

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

June 13, 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, Lloyd Richards, Dan Claypool, Kathleen Kennedy, Earl Miller, Judy Sims, and Tom Franco.

The following minutes reflect actions taken by this Board. The recording of this meeting is on file at the Administrative Office.

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.

Chairperson Norman diverted from the regular meeting to open Stone Bids and Asphaltic concrete Bid.

Larson Trucking – stone

Simak Trucking – stone

Kokosing Maintenance - Asphalt concrete

#1 Norman Jepson moved resolution to turn over the stone and asphalt concrete bids to the Road Superintendent Marc Pope to make his recommendations, seconded by Robert Brobst.

Roll Call Voting	Thomas Pope	Abstained from Asphalt Concrete Bid
	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#2 Thomas Pope moved resolution to dispense with the reading of the following minutes, seconded by Norman Jepson.

May 09, 2023	Regular Trustees Meeting
May 31, 2023	Trustees Special Meeting
June 08, 2023	Trustees Special Meeting

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

#3 Robert Brobst moved resolution to approve the following minutes, seconded by Norman Jepson.

May 09, 2023	Regular Trustees Meeting
May 31, 2023	Trustees Special Meeting
June 08, 2023	Trustees Special Meeting

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

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FISCAL REPORT

Fiscal Officer Larry Johnson presented the Fiscal Report.

#4 Robert Brobst moved resolution approving Payroll Direct Deposits and Withholding Vouchers 403-2023 through 491-2023 and Warrants 72360 through 72423, 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: 99-2023 and 100-2023 as per attached Purchase Order Listing report, 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: 11-2023 and 12-2023 as per attached Purchase Order Listing report, seconded by Norman Jepson.

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 are a list of the unaudited balances after the above bills have been paid. Balances are as of 06/09/2023.

Current Investment Accounts:	\$	3,240,793.43
Current Checking Account:	\$	<u>180,157.07</u>
All Funds Total Balance:	\$	3,420,950.50

#7 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

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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 LLC to dig and install 230' of pipe patch existing driveways and road crossing, install catch basins and yard drains on Linwood at a cost of \$17,000.00, seconded by Norman Jepson.

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

#9 Norman Jepson moved resolution to contract Cambers Landscaping to mow Saybrook Townships Cemeteries total price for the remainder of the season \$19,650.00 this price includes mowing, weed trimming and mowing the memorial park field subject to prosecutors' approval, seconded by Robert Brobst.

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

#10 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.

#11 Norman Jepson moved 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

John Jyurovat presented the Fire Report.

#12 Norman Jepson moved resolution to move Austin Dale to probationary part time firefighter EMT. Austin Dale has completed his required training on May 28, 2023

He was allowed to sign up for shifts in June 2023, seconded by Thomas Pope.

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 Thomas Pope.

Voting	Thomas Pope	Yes
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Robert Brobst	Yes
Norman Jepson	Yes

Old Business:

#14 Norman Jepson moved resolution to accept the Sale of Property (Saybrook Fire Station #2) in the amount of \$60,000.00 purchase agreement proposal from County Commissioners for the purchase of Old Station #2 at 4986 Carpenter Road, seconded by Thomas Pope.

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

New Business:

#15 Norman Jepson moved resolution for Preventative Maintenance Service Agreement with Ziegler Heating Co. For Fire Station #1 Start/End Date 6/1/2023 to 6/1/2024. Two (2) PM Visits per year, Yearly PM Price \$1,550.00, seconded by Robert Brobst.

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

#16 Norman Jepson moved resolution for Preventative Maintenance Service Agreement with Ziegler Heating Co for Administration Building. Start/End Date 6/1/2023 to 6/01/2024. Two (2) PM Visits per year, Yearly PM price \$1,125.00, seconded by Robert Brobst.

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

#17 Norman Jepson moved resolution for Preventative Maintenance Service Agreement with Ziegler Heating Co. for our Road Department. Start/End Date 6/1/2023 to 6/1/2024. Two (2) PM Visits per year, Yearly PM Price \$675.00, seconded by Robert Brobst.

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

#18 Norman Jepson moved resolution for Preventative Maintenance Service Agreement with Ziegler Heating Co. for the Record Storage Room Start/End Date 6/1/2023 to 6/1/2024. One (1) PM Visits per year, Yearly PM Price \$155.00, seconded by Thomas Pope.

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

#19 Norman Jepson moved resolution to purchase 7 new black chairs, 3 for Fire Station Two, and 4 for the administration building meeting room, seconded by Robert Brobst.

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

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Kathleen Kennedy – Thanked the trustees for a nice memorial service. Discussed the speed on LRW and lobbying for re-surfacing of the Lakeland Roads.

Tom Franco – complaint was regarding his neighbor’s junk vehicles, scrap, and junk in his yard, needs to be cleaned up.

Announcements for the Record:

- Monday, June 19, 2023 office closed to observe Juneteenth Freedom Day
- Tuesday, July 11 2023, Trustees Meeting

ADJOURNMENT


#20 Norman Jepson moved to adjourn the meeting at 11:03 am 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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