

# RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10146

Held

FEBRUARY 11, 2014

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 10:00 am by Chairperson Norman Jepson, along with Trustees Robert Brobst and Jane Hawn-Jackson, Zoning Inspector Robert Vaughn, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and members of the public: Gloria Baum, Jim Carlson, Gary Carlson, Kevin Cragon, Lloyd Richards 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 our office (job 230).

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

Office Manager Zebrasky 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.

Chairperson Jepson deferred from the agenda to open the Stone Bids.

A legal ad was run one time in the Star Beacon on February 1, 2014 which stated the following:

Notice is hereby given that Saybrook Township Trustees will receive sealed bids by February 10, 2014 at 4:00 PM for approximately 5000 tone of limestone in various sizes including #8, #9, #57, #67, #2, #4, #304, #411 and riprap. POS your yard and delivered to Saybrook Township Yard at 7247 Center Road, Ashtabula, Ohio 44004, for road maintenance from April 1, 2014 to March 31, 2015. Bids may be mailed or dropped off at above address. All bids shall be sealed and labeled, ATTN: "Stone Bid". Bids will be opened and publicly read at the Trustees Regular Meeting on February 11, 2014 at 10:00 am. The Trustees reserve the right to accept or reject any or all bids.

Three Stone Bids were received and read publicly as follows:

Chairperson Jepson read the first bid from Abba Express Inc., 6209 Rt. 193, Kingsville, Ohio 44048.

Jane Hawn-Jackson read the second bid from Simak Trucking & Excavating, Inc., 3052 East Center Street, P.O. Box 599, N. Kingsville, Ohio 44068.

Robert Brobst read the third bid from Kinder Morgan, Pinney Dock 1149 East 5<sup>th</sup> Street, Ashtabula, Ohio 44004.

For the record: Kinder Morgan submitted a bid dated February 12, 2013. Judy Simms from Kinder Morgan brought in a new bid to today's meeting with a corrected date of February 10, 2014 and it was accepted by the Board since the original bid was received on February 10, 2014. Nothing else was changed but the bid date.

The following is priced per ton delivered to Saybrook Township maintenance yard except Kinder Morgan which would have to be picked up at their yard.

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<u>Size</u>	<u>Abba Express</u>	<u>Kinder Morgan</u>	<u>Simak Trucking</u>
#4 Limestone	24.05/NT	18.20/NT	21.50 per ton
#8 Limestone	23.72/NT	17.75/NT	21.05 per ton
#57 Limestone	23.62/NT	17.75/NT	21.05 per ton
#67 Limestone	23.72/NT	17.75/NT	21.05 per ton
#89 Limestone	23.52/NT	17.82/NT	21.12 per ton
#304			
Limestone	20.18/NT	14.75/NT	17.90 per ton
#411			
Limestone	20.18/NT	14.75/NT	17.90 per ton
Rip Rap	24.02/NT	18.35/NT	21.65 per ton

#1 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to receive the bids as presented. No action was taken on awarding the stone bid; they will be reviewed by the Road Superintendent.

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

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to dispense with the reading of the following Minutes:  
October 7, 2013, Board of Zoning Appeals Public Hearing, Trice & Serpico  
October 28, 2013, Board of Zoning Appeals Public Hearing, Schier & Roberts  
November 25, 2013, Board of Zoning Appeals Public Hearing, Trice & Pearson  
January 28, 2014, Regular Meeting  
February 4, 2014, Special Meeting – Insurance

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

#3 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the January 28, 2014, Regular Meeting Minutes with correction to Resolution 5.

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

#4 Norman Jepson moved resolution, seconded by Robert Brobst to approve the February 4, 2014, Special Meeting Minutes to discuss insurance.

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

#5 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive for record purposes only the following Minutes:  
October 7, 2013, Board of Zoning Appeals Public Hearing, Trice & Serpico  
October 28, 2013, Board of Zoning Appeals Public Hearing, Schier & Roberts  
November 25, 2013, Board of Zoning Appeals Public Hearing, Trice & Pearson

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Meeting

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

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

## SAFETY REPORT

Robert Brobst read the Safety Report.

Three Incident Investigation Reports all regarding damage done to Station 1 bay door when it came down and hit Engine 711 on February 2, 2014 were reviewed and signed by the Trustees. There was no damage done to 711. The Fire Department will look into installing a sensor to prevent this from happening again.

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

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

## FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#7 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve Warrants 60835 through 60932.

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

#8 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve Then and Now's over \$3000.00:  
Illuminating Co. 5997.06 Melzer's Fuel 7207.47

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

#9 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:  
Illuminating Co. 5997.06 Melzer's Fuel 7207.47  
GCR Tire Co 200.50 Windstream 1128.38  
Waste Management 148.77 Sound Sleep Systems 1465.90  
Stephen Oeffner 1500.00 Morton Salt 1631.03  
Illuminating Co. 50.57 Dominion East Ohio 678.26  
Consumers Life Ins. 190.66 OTARMA 51000.00

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

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.

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

Total Cash Balance:	1,109,883.65
Current Investment Accounts:	1,051,618.05
Current Checking Account:	58,265.60

#10 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
	Norman Jepson	Yes

## ROAD REPORT

No written report.

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

## FIRE REPORT

No written report. Chairperson Jepson stated that the Township hopes to open Station 2 by March 1, 2014.

## WATER RESCUE REPORT

No written report.

## PUBLIC

Jim Carlson stated his concerns regarding the Zoning Permit Application and the accessibility of the Zoning Inspector. The Trustees stated that the Zoning Inspector is part time and meetings with him are by appointment only because of his limited time in the office.

The Trustees and Zoning Inspector Vaughn stated that they agree some changes need to be made to the Zoning Permit Application and that it will be reviewed in the near future.

Lloyd Richards thanked the Trustees for changing the meeting time to be held during the day because he is now able to attend. He also thanked the Road Superintendent for the good job done on the roads.

Information was submitted by Farrell Insulation of Ohio regarding a program to make homes more energy efficient but the representative did not attend the meeting to present it.

## OLD BUSINESS

Childhood Disease Research Foundation will have the Clothing Box at the old Clark Gas Station removed within two weeks. The box was not permitted to be on the premises.



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#17 Norman Jepson moved, seconded by Jane Hawn-Jackson to move ahead in getting information in regard to the Township building a salt shanty.

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

## ANNOUNCEMENTS FOR THE RECORD

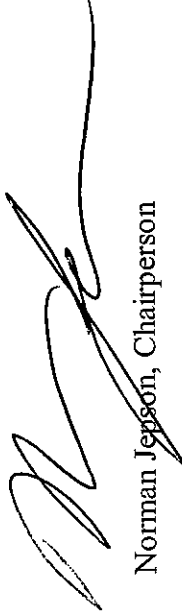
- February 17, 2014, Holiday, Township Offices Closed

There will be an Open Special Meeting to discuss the Fire Department Budget at 6:00 pm on February 25, 2014 at the Administration Building.

#18 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 11:26 am.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Lori Zebrasky, Office Manager