

RECORD OF PROCEEDINGS

Newbury Township Board of Trustees – Special Meeting / Regular Meeting – September 16, 2026

The Newbury Township Trustees called to order a special meeting at 5:30 p.m., September 16, 2026, at the Newbury Township Fire Station, 11111 Kinsman Rd., to prepare for and discuss an upcoming meeting with the West Geauga Local School District Board of Education. Trustees Gregory Tropf, David Lair, Jr., and Carly Sayre were in attendance.

Also in attendance:

Nick Bellas	Zoning Inspector	Robert Nelson	Resident
C.D. Boyd	Resident	Lindsay Pollock	Deputy Fiscal Officer
			Chatham Glen HOA
Ken Fagan	Fire Chief	Mike Reardon	(Charlton Ln.)
Mallorie Fenrich	Resident (Zoning Commission alternate candidate)	Dan Walker	Resident
Robert Fenrich	Resident	Ann Wishart	Geauga Maple Leaf
Virginia Hall	Deputy Fiscal Officer appointee	Chris Yaecker	Newbury Township
Amy Lydan	Newbury Township		

The meeting was opened with the Pledge of Allegiance.

Special Meeting – Preparation for Meeting with West Geauga School Board:

- Mr. Tropf stated the purpose of the upcoming meeting is to determine the West Geauga Board of Education’s current position regarding the former Newbury school property, noting that circumstances have changed since discussions in 2020–2021, including new members on both boards, a new superintendent, and five years of West Geauga absorbing Newbury students.
- Mr. Tropf stated the township holds the option to renew its existing five-year lease, which must be exercised within approximately the next three to four months; any new lease would likely be shorter and modified to reflect the status of discussions.
- Ms. Sayre stated she would like the meeting to produce (1) the school board’s requirements of the township (e.g., a business plan, refined funding, and timeline) and (2) a date for the next meeting, so that decisions can be made by the current boards before membership changes. Mr. Lair stated he expects the meeting to provide a better mutual understanding of each board’s position.
- Mr. Nelson asked how residents can help advance the discussion; Ms. Sayre advised that residents may request to speak at a school board meeting or email the school board. In response to Mr. Nelson’s question about documented resident interest, Mr. Tropf stated no formal survey was conducted, though a public meeting held in 2020–2021 drew 30–40 attendees, the majority in support. Mr. Nelson noted the value of documenting discussions for continuity with future boards.

The special meeting was adjourned, and the regular meeting of the Board of Trustees of Newbury Township was called to order at 5:45 p.m.

Public Input:

- Chatham Glen speed limit: Mike Reardon, Charlton Ln., representing the Chatham Glen Homeowners Association, requested that the township ask the Geauga County Engineer to perform a new Average Daily Traffic (ADT) survey of the 31-home development, last surveyed in June 2014, as a first step toward a speed limit reduction. He cited increased traffic from new homes, young families, school buses, delivery vehicles, and construction contractors, and the absence of sidewalks and crosswalks. He stated the HOA had previously changed the posted limit from 30 mph to 20 mph.
- Mr. Reardon asked that the minutes reflect his position that nothing in the Ohio Revised Code prevents the trustees from making the determination directly, and requested information on how the 25 mph limit in a neighboring development (Munn Cemetery area) was established. He also cited ORC 4511.48(K) regarding drivers’ duty of due care toward pedestrians.
- Ms. Sayre asked whether the Geauga County Sheriff’s Office had monitored the road; Mr. Reardon stated deputies have patrolled but no citations resulted. Ms. Sayre stated she had been advised a 20 mph limit is not enforceable and expressed support for the study and a potential 25 mph limit. Mr. Tropf will draft a resolution requesting the study for approval at the next meeting and will contact the County Engineer. Regarding the 20 mph signs, which Mr. Reardon stated were privately purchased and were removed that day, Mr. Tropf will check with the Road Superintendent, Mr. Zimperman.

Fire Chief’s Update:

- No report was recorded.

Road Update:

- No report was recorded.

