

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held JANUARY 8, 2013

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 6:30 P.M. by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Joyce Crease, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Office Manager Lori Zebrasky and members of the public: Kathleen Kennedy and Sharen Lyons, who arrived at approximately 7:20 pm, were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

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 (jobs 164 and 165).

Chairperson Norman Jepson led the assembly in "The Pledge of Allegiance".

Chairperson Norman Jepson stated that the meeting was being recorded for record purposes, if anyone else is recording, please so state for the record. No one stated they were recording.

#1 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to dispense with the reading of the December 27, 2012, Record Committee Meeting Minutes.

Roll Call Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes
 Norman Jepson Yes

#2 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive for record purposes only the December 27, 2012, Record Committee Meeting Minutes.

Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes
 Norman Jepson Yes

FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 58168 – 58203

Roll Call Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes
 Norman Jepson Yes

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Then and Now Certificates over \$3,000.00:

Ashtabula Vinyl	3660.00	Morton Salt	35000.00
Medical Mutual	324000.00	Illuminating Co.	70800.00

Roll Call Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes
 Norman Jepson Yes

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:

Ashtabula Vinyl	3660.00	Morton Salt	35000.00
Medical Mutual	324000.00	Illuminating Co.	70800.00

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Concord Road Equip.	2851.18	Stephen Oeffner	2000.00
Consumers Life Insur.	3300.00	Alltel	360.00
JB's Cleaning Service	4200.00	Waste Management	1980.00
Xerox Corp.	3240.00		

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

As recommended by the State Auditors, a copy of the System Status, Appropriation Status, Receipt Account Status, Fund Status and Pending Warrants were attached to this report. The previous Month End was passed out to the Trustees earlier for their review.

The following are a list of the un-audited balances after the above bills have been paid.

Total Cash Balance:	\$ 1,316,366.52
Current Investment Accounts:	\$ 1,055,219.71
Current Checking Account:	\$ 261,146.81

#6 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive the Fiscal Report, a copy of which can be found in the Addendum.

Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to retain Court Reporter Terri Tisch's services for Board of Zoning Appeals Public Hearings at a cost of \$60.00 per hour and if the transcription needs to be printed out the cost will be \$325.00 per page.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#8 Jane Hawn-Jackson moved, seconded by Norman Jepson to receive the Zoning Report, a copy of which can be found in the Addendum.

Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

ROAD REPORT

Trustee Brobst presented the Road Report.

Trustee Hawn-Jackson would like the Road Report to include details of the repairs done to each vehicle, (ie. oil change, brake repairs, plow, etc.)

#9 Norman Jepson moved, seconded by Jane Hawn-Jackson to receive the Road Report, a copy of which can be found in the Addendum.

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Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

#10 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to accept as "Regular Status" Part-time Firefighter/EMT Keith Stewart and to raise his rate from \$10.50 per hour to the regular status rate of \$10.74 per hour effective 1-26-13 removing him from probationary status since he will have completed one year on said date.

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

#11 Norman Jepson moved resolution, seconded by Robert Brobst to accept as "Regular Status" Part-time Firefighter/Medic Joseph Edison and to raise his rate from \$10.50 per hour to the regular status rate of \$10.74 per hour effective 1-26-13 removing him from probationary status since he will have completed one year on said date.

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

#12 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve Full-Time Firefighter/Captain Mike Cliff to attend the 6 week Paramedic Refresher Class that Community Care Ambulance is hosting from 1-22-13 through 2-28-13 on Tuesdays and Thursdays from 1700 to 2100 and to approve approximately 4.5 hour shifts to fill on 1/29/13, 2/7/13, 2/19/13 and 2/28/13 and 32 hours over-time costing approximately \$900.00.

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Abstain

#13 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve any other Full-Time Firefighter who needs to renew their National Registry for Paramedic to attend the 6 week Paramedic Refresher Class that Community Care Ambulance is hosting from 1-22-13 through 2-28-13 on Tuesdays and Thursdays from 1700 to 2100 and to pay for fill in shifts and over-time.

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

#14 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive the Fire Report, a copy of which can be found in the Addendum.

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

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WATER RESCUE

One Water Rescue Activity Report was received from an ice rescue practice on December 29, 2012, seven of our Water Rescue Team attended.

SAFETY

All employees completed the mandatory BWC Drug Free Safety Training for 2012 and have turned in Employee Safety Manual Sign off.

PUBLIC

A resident inquired about stop signs and traffic signals on Wade Avenue in the schools area and is also concerned about the ditches along Rt. 45 north of Rt. 20. It was stated that the County Engineer will not approve three and four way stops and that Rt. 45 is a State Route which is ODOT's responsibility. The Trustees worked for over six months to resolve this issue and had State and Federal Legislators involved – to no avail. ODOT does not consider this a hazard.

