendor indicated it would need approximately September lead time to have uniforms ready before the Cintas contract concludes.

Zoning Inspector's Update:

- Three permits were issued in July: two for new home construction and one for a deck.
- Courtesy letters were sent, and violation letters were sent to ten residents, primarily for junk vehicles, with some also involving debris and rubbish.
- For vehicles a year or older, second violation letters will include the statewide form allowing an owner to obtain a duplicate title from the county of original titling so the vehicle can be scrapped. Mr. Bellas noted the form is available online and will also place copies in the town hall lobby for walk-in residents.
- Sign violations were down from the previous month.
- There were no BZA hearings in July. Approximately six are scheduled for August, most of which are area variances, with one use variance.
- Permit lists continue to be exchanged with the county building department, which identifies one or two properties per month that did not obtain a township permit.
- A follow-up email was sent to 8-1-1 regarding daily markings. The requested shape file was provided and no response has been received.
- Office equipment and shelving were obtained for the upstairs zoning office, with assistance from the road department.
- Mr. Yaecker inquired about a pending resident variance application. Mr. Bellas stated it is processed and on the books; Mr. Yaecker noted the applicant may postpone the matter because the plans are being redone.

Fiscal Officer's Update:

- Plaud: Ms. Pollock, Ms. Lydan, and Ms. Montani-Kerr, Office Administrator and Cemetery Sexton, completed approximately two hours of vendor training. The recording transmits to the vendor interface at the end of the meeting and provides both a recording and a transcript that can be corrected, and custom vocabulary can be added. Ms. Sayre reported that Auburn Township has used the system for a few months, uses it in conjunction with an AI tool to summarize minutes, and has offered additional training. Ms. Sayre offered to visit Auburn Township to learn how they are using the system.
- Catalis (credit card payment processing): Ms. Pollock reviewed the fee structure previously circulated – consumer debit and credit cards at a 5% per-transaction percentage fee with a \$2.95 minimum per transaction; e-check/ACH at \$1.50 per transaction; and counter payments at 2.75% fee per transaction with a \$1.50 minimum. Implementation, device, and training charges of approximately \$1,700 would be waived, and the vendor would provide a web link for the township website.
- Ms. Sayre asked that a decision be held off pending information from West Geauga regarding an alternative with minimal fees, and otherwise supported Ms. Pollock's recommendation as the most reasonable option. Ms. Pollock will advise ADP that Catalis is under consideration from among the providers it recommended and will confirm whether any provider review is required.
- July financials are deferred to the next meeting pending one cash receipt.
- Workers' compensation: the trustees agreed to waive the 90-day exam for John Mansfield and determined that executive session was not required for the matter.
- Sangoma phone contract: the contract ends December 2, and August 4 was the first day non-renewal could be submitted, 120 days prior. Ms. Pollock submitted non-renewal online and anticipates no penalty. ADP will be the sole phone provider going forward.

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- OTARMA risk assessment: Ms. Pollock and Mr. Zimperman met with Becky Ames of OTARMA, with Mr. Zimperman participating in the walk-through. Results are expected in approximately one month following internal review. The prior assessment was approximately three years ago.
- Auditor documentation: the Auditor's office requested the original resolution and fund approval for each reserve fund – fire station capital improvement, service garage, veterans park, Oberland Park, paving, and vehicle and equipment purchase. Documentation was provided for each except the Veterans Memorial reserve, believed to have been established in 2015, which has not been located. Supporting materials included a prior-year truck quote for the vehicle and equipment purchase reserve and the engineer's office paving cost projections. The most recent reserve studies were also requested; the fire station study (Miller Dodson, August 2024) is the only current one, and while a town hall study exists there is no corresponding reserve fund. Reserve studies are understood to be updated approximately every five years.
- A discrepancy in the 2026 transfers was identified by the Auditor's office and attributed to an input error; the 2027 budget being submitted is not affected. The county budget hearing is scheduled for August 17.
- A document and file inventory exists for locating records, and Ms. Pollock will continue organizing the files prior to her departure.
- Consent agenda: Resolution 20260805-01 Supplemental Appropriations, the 6/24/2026 regular meeting minutes, and the 7/14/2026 special meeting minutes. The 7/15/2026 regular meeting minutes were removed and will be presented at the next meeting.
- Mr. Tropf moved to accept the consent agenda as presented except for the 7/15/2026 regular meeting minutes and Mr. Lair seconded. Roll call vote: three ayes.
- Fiscal officer transition: Ms. Pollock advised she is relocating out of Newbury Township and will need to resign effective August 27, 2026, when her house sale closes. She asked the board to consider appointing her as deputy fiscal officer at the same meeting so that she is not acting in that capacity without authority during a transition period. The trustees agreed to address the resignation and appointment at the next meeting.
- An anonymous letter was received by mail regarding the fiscal officer position, recommending outreach to the community and stating the writer's qualifications, but providing no name, address, or telephone number.
- Ms. Pollock shared a notice indicating that Russell Township did not appoint a replacement fiscal officer within 30 days, and that the probate judge is to appoint an elector to fill the remainder of the term. It was noted that a deputy fiscal officer is not required to be a township resident.

