

RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

FEBRUARY 12, 2013

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 6:30 P.M. by Vice-Chair Robert Brobst along with Trustee Jane Hawn-Jackson, Fiscal Officer Joyce Crease, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Road Superintendent Marc Pope and members of the public: Kathleen Kennedy, Sharen Lyons, Rich Mordus and Judy Sims were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Chairperson Norman Jepson was not present at tonight's meeting and 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 169).

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

Fiscal Officer Joyce Crease 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.

Vice-Chair Brobst deferred from the agenda to open the Stone Bids.

A legal ad was run one time in the Star Beacon on February 1, 2013 which stated the following:

Notice is hereby given that Saybrook Township Trustees will receive sealed bids by February 12, 2013 at 4:00 pm for approximately 5,000 ton 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, 2013 to March 31, 2014. Bids may be mailed or dropped off at above address. All bids shall be sealed and labeled, Attention: "Stone Bid". Bids will be opened and publicly read at the Trustees Regular meeting on February 12, 2013 at 6:30 pm. The Trustees reserve the right to accept or reject any or all bids.

Four Stone Bids were received and read publicly as follows:

Vice-Chair Brobst read the first bid from Arms Trucking Company, P.O. Box 369, East Claridon, Ohio 44033.

Jane Hawn-Jackson read the second bid from TW Benson Trucking, Inc., 3311 State Road South, Ashtabula, Ohio 44004.

Vice-Chair Brobst read the third bid from Kinder Morgan Bulk Terminals, Inc., Pinney Dock & Transport LLC, 1149 East 5th Street, P.O. Box 41, Ashtabula, Ohio 44005-0041.

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

TW Benson Trucking, Inc., Kinder Morgan and Simak Truck all quoted #89 limestone but did not quote a #2 and #9 Limestone. It was clarified that the Legal Ad did list #2 and #9 limestone and it did not list #89 limestone.

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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	Arms Trucking	TW Benson	Kinder Morgan	Simak
#8	\$20.50	\$20.70	\$17.45	\$20.60
#9	\$18.50			
#57	\$20.50	\$20.40	\$17.15	\$20.30
#67	\$20.50	\$20.70	\$17.45	\$20.60
#2	\$20.50			
#4	\$20.50	\$20.87	\$17.62	\$20.77
#304	\$18.95	\$17.55	\$14.30	\$17.45
#411	\$18.95	\$17.55	\$14.30	\$17.45
Rip Rap		\$20.49	\$18.01	\$21.16

Also submitted by The Arms Trucking Company but was not listed in the legal ad was Type D Rip Rap - \$28.50 and Type C Rip Rap - \$42.50. TW Benson, Kinder Morgan and Simak Trucking did not bid on #9 and #2 but put bids in for #89 as follows: TW Benson #89 - \$20.52/ton, Kinder Morgan #89 - \$17.27/ton, and Simak Trucking #89 - \$20.42/ton.

The bids were received and no action was taken on awarding the stone bid; they will be reviewed by the Road Superintendent.

#1 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to dispense with the reading of the following Minutes:
 January 22, 2013, Regular Meeting
 January 24, 2013, Reorganization Meeting Board of Zoning Appeals

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

#2 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the January 22, 2013, Regular Meeting Minutes.

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 January 24, 2013, Reorganization Meeting Board of Zoning Appeals Minutes.

Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes

FISCAL REPORT

Fiscal Officer Joyce Crease read the Fiscal Report.

#4 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants: 58292-58472

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

#5 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then and Now Certificates over \$3,000.00:
 Gainer Auto Body 5950.91 OTARMA 49495.00

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Cargill, Inc. 6772.89 Melzers Fuel 5231.34
BWC 23754.91

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

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

Gainer Auto Body	5950.91	OTARMA	49495.00
Cargill, Inc.	6772.89	Melzers Fuel	5231.34
BWC	23754.91	NE Communications	430.17
State Road Occ. Med.	1101.00	Time Warner Cable	500.00
Windstream Western Res	1049.69	Stephen Oeffner	1800.00
Outdoor Army/Navy	3000.00	Cargill, Inc	2344.69
Lake Truck Sales& Serv	1487.11	Brobst Tree Service	2250.00
Andrews & Pontius	2032.00	Treasurer of State (VFFDF)	150.00
Burnham & Flower	2709.00		

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst 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 for the Trustees to review.

