

# RECORD OF PROCEEDINGS

Minutes of

Meeting

## SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Reorganization Meeting

Held

20

DECEMBER 12, 2017

The Reorganizational Meeting of the Saybrook Township Trustees was called to order at 10:30 am by Fiscal Officer Larry Johnson, with Trustees Norman Jepson, Robert Brobst, and Gloria Baum, Fire Chief John Jyurovat, Road Superintendent Marc Pope, and Zoning Inspector Barb Carr were 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 12122017).

The Fiscal Officer opened the floor for nominations for Chairperson for 2018, Gloria Baum nominated Norman Jepson for Chairperson. Fiscal Officer Larry Johnson asked if there were any other nominations, there were none. The nominations were closed.

#1 Larry Johnson moved resolution to elect Norman Jepson Chairperson of Saybrook Township Trustees for 2018, seconded by Robert Brobst.

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

The Fiscal Officer thereupon turned the meeting over to Chairperson Norman Jepson, who called for nominations for Vice-Chairperson for 2018. Norman Jepson nominated Robert Brobst for Vice-Chairperson. Chairperson Norman Jepson asked if there were any other nominations, there were none. The nominations were closed.

#2 Norman Jepson moved resolution to elect Robert Brobst Vice-Chairperson of Saybrook Township Trustees for 2018, seconded by Gloria Baum.

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

#3 Norman Jepson moved resolution re-hiring Salary Employee Marc Pope, as Cemetery Sexton at the current salary rate of \$250.00 per pay period, as of 01-01-18, seconded by Robert Brobst.

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

#4 Norman Jepson moved resolution re-hiring Salary Employee Marc Pope, as Full-Time Road Superintendent at the current salary rate of \$2,634.60 per pay period, with rate change to \$2,713.64 per pay starting the first full pay in January 2018 based on approximately 41 hours per week, seconded by Robert Brobst

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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 \$1,440.00 per pay period, with rate change to \$1,538.46 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 Norman Jepson moved resolution re-hiring all current Road Department and Office employee with pay per current CWA Bargaining Agreement, per Contract as of 01-01-18, list of employees: 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 \$2,019.22 per pay period, with rate change to \$2,079.80 per pay period starting with the first full pay in January 2018 based on approximately 32 hours per week, seconded by Robert Brobst

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#8 Norman Jepson moved resolution re-hiring Salary Employee Barbara Carr as Full-time Zoning Inspector at the current salary rate of \$1,200.00 per pay period, as of 01-01-18, seconded by Gloria Baum.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

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#9 Norman Jepson moved resolution re-hiring all current Full-Time Firefighters/Paramedic with pay per current IAFF Bargaining Agreement, as of 01-01-18, list of employees as follows: seconded by Gloria Baum  
FT FF/PARAMEDIC:

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

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

#10 Norman Jepson 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 01-01-18, list of employees as follows: seconded by Robert Brobst.

PT FF/EMT, Rate: Per Contract:

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

PT FF/PARAMEDIC, Rate: Per Contract:

Jason Coy Aaron Gilmer Daniel Goodale  
James Hawk Robert Lapuh Thomas Lucas  
Jonathon Richardson Stephen Thom Dan Tilton  
Frank Virant

PT FF/EMT PROBATIONARY, Rate: Per Contract:

Anthony Anastasia  
Douglass Welker

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  
Jill Forbes Jodi Forbes Rachel Hardy  
Lindsay Harting Cheryl Kent Jeff Mussig  
Kristen Sharp David Zeller

Roll Call Voting:

Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

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#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 01-01-18, seconded by Robert Brobst

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#12 Norman Jepson moved resolution accepting all current volunteers on the Saybrook Township Water Rescue Services as of 01-01-18, list of members as follows: seconded by Robert Brobst.

Joseph Chiacchiero  
Michael Harth  
Jordan Vosburg

Brittany Dell  
Lora Morris

Irene Fiala  
Dan Riddell

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 2018, seconded by Gloria Baum.

