

RECORD OF PROCEEDINGS

Minutes of _____ SAYBROOK TOWNSHIP TRUSTEES _____
BARRETT BROTHERS - DAYTON, OHIO

Meeting
Form 6101

July 11, 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 Trustee Thomas Pope, Fiscal Officer Larry Johnson, Office Manager Lori Zebrasky, Road Superintendent Marc Pope, Fire Chief John Jyurovat, Zoning Inspector Albert Sedivec and public Larry Zeh, Dave Cooper, Lloyd Richards, Kathleen Kennedy, David Whitaker, Denzil Carpenter, Peggy Carlo, and Joan Dailey.

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".

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

| | |
|---------------|--------------------------|
| June 13, 2023 | Trustees Meeting |
| June 15, 2023 | Trustees Special Meeting |

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#2 Norman Jepson moved resolution to approve the following minutes, seconded by Thomas Pope.

| | |
|---------------|--------------------------|
| June 13, 2023 | Trustees Meeting |
| June 15, 2023 | Trustees Special Meeting |

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

FISCAL REPORT

Fiscal Officer Larry Johnson presented the Fiscal Report.

#3 Norman Jepson moved resolution approving Payroll Direct Deposits and Withholding Vouchers 493-2023 through 575-2023 and Warrants 72424 through 72490, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#4 Norman Jepson moved resolution approving the following Super Blanket Certificates: 101-2023 and 102-2023 as per attached Purchase Order Listing report, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

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#5 Norman Jepson moved resolution approving Regular Purchase Orders: 13-2023 and 14-2023 as per attached Purchase Order Listing report, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

As recommended by the State Auditors, the Bank Reconciliation, last month's Appropriation, Fund, and Revenue Summaries and current 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 07/07/2023.

| | | |
|------------------------------|----|-------------------|
| Current Investment Accounts: | \$ | 2,874,124.08 |
| Current Checking Account: | \$ | <u>326,031.51</u> |
| All Funds Total Balance: | \$ | 3,200,155.59 |

#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 |
| | Norman Jepson | Yes |

ROAD AND CEMETERY REPORT

Road Superintendent Marc Pope presented the Road and Cemetery Report.

#7 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 |
| | Norman Jepson | Yes |

ZONING REPORT

Zoning Inspector Albert Sedivec presented the Zoning Report.

#8 Norman Jepson moved to accept the Zoning Report, a copy of which can be found in the addendum, seconded by Thomas Pope.

| | | |
|--------|---------------|-----|
| Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

FIRE REPORT

John Jyurovat presented the Fire Report.

#9 Norman Jepson moved resolution to purchase seven (7) sets of Fire Fighting Gear from Fire Safety Services Inc. they are NFPA compliant. First 2 sets will be discounted at \$2,760.00 per set and the remaining 5 sets will be \$3,420.00 per set for a total cost of \$23,265.00 seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

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#10 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 |
| | Norman Jepson | Yes |

WATER RESCUE

John Jyurovat presented the Water Rescue Report.

#10 Norman Jepson moved resolution to purchase one Hazmat Dry suit from Divers World in the amount of \$2,495.00, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#11 Norman Jepson moved to accept the Water Rescue Report, a copy of which can be found in the addendum, seconded by Thomas Pope.

| | | |
|--------|---------------|-----|
| Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

Old Business:

#12 Norman Jepson moved resolution for the Sale of Property (Saybrook Fire Station #2) and sign the purchase agreement proposal from the County Commissioners for the purchase of Old Fire Station #2 at 4986 Carpenter Road, at the price of \$60,000.00 and closing cost split of \$373.25, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#13 Norman Jepson moved to approve the revised lawn care service contract with Chambers Landscaping for the period to commence on July 10, 2023, for a term of 3 months and 21 days ending October 31, 2023, for a total of \$15,444.00, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

Trustee Thomas Pope Discussed the letter from Littlejohn Law regarding Lakeview Drive Vacated, Trustee Pope is working on it. Tabled to next meeting.

New Business:

#14 Norman Jepson moved to receive the Submission of Zoning Amendment as approved by the Saybrook Zoning Commission (the Saybrook Township Trustees must hold a public hearing by July 28, 2023, and act within 20 days of that hearing), seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#15 Norman Jepson moved resolution to approve Ashtabula County Road Department to centerline stripe roads in Saybrook Township, estimated at \$3,997.62, seconded by Thomas Pope.

