

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

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

JANUARY 22, 2013

Held

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, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and NO members of the public 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 166).

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

December 27, 2012, Volunteer Fire Fighters' Depend. Fund Meeting
December 27, 2012, Regular Meeting
December 27, 2012 Reorganization Meeting
January 8, 2013, Regular Meeting
January 15, 2013, Safety Committee Meeting

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

#2 Norman Jepson moved resolution, seconded by Robert Brobst to approve the following Minutes:

December 27, 2012, Regular Meeting
December 27, 2012 Reorganization Meeting

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

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the January 8, 2013, Regular Meeting Minutes.

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

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

December 27, 2012, Volunteer Fire Fighters' Depend. Fund Meeting
January 15, 2013, Safety Committee Meeting

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

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FISCAL REPORT

Chairperson Jespon read the Fiscal Report.

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 58204 – 58291

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

#6 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Then and Now Certificates over \$3,000.00:
Illuminating Co. 15600.00 Dominion East Ohio 17000.00
Delta Dental 13750.00

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

#7 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:
Illuminating Co. 15600.00 Dominion East Ohio 17000.00
ACDES 4900.00 American Messaging 60.00
Keystone Rehab 1134.00 PennOhio Corp. 1959.76
Alltel Wireless 1920.00 Webzar 400.00
Medical Mutual 1044.37 Huntington Insurance 100.00
Melzer's Fuel 2300.28 Quill 1214.33
Ohio Treasurer, OPWC 9900.00 Delta Dental 13750.00
Vision Service Plan 1650.00

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

For the Record: Total Lodging Tax received for 2012 was \$129,905.73.

The Township received the 2013 Schedule B from County Auditor, a copy of which can be found in the Addendum.

2012 unaudited Annual Financial Report of Saybrook Township will be sent to the County and State Auditors and was passed out to the Trustees earlier for their review, a copy of which can be found in the Addendum.

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

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

Total Cash Balance: \$ 1,237,445.76
Current Investment Accounts: \$ 1,056,413.25
Current Checking Account: \$ 181,032.51

#8 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive the Fiscal

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Report, a copy of which can be found in the Addendum.

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

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

#9 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive the Road 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.

#10 Robert Brobst moved, seconded by Jane Hawn-Jackson 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

FIRE REPORT

Chief John Jyurovat presented the Fire Report.

The FIT test machine has been sent out to be calibrated and certified at a cost of approximately \$800.00 which will be split between four or five townships. Once we get it back, all our firefighters will be tested. We should get another three years out of this machine before needing to replace it. It is a BWC requirement to do quantify FIT Tests every year.

#11 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve Chief Jyurovat to attend the Ohio Fire Chiefs' Association Winter Symposium on February 20 – 21, 2013 at the State Capital in Columbus and for the Township to pay \$90.00 for the Symposium, \$102.00 plus tax for the hotel and \$49.00 per-diem and if he takes his own vehicle, no mileage will be paid.

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

#12 Norman Jepson moved resolution, seconded by Robert Brobst to approve Full-Time Firefighter/Medic Captain Tom Ricker to take an on-line Fire Officer Class through Cuyahoga Community College and the Township to pay the cost of the class which is \$500.00; he is to take this class while on duty.

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

#13 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to accept

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Part-Time Firefighter Christopher Gardner's voluntary resignation due to failure to notify us that he would like to return to work after his leave of absence ended which was January 17, 2013. His last day worked was July 17, 2012.

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

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

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

SAFETY

1. BWC has approved us for Industry-Specific Safety Program – a potential discount of 3% rebate. We are required to do 3 loss prevention activities each year- we have scheduled the following:
 - February 27, 2013, BWC Hazard Inspection of all Township Buildings
 - March 6, 2013, Office Manager & PT Secretary will attend OSHA Recordkeeping Class
 - March 25, 2013, BWC Ergonomist with do presentation for office workers & dispatchers
2. The required BWC Form 300AP was submitted to PERRP-no accidents in 2012 with lost time.
3. The Ashtabula County Safety Council's Semi-Annual Report Form was filed on 1-10-13.
4. The BWC Safety Management Self Assessment (SH-26) is due 1-30-13 – Safety Committee will meet before then to complete and also do the Drug Free Safety Action Plan due by 2-28-13
5. BWC, Safety Council rebate performance bonus goals
6. DOT Safety video was viewed by Road Department employees – attendance sheet attached.