Karen Keesler/Chairperson  
Richard Zidonis

Alan Dalin/Vice Chairperson  
Joseph Perry/1<sup>st</sup> Alternate  
Jim Carlson/2<sup>nd</sup> Alternate

Thomas Carr

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#14 Norman Jepson moved resolution to approve the following Board of Zoning Appeals Members per their appointed term 2018, seconded by Robert Brobst.

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

Gary Carlson/1<sup>nd</sup> Alternate  
Kathleen Kennedy  
Mike Slocum

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.

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

#16 Norman Jepson moved resolution designating the second Tuesday of every month at 10:00 am as "Regular" meeting of this Board for 2018, 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 Gloria Baum.

Please note the first Township meeting of the year will be held on Monday, January 8, 2018 at 10:00 am., thereafter will be held as stated above.

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 2018:

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 Robert Brobst.

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

#18 Norman Jepson moved resolution to compensate the Fiscal Officer and the Trustees the highest allowable rate under the ORC for 2018 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 Robert Brobst.

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  
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.

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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 Norman Jepson 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 Norman Jepson 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 Robert Brobst.

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 2018 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 Norman Jepson moved resolution approving the following *Permanent* Appropriations for 2018 as recommended by the Fiscal Officer: seconded by Robert Brobst.

General Fund .....	Wages:	\$111,500.00
	Benefits:	\$72,500.00
	Other:	\$316,000.00
	<b>Total:</b>	<b>\$500,000.00</b>
Motor Veh. Lic. Tax.....	Other:	\$30,000.00
	<b>Total:</b>	<b>\$30,000.00</b>

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<i>Gasoline Tax.....Other:</i>	<i>\$110,000.00</i>	<i>Total: 110,000.00</i>
<i>Road &amp; Bridge.....Wages:</i>	<i>\$377,000.00</i>	
<i>  Benefits:</i>	<i>\$230,200.00</i>	
<i>  Other:</i>	<i>\$322,800.00</i>	<i>Total: \$930,000.00</i>
<i>Cemetery fund..... Wages:</i>	<i>\$8,000.00</i>	
<i>  Benefits:</i>	<i>\$1,400.00</i>	
<i>  Other:</i>	<i>\$23,600.00</i>	<i>Total: \$33,000.00</i>
<i>Fire District..... Wages:</i>	<i>\$927,000.00</i>	
<i>  Benefits:</i>	<i>\$396,900.00</i>	
<i>  Other:</i>	<i>\$276,100.00</i>	<i>Total: \$1,600,000.00</i>
<i>Perm Motor Veh Tax... Other:</i>	<i>\$60,000.00</i>	<i>Total: \$60,000.00</i>
<i>Lighting Assessment.... Other:</i>	<i>\$103,000.00</i>	<i>Total: 103,000.00</i>
<u><i>Total: \$3,366,000.00</i></u>		

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

#24 Norman Jepson moved resolution authorizing the Fiscal Officer to make all needed Intra-fund Transfers during the entire year 2018, they need not be listed in the minutes, seconded by Gloria Baum.

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, 2018 from 8:00 AM – 3:00 PM. , and will decide at a later date on the fall clean up, seconded by Robert Brobst.

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

#26 Norman Jepson moved resolution that we will not list the individual Warrants on the Minutes in 2018, but a copy can be found in each Meeting's Addendum, seconded by Gloria Baum.

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

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#27 Norman Jepson 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 Robert Brobst.

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 2018 to January 2019 with the Township to pay costs, seconded by Gloria Baum.

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

#29 Norman Jepson 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 2018. This will change as the IRS changes.



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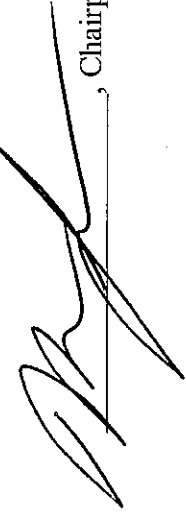
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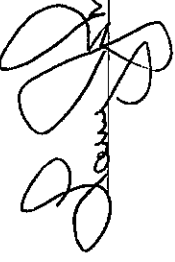
#31 Norman Jepson moved to adjourn the meeting at 10:50, seconded by Robert Brobst.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

The meeting was adjourned.

 , Chairperson

 Fiscal Officer

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