

RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

CANTON LEGAL BLANK, INC., FORM NO. 101-48

Held

JANUARY 10, 2012

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 7:30 P.M. by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Marc D. Pope, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat and members of the public: Dean Moore, Kathleen Kennedy, Sharen Lyons and Bob Loudermilk 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 (job 107) or, upon request, it can be copied onto a CD at the current cost of the CD.

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

Fiscal Officer Marc Pope stated that the meeting was being recorded for record purposes only, if anyone else is recording, please so state for the record. No one stated they were recording.

Resolution 1122704 was presented to Lisa M. Talladino on being chosen "2011 Ohio State Patrol Dispatcher of the Year" and Trooper Christopher T. Thayne on being selected "2011 Ohio State Patrol Trooper of the Year".

#1 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to dispense with the reading of the following Minutes:

December 27, 2011, Saybrook Township Fire Fighters' Dependents Fund
December 27, 2011, Saybrook Township Records Committee
December 27, 2011, Regular Meeting
December 27, 2011, Reorganizational Meeting
January 3, 2012, Special Open Monthly Meeting

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

#2 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Minutes:

December 27, 2011, Regular Meeting
December 27, 2011, Reorganizational Meeting

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

#3 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the January 3, 2012, Special Open Monthly Meeting Minutes.

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

#4 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to receive for record purposes only the following Minutes:

December 27, 2011, Saybrook Township Fire Fighters' Dependents Fund
December 27, 2011, Saybrook Township Records Committee

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

FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#5 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants: 55625 – 55724, 55726 – 55732, Voided 55629

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

#6 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve Warrant 55725, (Brobst Enterprises0.

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

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then and Now Certificates over \$3000.00:
Morton Salt 5,255.68 Illuminating Co. 61,000.00
Medical Mutual 300,000.00

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

#8 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Purchase Orders:
Morton Salt 5,255.68 Illuminating Co. 61,000.00
Medical Mutual 300,000.00 Windstream 12,300.00
Illuminating Co 17,100.00 Xerox 3,600.00
Outdoor Army/Navy 2,750.00 Melzer's 2,269.23
Alltel 420.00 Andrews & Pontius 1,988.00
JB's Cleaning 4,200.00 John Ringer 15,000.00
Atwell's 10,000.00 VSP 2,075.00
Alltel 1,920.00 American Life 2,300.00
Delta Dental 17,800.00 Waste Management 1,800.00

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

For the Record: The unaudited Annual Financial Report for the Township is ready for public viewing during regular business hours, we have also sent copies to the State Auditor and a legal ad so stating will be in the Star Beacon on January 16, 2012.

FYI: No Part Time Union Dues have been deducted due to the Union's not providing the necessary information to do this deduction.

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

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this report. The previous Month End (which was also the Year End 2011) was passed out for the Trustee's review.

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

Total Cash Balance:	\$1,559,327.57
Current Investment Accounts:	\$ 919,246.70
Current Checking Account:	\$ 640,080.87

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

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

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

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

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

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

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

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

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the purchase of a Panasonic Toughbook Computer from CDW Government at a cost to the Township not to exceed \$2,436.60 and the additional Internet modem from Alltel which could be added to our current carrier contract, at a monthly cost of \$37.50, along with the required corresponding purchase order. (The total cost of the computer not to exceed \$4873.20, ½ to be paid for by the Saybrook Firefighters Association.)

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

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

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Voting:

Robert Brobst	Yes
Jane Hawn-Jackson	Yes
Norman Jepson	Yes

SAFETY

Chief Jyurovat is still working on the Water Rescue Vehicle Inspection Report.

The Grass Truck hitch has been removed because of a safety issue and no towing will be done by this truck. Discussion was held to possibly fix the light and reinstall the hitch.

PUBLIC

No public spoke.

OLD BUSINESS

For the Record: The Township has received 20 Fire employee evaluations out of 39, 0 Road evaluations out of six and 0 Office evaluations out of three which were due October, 2011.

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to follow progressive disciplinary action per Bargaining Agreements on any employee who has not turned in the BWC Drug Free Workplace Policy #2005 Sign-Off Sheet.

Roll Call Voting:

Robert Brobst	Yes
Jane Hawn-Jackson	Yes
Norman Jepson	Yes

No one will be attending Trustees OTA Winter Conference from February 8 – 11, 2012.

The Fiscal Officer and two office employees may attend the State Auditor's Conference/Training in Columbus on March 6, 7, and 8, 2012 with the Township to pay costs.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD:

- (All of which can be found in the Addendum)
- OTAS Memo regarding End-of-Year Issues and FICA Employee Tax Rate
- Ashtabula County Health Department update on status of S.B. 110 – New Home Sewage Treatment Law
- Ohio Township Association, our Township information sheet was faxed back to them
- Fiscal Officer minimum bond requirement information as outlined by House Bill 148

A resident does not feel he should have to pay for an ambulance bill from Medicaid. It was discussed; however, because the resident received money from his insurance company for EMS transport, he's required to pay the amount he received to Medicaid.

- OTARMA Renewal Questionnaire e-mailed to them on 1-6-12
- 4th Quarter Ohio Deferred Compensation Employer Statement
- Miscellaneous newsletters

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NEW BUSINESS

Payment to Hull & Associates, Inc. for invoice of \$999.99 is being worked on by Marc Pope – no action taken.

#15 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to retain Loveland & Brosius, LLC, for zoning issues, (rates-\$210.00/hour partner time, \$185.00/hour senior associate time, \$90.00/hour law clerk time, \$75.00/hour legal assistant time).

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

For the Record: Zoning Permits Issued - End-of-Year Report for 2011

#16 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to continue using State Road Occupation Medical for Consortium, DOT Urine Drug Screens and BAT for one year beginning January 1, 2012.

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

#17 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to have County Engineer give estimate of cost to prepare architectural drawings and easement agreement for Station 2 sanitary sewer.

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

#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to Appoint Trustee Robert Brobst as our Township Representative on the County Township Waterline Committee for 2012.

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

ANNOUNCEMENTS FOR THE RECORD:

- 1-16-11, Martin Luther King, Jr. Day – Office closed

#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at approximately 8:40 pm to discuss the Fire Chief's Contract, Dispatching Contract, Land Purchase and the Full-time Fire Fighter position, action may be taken after returning to regular session. The three Trustees, Marc Pope, Mary Urban and her representative went into Executive Session. Chief Jyurovat went into Executive Session later on with only the Trustees.

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

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to the Regular Session at approximately 9:35 pm.

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

#21 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to schedule Jim Krenisky for the required PFD&P Physical at State Road Medical for a possible Full-time Firefighter position.

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

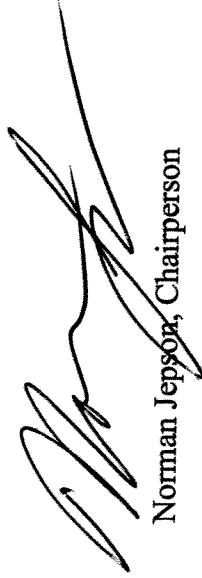
#22 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to increase Part-time Fire Chief John Jyurovat salary by 2.5% beginning the first full pay of January, 2012, (January 26, 2012).

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

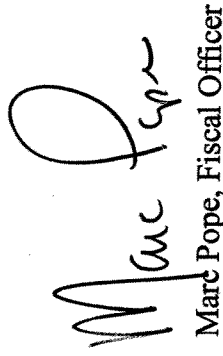
#23 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 9:45 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer