

RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Reorganization Meeting

Held

20

DECEMBER 11, 2018

The Reorganizational Meeting of the Saybrook Township Trustees was called to order at 11:10 am by Fiscal Officer Larry Johnson, with Trustees Norman Jepson, Robert Brobst, and Gloria Baum, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky, Zoning Inspector Barba Carr, and Township Secretary Renee Kirk and public: Tim Baum in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

The Fiscal Officer Larry Johnson stated that the meeting was being recorded for records purposes only, if anyone else is recording, please so state for the record.

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 #12112018-4.

The Fiscal Officer opened the floor for nominations for Chairperson for 2019, Norman Jepson nominated Robert Brobst for Chairperson. Fiscal Officer Larry Johnson asked if there were any other nominations, there were none. The nominations were closed.

#1 Norman Jepson moved resolution to elect Robert Brobst Chairperson of Saybrook Township Trustees for 2019, seconded by Gloria Baum

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

The Fiscal Officer thereupon turned the meeting over to Chairperson Robert Brobst, who called for nominations for Vice-Chairperson for 2019. Gloria Baum nominated Norman Jepson for Vice-Chairperson. Chairperson Robert Brobst asked if there were any other nominations, there were none. The nominations were closed.

#2 Gloria Baum moved resolution to elect Norman Jepson Vice-Chairperson of Saybrook Township Trustees for 2019, seconded by Robert Brobst.

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

#3 Gloria Baum moved resolution re-hiring Salary Employee Marc Pope, as Cemetery Sexton at the current salary rate of \$250.00 per pay period, as of 01-01-19, seconded by Norman Jepson.

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

#4 Robert Brobst moved resolution re-hiring Salary Employee Marc Pope, as Full-Time Road Superintendent at the current salary rate of \$2,713.64 per pay period, with

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rate change to \$2,790.56 per pay starting the first full pay in January 2019 based on approximately 41 hours per week, seconded by Norman Jepson.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#5 Norman Jepson moved resolution re-hiring Salary Employee Lori Zebrasky, as Full-Time Office Manager at the current salary of \$1,538.46 per pay period, with rate change to \$1,615.38 starting the first full pay in January 2018, seconded by Gloria Baum.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#6 Gloria Baum moved resolution re-hiring all current Road Department and Office employee with pay per current CWA Bargaining Agreement, per Contract as of 01-01-19, list of employees as follows: seconded by Robert Brobst.

Road Department:

Peter Davis Shane Shelter
Doug Jones Justin Stark
Robert Mead

Office Staff:

Renee Kirk - Full-time Secretary

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#7 Norman Jepson moved resolution re-hiring Salary Employee John Jyurovat as Part-time Fire Chief at the current salary rate of \$2,079.80 per pay period, with rate change to \$2,156.72 per pay period starting with the first full pay in January 2019 based on approximately 32 hours per week, seconded by Gloria Baum.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#8 Robert Brobst moved resolution re-hiring Salary Employee Barbara Carr as Full-time Zoning Inspector at the current salary rate of \$1,480.00 per pay period, with rate change to \$1,509.60 per pay period starting with the first full pay in January 2019, seconded by Gloria Baum.

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

#9 Norman Jepson moved resolution re-hiring all current Full-Time Firefighters/Paramedic with pay per current IAFF Bargaining Agreement, as of 01-01-19, list of employees as follows: seconded by Gloria Baum

FT FF/PARAMEDIC:

Michael Cliff James Krenisky – (Captain)
Aaron Gilmer Thomas Ricker – (Captain)
Benjamin Paxton David Whitaker II - (Captain)

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

#10 Gloria Baum moved resolution re-hiring all current Part-time Firefighters/EMT & Paramedics and Part-time Dispatchers with pay per current Part Time Employees of Saybrook Township Fire Department Bargaining Agreement, as of 01-01-19, list of employees as follows: seconded by Norman Jepson.

PT FF/EMT, Rate: Per Contract:

Anthony Anastasia
Gregory Best Todd Dutton Matthew Hicks
Brian Kaiser Casey Lilac Wade Stitt
Jeff Tilton William Wilms Douglass Welker

PT FF/PARAMEDIC, Rate: Per Contract:

Jason Coy Robert Lapuh
James Hawk Thomas Lucas
Jonathon Richardson

PT FF/EMT PROBATIONARY, Rate: Per Contract:

Gage Janek
Cody Ulrich
David West

These rates will include PT FILL-IN RATE: Per Contract for those who qualify for Fill-In Duty.

