

# RECORD OF PROCEEDINGS

Held \_\_\_\_\_ December 13, 2022 \_\_\_\_\_

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, and public David Thomas and Kris Paolillo.

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 our office (Job # 12132020)

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.

November 7, 2022 Trustees 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.

November 7, 2022 Trustees 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 approving Payroll Direct Deposits and Withholding Vouchers 866-2022 through 953-2022 and Warrants 71874 through 71969, seconded by Thomas Pope

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

#4 Robert Brobst moved resolution approving the following Super Blanket Certificates: 141-2022 through 151-2022, seconded by Thomas Pope

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SAYBROOK TOWNSHIP TRUSTEES

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

Meeting \_\_\_\_\_

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

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Held \_\_\_\_\_

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

#5 Robert Brobst moved resolution approving Regular Purchase Orders: 21-2022 through 23-2022 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 12/12/2022.

Current Investment Accounts:	\$	4,480,877.33
Current Checking Account:	\$	291,938.09
All Funds Total Balance:	\$	4,772,815.42

#6 Norman Jepson moved resolution to accept the payment of \$24,463.98 from the damaged done on the building at the old Fire station #2 from the insurance company, seconded by Robert Brobst.

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

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

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 Thomas Pope moved resolution to hire North East Site Development to replace approximately 500' of bad storm drainage on Atlantic and Westminster, cost not to exceed \$28,000.00, seconded by Robert Brobst. Note some of this cost will be received back from a contractor's error.

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

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

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Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

## **ZONING REPORT**

Chairman Norman Jepson presented the Zoning Report

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

Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

## **FIRE REPORT**

Fire Chief John Jyurovat presented the Fire Report

#11 Norman Jepson moved resolution to send Captain Whitaker and John Jyurovat to the Ohio Fire Code Conference in Columbus, Ohio. Classed are February 27<sup>th</sup> and 28<sup>th</sup>, 2023. CEU's will be issued for Fire Safety Inspector Certification. The cost of \$149.00 per person (if registered by January 10, 2023) \$122.00 per room/per night and two dinner per diem per person, seconded by Thomas Pope.

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

#12 Norman Jepson moved resolution to allow Jacob Peer to sign up for part time shifts in January 2023. Sigh-ups are on December 17, 2022. Jacob will complete his required training on December 29, 2022, seconded by Robert Brobst.

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

#13 Norman Jepson moved resolution to accept the Fire Report a copy of which can be found in the addendum, second by Thomas Pope.

Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

## **Old Business:**

None at this time

## **New Business:**

#14 Norman Jepson moved resolution to approve the agreement for Fire and Emergency Medical Dispatching Service Agreement by and between the Board of Commissioners of Ashtabula County and the Ashtabula County Sheriff and Saybrook Fire Department for a total sum of \$32,463.80 to be paid semi-annual installments March 30, 2023 & September 30, 2023. The term of this agreement will begin on

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January 1, 2023, and terminate on December 31, 2023, seconded by Robert Brobst.

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

#15 Norman Jepson moved resolution to contract with Security Technologies for Security System Sales and Monitoring agreement for the new Fire Station #2 in the amount of \$21,343.15, seconded by Thomas Pope.

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

#16 Norman Jepson moved resolution to contract with Cicogna Sign Company Inc. to manufacture and install new signage for the front of New Fire Station #2 in the amount of \$8,800.00, seconded by Thomas Pope.

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

#17 Norman Jepson moved resolution to approve and sign the 2023 DOT consortium agreement with State Road Occupational Medical Facility, LLC for one year beginning on January 1, 2023, seconded by Thomas Pope.

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

#18 Norman Jepson moved resolution for the Saybrook Township to take no action on Notice of Forfeiture on parcel numbers #48-018-10-511-00, 48-018-10-512-00, 48-017-10-002-00, 48-018-10-079-00 & 48-018-10-080-00, seconded by Robert Brobst.

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

**Public**

David Thomas was here to inform us that his office is starting up the 2023 Triennial Property Value Market Update. Ashtabula County will have there Triennial Update in 2023 which will change values on tax bills in 2024.

**EXECUTIVE SESSION**

#19 Norman Jepson moved to go into Executive Session at 11:11 a.m. to discuss non-bargaining employees' wages for 2023, seconded by Thomas Pope.

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

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#20 Norman Jepson moved resolution to return to the Regular Meeting at 11:14 a.m., seconded by Thomas Pope.

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

#21 Norman Jepson moved resolution to rescind Resolution #22110715 wage increases to non-barging employees, seconded by Robert Brobst.

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

#22 Norman Jepson moved resolution to give a 5% wage increase each to Office Manager Lori Zebrasky, Administrative Assistance Michelle Halman, Fire Chief John Jyurovat, starting with the first pay in January 2023, seconded by Thomas Pope.

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

#23 Norman Jepson moved resolution to give a 5% increase to Road Superintendent Marc Pope, starting with the first pay in January 2023, seconded by Robert Brobst.

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

#24 Norman Jepson moved resolution not to honor the request from the property owner at 1400 Overlook Drive for damage done to his fence from heavy snow due to his fence is in the road ride away, seconded by Thomas Pope.

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

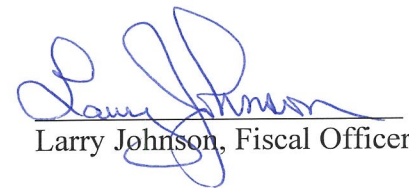
## ADJOURNMENT

#25 Norman Jepson moved to adjourn the meeting at 11:24 a.m., seconded by Thomas Pope.

Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

The meeting was adjourned .

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

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

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