

# RECORD OF PROCEEDINGS

Minutes of \_\_\_\_\_

Meeting

BARRETT BROTHERS - DAYTON, OHIO

SAYBROOK TOWNSHIP TRUSTEES

Form 6101

Held \_\_\_\_\_

JANUARY 10, 2023

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 10:00 a.m. by Chairman Norman Jepson with Trustees Robert Brobst and Thomas Pope, Fiscal Officer Larry Johnson, Road Superintendent Marc Pope, Office Manager Lori Zebrasky, Fire Chief John Jyurovat and Zoning Inspector John Beninato with no public in attendance.

The following minutes reflect actions 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 the administration office (Job # 01102023).

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

Trustee Robert Brobst led the meeting 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 Robert Brobst moved resolution to dispense with the reading of the following minutes, seconded by Thomas Pope.

December 27, 2022	Saybrook Volunteer Fire Fighters' Dependents
December 27, 2022	Records Committee Meeting
December 27, 2022	Regular Trustees Meeting
December 27, 2022	Reorganization Meeting

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#2 Robert Brobst moved resolution to approve the following minutes, seconded by Thomas Pope.

December 27, 2022	Saybrook Volunteer Fire Fighters' Dependents
December 27, 2022	Records Committee Meeting
December 27, 2022	Regular Trustees Meeting
December 27, 2022	Reorganization Meeting

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

## SAFETY

No Written Report

## FISCAL REPORT

Fiscal Officer Larry Johnson presented the Fiscal Report.

#3 Robert Brobst moved resolution to transfer \$32,401.54 from the General Fund to the Fire Fund. This amount represents interest earned on Fire loan proceeds, seconded by Thomas Pope.

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes

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Norman Jepson            Yes

#4     Robert Brobst moved resolution approving Payroll Direct Deposits and Withholding Vouchers 955-2022 through 1030-2022, 01-2023 through 03-2023 and Warrants 71970 through 72036, seconded by Thomas Pope.

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#5     Robert Brobst moved resolution approving the following Super Blanket Certificates: 01-2023 through 92-2023, seconded by Thomas Pope.

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#6     Robert Brobst moved resolution approving Regular Purchase Orders: 01-2023 through 06-2023 as per attached Purchase Order Listing report, seconded by Thomas Pope.

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

As recommended by the State Auditors, a copy of the Bank Reconciliation Summary, Appropriation Summary, Fund Summary, Revenue Summary, and current Payment Listing were printed for the Board's review and signature.

The following are a list of the unaudited balances after the above bills have been paid. Balances are as of 01/06/2023.

Current Investment Accounts:	\$	3,723,150.77
Current Checking Account:	\$	326,882.36
All Funds Total Balance:	\$	4,050,033.13

#7     Norman Jepson moved resolution to accept the Fiscal Report, a copy of which can be found in the Addendum, seconded by Thomas Pope.

Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

## ROAD AND CEMETERY REPORT

Road Superintendent Marc Pope presented the Road and Cemetery Report

#8     Robert Brobst moved resolution to accept the Road and Cemetery Report, a copy of which can be found in the Addendum, seconded by Norman Jepson.

Voting	Thomas Pope	Yes
	Robert Brobst	Yes

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Norman Jepson            Yes

## ZONING REPORT

John Beninato presented the Zoning Report.

#9     Norman Jepson moved resolution to cancel the contract with CityForce, a program used in Zoning that is not needed, seconded by Robert Brobst.

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#10    Norman Jepson moved resolution to accept the Zoning Report, a copy of which can be found in the addendum, seconded by Thomas Pope.

Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

## FIRE REPORT

No Written Report

## Old Business:

None.

## Communication/Correspondence

None.

## New Business:

Paul E. Madar & Associates, Inc. prepared an Appraisal Report of the property located at 4986 Carpenter Road, Ashtabula, Ohio, known as the Saybrook Township Fire Station No 2. As of November 23, 2022, "as is" condition is appraised at Sixty Thousand Dollars (\$60,000.00).

#11    Thomas Pope moved resolution to review and sign the contract for appraisal services to be done at 7236 Sanborn Road, Ashtabula, Ohio 44004 by Paul E. Madar & Associates, Inc. for a fee of \$1,500.00, seconded by Norman Jepson.

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#12    Norman Jepson moved resolution to accept a proposal from Patella Carpet & Tile in the amount of \$9,344.00 for labor and material to replace flooring in the Administration Building, seconded by Robert Brobst.

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#13    Norman Jepson moved resolution to accept the estimate from Trumbull Ashtabula Paint LLC in the amount of \$8,900.00 to paint in the Administration Building, seconded by Thomas Pope.

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Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#14 Norman Jepson moved resolution to hire Truesdell Moving at \$140.00 per hour with a minimum one-hour charge, to move furniture and equipment for painters and floor contractors, seconded by Robert Brobst.

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#15 Norman Jepson moved resolution to approve the new zoning permit application form, seconded by Robert Brobst.

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

**Announcements for the Record:**

- Monday, January 16, 2023, the administration office will be closed to observe Martin Luther King Jr. Day.


**ADJOURNMENT**

#16 Norman Jepson moved to adjourn the meeting at 11:00 a.m., seconded by Thomas Pope.

The meeting was adjourned.



\_\_\_\_\_  
Norman Jepson, Chairperson



\_\_\_\_\_  
Larry Johnson, Fiscal Officer