PT DISPATCHERS, Rate: Per Contract:

Diana Adkins Pete Bean Christine Cusano

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Jill Forbes
Lindsay Harting
David Zeller

Rachel Hardy
Kristen Sharp

Jodi Forbes
Jeff Mussig

Roll Call Voting:

Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#11 Norman Jepson moved resolution, accepting William Olin as Commander, and Mark Vosburg as Vice-Commander, both volunteers of the Saybrook Township Water Rescue Services personnel as of 01-01-19, seconded by Gloria Baum.

Roll Call Voting:

Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#12 Gloria Baum moved resolution accepting all current volunteers on the Saybrook Township Water Rescue Services as of 01-01-19, list of members as follows: seconded by Norman Jepson

Joseph Chiacchiero
Michael Harth
Dan Riddell

Irene Fiala
Lora Morris

Brittany Dell
John Koski
Jordan Vosburg

Roll Call Voting:

Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#13 Norman Jepson moved resolution, to approve the following Board of Zoning Commission Members, per their appointed term for 2019, seconded by Gloria Baum.

Karen Keesler/Chairperson
Richard Zidonis
Joe Petros Jr.

Alan Dalin/Vice Chairperson
Joseph Perry
Jim Carlson/1st Alternate

Thomas Carr

Roll Call Voting:

Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#14 Robert Brobst moved resolution to approve the following Board of Zoning Appeals Members per their appointed term 2019, seconded by Gloria Baum.

Gilda McQuoid/Chairperson
Kathy Feiler/ Secretary
Dean Moore/Vice Chairperson

Gary Carlson/1nd Alternate
Kathleen Kennedy
James Capuano

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Roll Call Voting:

Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#15 Norman Jepson moved resolution to pay the Zoning Commission Members and the Board of Zoning Appeals Members a stipend of \$10.00 for each date they attend meetings seconded by Gloria Baum.

Roll Call Voting:

Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#16 Gloria Baum moved resolution designating the second Tuesday of every month at 10:00 AM as "Regular" meeting of this Board for 2019, said meetings will be held at 7247 Center Road, Saybrook Township Administrative Offices. Special meetings will have a date, time, location and list of items to be discussed released to the news media as required by the Sunshine Laws, seconded by Robert Brobst.

Roll Call Voting:

Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#17 Norman Jepson moved resolution designating the liaisons for the Departments as follows for 2019:

Fire Department: Norman Jepson
Road Department: Robert Brobst
Zoning, General Office & Human Resources: Gloria Baum
Drug Free Workplace Program Administrator: Norman Jepson
Safety Committee Representative: Robert Brobst, seconded by Gloria Baum.

Roll Call Voting:

Gloria Baum Yes
Robert Brobst Yes
Norman Jepson Yes

#18 Gloria Baum moved resolution to compensate the Fiscal Officer and the Trustees the highest allowable rate under the ORC for 2019 and to allocate their salaries and benefits from the funds as follows due to the work (time) required by each Elected Official in their respective Departments (Funds);, seconded by Norman Jepson.

Trustee – Office Liaison 100% General Fund
Trustee – Fire Liaison 50% General Fund, 50% Fire Fund
Trustee – Road Liaison 50% General Fund, 50% Road Fund
Fiscal Officer 50% General Fund, 25% Road Fund, 25% Fire Fund

Roll Call Voting:

Gloria Baum Yes

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Robert Brobst Yes
Norman Jepson Yes

#19 Norman Jepson moved resolution to allocate the Office Manager's and Full Time Secretary's wages and benefits as follows due to the work (time) required by each Department (Fund):, seconded by Gloria Baum.

Office Manager 50% General Fund, 25% Road Fund, 25% Fire Fund
Full Time Secretary 50% General Fund, 25% Road Fund, 25% Fire Fund

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

#20 Robert Brobst moved resolution accepting the recommendation of the Records Committee not to dispose of any records of the Township at this time, but take action to move forward once reviewing documents then taking the required steps should disposal be elected for any records seconded by Gloria Baum.

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

#21 Gloria Baum moved resolution to contract with the Firm of Andrews & Pontius LLC for employee related issues at a rate of \$160.00 per hour, seconded by Norman Jepson.

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

#22 Norman Jepson moved resolution to contract with the Firm of Brosius, Johnson & Griggs, LLC (Loveland & Brosius, LLC) for Zoning legal matters for 2019 at the following rates: \$225.00 per hour partner attorney time; \$205.00 per hour senior associate time; \$180.00 per hour associate time; \$120.00 per hour law clerk time; and \$105.00 per hour legal assistant time, seconded by Gloria Baum.

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

#23 Robert Brobst moved resolution approving the following *Permanent* Appropriations for 2019 as recommended by the Fiscal Officer: seconded by Gloria Baum.

