

# RECORD OF PROCEEDINGS

Minutes of \_\_\_\_\_

Meeting \_\_\_\_\_

BARRETT BROTHERS - DAYTON, OH

SAYBROOK TOWNSHIP TRUSTEES

Form 6101

## Reorganization Meeting

Held \_\_\_\_\_

DECEMBER 27, 2022

The Reorganizational Meeting of the Saybrook Township Trustees was called to order at 10:25 a.m. by Fiscal Officer Larry Johnson, with Trustees Norman Jepson, Robert Brobst, and Thomas Pope, 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 12272022).

The Fiscal Officer opened the floor for nominations for Chairperson for 2023, Robert Brobst nominated Norman Jepson for Chairperson. Fiscal Officer Larry Johnson asked if there were any other nominations, there were none. The nominations were closed.

#1 Thomas Pope moved resolution to elect Norman Jepson Chairperson of Saybrook Township Trustees for 2023, seconded by Robert Brobst.

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

The Fiscal Officer thereupon turned the meeting over to Chairperson, who called for nominations for Vice-Chairperson for 2023. Norman Jepson nominated Robert Brobst for Vice-Chairperson. Chairperson Norman Jepson asked if there were any other nominations, there were none. The nominations were closed.

#2 Norman Jepson moved resolution to elect Robert Brobst Vice-Chairperson of Saybrook Township Trustees for 2023, seconded by Thomas Pope.

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

#3 Norman Jepson moved resolution re-hiring Salary Employee Marc Pope, as Cemetery Sexton at the current salary rate of \$250.00 per pay period, as of 01-01-2023 seconded by Robert Brobst.

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

#4 Norman Jepson moved resolution re-hiring Salary Employee Marc Pope, as Full-Time Road Superintendent at the current salary rate of \$3,022.35 per pay period, with rate change to \$3,173.47 per pay starting with the first pay in January 2023 based on approximately 41 hours per week, seconded by Robert Brobst.

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

#5 Norman Jepson moved resolution re-hiring Salary Employee Lori Zebrasky, as Full-Time Office Manager at the current salary of \$1,834.52 per pay period, with rate change to \$1,926.25 starting with the first pay in January 2023, seconded by Thomas Pope.

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

#6 Norman Jepson moved resolution re-hiring Hourly Employee Michelle Halman, as Full-Time Administrative Assistance at the current hourly rate of \$18.75, with a rate change to \$19.69 starting with the first pay in January 2023 per hour, seconded by Robert Brobst.

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

#7 Norman Jepson moved resolution re-hiring all current Road Department employees with pay per current CWA Bargaining Agreement, per Contract as of 01-01-23, list of employees: seconded by Robert Brobst.

Road Department:

Joshua Aponte  
Peter Davis  
Doug Jones  
Shane Shelter  
Justin Stark

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

#8 Norman Jepson moved resolution re-hiring Salary Employee John Jyurovat as Part-time Fire Chief at the current salary rate of \$2,368.04 per pay period, with rate change to \$2,486.45 per pay period starting with the first pay in January 2023 based on approximately 32 hours per week, seconded by Robert Brobst.

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

#9 Norman Jepson moved resolution to re-hiring John Beninato and Albert Sedivec as Part Time Zoning Inspectors at the current hourly rate of \$20.54 per hour, seconded by Robert Brobst.

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

#10 Norman Jepson moved resolution re-hiring all current Full-Time Firefighters/Paramedic with pay per current IAFF Bargaining Agreement, as of 01-01-23, list of employees as follows: seconded by Robert Brobst.

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:	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#11 Norman Jepson 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 01-01-2023, list of employees as follows: seconded by Robert Brobst.

PT FF/EMT, Rate: Per Contract:

Todd Dutton  
Casey Lilac  
Wade Stitt  
Jeff Tilton  
William Wilms

PT FF/PARAMEDIC, Rate: Per Contract:

William Distler  
Steven Fender  
James Lagania  
Robert Lapuh  
Jeremiah Smith  
Gregory Strubbe  
David West

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

Jacob Peer - EMT

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

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#12 Norman Jepson 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 01-01-23, seconded by Robert Brobst.

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

#13 Norman Jepson moved resolution accepting all current volunteers on the Saybrook Township Water Rescue Services as of 01-01-23, list of members as follows: seconded by Robert Brobst.

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

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

#14 Norman Jepson moved resolution, to approve the following Board of Zoning Commission Members, per their appointed term for 2023 seconded by Thomas Pope.

Daryl Upole/Chairperson	Karen Keesler/Vice Chairperson
Alan Dalin/Secretary	Joseph Petros
Joseph Perry	
James Carlson/1 <sup>st</sup> Alternate	

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

#15 Norman Jepson moved resolution to approve the following Board of Zoning Appeals Members per their appointed term 2023, seconded by Robert Brobst.

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

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

#16 Norman Jepson moved resolution to pay the Zoning Commission Members and the Board of Zoning Appeals Members a stipend of \$20.00 for each date they attend meetings seconded by Robert Brobst.

