

**RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

FEBRUARY 8, 2011

Held

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, Fire Chief John Jyurovat, Zoning Inspector Robert Vaughn and members of the public: Kathleen Kennedy, Rosalie Keller, Tony Korzun, Kevin Cragon, R. Mordus and Greg Strnisa 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 the Saybrook Township Administrative Office (file #65) or, upon request, it can be copied onto a CD at the current cost of the CD.

Chairperson Norman Jepson led the assembly in the Pledge of Allegiance to the Flag.

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.

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

- January 11, 2011, Special Meeting
- January 11, 2011, Regular Meeting
- January 14, 2011, Special Meeting
- January 21, 2011, Special Meeting
- January 31, 2011, Special Meeting

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

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

- January 11, 2011, Special Meeting
- January 11, 2011, Regular Meeting
- January 14, 2011, Special Meeting
- January 21, 2011, Special Meeting

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

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

- January 31, 2011, Special Meeting

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

FISCAL

Marc Pope read the Fiscal Officer's Report.

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#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 53206 - 53426 (53282 voided)

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 Then and Now Certificate over \$3000.00:
Morton Salt 50,000.00

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 Purchase Orders:

Morton Salt	50,000.00	Melzer's Fuel	1,874.10
Andrews & Pontius	2,856.00	Melzer's Fuel	2,408.25
Eastdale Overhead Door	110.00	JB's Cleaning	3,800.00

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 additional Blanket Certificates:

10-A-09	2,582.13	10-A-08C	500.00
04-A-08S	250.00		

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

We need from the Fire Department the dollar amount for EMS costs, supplies, squad and repairs, training (not grant), and physicals for new hires for 2009 and 2010.

FOR THE RECORD:

The unaudited Annual Financial Report has been completed and is available for public inspection during regular business hours.

We received from Andover Bank the "Pooled Assets" requirement, can be found in the addendum for your review.

We received a letter from Ashtabula County Auditor regarding requests for advances on tax collection. I recommend that we take no action at this time.

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

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

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Total Cash Balance: 942,898.36
Current Investment Accounts: 864,377.31
Current Checking Account: 78,521.05

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

Robert Vaughn presented the Zoning Report.

#10 Jane Hawn-Jackson moved, seconded by Robert Brobst 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 read the Fire Report.

#11 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
Norman Jepson Yes

#12 Norman Jepson moved resolution, seconded by Robert Brobst to increase Part-time Firefighter Anthony Broyles rate of pay from Firefighter/EMT rate of pay of \$9.60 per hour to Firefighter/Paramedic rate of pay of \$9.80 per hour since he has completed his Paramedic training effective 1-27-11.

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

#13 Norman Jepson moved resolution, seconded by Robert Brobst to approve Mike Cliff to take a one day ACLS Renewal Course at UH Conneaut on March 11, 2011 from 1-5 at a cost of \$80.00 to be paid by the Township, no books required. (This is on his regular shift so only fill-in from noon to 6 will be additional cost.)

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

WATER RESCUE

Four activity reports were submitted; 11-21-10 – two people attended, 1-15-11 – three people attended, 1-13-11 – two people attended and 1-23-11 – four people attended.

Chief John Jyurovat read the Water Rescue Report.

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

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

SAFETY

One injury - Part-time Firefighter No Lost Time Report is on file.

One Vehicle Incident Investigation Report was submitted, damage to Squad 719.

PUBLIC

For the record – resident called and complimented Road Department on great job of snow removal.

Kathleen Kennedy stated that Saybrook has done a great job on snow removal this season.

OLD BUSINESS

BWC change in Drugs Tested – Chief Jyurovat is working on getting one Dispatcher Sign-Off and eight Water Rescue Volunteer’s Sign-Offs.

Meeting with Tuttle Road residents will not be scheduled yet - Township has not received information from the County Engineer.

For the record - Copies of employee’s insurance card and license were due into the Office by 1-31-11, have received five Full-time Firefighters, 15 Part-time Firefighters, three office, two Road, one Elected and six Water Rescue. Note – Each time employees who drive for the Township gets a new driver’s license or insurance card, they must copy the office a legible copy.

#15 Robert Brobst moved, seconded by Jane Hawn-Jackson to table the Urban Meyer signage at 90 until the June 14, 2011 meeting.

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

For the record - Burnham & Flower Insurance, OTARMA can provide liability for Stonegate detention pond at possible extra cost, but will need dimensions and slope of sidewalks to quote this additional coverage.

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COMMITTEE REPORT

Fire Station 1, new addition plans are being reviewed.

Status of Fire Station 1, NOPEC grant projects are almost complete.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD (All of which can be found in the Addendum)