Ms. Sayre's Update:

- Road department five-year plan: Ms. Sayre asked that the plan be shared with residents once priorities are settled, noting that residents have asked which roads are next.
- Budget video: to be scheduled in September, following the August 17 budget hearing. Ms. Sayre asked to aim for mid-September given the fiscal officer transition.
- A resident asked where to obtain a copy of the budget. Copies remain available at the office and may be requested from the fiscal officer.
- Field usage meeting: of the dates proposed (August 24, September 9, and September 14), the trustees selected September 9, 2026, at 6:00 p.m. Mike Gonzalez of the soccer federation indicated any of the dates would work. The meeting is intended as an informal discussion of expectations and needs with the user organizations; park board members are welcome to attend.
- Ms. Pollock confirmed the soccer federation payment was received. Fees are \$2,000 per season for fall and spring, totaling \$4,000 per year. The September 9 meeting will assess whether that amount covers the township's costs.
- Park board members noted that dips and goal areas on the fields could be filled during the off-season by the user organizations, and that drainage improvements would be an investment for those organizations to make.
- Ms. Sayre will work with Ms. Pollock to develop an estimate of the township's costs associated with the fields at Oberland Park in advance of the September 9 meeting. Mr. Lair noted that the new restroom required its first pump-out and water refill, and that those costs must be factored in; Ms. Montani-Kerr will track them. Mr. Zimperman noted the road department removes two to three bags of trash per week from the park, and that a recent soccer tournament brought in additional portable restrooms and roll carts.
- Cemetery residency: the trustees discussed the length of residency required to qualify for the resident rate, considering five, seven, and ten years, and agreed that renters qualify as residents.
- Mr. Tropf moved that a person must live in Newbury Township for a minimum of seven years to receive the resident rate for the cemeteries and Ms. Sayre seconded. Roll call vote: three ayes.
- Online plot designations: Ms. Sayre will meet with ADP regarding a tool showing plot availability, which is separate from the UAN record-keeping system and is offered at no cost. Concerns were raised that some older plots were marked reserved without a payment record. Mr. Lair and Mr. Tropf stated the tool should be used internally first, with open sections being the most reliable, before any information is made publicly viewable.
- Mowing: Ms. Sayre and Mr. Zimperman met with CJ Landscaping. The current agreement provides for 28 mows, and the contractor uses discretion during dry conditions. Weekly mowing regardless of weather would require an increase to 32–34 mows, at an estimated additional cost of several thousand dollars per year. Mr. Lair and Mr. Fagan supported remaining at 28 for the current season;

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Mr. Zipperman noted the main cemeteries and Veterans Park are the most visible. The trustees agreed to complete the 2026 season at 28 mows and to include 34 cuts in the next bid.

- Cemetery report (Ms. Montani-Kerr): four burials in process, two upcoming, zero pre-need plot purchases, and one foundation request. The cemetery grant option has passed. Regulations will be reviewed and recommendations for revision provided.
- Indigent burials: Sly Funeral Home quoted \$1,300 flat per incident, which includes removal of the decedent from the place of death, filing the cremation authorization and death certificate with the county, transportation to and from the crematory, and delivery of the cremains to the township in a black plastic urn with certificate information. A marker is not included. Ms. Pollock identified a prior cost of \$1,095 with Best Funeral Home in June 2021 and a \$1,000 expense record. Ms. Sayre will obtain a quote from Best Funeral Home and confirm marker pricing for the next meeting.
- Oberland Park: three pavilion reservations in August, plus park board and car show holds. A Celebration of Life is scheduled at Veterans Park on August 30, 2026. Mr. Lair approved a request to use the pavilion for photographs for a few hours on the Thursday of car show weekend.
- Website: Ms. Sayre reported that the difference between the original and revised quote resulted from the earlier figure not being a firm quote, and that pricing is valid for 45 days. The \$7,500 quote includes ADA-compliant design, migration performed by the vendor, and the features the township wants; all other quotes received were higher. A resident commented that \$7,500 is too much.
- Ms. Sayre moved to accept the Company 119 quote of \$7,500 for the township website change and Mr. Tropf seconded. Roll call vote: three ayes.
- Ms. Pollock asked whether payment would be made to Company 119 directly or through ADP. Ms. Sayre stated the quote was issued by Company 119 with ADP copied.
- Geauga Gov / Local Gov Initiative: Ms. Sayre attended the first meeting, which is intended to share best practices and identify shared needs among the county and townships, with two county staff assigned to work with townships. Topics discussed included timelier notification of county building permits and an economic development listing of vacant business space that could be incorporated into the township website. Additional meetings are planned.
- Ms. Sayre asked about the 2027 road project request received from the county engineer's office, which is due August 28, 2026. Mr. Tropf confirmed it is the form required to request county participation in a road project.