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Zoning Inspector's Update:

- 14258 View Dr.: Mr. Bellas reported that following a complaint in mid-June, he sent a letter to the property owner (Debra Shay), who did not respond. The Geauga County Building Department inspected the property with Mr. Bellas on June 30 and, by letter dated August 6, 2026, declared the structures unsafe, unsecured, and uninhabitable. The property is overgrown and in disrepair; Mr. Bellas recommended demolition and reported that neighbors support demolition. He presented a resolution for the trustees' consideration.
- Mr. Tropf moved to adopt Resolution 20260916-01 for the demolition of the property at 14258 View Dr., and Ms. Sayre seconded. Roll call vote: three ayes.

Fiscal Officer's Update:

- August financials: Ms. Pollock presented the August bank reconciliation, covering the Middlefield Banking Company period and the stub period under Farmers National: balance brought forward \$3,280,163; receipts \$2,094,068; payments \$1,138,141; adjustment \$361 (supporting documentation since received and recorded in September); ending balance \$4,235,729.
- Bank fees and checks: the \$10 per-sweep fee was charged three times and credited back three times; confirmation that the fee has been discontinued has not been received. Voided checks resulted from a printer misfeed when printing two checks at once. The bank confirmed remaining Middlefield Bank check stock may continue to be used.
- New fiscal officer setup: Ms. Pollock introduced Virginia Hall. ADP will provide an in-stock laptop within a few days. The trustees agreed that the Microsoft Office licenses still assigned to Mike Joyce and Bill Skomrock may be closed, with one reassigned to Ms. Hall; Ms. Pollock will notify ADP.
- GCTA meeting: the next Geauga County Township Association meeting is October 14, 2026, hosted by Middlefield Township at Mary Yoder's on North State Street (\$23 per meal; RSVP due October 7). Trustees will advise Ms. Pollock of attendance.
- Credit card processing: Catalis has requested a signed proposal and terms and conditions, which Ms. Pollock forwarded to the township's assistant prosecuting attorney (Susan Wieland) for review. Ms. Sayre asked that signing be held until the website vendor confirms compatibility, as online payment functionality is desired for the new website; Ms. Pollock forwarded ADP's approval to Ms. Sayre.
- Uniform vendor: the assistant prosecuting attorney identified several terms in the City uniform service agreement that the township cannot accept under the ORC; the vendor is reviewing them. The uniform service must be transitioned by the end of October.
- Fiscal officer appointment: Ms. Sayre reported that, under the ORC, the township cannot have a deputy fiscal officer and a fiscal officer serving simultaneously, and that the September 8, 2026 effective date of Ms. Hall's appointment should be revisited to allow Ms. Pollock to assist in training Ms. Hall. Options discussed included an assistant fiscal officer position and a consultant arrangement; Ms. Pollock noted a consultant would be a 1099 arrangement affecting benefits. Ms. Pollock clarified that an appointee serves as deputy fiscal officer, as a fiscal officer can only be elected.
- Ms. Sayre moved to rescind the appointment of Virginia Hall effective September 8, 2026, and to appoint Virginia Hall as Deputy Fiscal Officer effective October 1, 2026, pending final approval of background checks, and Mr. Lair seconded. Roll call vote: three ayes.
- Budget video: Ms. Sayre requested a completion date for the annual budget video, to be a high-level overview (approximately 45 minutes) of the approved 2027 budget and major expenditures.
- Year-end appropriations: Ms. Pollock will complete an analysis of appropriations and purchase orders for the remainder of the year for the next meeting, noting the Budget Commission expects budgeted funds to be spent or held in reserve at year-end, and will email department leads regarding pending items and potential reserve allocations. The cemetery contract is appropriated; the trustees will work to schedule the contractor before year-end. Mr. Lair reported G.A.R. Paving began basin work behind the cemetery that day.
- Tire invoice: Mr. Lair noted a prior-year tire invoice must be paid before grant reimbursement can be requested. Ms. Pollock and Mr. Lair will locate the original paperwork, and Mr. Lair will check with Ms. Montani-Kerr and Mr. Zimmerman.
- Consent agenda: printed copies of the 9/2/2026 special hearing and regular meeting minutes were not available; no action was taken.

