

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held

June 14, 2022

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 10:00 a.m. by Vice Chairman Norman Jepson with Trustees Robert Brobst and Thomas Pope, Fiscal Officer Larry Johnson, Road Superintendent Marc Pope, Fire Chief John Jyurovat, Office Manager Lori Zebrasky, and public Rich Zidonis, Gloria Baum, Kathleen Kennedy, Judy Sims, Brad Biro, and 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 our office (Job # 06142022)

Vice 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 diverted from the agenda to open the stone bid.

One stone bid was received from Lafarge North America Inc. Robert Brobst read the quote and the quote was given to Road Superintendent for review and recommendations.

#1 Robert Brobst moved resolution to dispense with the reading of the following minutes, seconded by Norman Jepson.

May 26, 2022	Special Meeting
June 02, 2022	Special 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 Norman Jepson.

May 26, 2022	Special Meeting
June 02, 2022	Special Meeting

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

FISCAL REPORT

Fiscal Officer Larry Johnson presented the Fiscal Report.

#3 Norman Jepson moved resolution to approve Payroll Direct Deposits 352-2022 through 422-2022 and warrants 71468 through 71549, seconded by Robert Brobst.

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

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#4 Norman Jepson moved resolution approving the following Super Blanket Certificates 124-2022 through 125-2022, seconded by Robert Brobst.

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

#5 Robert Brobst moved resolution approving Regular Purchase Orders 11-2022 through 15-2022 as per attached Purchase Order Listing report (PO #14 for reallocation purpose), seconded by Norman Jepson.

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

#6 Norman Jepson moved resolution to define the account allocation percentages of Thomas Pope's wages and benefits to 50% General, 25% Road and 25% Fire, seconded by Robert Brobst.

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

#7 Norman Jepson moved resolution to increase the Fire Fund Revenue Budget by \$3,225,000.00 (2111-892-0000, Other – Miscellaneous Non-Operating), seconded by Robert Brobst.

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

#8 Norman Jepson moved resolution to increase the Fire Fund Appropriations Budget by \$3,000,000.00 (2111-220-0000, Building), seconded by Robert Brobst.

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, Payment Listing and Payroll were printed for the Board's review and signatures.

The following are a list of the un-audited balances after the above bills have been paid. Balances are as of 06/13/2022.

Total All Funds:	\$ 5,273,944.90
Current Investment Accounts:	\$ 331,440.72
Current Checking Account:	\$ 5,605,385.62

Fiscal Officer Larry Johnson stated that the Promissory Note for the 2017 Mack Truck with Andover Bank has been paid off in full.

Ohio Bureau of Workers' Compensation performed a Premium Audit on June 13,

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2022. It is to ensure that the proper amount of workers' compensation premiums for the risk associated with our business. The audit went well.

#9 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.

#10 Robert Brobst moved resolution to approve the quote from North East Site Development in the amount of \$5,000.00 to install a new catch basin and install 100' of 10" across driveway to tie in drain dumping onto the road on Westminster Avenue. (No existing drainage in front of this home can be located), seconded by Norman Jepson

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

#11 Norman Jepson moved to receive the Road 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

Interim Zoning Inspector John Beninato gave a verbal report on zoning activity.

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

#12 Norman Jepson moved resolution to increase the tuition payment for Steven Fender for the Paramedic Class. The contract will be for 2 years for the tuition cost of \$5,500.00 (the unpaid balance is \$2,535.27), seconded by Robert Brobst.

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

#13 Norman Jepson moved resolution to accept the resignation of Douglass Welker, Part-time Firefighter employed since December 8, 2017, seconded by Thomas Pope.

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

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#14 Norman Jepson moved to receive the Fire 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

Old Business:

#15 Norman Jepson moved resolution to replace streetlighting on Ketcham with LED lighting and to place a streetlight and pole on Old Austinburg Road at a cost of approximately between \$3,500.00 and \$5,000.00 for the Austinburg Road, seconded by Robert Brobst.

Status of Repair of the Cupola on the Administration Building: Robert Brobst will contact Hassett Roofing regarding shingles versus metal replacement costs.

Letter to the County Engineer regarding the speed study on Wade Avenue of speeding traffic issue on Wade Avenue. Suggested stop signs at Merchants Avenue and Wade Avenue or Tryon Road and Wade Avenue. No action taken.

Communication/Correspondence

Received a thank-you letter for the donation to the In-County Vietnam Veterans/In County Vets for the flags put on Veterans graves for Memorial Day.

New Business:

#16 Norman Jepson moved resolution to accept a Letter of Resignation from David Nolan resigning from the Saybrook Township Zoning Commission effective May 26, 2022, seconded by Robert Brobst.

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

#17 Norman Jepson moved resolution to accept a Letter of Resignation from John Beninato resigning from the Saybrook Township Zoning Commission effective 6/02/2022, seconded by Robert Brobst.

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

#18 Robert Brobst moved resolution to sign a Renewal Preventative Maintenance Service Agreement with Ziegler Heating Co. for the Administration Building, Road Department, Fire Department Station #1, and Record Storage Room effective 06/01/2022 to 06/01/2023, seconded by Thomas Pope. A copy can be found in the addendum.

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

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#19 Thomas Pope moved resolution to accept the estimate of \$3,993.99 from the Ashtabula County Engineers Office for materials and road centerline striping, seconded by Robert Brobst.

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

Discussion regarding mowing at the Cemetery; investigate possible temporary help.

Cemetery Sign: Some of the letters on the Cemetery Sign are destroyed; contact to see about getting new letters made for it.

Administration Building Roof: Get an estimate for Shingles and Metal roofing.

Public

Rich Zidonis discussed the pink clothing drop-off box near the corner of St. Rt. 20 and St. Rt. 45 and how bad it looks and zoning regulations for such boxes.

Kathleen Kennedy discussed the surface of the roads on Morningside, Shadyside & Homewood. She will continue to lobby for the repairs for those roads.

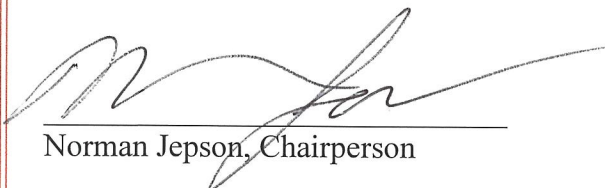
Announcements for the Record:

- Saturday, June 18, 2022 BWC Drug Free Training for employees 9:00 a.m. - 10:00 a.m. at the Administration Building.
- Monday, June 20, 2022 offices closed to observe Juneteenth National Independence Day.
- Tuesday, June 28, 2022 Trustees Meeting, 6:00 p.m.
- Wednesday, June 29, 2022 BWC Drug-Free Training for supervisors at 6:00 p.m. and 7:00 -8:00 p.m. (for remaining employees who have not yet attended a class) at the Administration Building.

ADJOURNMENT

#20 Norman Jepson moved to adjourn the meeting at 10:45 a.m., seconded by Thomas Pope.

The meeting was adjourned.


Norman Jepson, Chairperson


Larry Johnson, Fiscal Officer

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