

RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

JANUARY 14, 2014

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 10:00 am by Vice-Chairperson Robert Brobst along with Jane Hawn-Jackson, Fiscal Officer Joyce Crease, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and members of the public: Gloria Baum, Greg Strnisa and Larry Johnson were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Trustee Norman Jepson was not present; therefore no vote will be reflected for him.

Vice-Chairperson Brobst led the assembly in "The Pledge of Allegiance".

The following minutes reflect action taken by this Board. This meeting was not recorded due to difficulties with starting the recorder. Vice-Chairperson Brobst asked if anyone was recording, please so state for the record. No one stated they were recording.

- #1 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to dispense with the reading of the following Minutes:
December 18, 2013, Special Meeting - Insurance
December 18, 2013, Safety Committee Meeting
December 23, 2013, Regular Meeting
December 23, 2013, Reorganizational Meeting

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

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

December 18, 2013, Special Meeting - Insurance
December 23, 2013, Regular Meeting
December 23, 2013, Reorganizational Meeting

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

- #3 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive for record purposes only the December 18, 2013, Safety Committee Meeting Minutes.

Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes

Vice-Chairperson Brobst moved to New Business to appoint Larry Johnson as Fiscal Officer.

- #4 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to appoint Larry Johnson as Fiscal Officer to start February 1, 2014 to fill the unexpired term of the current Fiscal Officer Joyce Crease who will retire January 31, 2014 at midnight.

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

SAFETY REPORT

Vice-Chairperson Robert Brobst read the Safety Report.

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

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Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

#6 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to bid out stone purchase for road maintenance for the upcoming year from April 1, 2014 to March 31, 2015.

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

Jane Hawn-Jackson questioned the snow fence that was to be put up on the Harbor Golf Course by Stowe Road. Road Superintendent Pope stated they received permission right around Christmas by the owner of the property but snow on the ground did not permit putting it up and now lower temperatures would only cause ruts which would need to be repaired in the spring. He stated that after consulting with Trustee Brobst, it may not be put up this year and that he will call a concerned resident regarding this.

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

Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

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

Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes

FIRE PERSONNEL REPORT

#9 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to accept as "Regular Status" Part-time Dispatcher Diana Adkins and to raise her rate from the regular rate less 24 cents of \$9.32 per hour to the regular status rate of \$9.56 per hour per Bargaining Agreement effective January 22, 2013 removing her from probationary status since she has completed one year.

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

#10 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve Full-time Firefighter Captain Tom Ricker to attend the 80 hour Fire Safety Inspector Class at Cuyahoga Community College at a cost of \$650.00 for the class. In addition, hours outside his regular work time is approximately 40 hours and would be paid as overtime and his time away from work would leave approximately 55 hours open that would need to have fill-in coverage.

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

#11 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve Probationary Part-time Firefighter Shane Turner, who has completed his 48 hour training period, to take any unfilled shifts as of January 15, 2014 at a rate of \$10.50 per hour per the Bargaining Agreement. He will remain on probation until October 28, 2014.

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

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

Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes

FISCAL REPORT

Vice-Chairperson Robert Brobst read the Fiscal Report.

#13 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants - 60548 thru 60721.

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

#14 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the Then and Now's over \$3000.00:

Medical Mutual HRA	4155.35	Illuminating Co.	6035.52
Medical Mutual of OH	13691.17	Koski Construction	5300.00
Andrews & Pontius	3568.00	Melzer's Fuel Service	4157.51
Morton Salt	8825.59		

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

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

Medical Mutual HRA	4155.35	Illuminating Co.	6035.52
Medical Mutual of OH	13691.17	Koski Construction	5300.00
Andrews & Pontius	3568.00	Melzer's Fuel Service	4157.51
Morton Salt	8825.59	Ziegler Heating	67.75
Illuminating Co.	814.95	Alltel Wireless	35.93
Raymond Builders Supply	1439.10	Windstream Western	1131.27
Waste Management	124.54	Stephen Oeffner	1500.00
PPC Lubricants	1170.06	Vision Service Plan	300.00
Consumers Life Insurance	190.65		

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

The Fiscal Officer received the new revised Official Amended Certificate of Estimated Resources from the County Auditor which includes the increase in both Road and Street Lighting Funds as was requested in the last Trustee's Meeting.

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Copies of this were given to all Trustees, Office Manager and incoming Fiscal Officer.

The Fiscal Officer received our Schedule B for Year End 2013 from the County Auditor and copies were given to the Office Manager and incoming Fiscal Officer.

The State Auditor's Office would like to know if the Township wants a full audit or an Agreed-Upon Procedures Engagement for 2012 and 2013. The Fiscal Officer suggested they have a regular audit done, not just now but for all future years.

#16 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to have the State Auditor's Office do a full audit for the years 2012 and 2013.

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

As the year-end reports are reviewed, note that the Road Fund did not have the \$182,000.00 left in their carry-over appropriation but had \$160,100.00. Note that this carry-over appropriation is not mandatory but considered good accounting practices.

