

**RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held JANUARY 24, 2012

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 7:30 P.M. by Vice Chairperson Jane Hawn-Jackson, with Trustees Robert Brobst, Fiscal Officer Marc D. Pope, Fire Chief John Jyurovat and members of the public: Dean Moore, Kathlene Osten, G. Randy Gentry, J. Bernardo, Dawn Cragon and Kevin Cragon and Peggy Carlo were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Trustee Norman Jepson was not present at tonight's meeting; therefore, no vote will be reflected for him.

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 108) or, upon request; it can be copied onto a CD at the current cost of the CD.

Vice Chairperson Jane Hawn-Jackson 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. Kathlene Osten stated she attends Kent State University and was recording the meeting for her Speech Class.

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

January 10, 2012, Regular Meeting
January 17, 2012, Employee Safety Meeting

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

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the January 10, 2012, Regular Meeting Minutes.

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

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to receive for record purposes only the January 17, Employee Safety Meeting Minutes.

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

FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 55733 – 55784

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

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Order: Andover Bank \$56,000.00

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

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(Note that the above mentioned loan payment had a loan balance of \$197,496.00, in 2011 we paid \$11,451.94 in interest on this loan which was for the Road Department Building.)

#6 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following additional Blanket Certificate: 10-A-10C \$625.00

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

For the Record: Per previous resolution #1121319, Joyce Crease carried 61.0 vacation hours and Renee Kirk carried 5.0 hours into 2012 (these hours must be taken before April 1st or lose them). The only reason they were allowed to carry this time was due to a medical leave during the last three months of the year and no way to use the time at the end of the fiscal year. No other employees carried over any vacation time into 2012.

We have received the Official Amended Certificate of Estimated Resources for 2011, a copy can be found in the addendum, as was requested by the Fiscal Officer.

For the Record: The total Lodging Tax received in 2011 was \$116,592.27.

For the Record: No Saybrook Township Part Timers Union dues have been deducted due to the Union not providing the necessary information to the Office 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 this report.

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

Total Cash Balance: \$1,528,643.03
Current Investment Accounts: \$ 924,200.92
Current Checking Account: \$ 604,442.11

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

Voting: Robert Brobst Yes
Jane Hawn-Jackson Yes

ROAD REPORT

No report.

ZONING REPORT

No report

FIRE REPORT

Chief Jyurovat presented the Fire Report.

#8 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve Captain Dave Whitaker to attend the Paramedic refresher class beginning January 31, 2012 every Tuesday and Thursday evening from 1800 hours to 2200 hours through

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mid March at Community Care in Ashtabula. There is no cost for the class but will need to pay Captain Whitaker approximately 36 hours overtime pay (approximately \$1,130.00) and pay someone to fill-in for approximately 20 hours to cover Captain Whitaker's shifts.

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

#9 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the 2012 Leadership Program to ride along with the Fire Department for fire calls only, not squad calls, between March 3rd and March 12, 2012 after they provide the Township with proof of liability insurance.

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

#10 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve and the Township to pay costs for Chief John Jyurovat to attend the 2012 Winter Symposium & Legislative Breakfast which is March 27 – 28, 2012 in Columbus, Ohio. The cost of Registration is \$85.00, reception - \$25.00, per diem - \$49.00, hotel \$120.00 and parking \$12.00 for a total cost of \$291.00.

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

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

Voting: Robert Brobst Yes
 Jane Hawn-Jackson Yes

SAFETY

For the record:

- Chief Jyurovat or his representative will need to take two 1 hour BWC classes (on line) due to the Fire Department having had one medical only claim in 2011
- DFSP-2 Safety Review was completed on-line with BWC on 1-18-12
- Form 300AP Summary of Work-Related Injuries and Illnesses was completed on-line with BWC on 1-18-12 and copies posted in the Township buildings
- Chief Jyurovat is still working on the Water Rescue Inspection Report

PUBLIC

Commissioner Peggy Carlo stated that the County has completed the Temporary Budget for the General Fund amounting to \$19,400,000.00 for 2012. She also stated that Janice Switzer will be in charge of the new Planning/Community Service Department effective April 1, 2012.

OLD BUSINESS

The recommendations submitted to the Township by KLA Risk Consulting will be discussed at the February 7, 2011 Special Monthly Meeting. If the recommendations have been completed and turned into the Township office before then, there will be no meeting. A Sunshine Notice will go out if we are meeting.

For the Record: 27 Fire employee evaluations have been received and can be found in the employee's personnel folder – see list in addendum. No other evaluations

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have been completed.

Road Superintendent Marc Pope will meet with Norfolk Southern Railroad regarding the crossing on Brown Road.

COMMUNICATION/CORRESPONDENCE

(All of which can be found in the addendum)

Jane Hawn-Jackson will send a letter to the Ohio Rail Development Commission regarding their request for the Township to inspect advanced warning devices and pavement markings at railroad crossings in our Township.

- Report of Sick Time Hours Used and Earned 4th Quarter 2011
- Letter was sent to County Engineer regarding the sanitary sewer line at Fire Station 2 – Robert Brobst is working on this
- Ashtabula County Recorder annual notice regarding Zoning Resolutions
- APMC Foundation invitation for Oscar Night on 2-16-12, 7-11 pm at the Geneva Lodge
- BWC Safety Council letter received regarding rebate performance bonus goals, potential performance bonus is 2% if all criteria are met
- Ohio Department of Development letter received, final closeout for former NY Central Railroad/Delta Railroad Redevelopment Clean Ohio Assistance Fund Phase II project
- Ohio 2010 Municipal Guide
- Information on why to oppose HB 379 from Food & Water Watch
- Miscellaneous newsletters

NEW BUSINESS

#12 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to renew the Township Liability Insurance with OTARMA, cost for 2012 is \$47,601.00 with \$5,000,000.00 coverage.

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

#13 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to place the same ¼ page ad for the Saybrook Hotels/Motels in the 2012 Ashtabula Area Chamber of Commerce Membership Directory at a cost of \$245.00 (paid for from Lodging Tax).

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

As stated previously, KLA Risk Consulting recommendations will be discussed at 2-7-12 Special Monthly Meeting.

ANNOUNCEMENTS FOR THE RECORD:

- 1-31-12, 6:30 pm, County Commissioners Public Hearing here at Administrative Office regarding sewer assessment for Linwood Drive/Lake Road area – Trustee Brobst will open and close the building

#14 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session at approximately 8:10 pm to discuss personnel issues and

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contracts, action may be taken after Executive Session. The two Trustees, Fiscal Officer Marc Pope and Chief Jyurovat went into Executive Session.

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

#15 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at approximately 8:55 pm.

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

#16 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to hire James Krenisky for the open Full-time Firefighter/Medic position effective February 9, 2012, (his first day actually working will be 7:00 am February 10, 2012) at a rate of pay of \$17.26 per hour per Bargaining Agreement based on his completing all required paperwork. His probation is for 180 days and will expire on August 8, 2012.

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

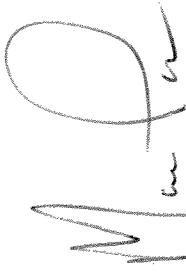
#17 Robert Brobst moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 9:00 pm.

Voting: Robert Brobst Yes
Jane Hawn-Jackson Yes

The meeting was adjourned.



Jane Hawn-Jackson Vice Chairperson



Marc Pope, Fiscal Officer