OLD BUSINESS

Chief Jyurovat received a quote from Lincoln Recycling of approximately \$900.00 for scrapping the squad out with no tires and will move forward with doing this. The Trustees agreed and Chief Jyurovat will get quotes in writing and will work with the Office Manager before actually scrapping.

All Firefighters completed the 2012 Pulmonary Function Test by 12-31-12.

All Fire Department employee reviews are completed but there are still a few that need to be signed and the Office has received all Road Department employee reviews.

ODOT will review with Township Trustees and residents the project at the Forman Road Bridge in early February.

The Project Agreement for School Zone Flashing Signals on Sanborn Road was discussed between Ashtabula Area City Schools and the Township.

#15 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to agree the Township will pay 50 percent of the cost and installation of the flashing "School Zone" signs on Sanborn Road. All other cost must be absorbed by the Ashtabula Area City Schools. Changes will be made to their draft and be resubmitted to the Ashtabula Area City Schools for their review.

Roll Call Voting:	Jane Hawn-Jackson	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

COMMUNICATION/CORRESPONDENCE

(All of which can be found in the Addendum)

- APMC Foundation, Save the Date for Diamonds and Denim fund raiser
- Township News Release, residents can dispose of Christmas Trees between January 3rd – 5th, between 8:00 am and 4:00 pm - bring tree to southernmost drive of cemetery and follow signs to drop off point
- OPERS Employer Notice, 2013 IRS Compensation and Contribution Limits
- OPERS Employer Notice, Independent Contractor Acknowledgment
- US Dept. of Commerce – request for 2012 Census of Governments, Survey of Local Government Finances
- Miscellaneous newsletters

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NEW BUSINESS

The Firefighters are required to be FIT Tested every year and should be done as soon as possible since it wasn't done in 2012.

#16 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to adopt Policy #2171B for Health Insurance stating the following: "Any employee who fails to provide to the Administrative Office in writing within 15 days of the date when a covered person ceases to be eligible for our Health Care or Dental Insurance Plans will cause the employee to be liable to repay immediately all costs incurred by the Township including any taxes or fees that are imposed by the state or federal government or Medical Mutual, including legal fees. Failure to make immediate payment will cause said amount to be deducted from the employee's pay."

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

The Township will meet with employees to explain this policy so that everyone understands it.

The Township will not advertise in the Ashtabula Living Magazine for 2013.

#17 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with Stephen Oeffner for IT services for three months at a cost of \$1,800.00 per month. At that time we will look at our IT needs to see what our needs are. Costs will be split between General and Fire Funds.

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

#18 Norman Jepson moved resolution, seconded by Robert Brobst to contract with State Road Occupation for Consortium, DOT urine/drug screens and BATs for one year beginning January 1, 2013 at a cost of \$25.00 per person (currently we have five DOT drivers). A copy of the contract can be found in the Addendum.

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

Trustee Brobst is assisting residents who are trying to get gas lines on Brown Road and also on Rt. 45. There is no expense to the Township for gas lines, we are just assisting them.

#19 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve Trustee Robert Brobst to attend a nine week program "ENGAGE Ashtabula County" through the Ashtabula Chamber of Commerce at a cost of \$200.00. A copy of the registration application can be found in the Addendum.

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

ANNOUNCEMENTS FOR THE RECORD

- January 21, 2013, Offices closed for holiday

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#20 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session at approximately 8:20 pm to discuss personnel discipline issues and a JED. The three Trustees, Fiscal Officer and Office Manager went into Executive Session.

Roll Call Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes
 Norman Jepson Yes

#21 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to Regular Session at approximately 9:15 pm.

Roll Call Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes
 Norman Jepson Yes

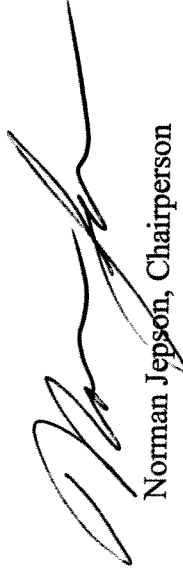
#22 Jane Hawn-Jackson moved, seconded by Robert Brobst to go forward with plans for a JED for the Saint John School located at 7911 Depot Road.

Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes
 Norman Jepson Yes


#23 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 9:23 pm.

Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes
 Norman Jepson Yes

The meeting was adjourned.



Norman Jepson, Chairperson



Joyce Crease, Fiscal Officer