Mr. Lair's Update:

- Car show / America's 250th: planning is proceeding. The trustees agreed to place an advertisement in the newspaper two weeks prior to the event. Mr. Lair also intends to schedule two portable restrooms on the opposite side of the field in addition to the new restroom and will coordinate with Ms. Montani-Kerr.
- Eagle Scout project: Mr. Lair received a message from the applicants requesting to start and complete the gaga pit on August 23, with sand delivery for the volleyball court and the gaga pit. Ms. Sayre raised maintenance concerns regarding sand in the gaga pit and noted that dirt or grass is more common. Mr. Lair will return the call to confirm the schedule and the surface material, and wants the work completed before the 29th.
- Pickleball courts: the nets require adjustment. The portable posts' center wheels have sunk into the asphalt, causing the center of the net to dip and the frame to twist. The proposed remedy is to place steel plates beneath the wheels to increase the bearing surface. Mr. Mansfield and Mr. Zipperman are coordinating the material.
- Tire grant: once the check is written, Mr. Lair will request the reimbursement paperwork, make copies of the supporting documentation, and submit it.
- LED sign: Mr. Lair presented a second option. Net of the \$11,385 NOPEC grant, the six-foot sign discussed at the previous meeting is approximately \$16,000 and the eight-foot sign is approximately \$30,000. Both quotes include delivery, mounting, footer, and concrete, and both are 9 mm pixel. The trustees indicated a preference for the eight-foot sign. Ms. Sayre asked that additional quotes be obtained from other or more direct sources for comparison; Mr. Lair will obtain a comparable quote and confirm how long pricing can be held. Cabinet color was discussed, with neutral tones such as forest green, gray, or white preferred to match existing park structures; the trustees will consider color before the next discussion.
- Ms. Pollock advised that approximately \$20,000 is available for improvement of sites for the parks and approximately \$50,000 for improvement of sites for the town hall and memorial grounds, and that either could be drawn upon.
- Mr. Fagan noted that the fire station sign is eight feet with an 8.8 mm pixel pitch, cost approximately \$55,000 including the masonry structure around it, was purchased from a vendor believed to be Stewart Signs and includes software and Wi-Fi updates at no cost for the life of the sign. He advised that sign size should account for the distance from the road and the speed of passing traffic.
- Mr. Zipperman noted that a 220-volt circuit will likely be required and could add approximately \$1,000, and that power is available at the pole.

Mr. Tropf's Update:

- The house on View Dr. was demolished last week. Mr. Tropf contacted John Davis Excavating, the excavator hired for the work and asked that it be expedited.
- Pickleball court signage: Mr. Tropf will forward a photograph of the rules and regulations sign posted at Chesterland's pickleball courts for consideration of similar signage for the township's courts.

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- Novak lawsuit: the case, in which the township was one of eight defendants, has been dismissed by the Geauga County Court of Common Pleas. The plaintiff retains the ability to appeal to the appellate court.
- Help wanted: following the retirement of a part-time service worker, the township needs a service worker and a fiscal officer. Mr. Ziperman and the trustees discussed whether the position needs to be full-time and agreed to advertise a part-time position, emphasizing snow plowing, at the current rate of \$23.00 per hour. Mr. Tropf will handle the road worker advertisement and Ms. Sayre will prepare the fiscal officer advertisement; both will be placed in the Maple Leaf and on the township website.
- Ms. Sayre reported a potential fiscal officer candidate who resides in Newbury Township and is confirming with her employer whether a conflict of interest exists.