The unaudited Annual Financial Report for 2013 is ready for public viewing and a copy was given to all Trustees, Office Manager and incoming Fiscal Officer. The legal ad was in the Star Beacon on January 9, 2014. This report will be sent to the State and County Auditors.

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:	1,434,630.37
Current Investment Accounts:	1,185,906.63
Current Checking Account:	248,723.74

#17 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

PUBLIC

Board of Zoning Appeals Member Greg Strnisa stated that he donated the check he received from the Township for meetings attended back to the Township. He thought he should get \$10.00 per meeting not \$10.00 per night. He also stated that he felt Zoning Appeal Members needed more training.

Trustee Hawn-Jackson stated that being a member on the Board of Zoning Appeals is a voluntary position and the money he received is for travel expense. She also stated that the General Fund is tight and any training expenses would come out of that fund.

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Gloria Baum inquired about how close Station 2 is to opening. Trustee Hawn-Jackson stated that we have a base house for the firefighters across from Station 2 but need to swap Water Rescue around and clean up buildings and get furnishing for the house. February 1, 2014 is the goal to open Station 2.

The Township received a letter from Saybrook Professional Firefighters IAFF Local 3196 regarding their concerns of opening Station 2. Trustee Hawn-Jackson addressed these concerns in the meeting.

OLD BUSINESS

Being able to use iSolved Workforce Management through Burnham & Flower for database for payroll, HR, Time & Benefits Administration was tabled. The Office Manager will contact other townships to see what they will do and how they will handle it.

The appropriated amount for legal services for 2014 and total compensation without further action by Board for Brosius, Johnson & Griggs, LLC was tabled.

#18 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve and sign the lease prepared by the County Prosecutor's Office for the rental of a house located at 5036 Lake Road West, Ashtabula, Ohio between Saybrook Township and Robert Fortune for \$700.00 per month from February 1, 2014 to January 31, 2015 for the purpose of housing firefighters while on duty at Station 2 and to appropriate money of \$1,500.00 per month (\$700.00 for rent and \$800.00 for utilities) for a total of \$18,000.00 for the year.

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

COMMUNICATION/CORRESPONDENCE

(All of which can be found in the Addendum)

- Saybrook Professional Firefighters IAFF Local 3196, letter regarding concerns of opening Station 2
- Notice of Proposed Settlement of Class Action and Final Settlement Hearing for AETNA
- OPERS Notices, 2014 IRS Compensation and Contribution Limits & Non-Contributing List Report
- Physiotherapy Holdings, Inc. Notice of Entry of Order approving Disclosure Statement for and confirming debtors' joint prepackaged Chapter 11 Plan
- BWC notice, transitioning to a new billing system
- Ashtabula County Chamber of Commerce information
- Loveland & Brosius, LLC notice, changing name effective 1-1-14 to Brosius, Johnson & Griggs, LLC
- County Recorder Annual Notice, file zoning resolutions and amendments in Office of County Recorder
- 2014 Public Employer Annual Information Report was received and sent to Andrews
- Township received title of Sea Doo

NEW BUSINESS

Appointment of Larry Johnson as Fiscal Officer to start February 1, 2014 was addressed earlier in the meeting.

A notice will be put in the Star Beacon that the Township will accept for disposal

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Christmas Trees from Township residents.

The IAFF Bargaining Agreement will be discussed in Executive Session.

Department Heads will notify the employees who have not completed FormFire for Burnham & Flower Insurance that they must do so by Friday, January 17, 2014.

#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve Road Department employee Steve Coach to carry-over 28 hours vacation and Road Superintendent Marc Pope to carry-over 13.25 hours, due to weather conditions they were unable to take their scheduled time off. The carry-over hours must be used in the first quarter of 2014.

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

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve payment to Ashtabula County Fire Chief's Association of \$100.00 for the County Safety Trailer, \$100.00 for the Water Rescue Support Fund and \$200.00 for the County Hazmat Team for a total of \$400.00.

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

#21 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve payment to Ashtabula County Emergency Management Agency of \$228.46 for AGL Bomb Squad and Urban Search & Rescue.

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

ANNOUNCEMENTS FOR THE RECORD

- January 20, 2014, Offices are closed for Holiday

#22 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session at 11:53 am to discuss office personnel and the IAFF contract. The two Trustees, Office Manager and Fiscal Officer went into Executive Session. At 12:30 pm the Fiscal Officer and Office Manager came out and the Fire Chief went into Executive Session.

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

#23 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to return to regular session at 1:30 pm.

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

#24 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to pay bonus' to Full-time Secretary Renee Kirk in the amount of \$275.00 and Part-time Secretary Lori Punkar in the amount \$225.00 because of their dedication over the holidays of stepping up and taking full charge of getting end of year work done in the absence of the Office Manager who was out on medical leave. This is a one-time bonus and is not to set a precedence in the future.

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


The IAFF Contract will be sent to the County Prosecutor for review.

#25 Robert Brobst moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 1:30 pm.

Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes

The meeting was adjourned.


Robert Brobst, Vice-Chairperson


Lori Zebrasky, Office Manager

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DAYTON LEGAL BLANK, INC., FORM NO. 1014B

Held _____

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