Mr. Tropf's Update:

- Fire department funds: Mr. Tropf reported that at the County Budget Commission hearing, the County Auditor, Treasurer, and Prosecutor raised concerns about fire department fund balances, citing a 2024 tax filing, and that the county will be monitoring fire department finances more closely countywide. The township has since spent down funds. Following an informal meeting with the fire department, the township will hold the fire department's next two payments this year in a township reserve fund for a future pumper engine purchase or loan paydown. Going forward, operations would be funded approximately one quarter ahead, with the township retaining the balance of property tax funds; interest will remain with the fire fund. EMS billing and donation funds are not managed by the township.

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- The fire department is undergoing a complete financial audit at its own expense, now underway. The Fiscal Officer will receive view access to fire department accounts, and Ms. Sayre requested that fire department balances be included in the monthly fiscal report. Ms. Sayre also suggested the fire department consider a five-year capital plan, as is done in Claridon Township, and noted fire department representatives may attend Budget Commission meetings to answer questions.
- Preservation of Newbury School memorabilia: Mr. Tropf reported that the Robert and Trisha Risman philanthropic fund has recommended a \$2,500 grant to the Geauga County Historical Society (Century Village) to preserve Newbury School items, possibly by adding climate control to the storage area. Mr. Tropf will follow up with the Historical Society and prepare a letter of thanks.
- Cemetery Sexton / Office Administrator change of hours: Ms. Montani-Kerr requested a change in her hours to begin at 7:30 a.m.; the trustees expressed no objection. Ms. Sayre asked that calls received after 3:00 p.m. be returned promptly. Mr. Tropf confirmed the town hall doors must remain locked for security.

Mr. Lair's Update:

- OTARMA risk control visit: Mr. Lair will begin addressing the recommendations with Mr. Zimmerman, starting with lower-cost items; Mr. Tropf noted the tires at Veterans Memorial Park must be removed. The trustees will review and divide the remaining items at the next meeting.
- Motor vehicle reporting service: the trustees discussed a free motor vehicle reporting service; Mr. Tropf will follow up.
- Waste and recycling contracting: Jennifer Jones of Geauga-Trumbull Solid Waste is preparing a resident survey and flyer regarding combined curbside trash and recycling collection, expected before the next meeting; the township website will link to it.
- Oberland Park restroom: heavy use by a new fall soccer league filled the restroom holding tank, requiring the restroom to be locked; Ms. Sayre arranged a temporary portable toilet (\$70 delivery, \$120 per month). The tank was pumped Monday morning (prior invoice dated July 28). Mr. Lair will obtain quotes from additional pumping companies and establish a seasonal pumping schedule. The trustees agreed to keep the portable toilet through the end of the month.
- LED sign: Mr. Lair is obtaining electrical quotes, with contractors meeting on site Monday, and is working out payment details.
- Ms. Montani-Kerr's work schedule: addressed under Mr. Tropf's update above.

Ms. Sayre's Update:

- Zoning update: Ms. Sayre reported on a meeting held that day with the assistant prosecuting attorney. The violation process is: a courtesy letter and a second letter from the Zoning Inspector, referral to the assistant prosecuting attorney (approximately two-week turnaround), two letters from the assistant prosecuting attorney, and then action by the trustees. The assistant prosecuting attorney advised that expired conditional uses on Rt. 87 may be enforced regardless of age; Mr. Bellas and Mr. Yaecker are identifying which have expired. Other topics included the status of Green Visions, enforcement of the container moratorium before year-end, whether the township may scrap untitled junk vehicles at residents' request, and the county land bank. No action will be pursued without trustee review. Ms. Sayre will circulate a summary.
- Football field lights usage: a soccer club used the lights for 59 minutes to gauge cost and will pay for usage. Ms. Pollock noted costs are rebilled by West Geauga with a lag (the most recent bill, dated August 19, covered June–July); Ms. Pollock or Ms. Sayre will request an estimate from West Geauga's billing contact.
- Football field use: the trustees had no objection to Hunter Stockton (Chardon High School lacrosse) using the football field, coordinating with the other lacrosse and soccer groups, with insurance and AED documentation on file.
- Oberland Park restroom issues: addressed under Mr. Lair's update above.
- Website update: the approved \$7,500 covers 15 pages and training for township staff to migrate content; vendor migration would cost an additional \$2,700, and a field-scheduling calendar may be an additional cost. Other desired features include online payments and fillable forms. At Mr. Lair's request, Ms. Sayre will invite the vendor to a meeting to present options before any additional expenditure is considered.
- Fire station budget: addressed under Mr. Tropf's update above.
- Zoning Commission alternate: Ms. Sayre reported a resignation letter was sent to Gabrielle Sturgeon to make her resignation official, and introduced Mallorie Fenrich, a new resident who attended a Zoning Commission meeting and is interested in the open alternate position.