It was asked how often the Safety Committee needs to meet, monthly – quarterly? Also, where is the MSDS book?

The Safety luncheon for having no accidents in 2012 with no lost time was discussed. The Safety Committee will plan this and Committee Members Robert Brobst and Marc Pope will head it up.

PUBLIC

A letter was received from Tuttle Road residents regarding Waste Management's use of Waste Management's access gate.

#15 Norman Jepson moved resolution, seconded by Robert Brobst to send a letter to the residents acknowledging that we received their letter and it will be kept on file.

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

OLD BUSINESS

The Fire Depts. current balance in the Ashtabula Co. EMA's RERP account is

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\$6,280.87 and will be used for one mobile radio, two waterproof portable radios and one Marx radio.

County Planning Commission will not assign addresses in the Township yet because they need more information. Zoning Inspector Vaughn will set up a meeting with them regarding this.

#16 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to appoint Kathleen Kennedy to fill the open seat on the Board of Zoning Appeals.

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

COMMUNICATION/CORRESPONDENCE

- Received letter from Ohio Public Works Commission regarding Project Completion Report for Wade Avenue Project
- Received State Road Medical DOT drug and alcohol testing MIS data collection for 2012
- Treasurer of State information regarding FDIC insurance limits and Star Plus Program
- Ashtabula County EMS notice, next 911 Address Planning Workshop is 2-27-13
- Received Medicount Management 24 Month EMS Billing Review
- ODOT pre-construction conference for Forman Road will be 1-24-13 at 10:00 am
- County Recorder's annual notice regarding Zoning Resolutions
- Township's Legal Notice stating the unaudited Annual Financial Report of Saybrook Township for 2012 has been completed and sent to the Ohio Auditor of State. The Report is available for public inspection at the Administrative Office.
- Miscellaneous newsletter

NEW BUSINESS

#17 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with the Ashtabula County Board of Commissioners regarding Emergency Management Services effective January 1, 2013 to January 1, 2015 at a cost of \$228.46 per year.

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

#18 Norman Jepson moved resolution, seconded by Robert Brobst to pay the Ashtabula County Fire Chief's Association User Fee invoice for 2013 including the \$100.00 for the Water Rescue Support Fund.

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

Cemetery issues were discussed.

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#19 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to return pagers, there will be a fee of \$75.00 per pager if lost, and cancel the account with American Messaging.

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

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the Hold Harmless Agreements for Donation of Goods and Sale of Goods. (Sale of Goods would possibly have to be revised each time depending on the item sold.)

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

ANNOUNCEMENTS FOR THE RECORD

- January 24, 2013, 5:30 pm, Board of Zoning Appeals Re-organizational Meeting
- January 24, 2013, 6:00 pm, Board of Zoning Appeals Public Hearing, Peters – Haywood Beach

#21 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session to discuss personnel issues, Bargaining Agreement issue and interview firefighters at approximately 7:40 pm. The three Trustees, Office Manager and the Fire Chief went into Executive Session.

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

The Office Manager left the Executive Session before the interviews started for the Full Time Firefighter's position. At that time Benjamin Paxton, Justin McNeil and Dan Goodale were interviewed individually starting at approximately 8:05 pm.

#22 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to Regular Session at 9:10 pm.

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

#23 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 9:10 pm.

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

The meeting was adjourned.

Norman Jepson, Chairperson

Robert Brobst –
Vice Chairman

Lori Zebrasky
Lori Zebrasky, Office Manager