

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Reorganization Meeting

Held

DECEMBER 27, 2021

The Reorganizational Meeting of the Saybrook Township Trustees was called to order at 9:16 am by Fiscal Officer Larry Johnson, with Trustees Gloria Baum, Norman Jepson, and Robert Brobst, Fire Chief John Jyurovat, Office Manager Lori Zebrasky. No public was in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

The Fiscal Officer Larry Johnson stated that the meeting was being recorded for records purposes only, if anyone else is recording, please so state for the record.

The following minutes reflect action 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 12272021).

The Fiscal Officer opened the floor for nominations for Chairperson for 2022, Norman Jepson nominated Gloria for Chairperson. Fiscal Officer Larry Johnson asked if there were any other nominations, there were none. The nominations were closed.

#1 Norman Jepson moved resolution to elect Gloria Baum Chairperson of Saybrook Township Trustees for 2022, seconded by Robert Brobst.

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

The Fiscal Officer thereupon turned the meeting over to Chairperson, who called for nominations for Vice-Chairperson for 2022. Robert Brobst nominated Norman Jepson for Vice-Chairperson. Chairperson Gloria Baum asked if there were any other nominations, there were none. The nominations were closed.

#2 Gloria Baum moved resolution to elect Norman Jepson Vice-Chairperson of Saybrook Township Trustees for 2022, seconded by Robert Brobst.

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#3 Gloria Baum moved resolution re-hiring Salary Employee Marc Pope, as Cemetery Sexton at the current salary rate of \$250.00 per pay period, as of 01-01-2022 seconded by Robert Brobst.

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#4 Gloria Baum moved resolution re-hiring Salary Employee Marc Pope, as Full-Time Road Superintendent at the current salary rate of \$2,906.10 per pay period, with rate change to \$3,022.35 per pay starting with the first pay in January 2022 based on approximately 41 hours per week, seconded by Norman Jepson.

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Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

#5 Gloria Baum moved resolution re-hiring Salary Employee Lori Zebrasky, as Full-Time Office Manager at the current salary of \$1,755.52 per pay period, with rate change to \$1,834.52 starting with the first pay in January 2022, seconded by Robert Brobst.

Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

#6 Gloria Baum moved resolution re-hiring Hourly Employee Michelle Halman, as Full-Time Administrative Assistance at the current hourly rate of \$18.75 per hour, seconded by Norman Jepson.

Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

#7 Norman Jepson moved resolution re-hiring all current Road Department employees with pay per current CWA Bargaining Agreement, per Contract as of 01-01-22, list of employees: seconded by Robert Brobst.

Road Department:

Joshua Aponte
Peter Davis
Doug Jones
Shane Shelter
Justin Stark

Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

#8 Gloria Baum moved resolution re-hiring Salary Employee John Jyurovat as Part-time Fire Chief at the current salary rate of \$2,276.96 per pay period, with rate change to \$2,368.04 per pay period starting with the first pay in January 2022 based on approximately 32 hours per week, seconded by Norman Jepson.

Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

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#9 Gloria Baum moved resolution re-hiring Salary Employee Barbara Carr as Full-time Zoning Inspector at the current salary rate of \$1,572.10 per pay period, with rate change to \$1,642.85 per pay period starting with the first pay in January 2022, seconded by Robert Brobst.

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#10 Gloria Baum moved resolution re-hiring all current Full-Time Firefighters/Paramedic with pay per current IAFF Bargaining Agreement, as of 01-01-22, list of employees as follows: seconded by Norman Jepson.

FT FF/PARAMEDIC:

Michael Cliff	James Krenisky – (Captain)
Jason Coy	
Aaron Gilmer	Benjamin Paxton – (Captain)
Kirk Hanson	
James Hawk	David Whitaker II - (Captain)
Daniel Tilton	

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#11 Gloria Baum moved resolution re-hiring all current Part-time Firefighters/EMT & Paramedics with pay per current Part Time Employees of Saybrook Township Fire Department Bargaining Agreement, as of 01-01-2022, list of employees as follows: seconded by Norman Jepson.

PT FF/EMT, Rate: Per Contract:

Todd Dutton	Jeff Tilton
Casey Lilac	Douglass Welker
Wade Stitt	William Wilms

PT FF/PARAMEDIC, Rate: Per Contract:

William Distler	David West
Robert Lapuh	
Gregory Strubbe	

PT FF/EMT/PARAMEDIC - PROBATIONARY, Rate: Per Contract:

Steven Fender – EMT
James Laganian – Paramedic

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

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#12 Gloria Baum moved resolution, accepting William Olin as Commander, and Mark Vosburg as Vice-Commander, both volunteers of the Saybrook Township Water Rescue Services personnel as of 01-01-22, seconded by Norman Jepson.