General Discussion:

- Solar panel resolution: Ms. Pollock raised a county email providing suggested resolution language for townships. The trustees will review it; Mr. Tropf noted input will be needed from Chief Fagan.
- Mr. Boyd reported that a dog-related business and a "white cap crew" business continue to operate in his neighborhood, and commended additional oversight of fire department finances. Mr. Tropf will consult Mr. Bellas on next steps, which may include referral to the prosecutor, and respond to Mr. Boyd.

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- Mr. Nelson, a 50-year resident, objected to the Chatham Glen HOA's 20 mph limit and sign changes and raised concerns about HOA expenditures and governance. Mr. Tropf stated HOA matters are between residents and the association and that a resolution will be prepared for a county traffic survey at no cost to residents. Mr. Nelson also stated Newbury needs a community center and a local voting location. Ms. Sayre will provide Mr. Nelson with the date of the next Chatham Glen HOA meeting.

Summary of Motions:

Motion	Moved / Seconded	Vote
Adopt Resolution 20260916-01 for the demolition of the property at 14258 View Dr.	Mr. Tropf / Ms. Sayre	Roll call: three ayes
Rescind the appointment of Virginia Hall effective September 8, 2026, and appoint Virginia Hall as Deputy Fiscal Officer effective October 1, 2026, pending final approval of background checks	Ms. Sayre / Mr. Lair	Roll call: three ayes
Adjourn the meeting	Mr. Tropf / Mr. Lair	Roll call: three ayes

Warrants approved prior to or at this meeting:

Number	Post Date	Total Warrant Amount	Payee	Status
39434	9/16/26	\$370.34	1st Ayd Corporation	V
39434	9/16/26	-\$370.34	1st Ayd Corporation	V
39435	9/16/26	\$1,612.18	Arms Trucking Co., Inc.	V
39435	9/16/26	-\$1,612.18	Arms Trucking Co., Inc.	V
39436	9/16/26	\$370.34	1st Ayd Corporation	O
39437	9/16/26	\$1,612.18	Arms Trucking Co., Inc.	O
39438	9/16/26	\$150.00	Cassidy Web Creations	O
39439	9/16/26	\$650.00	Cintas	O
39440	9/16/26	\$1,317.16	Cintas Corp.	O
39441	9/16/26	\$3,589.88	Cleveland Plumbing Supply Co.	O
39442	9/16/26	\$4,530.60	Cuyahoga Asphalt Materials	O
39443	9/16/26	\$2,195.50	Designs by Dianna Ltd.	O
39444	9/16/26	\$158.64	First Quality Power Place	O
39445	9/16/26	\$6,400.00	G.A.R. Paving	O
39446	9/16/26	\$51.00	Geauga Feed & Grain Supply	O
39447	9/16/26	\$600.00	Geauga Septic System Service, Inc.	O
39448	9/16/26	\$71.43	Iron Man Contractors Supply	O
39449	9/16/26	\$320.00	Kolsom Tires	O
39450	9/16/26	\$641.72	Ohio CAT	O
39451	9/16/26	\$478.30	O'Reilly Equipment L.L.C.	O
39452	9/16/26	\$22.28	Wayne Mansfield	O
		\$23,159.03	Total Payments	

Mr. Tropf moved to adjourn the meeting and Mr. Lair seconded. Roll call vote: three ayes. The meeting was adjourned at 7:07 p.m.

Gregory Tropf - Chairman

David Lair, Jr. - Vice Chairman

Carly A. Sayre – Trustee

Lindsay M. Pollock – Deputy Fiscal Officer