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<i>General Fund</i>	<i>Wages:</i>	<i>\$122,250.00</i>
	<i>Benefits:</i>	<i>\$78,500.00</i>
	<i>Other:</i>	<i>\$299,250.00</i>
		<i>Total: \$500,000.00</i>
<i>Motor Veh. Lic. Tax.....</i>	<i>Other:</i>	<i>\$30,000.00</i>
		<i>Total: \$30,000.00</i>
<i>Gasoline Tax.....</i>	<i>Other:</i>	<i>\$190,000.00</i>
		<i>Total: \$190,000.00</i>
<i>Road & Bridge.....</i>	<i>Wages:</i>	<i>\$377,500.00</i>
	<i>Benefits:</i>	<i>\$230,200.00</i>
	<i>Other:</i>	<i>\$352,300.00</i>
		<i>Total: \$960,000.00</i>
<i>Cemetery fund.....</i>	<i>Wages:</i>	<i>\$8,000.00</i>
	<i>Benefits:</i>	<i>\$1,625.00</i>
	<i>Other:</i>	<i>\$18,375.00</i>
		<i>Total: \$28,000.00</i>
<i>Fire District.....</i>	<i>Wages:</i>	<i>\$921,000.00</i>
	<i>Benefits:</i>	<i>\$396,400.00</i>
	<i>Other:</i>	<i>\$232,600.00</i>
		<i>Total: \$1,550,000.00</i>
<i>Perm Motor Veh Tax....</i>	<i>Other:</i>	<i>\$100,000.00</i>
		<i>Total: \$100,000.00</i>
<i>Lighting Assessment....</i>	<i>Other:</i>	<i>\$103,000.00</i>
		<i>Total: 103,000.00</i>
		<u><i>Total: \$3,461,000.00</i></u>

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#24 Gloria Baum moved resolution authorizing the Fiscal Officer to make all needed Intra-fund Transfers during the entire year 2019, they need not be listed in the minutes, seconded by Norman Jepson.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#25 Norman Jepson moved resolution establishing the Township Drop-off (Clean-up) Day will be held the third Saturday of May, 2019 from 8:00 AM – 3:00 PM. , and will decide at a later date on the fall clean up, seconded by Gloria Baum.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#26 Robert Brobst moved resolution that we will not list the individual Warrants on the Minutes in 2019, but a copy can be found in each Meeting's Addendum, seconded

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by Gloria Baum.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#27 Gloria Baum moved resolution to schedule quarterly Safety Committee Meetings (exact dates to be announced) to begin at 8:00 AM at 7247 Center Road, Saybrook Township Administrative Office. Additional Safety Committee Meetings may be scheduled on an as-needed basis during the year, seconded by Norman Jepson.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#28 Norman Jepson moved resolution to authorize membership in the Ohio Township Association and to allow Four (4) Trustees/Clerk to attend the Annual OTA Convention from January 2019 to January 2020 with the Township to pay costs, seconded by Gloria Baum.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#29 Robert Brobst moved resolution to allow Four (4) the Fiscal Officer/office personnel to attend the State Auditor's Conference/Training in Columbus & with the Township to pay costs, seconded by Gloria Baum.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#30 Norman Jepson moved resolution to require all employees and volunteers attend the mandatory Annual Drug Free Program here at Saybrook Township and that we will not accept any training from other employers. Any employee that does not attend this annual mandatory training will not continue their employment or voluntary services with the Township. , seconded by Gloria Baum.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

For the Record: Per Resolution 11022216, we are going to remain with the standard mileage rates established by the IRS for 2019. This will change as the IRS changes.

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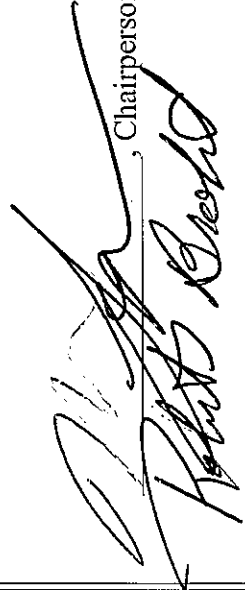
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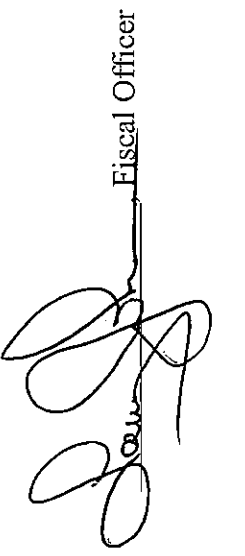
#31 Gloria Baum moved to adjourn the meeting at 11:37 am, seconded by Norman Jepson

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

The meeting was adjourned.


_____, Chairperson


_____, Fiscal Officer

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