- Ohio American Water application to collect System Improvement Charge
- Gazette Newspaper – Township information update faxed to them
- Great Lakes Basin Program for Soil Erosion and Sediment Control Grant Application for small scale erosion, proposals due by 4-15-11 if interested
- IAFF Contract, returned to Andrews for signature and County Prosecutor's Addendum
- CWA Wage Reopener, returned to Andrews for signature and County Prosecutor's Addendum
- CIGNA Govt. Services, newly selected Part A and B Medicare Administrator Contractor for Ohio
- County Recorder Notice to file Zoning Resolutions and Amendments in that Office – Zoning Inspector completed it
- Managing the Media for Government Officials Seminar at Lakeland Community College on 2-3-11 from 7:30 AM to noon
- Deferred Comp Report for 4th Quarter 2010
- Full-time Employees Report of Sick Time Hours Used & Earned 4th Quarter 2010
- Dominion, applied for Automated Meter Reading Cost Recovery Charge of \$0.67/month per customer
- Saybrook Landing's Freebie Friday is 3-25-11 from 10:00 AM to 2:00 PM
- ACMC Foundation, Oscar Night America Cleveland is 2-27-11 from 7:00 PM to 11:00 PM, RSVP 2-9-11
- Ohio Insurance Services Agency will be at Ohio Township Association Winter Conference
- 2011 North Coast Urban Forestry Conference is at Lakeland Community College on 3-11-11 from 8:30 AM to 2:45 PM
- Notice posted Road, Office, Fire, new federal tax table may increase deduction, reduce net pay
- News Release, 1-25-11 Trustees Meeting cancelled, next Regular Meeting is 2-8-11 at 7:30 PM
- News Release, 2-1-11 Regular Special Meeting cancelled, 1-31-11 Special Meeting is at 7:00 PM
- News Release, Special Meeting on 2-8-11 at 6:00 PM, Employee Safety Manual and Grant issue
- Letters to ODOT, County and Township Road Departments regarding compliments from public on road snow removal
- Congratulatory letter to State Highway Patrol Lt. Sutton on his promotion
- Letter to Commissioners, law enforcement protection County problem, possible meeting
- Letters to Ohio Governor, Senator and State Representative, not to eliminate inheritance tax in Townships
- Medical Mutual reached an agreement with Emergency Professional Services (will cover ACMC's emergency services)
- County Dept. of Planning, Coastal Development Plan Meeting regarding public property is on 2-17-11 at 2:00 PM

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- Resident was very upset about being billed for ambulance after insurance made payment, follow-up was made with Medicaid and has been corrected
- Ohio State Snowmobile Association, VIP Snowmobile Ride will be on 2-20-11 from 10:00 AM to 4:00 PM, RSVP by 2-15-11
- Miscellaneous newsletters

NEW BUSINESS

For the record - Received Ohio BMV Abstracts for all employees and can be found in the Office Personnel File. A letter was sent to one employee who has 4 points and is "at risk".

#16 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to enter into a two year contract with Commissioners, Emergency Management Services (EMS) at a cost of \$226.36 per year. (Check was issued in tonight's bills)

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

For the record – Mandatory NIMS Classes: Fire Department has completed, two Trustees and the Road Superintendent need to complete and must schedule through the office, (also need other Trustee's completed Certificate).

#17 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to enter into a contract with Scott Cole for Safety Officer from 4-1-11 through 3-31-12 at a cost of \$11,400.00/year, the cost to be split by payroll for 2010, and the corresponding Purchase Order.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

LEADERSHIP will meet at Administration Office on 2-18-11 at 11:00 AM and possibly two Trustees and Fiscal Officer will attend.

Township received Andrews & Pontius letter stating SERB certified results of representation election and the new representative is "Saybrook Township Fire Department Part Timers". Andrews met with the Part Time Union on February 7, 2011 to discuss negotiations. For the record - No dues will be taken out of employee's checks until new union is set up and we have received authorization forms from the employees.

American Income Life Insurance, do we want to offer \$2,000 Life Insurance to employees at no cost to them or the Township. Office will post a notice to see if there is any interest by employees.

#18 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to contract with Mega-Byte Computer Services for computer services on a needs only basis at a cost of \$110.00 per hour.

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

#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to make it mandatory that all employees, Elected Officials and Water Rescue Volunteers have a training on Workplace Violence, Harassment and Harassment and Diversity to be completed by February 28, 2010. Fire and Water Rescue employees may attend the training at Fire Station 1 by making arrangements with Chief Jyurovat.

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

ANNOUNCEMENT FOR THE RECORD

- 2-21-11, Holiday, Office Closed

#20 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session at 8:21 PM to discuss personnel issues, action may be taken.

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

#21 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at 8:39 PM.

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

#22 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to pay Full-time Firefighter Gary VanNorman for a December, 2010 Kelly Day not taken and to pay at a rate of time and a half. He will receive an employee warning stating the next time he will have time off with no pay.

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

#23 Norman Jepson moved resolution, seconded by Robert Brobst to send letter to Part-time Firefighter Jason Benton stating based on Policy 2321, unless we receive a letter from him stating otherwise before February 22, 2011, we will consider his employment terminated by voluntary resignation due to the fact that he has not returned to work within the six month leave that was granted starting May 12, 2010 and that he is welcome to reapply for Part-time Firefighter's position with the standard hiring procedures applying.

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

#24 Norman Jepson moved resolution, seconded by Robert Brobst to send a letter

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to three Part-time Dispatchers Devon Yates, Shana Peer and Carolyn York stating if they do not sign up for any March shifts and take the mandatory training on Workplace Violence and Harassment on or before February 21, 2011 at 4:30 or make other arrangements with Chief Jyurovat in writing before February 15, 2011, we will consider it a voluntary resignation which will be effective February 22, 2011.

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

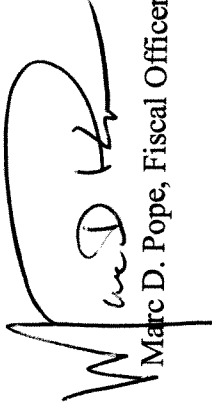
#25 Norman Jepson moved, seconded by Robert Brobst to adjourn the meeting at 8:44 PM.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc D. Pope, Fiscal Officer