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| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#16 Norman Jepson moved resolution to approve Empire Paving proposal to asphalt Erickson-Savannah-Carlson roads at a cost of \$31,000.00, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#17 Norman Jepson moved resolution to approve Empire Paving proposal to asphalt Savannah & Garage Rd. at the cost of \$26,000.00, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#18 Norman Jepson moved resolution to approve ms consultants, inc. to provide professional environmental services for permitting the new stormwater outfall to Lake Erie for the project named "Orchard and Locust Storm Drainage Improvement", at a cost of \$12,450.00, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#19 Norman Jepson moved resolution to discontinue the BWC policy activity rebate program as it cost the township more than the credit rebates received, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#20 Norman Jepson moved resolution to reschedule the Trustees Board meeting scheduled for Tuesday, August 8, 2023, at 10:00 a.m. (due to a special election that day) to Wednesday, August 9, 2023, at 10:00 a.m., seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

Public

Larry Zeh - Would like to know the status on Morningside with the shrubs on the road is the township going to trim them, also what are the rules on parking cars on the road there it's a dead-end street. No update.

Joan Dailey – Wants an update on the improvements and upkeep on Homewood, Shadyside, Morningside, Highland Roads. The roads are in horrible condition and Needs to be repaired.

Denzil Carpenter – Beechcrest Drive. The gas company left a mess in his yard with the new gas line they put in and wanted to know who is responsible for repairing it. There is water draining in his yard as a result of what they did. Also questioned leaf pick up to see if the Township can purchase a truck that can go around and suck up the leaves if the residents rake them to the curb versus putting them in leave bags.

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Greg – Very disappointed that there was no Memorial Day Parade this year and questioned why. Complained our new digital sign was too bright at night, we will lower the brightness and he also wanted to know why it was always showing a negative temperature.

Kathleen Kennedy – Wishing Norman Jepson and his wife good luck in their new adventure in Florida and it has been a real pleasure having him as a Saybrook Township Trustee. Kathleen questioned the road repairs-paving on Homewood, Shadyside, Morningside, Highland Roads.

Peggy Carlo – Thanked Norman Jepson for the past 18 years as trustee it was a real pleasure working with him and good luck to him and his wife.

Lloyd Richards – Good Luck Norm and thank you for your services.

David Whitaker – Good Luck Norm, thank you for all you've done.

ANNOUNCEMENTS FOR THE RECORD:

- Norman Jepson gave his official resignation. His last day will be Saturday, July 15, 2023, at noon. Norm stated "it was an honor to serve as a Saybrook Township Trustee for the past eighteen years. I will always be grateful to the residents of Saybrook township for the trust and confidence placed in me as an elected official for the township."

EXECUTIVE SESSION

#21 Norman Jepson moved resolution to go into executive session at 11:00 a.m. to discuss an employee issue and employment, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#22 Norman Jepson moved resolution to return to the regular meeting at 11:07 a.m., seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#23 Norman Jepson moved resolution to accept Mike Cliff's resignation and to pay all benefits due to him plus thirty percent of his sick time, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

#24 Norman Jepson moved resolution to hire Steven Fender from part-time firefighter to a full-time firefighter providing he passes all required testing. Steven will be hired under the SAFER grant, seconded by Thomas Pope.

| | | |
|------------------|---------------|-----|
| Roll Call Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

ADJOURNMENT

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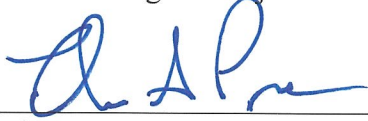
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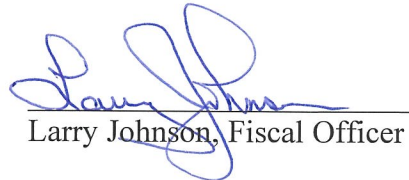
Norman Jepson moved to adjourn the meeting at 11:10 a.m. seconded by Thomas Pope.

| | | |
|--------|---------------|-----|
| Voting | Thomas Pope | Yes |
| | Norman Jepson | Yes |

The meeting was adjourned.



Thomas Pope, Trustee



Larry Johnson, Fiscal Officer