

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

November 22, 2016

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 6:30 pm by Chairperson Norman Jepson, along with Trustees Robert Brobst, Gloria Baum, Fiscal Officer Larry Johnson, Zoning Inspector Robert Vaughn, and Fire Chief John Jyurovat. Members of the public: Tim Baum and Mark Vosburg were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

The following minutes reflect action taken by this Board. The recording of this meeting is on file at the Administrative Office. More detailed information can be obtained by listening to it at our office (Job # 11222016)

Chairperson Norman Jepson led the assembly in "The Pledge of Allegiance".

Trustee Robert Brobst led in Prayer.

Norman Jepson stated that the meeting was being recorded for record purposes, if anyone else is recording, please state so for the record. No one stated they were recording.

#1 Gloria Baum moved resolution to dispense with the reading of the following minutes seconded by Norman Jepson.

November 7, 2016 Trustees Meeting

Roll Call Voting: Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#2 Robert Brobst moved resolution to approve the following minutes seconded by Gloria Baum.

November 7, 2016 Trustees Meeting

Roll Call Voting: Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

SAFETY REPORT

No written report

FISCAL REPORT

Fiscal Officer Larry Johnson presented the Fiscal Report.

#3 Robert Brobst moved resolution to approve payroll direct deposits #1146-2016 thru 1193-2016 and Warrants # 65861 thru # 65897 seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#4 Robert Brobst moved resolution to approve the following regular purchase orders and Then and Now purchase orders #66-2016 and #73-2016 seconded by Gloria Baum.

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Roll Call Voting: Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#5 Robert Brobst moved resolution to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the county auditor for the Fiscal Year beginning January 2017 seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

As recommended by the State Auditors, a copy of the bank reconciliation summary, appropriation summary, revenue summary, payment listing and payroll were printed for your review and signature.

The following are a list of the un-audited balances after the above bills have been paid. Balances are as of 11/22/2016.

Total All Funds: \$ 1,141,910.96
Current Investment Accounts: \$ 558,026.51
Current Checking Account: \$ 583,884.45

Fiscal Officer Larry Johnson informed the Trustees that Dave Yost, Auditor of State, had issued a "Clean Opinion" on the financial statements of Saybrook Township for years 2014 and 2015 as a result of State's biennial audit.

#6 Norman Jepson moved to receive the Fiscal Report, a copy of which can be found in the Addendum seconded by Robert Brobst.

Voting: Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

ROAD AND CEMETERY REPORT

No written report.

ZONING REPORT

#7 Norman Jepson moved resolution to receive the Zoning Report, a copy of which can be found in the Addendum seconded by Gloria Baum.

Voting: Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

FIRE REPORT

No written report.

WATER RESCUE REPORT

No written report.

PUBLIC

None

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OLD BUSINESS

#8 Norman Jepson moved resolution to reclassify Lori Zebrasky, Office Manager, from salary exempt to salary nonexempt effective December 1, 2016 seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#9 Norman Jepson moved resolution to sell the Vermeer Brush Chipper for \$5,250 to the Metro Parks Board seconded by Robert Brobst.

Roll Call Voting: Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#10 Robert Brobst moved resolution to have an electrician check the lights in the Township Administrative Office building seconded by Norman Jepson.

Roll Call Voting: Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

Communication/Correspondence

- ODOT Weekly Traffic Advisor
- Ashtabula County District Library's News Letter

NEW BUSINESS

#11 Norman Jepson moved resolution to approve the Emergency Management Service agreement by and between the Ashtabula County Board of Commissioners and Saybrook Township and approve an invoice in the amount of \$228.46 for 2017 seconded by Robert Brobst.

Roll Call Voting: Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

Announcements for the Record:

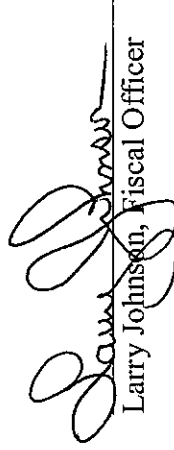
- Early Payroll due to Thanksgiving. Payroll will be done on Wednesday November 23, 2016
- Thanksgiving and Day The After – Holiday – Offices Closed

#12 Norman Jepson moved to adjourn the meeting at 7:00 pm seconded by Gloria Baum.

The meeting was adjourned.



Norman Jepson, Chairperson



Larry Johnson, Fiscal Officer

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