

RECORD OF PROCEEDINGS

March 14, 2023

Held _____

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, Office Manager Lori Zebrasky, Road Superintendent Marc Pope, Fire Chief John Jyurovat, Zoning Inspector Albert Sedivec, and public Lloyd Richards.

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 # 03142023).

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

February 14, 2023	Regular Trustees Meeting
February 20, 2023	Special Meeting
February 24, 2023	Special Meeting

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes on 2-14-2023
	Norman Jepson	Abstained on 2/20/23 & 2/24/23

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

February 14, 2023	Regular Trustees Meeting
February 20, 2023	Special Meeting
February 24, 2023	Special Meeting

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes on 2-14-2023
	Norman Jepson	Abstained on 2/20/23 & 2/24/23

SAFETY

No Report

FISCAL REPORT

Fiscal Officer Larry Johnson presented the Fiscal Report.

#3 Robert Brobst moved resolution approving Payroll Direct Deposits and Withholding Vouchers 138-2023 through 227-2023 and Warrants 72143 through 72217, seconded by Norman Jepson.

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

#4 Norman Jepson moved resolution approving Super Blanket Certificates 95-2023, seconded by Thomas Pope.

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

#5 Norman Jepson moved resolution approving Regular Purchase Order 8-2023 as per attached Purchase Order Listing report, seconded by Robert Brobst.

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

#6 Norman Jepson moved resolution approving the following invoices to be paid by the American Rescue Plan Act fund:

71704	08/23/2022	Raymond Builders Supply Inc.	\$	540.95
71722	08/29/2022	Raymond Builders Supply Inc.	\$	353.25
71740	09/07/2022	Raymond Builders Supply Inc.	\$	353.25
71770	09/19/2022	North East Site Development LLC	\$	5,000.00
71826	10/19/2022	Raymond Builders Supply Inc.	\$	1,524.80
71970	12/13/2022	Raymond Builders Supply Inc.	\$	1,173.00
72002	12/30/2022	Raymond Builders Supply Inc.	\$	386.00
72004	12/30/2022	North East Site Development LLC	\$	15,000.00
				Total: \$ 24,331.25

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

As recommended by the State Auditors, the previous month Bank Reconciliation Summary, Appropriation Summary, Fund Summary, Revenue Summary and 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 03/10/2023.

Current Investment Accounts:	\$ 2,845,788.33
Current Checking Account:	\$ <u>117,420.33</u>
All Funds Total Balance:	\$ <u>2,963,208.66</u>

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
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Robert Brobst	Yes
Norman Jepson	Yes

ROAD AND CEMETERY REPORT

Road Superintendent Marc Pope presented the Road and Cemetery Report

#8 Norman Jepson moved resolution to accept the Road and Cemetery 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

ZONING REPORT

Zoning Inspector Albert Sedivec presented the Zoning Report.

#9 Norman Jepson moved resolution authorizing to spend one hundred dollars (\$100.00) to have the Sheriff's Department deliver certified mail sent by zoning that is not picked up by the addressee, 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

#11 Norman Jepson moved resolution to accept the IAFF Union Contract, seconded by Robert Brobst.

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

Old Business:

None at this time

Communication/Correspondence

None at this time.

New Business:

Received letter from Ashtabula County Commissioners of intent to proceed with the next steps to purchase the property known as (old) Saybrook Fire Station #2, Carpenter Road, Ashtabula, Ohio 44004.

- Trustee Brobst would like to move 4 wooden chairs from the meeting room at the Administration Building to the new Fire Station #2. The Chairs match the new table being built.

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- Trustees Reviewed the appraisal report on Fire Station No. 3.

#12 Norman Jepson moved resolution to accept the Client Service Agreement with State Road Occupational Medical Facility services they provided, seconded by Thomas Pope.

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

#13 Norman Jepson moved resolution to accept the renewal of Anthem health insurance at an increase of 14.01%, effective date of 5/1/2023, seconded by Thomas Pope.

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

#14 Norman Jepson moved resolution to advertise for a part time zoning inspector for maximum of 24 hours per week, seconded by Robert Brobst.

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

Public

- Lloyd Richards asked about the Cemetery sign and when will it be fixed, and asked about new fire station #2, how was the construction coming.

***Executive Session:** To discuss employment

#15 Norman Jepson moved resolution to go into executive session at 10:50 a.m., seconded by Norman Jepson.

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

#16 Norman Jepson moved resolution end executive session and return to the regular Trustee meeting, seconded by Thomas Pope at 10:58, no decisions were made.

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

ADJOURNMENT

#17 Norman Jepson moved to adjourn the meeting, seconded by Thomas Pope.

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Roll Call 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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