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#13 Gloria Baum moved resolution accepting all current volunteers on the Saybrook Township Water Rescue Services as of 01-01-22, list of members as follows: seconded by Robert Brobst.

Joseph Chiacchiero	William Olin
Irene Fiala	Dan Riddell
Robert Foster	Benjamin Rausch
Michael Harth	Tia Woodard
Lora Morris/Chiacchiero	Jordan Vosburg
	Mark Vosburg

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#14 Gloria Baum moved resolution, to approve the following Board of Zoning Commission Members, per their appointed term for 2022 seconded by Robert Brobst.

Karen Keesler/Chairperson	Alan Dalin/Vice Chairperson	Joseph Perry
Dave Nolan	Joseph Petros	
James Carlson/1 st Alternate	John Beninato /2 nd Alternate	

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#15 Gloria Baum moved resolution to approve the following Board of Zoning Appeals Members per their appointed term 2022, seconded by Norman Jepson.

Dean Moore/Chairperson	Kathleen Kennedy/Vice-Chairperson
Kathy Feiler	Gary Carlson
Jason Keeler	Scott Russell/1 st Alternate

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

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#16 Gloria Baum moved resolution to pay the Zoning Commission Members and the Board of Zoning Appeals Members a stipend of \$10.00 for each date they attend meetings seconded by Norman Jepson.

Roll Call Voting: Norman Jepson Yes
Robert Brobst Yes
Gloria Baum Yes

#17 Gloria Baum moved resolution designating the second Tuesday of every month at 10:00 am and the fourth Tuesday of every month at 6 pm as "Regular" meetings of this Board for 2021.

Roll Call Voting: Norman Jepson Yes
Robert Brobst Yes
Gloria Baum Yes

#18 Gloria Baum moved resolution designating the liaisons for the Departments as follows for 2022:

- Fire Department: Norman Jepson
Road Department: Robert Brobst
Zoning, General Office & Human Resources: Gloria Baum
Drug Free Workplace Program Administrator: Norman Jepson
Safety Committee Representative: Robert Brobst, seconded by Norman Jepson.

Roll Call Voting: Norman Jepson Yes
Robert Brobst Yes
Gloria Baum Yes

#19 Gloria Baum moved resolution to compensate the Fiscal Officer and the Trustees the highest allowable rate under the ORC for 2022 and to allocate their salaries and benefits from the funds as follows due to the work (time) required by each Elected Official in their respective Departments (Funds):, seconded by Norman Jepson

Table with 2 columns: Position and Allocation. Rows include Trustee - Office Liaison, Trustee - Fire Liaison, Trustee - Road Liaison, and Fiscal Officer.

Roll Call Voting: Norman Jepson Yes
Robert Brobst Yes
Gloria Baum Yes

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#20 Gloria Baum moved resolution to allocate the Office Manager's and Administrative Assistant wages and benefits as follows due to the work (time) required by each Department (Fund):, seconded by Norman Jepson.

Office Manager	25% General Fund, 25% Road Fund, 50% Fire Fund
Administrative Assistant	25% General Fund, 25% Road Fund, 50% Fire Fund

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#21 Gloria Baum moved resolution accepting the recommendation of the Records Committee not to dispose of any records of the Township at this time, but take action to move forward once reviewing documents then taking the required steps should disposal be elected for any records seconded by Norman Jepson.

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#22 Gloria Baum moved resolution to contract with the Firm of Andrews & Pontius LLC for employee related issues at a rate of \$180.00 per hour, seconded by Norman Jepson.

