

# RECORD OF PROCEEDINGS

May 9, 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 with public Dave Cooper, Gary Stefanick, Dave Weaver.

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 # 05092023).

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.

April 11, 2023	Regular Trustees Meeting
April 21, 2023	Special Meeting

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes
	Norman Jepson	Abstained to April 21, 2023 Meeting

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

April 11, 2023	Regular Trustees Meeting
April 21, 2023	Special Meeting

Roll Call Voting	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes
	Norman Jepson	Abstained to April 21, 2023 Meeting

## FISCAL REPORT

Fiscal Officer Larry Johnson presented the Fiscal Report.

#3 Robert Brobst moved resolution approving Payroll Direct Deposits and Withholding Vouchers 318-2023 through 402-2023 and Warrants 72282 through 72359, 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: 96-2023 through 98-2023, seconded by Thomas Pope.

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SAYBROOK TOWNSHIP TRUSTEES

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

#5 Robert Brobst moved resolution approving Regular Purchase Orders: 9-2023 and 10-2023 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, the previous month's Bank Reconciliation Summary, Appropriation Summary, Fund Summary, Revenue Summary and Payment Listing were printed for your review and signature.

The following is a list of the unaudited balances after the above bills have been paid. Balances are as of 05/09/2023.

Current Investment Accounts:	\$3,505,934.08
Current Checking Account:	<u>\$ 74,513.07</u>
All Funds Total Balance:	\$3,580,447.15

#6 Norman Jepson moved 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.

#7 Robert Brobst moved resolution to bid out Stone and Asphalt for this season. Seconded by Norman Jepson.

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

#8 Norman Jepson moved to accept the Road and Cemetery 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

**ZONING REPORT**

Zoning Inspector Albert Sedivec presented the Zoning Report.

#9 Norman Jepson moved to accept the Zoning 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

## **FIRE REPORT**

#10 Norman Jepson moved resolution to hire Dennis Page as probationary, part-time Fire Fighter/EMT. As in section 15.1 (a) of the Saybrook Township Fire Department Part-Timer contract, the probationary rate is \$17.51 per hour. This rate will be in effect until his training is completed. His probationary period will be 12 months from his date of hire. He will be required to fill out all required paperwork, pass the pre-employment physical and complete a drug screening, seconded by Robert Brobst.

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

#11 Norman Jepson moved resolution to pay the current water rescue personnel at a rate of \$15.00 per hour for calls and training. Training occurs once per month for an average of 4-5 hours. Special assignments such as D-Day in Conneaut, Ohio are used in lieu of monthly trainings, seconded by Robert Brobst.

Roll Call Voting	Thomas Pope	No
	Robert Brobst	Yes
	Norman Jepson	Yes

#12 Norman Jepson moved resolution to accept the resignation of probationary part-time fire fighter Evan Markle, seconded by Robert Brobst.

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

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

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

## **Old Business:**

- Sale of Property (Saybrook Fire Station #2) review purchase agreement proposal from county Commissioners for the purchase of Old Station #2 at 4986 Carpenter Road – Table to next meeting.

## **Communication/Correspondence**

- Austinburg Newsletter
- Letter from resident on Highland Avenue requesting ditch clean out.
- Notification from Department of Environmental Services/Board of Commissioners regarding Ashtabula County Water and Sewer Rate Modification
- First Responder Wellness Training, Saturday, May 20, 2023. (Free of Charge) more information can be found in the addendum.

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**New Business:**

#14 Norman Jepson moved resolution to take no action for Motion for Forfeiture Parcel Number 48-016-00-005-00 - Depot Road, Residential, seconded by Robert Brobst.

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

#15 Thomas Pope moved resolution to move forward with the Sanborn Road Drainage Improvement project, seconded by Robert Brobst. Project is to be paid out of ARPA.

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

Board of Trustees moved forward with Road Superintendent Marc Popes' request to research pricing for mowing services for the cemetery.

**Public**

Dave cooper – Thanked Zoning Inspector Al Sedevic for following up on a house with a junk car and garbage. All has been removed.

Dave Weaver – requested help with a drainage on the culvert that has collapsed, and water has backed up.

Gary Stefanick – Requested that the Township Road Department look into drainage at the end of Lakewood Drive.

**Announcements for the Record:**

- Monday, May 29, 2023, Memorial Day Observance 9:00 am in Cemetery
- Monday, May 29, 2023, office closed to observe Memorial Day.
- Tuesday, June 13, 2023, Trustees Meeting 10:00 am

**\*Executive Session:** To discuss a personnel issue.

#16 Norman Jepson moved resolution to go into executive session at 11:04 a.m., seconded by Thomas Pope.

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

#17 Norman Jepson moved resolution to end executive session and return to the regular Trustee meeting, seconded by Thomas Pope at 11:20 a.m.

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

#18 Norman Jepson moved resolution to appoint administrative assistance Michelle Halman to additional duties as a zoning assistance with additional pay of

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\$345.00 per pay period which will be affective on pay 5/19/23, and an additional week (40 hours) of vacation, seconded by Robert Brobst.


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

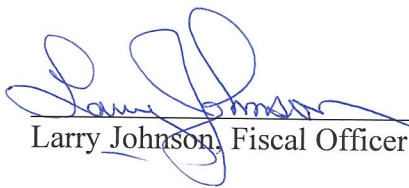
## ADJOURNMENT

#19 Norman Jepson moved to adjourn the meeting, 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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