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

#17 Norman Jepson moved resolution designating the second Tuesday of every month at 10:00 a.m. as the “Regular” meetings of this Board for 2023, said meetings will be held at 7247 Center Road, Saybrook Township Administrative Offices. Special meetings will have a date, time, location, and list of items to be discussed released to the news media as required by the Sunshine Laws, seconded by Thomas Pope.

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

#18 Norman Jepson moved resolution designating the liaisons for the Departments as follows for 2023:

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

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

#19 Norman Jepson moved resolution to compensate the Fiscal Officer and the Trustees the highest allowable rate under the ORC for 2023 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 Thomas Pope.

Trustee – Office Liaison	50% General Fund, 25% Road Fund, 25% Fire Fund
Trustee – Fire Liaison	25% General Fund, 25% Road Fund, 50% Fire Fund
Trustee – Road Liaison	25% General Fund, 50% Road Fund, 25% Fire Fund
Fiscal Officer	50% General Fund, 25% Road Fund, 25% Fire Fund

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

#20 Norman Jepson 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 Thomas Pope.

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

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

#21 Norman Jepson 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 Robert Brobst.

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

#22 Norman Jepson moved resolution to contract with the Firm of Andrews & Pontius LLC for employee related issues at a rate of \$185.00 per hour, seconded by Robert Brobst

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

#23 Norman Jepson moved resolution to contract with the Firm of Brosius, Johnson & Griggs, LLC (Loveland & Brosius, LLC) for Zoning legal matters for 2023 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 Thomas Pope.

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

#24 Norman Jepson moved resolution approving the following *Permanent* Appropriations for 2023 as recommended by the Fiscal Officer: seconded by Thomas Pope.

<i>General Fund.....</i>	<i>Wages:</i>	<i>\$ 109,000.00</i>	
	<i>Benefits:</i>	<i>\$ 78,300.00</i>	
	<i>Other:</i>	<i>\$312,700.00</i>	<i>Total: \$500,000.00</i>
<i>Motor Veh. Lic. Tax.....</i>	<i>Other:</i>	<i>\$ 20,000.00</i>	<i>Total: \$20,000.00</i>
<i>Gasoline Tax.....</i>	<i>Other:</i>	<i>\$300,000.00</i>	<i>Total: \$300,000.00</i>
<i>Road &amp; Bridge.....</i>	<i>Wages:</i>	<i>\$423,000.00</i>	
	<i>Benefits:</i>	<i>\$322,500.00</i>	
	<i>Other:</i>	<i>\$554,500.00</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>\$ 39,970.00</i>	<i>Total: \$49,570.00</i>
<i>Fire District.....</i>	<i>Wages:</i>	<i>\$1,037,000.00</i>	
	<i>Benefits:</i>	<i>\$ 566,000.00</i>	
	<i>Other:</i>	<i>\$2,082,000.00</i>	<i>Total: \$3,685,000.00</i>

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<i>Perm Motor Veh Tax...</i>	<i>Other:</i>	<i>\$ 70,000.00</i>	<i>Total: \$70,000.00</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>\$120,000.00</i>	<i>Total: \$120,000.00</i>
<i>Cemetery Bequest.....</i>	<i>Other:</i>	<i>\$ 150.00</i>	<i>Total: \$150.00</i>
<i>Agency-Insurance</i>	<i>Other:</i>	<i>\$ 30,430.00</i>	<i>Total: \$30,430.00</i>
			<i>Total: \$6,575,150.00</i>

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

#25 Norman Jepson moved resolution authorizing the Fiscal Officer to make all needed Intra-fund Transfers during the entire year 2023, they need not be listed in the minutes, seconded by Robert Brobst

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

#26 Norman Jepson moved resolution establishing the Township Drop-off (Clean-up) Day will be held the third Saturday of May 2023 from 8:00 AM – 3:00 PM. and fall clean up third Saturday in October 2023 from 8:00 AM - Noon, seconded by Thomas Pope.

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

#27 Norman Jepson moved resolution that we will not list the individual Warrants on the Minutes in 2023, but a copy can be found in each Meeting's Addendum, seconded by Robert Brobst.

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

#28 Norman Jepson 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 Robert Brobst.

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

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#29 Norman Jepson 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 2023 to January 2024 with the Township to pay costs, seconded by Robert Brobst

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

#30 Norman Jepson 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 Robert Brobst.

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

#31 Norman Jepson 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 Robert Brobst.

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

For the Record: Per Resolution 11022216, we are going to remain with the standard mileage rates established by the IRS for 2023. This will change as the IRS changes.

#32 Norman Jepson moved to adjourn the meeting at 10:45 a.m., seconded by Robert Brobst.

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

The meeting was adjourned.

Handwritten signature of Norman Jepson, Chairperson

Norman Jepson, Chairperson

Handwritten signature of Larry Johnson, Fiscal Officer

Larry Johnson, Fiscal Officer