

# RECORD OF PROCEEDINGS

Minutes of

Meeting

## SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 101-48

Held

DECEMBER 20, 2016

20

The Reorganizational Meeting of the Saybrook Township Trustees was called to order at 8:24 am by Fiscal Officer Larry Johnson, with Trustees Norman Jepson, Robert Brobst, and Gloria Baum, Fire Chief John Jyurovat 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. No one stated they were recording.

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 12201216-4).

The Fiscal Officer opened the floor for nominations for Chairperson for 2017, 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 Gloria Baum moved resolution to elect Norman Jepson Chairperson of Saybrook Township Trustees for 2017, 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 2017. Norman Jepson nominated Robert Brobst for Vice-Chairperson. Chairperson Norman 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 2017, 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 01-01-17, seconded by Gloria Baum.

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, based on approximately 41 hours per week, as of 01-01-17, seconded by Robert Brobst.

Roll Call Voting:

Gloria Baum	Yes
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Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 1014B

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20

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, as of 01-01-17, 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 employees with pay per current CWA Bargaining Agreement, per Contract as of 01-01-17, 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, based on approximately 32 hours per week, as of 01-01-17, seconded by Gloria Baum.

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

#8 Norman Jepson moved resolution re-hiring Salary Employee Robert Vaughn as Part-time Zoning Inspector at the current salary rate of \$942.30 per pay period, based on approximately 22 hours per week, as of 01-01-17, seconded by Gloria Baum.

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 01-01-17, list of employees as follows: seconded by Gloria Baum.

FT FF/PARAMEDIC:

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DAYTON LEGAL BLANK, INC., FORM NO. 107148

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20

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 Full-Time Firefighters/EMT with pay per current IAFF Bargaining Agreement, as of 01-01-17, list of employees as follows: seconded by Robert Brobst.

FT FF/EMT:

Gary Van Norman

Non-Captains receive an additional .30 cents per hour when they are the senior person (no Captain on duty)

Roll Call Voting:

Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#11 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 01-01-17, list of employees as follows: seconded by Robert Brobst.

PT FF/EMT, Rate: Per Contract:

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

PT FF/PARAMEDIC, Rate: Per Contract:

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

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

PT DISPATCHER PROBATIONARY, Rate: Per Contract:

Kristen Sharp

PT DISPATCHERS, Rate: Per Contract:

Diana Adkins Pete Bean Christine Cusano

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20

Jill Forbes  
Lindsay Harting  
David Zeller

Jodi Forbes  
Cheryl Kent

Rachel Hardy  
Jeff Mussig

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#12 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 01-01-17, seconded by Robert Brobst.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#13 Norman Jepson moved resolution accepting all current volunteers on the Saybrook Township Water Rescue Services as of 01-01-17, list of members as follows: seconded by Robert Brobst.

Joseph Chiacchiero	Brittany Dell	Irene Fiala
Michael Harth	Kevin Hogan	Lora Morris
Joseph Phillips	Dan Riddell	Jordan Vosburg
Mark Vosburg		

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#14 Gloria Baum moved resolution, to approve the following Board of Zoning Commission Members, per their appointed term for 2017, seconded by Norman Jepson.

Karen Keesler/Chairperson	Alan Dalin/Vice Chairperson	Thomas Carr
Mary Jude English-Secretary	Richard Zidonis	Joseph Perry – 1 <sup>st</sup>
Alternate		
Jim Carlson-2 <sup>nd</sup> Alternate		

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#15 Gloria Baum moved resolution to approve the following Board of Zoning

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DECEMBER 20, 2016

20

Appeals Members per their appointed term 2017, seconded by Norman Jepson.

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

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

Roll Call Voting:

Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#16 Gloria Baum 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 Norman Jepson.

Roll Call Voting:

Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#17 Norman Jepson moved resolution designating the second Tuesday of every month at 10:00 AM and the fourth Tuesday of every month at 6:30 PM as “Regular” meetings of this Board for 2017, 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

#18 Norman Jepson moved resolution designating the liaisons for the Departments as follows for 2017:

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

#19 Norman Jepson moved resolution to compensate the Fiscal Officer and the Trustees the highest allowable rate under the ORC for 2017 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 25% General Fund, 75% Fire Fund  
Trustee – Road Liaison 25% General Fund, 75% Road Fund  
Fiscal Officer 25% General Fund, 25% Road Fund, 50% Fire Fund

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

#20 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 Robert Brobst.

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

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

#21 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

#22 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

#23 Norman Jepson moved resolution to contract with the Firm of Brosius, Johnson & Griggs, LLC (Loveland & Brosius, LLC) for Zoning legal matters for 2017 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

#24 Norman Jepson moved resolution approving the following *Permanent* Appropriations for 2017 as recommended by the Fiscal Officer: seconded by Gloria Baum.



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#28 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

#29 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 2017 to January 2018 with the Township to pay costs, seconded by Robert Brobst.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#30 Norman Jepson moved resolution to allow Four (4) the Fiscal Officer/office personnel to attend the State Auditor's Conference/Training in Columbus Wednesday, April 12, 2017 & Thursday, April 13, 2017 with the Township to pay costs, seconded by Gloria Baum.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#31 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 Robert Brobst.

Roll Call Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

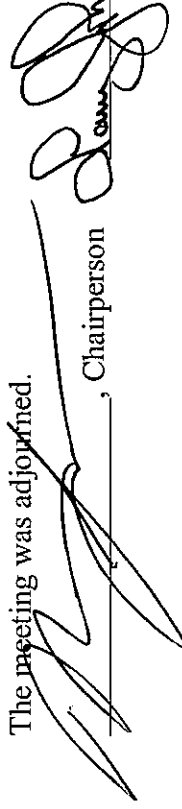

For the Record: Per Resolution 11022216, we are going to remain with the standard mileage rates established by the IRS which was .54 cents per mile for 2016. This will change as the IRS changes.

#32 Norman Jepson moved to adjourn the meeting at 8:46 am, seconded by Gloria Baum

Voting:

Gloria Baum	Yes
Robert Brobst	Yes
Norman Jepson	Yes

The meeting was adjourned.

 , Chairperson  , Fiscal Officer