Summary of Motions:

Motion	Moved / Seconded	Vote
Resolve to pave Music St. from Munn Rd. to Auburn Rd. in 2027	Mr. Tropf / Mr. Lair	Roll call: three ayes
Accept the consent agenda as presented, excepting the 7/15/2026 regular meeting minutes (Resolution 20260805-01 Supplemental Appropriations; 6/24/2026 regular meeting minutes; 7/14/2026 special meeting minutes)	Mr. Tropf / Mr. Lair	Roll call: three ayes
Require a minimum of seven (7) years of residency in Newbury Township to receive the resident rate for the township cemeteries	Mr. Tropf / Ms. Sayre	Roll call: three ayes
Accept the Company 119 quote of \$7,500 for the township website	Ms. Sayre / Mr. Tropf	Roll call: three ayes
Adjourn the meeting	Mr. Tropf / Mr. Lair	Roll call: three ayes

Warrants:

Number	Post Date	Total Warrant Amount	Payee	Status
39343	8/5/26	\$458.32	1st Ayd Corporation	O
39344	8/5/26	\$160.00	Albert Hehr	O
39345	8/5/26	\$16.79	Amy Lydan	O
39346	8/5/26	\$184.69	Ascendance Trucks Midwest, LLC	O
39347	8/5/26	\$157.61	Baker Vehicle Systems, Inc.	O
39348	8/5/26	\$180.00	Burnham & Flower of Ohio, Inc.	O
39349	8/5/26	\$90.00	CCM Rental at Chesterland	O
39350	8/5/26	\$975.00	Charles E. Harris & Assoc. Inc.	O
39351	8/5/26	\$320.00	Christopher D Yaecker	O
39352	8/5/26	\$4,461.25	CJ Landscape, LLC	O
39353	8/5/26	\$931.29	Concord Road Equipment Mfg.	O
39354	8/5/26	\$7,825.95	Cuyahoga Asphalt Materials	O
39355	8/5/26	\$180.00	Daniel James Walker	O
39356	8/5/26	\$160.00	Daniel Simon	O
39357	8/5/26	\$240.00	David C Fabig	O
39358	8/5/26	\$140.00	David Somrack	O
39359	8/5/26	\$97.19	DEX Imaging	O
39360	8/5/26	\$40.00	Edward F. Meyers	O
39361	8/5/26	\$20.00	Edward J Deluliis	O
39362	8/5/26	\$20.00	Gabriel Surgeon	O
39363	8/5/26	\$110.00	Geauga County Maple Leaf	O
39364	8/5/26	\$25.00	Geauga County Township Association	O
39365	8/5/26	\$300.00	Geauga Growth Partnership	O
39366	8/5/26	\$103.68	Green Vision Material	O
39367	8/5/26	\$806.17	H&M Landscaping	O
39368	8/5/26	\$560.00	H&M Landscaping	O
39369	8/5/26	\$1,634.93	Hans' Freightliner	O
39370	8/5/26	\$117.91	Hartville Hardware Inc.	O
39371	8/5/26	\$260.00	James W Lang	O
39372	8/5/26	\$20.00	Jerome E Hudak	O
39373	8/5/26	\$80.00	Karen Endres	O
39374	8/5/26	\$50.00	Kelly Williams	O
39375	8/5/26	\$619.96	Kimball-Midwest Inc.	O
39376	8/5/26	\$50.00	Megan Barton	O
39377	8/5/26	\$10.00	Ohio Township Association	O
39378	8/5/26	\$900.00	Patsy Keyes	O
39379	8/5/26	\$105.00	Patton Pest Control Co., Inc	O

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Number	Post Date	Total Warrant Amount	Payee	Status
39380	8/5/26	\$410.34	SRM Concrete	O
39381	8/5/26	\$20.00	Steven B Boughner	O
39382	8/5/26	\$343.45	Sunrise Springs Water Co. Inc.	O
39383	8/5/26	\$50.40	Treasurer of State	O
39384	8/5/26	\$2,509.47	Ullman Oil Company	O
		\$25,744.40	Total Payments	

Mr. Tropf moved to adjourn the meeting and Mr. Lair seconded. Roll call vote: three ayes. The meeting was adjourned at approximately 8:19 p.m.

Gregory Tropf - Chairman

David Lair, Jr. - Vice Chairman

Carly A. Sayre – Trustee

Lindsay M. Pollock – Fiscal Officer