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#23 Gloria Baum moved resolution to contract with the Firm of Brosius, Johnson & Griggs, LLC (Loveland & Brosius, LLC) for Zoning legal matters for 2022 at the following rates: \$225.00 per hour partner attorney time; \$205.00 per hour senior associate time; \$180.00 per hour associate time; \$120.00 per hour law clerk time; and \$105.00 per hour legal assistant time, seconded by Norman Jepson

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#24 Gloria Baum moved resolution approving the following *Permanent* Appropriations for 2022 as recommended by the Fiscal Officer: seconded by Norman Jepson

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<i>General Fund.....</i>	<i>Wages:</i>	<i>\$109,000.00</i>	
	<i>Benefits:</i>	<i>\$72,000.00</i>	
	<i>Other:</i>	<i>\$319,000.00</i>	<i>Total: \$500,000.00</i>
<i>Motor Veh. Lic. Tax.....</i>	<i>Other:</i>	<i>\$3,000.00</i>	<i>Total: \$3,000.00</i>
<i>Gasoline Tax.....</i>	<i>Other:</i>	<i>\$170,000.00</i>	<i>Total: \$170,000.00</i>
<i>Road & Bridge.....</i>	<i>Wages:</i>	<i>\$421,000.00</i>	
	<i>Benefits:</i>	<i>\$302,000.00</i>	
	<i>Other:</i>	<i>\$577,000.00</i>	<i>Total: \$1,300,000.00</i>
<i>Cemetery fund.....</i>	<i>Wages:</i>	<i>\$8,000.00</i>	
	<i>Benefits:</i>	<i>\$1,600.00</i>	
	<i>Other:</i>	<i>\$32,400.00</i>	<i>Total: \$42,000.00</i>
<i>Fire District.....</i>	<i>Wages:</i>	<i>\$1,022,000.00</i>	
	<i>Benefits:</i>	<i>\$549,000.00</i>	
	<i>Other:</i>	<i>\$1,229,000.00</i>	<i>Total: \$2,800,000.00</i>
<i>Perm Motor Veh Tax...</i>	<i>Other:</i>	<i>\$50,000.00</i>	<i>Total: \$50,000.00</i>
<i>American Rescue Plan:</i>	<i>Other:</i>	<i>\$500,000.00</i>	<i>Total: \$500,000.00</i>
<i>Lighting Assessment....</i>	<i>Other:</i>	<i>\$110,000.00</i>	<i>Total: \$110,000.00</i>
<i>Cemetery Bequest.....</i>	<i>Other:</i>	<i>\$150.00</i>	<i>Total: \$150.00</i>
			<i>Total: \$5,475,150.00</i>

Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

#25 Gloria Baum moved resolution authorizing the Fiscal Officer to make all needed Intra-fund Transfers during the entire year 2022, they need not be listed in the minutes, seconded by Norman Jepson.

Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

#26 Gloria Baum moved resolution establishing the Township Drop-off (Clean-up) Day will be held the third Saturday of May, 2022 from 8:00 AM – 3:00 PM., and will decide at a later date on the fall clean up, seconded by Norman Jepson.

Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

#27 Gloria Baum moved resolution that we will not list the individual Warrants on the Minutes in 2022, but a copy can be found in each Meeting's Addendum, seconded by Norman Jepson.

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Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

#28 Gloria Baum moved resolution to schedule quarterly Safety Committee Meetings (exact dates to be announced) to begin at 8:00 AM at 7247 Center Road, Saybrook Township Administrative Office. Additional Safety Committee Meetings may be scheduled on an as-needed basis during the year, seconded by Norman Jepson.

Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

#29 Gloria Baum moved resolution to authorize membership in the Ohio Township Association and to allow Four (4) Trustees/Clerk to attend the Annual OTA Convention from January 2022 to January 2023 with the Township to pay costs, seconded by Norman Jepson.

Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

#30 Gloria Baum moved resolution to allow Four (4) the Fiscal Officer/office personnel to attend the State Auditor's Conference/Training in Columbus & with the Township to pay costs, seconded by Norman Jepson.

Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

#31 Gloria Baum moved resolution to require all employees and volunteers attend the mandatory Annual Drug Free Program here at Saybrook Township and that we will not accept any training from other employers. Any employee that does not attend this annual mandatory training will not continue their employment or voluntary services with the Township, seconded by Norman Jepson.

Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

For the Record: Per Resolution 11022216, we are going to remain with the standard mileage rates established by the IRS for 2022. This will change as the IRS changes.

#32 Gloria Baum moved to adjourn the meeting at 9:33am, seconded by Norman Jepson.

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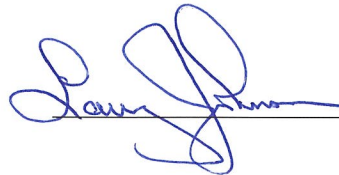
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Roll Call Voting: Norman Jepson Yes
 Robert Brobst Yes
 Gloria Baum Yes

The meeting was adjourned.

 Chairperson

 Fiscal Officer

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