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

Total Cash Balance:	\$ 1,027,880.80
Current Investment Accounts:	\$ 987,884.87
Current Checking Account:	\$ 39,995.93

#7 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

ROAD REPORT

Road Supervisor Marc Pope presented the Road Report.

Jane Hawn-Jackson asked Marc Pope how we stand with the budget for salt/plowing. Pope stated well within the planned budget.

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

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

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

#9 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to receive Board Member Paul Findlay's resignation as a member of the Board of Zoning

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WATER RESCUE

A drill was held on 1-20-13 at a Pymatuning pool, four people on Saybrook Water Rescue Services attended, a copy of the Drill Report can be found in the Addendum.

SAFETY

There will be a BWC hearing on February 19, 2013 for a 2006 Workers Comp Claim. This claim is out of our experience so it does not impact our rates.

Robert Brobst stated that the Safety Committee met last week to address the Safety Action Plan which is required to be sent to BWC before February 28, 2013.

PUBLIC

Letter was received from Tuttle Road resident in regard to Waste Management's use of Waste Management's gate.

Brobst stated that Illuminating Company will be upsizing power lines in the Waste Management areas – Route 84, Meyers and Tuttle. Kathleen Kennedy asked if it would be logical for Waste Management/Illuminating Company to inform the residents on Tuttle Road about this project.

We received an Email from a resident regarding the lack of representation at the 2-4-13 Public Hearing regarding the elimination of the Saturday ACTS service. Robert Brobst he discussed this with a County Commissioner and the Township doesn't have \$100,000.00 to continue the Saturday service.

OLD BUSINESS

Saybrook Township received quotes for street lighting from The Illuminating Company for Sanborn and Austinburg Roads and this will be further addressed at the February 26, 2013 Trustee Meeting.

#15 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve and sign the Project Agreement between Saybrook Township Board of Trustees and the Ashtabula Area City School District for two flashing school speed limit signals on Sanborn Road at an estimated cost of \$12,672.00, of which Saybrook Township agrees to pay half. A copy of this Project Agreement can be found in the Addendum.

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

Employee Health Insurance Issues:

- Notice to Full Time Employees regarding health insurance was posted at the Office, Road and Station 1 and put in all the Full Time employees 2-7-13 pay checks and given to the three Trustees and Fiscal Officer.
- A meeting has been requested by a couple of employees to discuss these issues.
- Specific information about dependent's coverage and also who pays for 26 – 28 year old dependents

There will be an Open Special Meeting on February 26, 2013 at 6:00 pm to address the above health insurance issues. Full-time employees that have health insurance coverage will be notified of this meeting.

Vice-Chair Brobst stated that we are still working with the County Engineer on

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widening Gerald Road from Route 20 to North Bend Road.

Chief Jyurovat stated that he has requested from the County Building Department to renew all 2012 Station 1 addition permits and was told by David Smith it will be done.

Road Superintendent Pope stated that Forman Road bridges at I-90 will be closed for approximately 90 days to move the gas line and refurbish bridges beginning March 1, 2013. The Fire Department is aware of this and a plan is in place if there is an emergency on I-90 at Forman Road.

Chief Jyurovat stated that the State of Ohio is looking to reduce the number of emergency PSAPs from six to five for Ashtabula County and then down to three and then down to one in the future. (Currently Saybrook has one of these PSAPs.)

COMMUNICATION/CORRESPONDENCE

- Copy of 2013 Township Drug License
- Ashtabula Concrete Inc., changes taking place at ACI
- County Coroner's Office reminding all First Responders (EMS) to notify them as soon as possible when a death occurs on a call
- ODOT has created an external newsletter which is delivered electronically through email, contact them if interested – Road Superintendent will do this
- FirstEnergy informing us that inaccurate information is being distributed by Environment Ohio that misrepresents FirstEnergy
- Dominion East Ohio information regarding selecting a natural gas supplier through Energy Choice program
- Township Waterline Advisory Committee's next meeting is 2-20-13 at 7:00 pm, also enclosed is the 12-19-12 meeting minutes
- HIPAA Training Certificates of Completion for two full time office employees and Fiscal Officer
- Legal Ad for Public Hearing regarding JEDD (7911 Depot Road) between Saybrook and Ashtabula City
- National Business Institute is offering seminars, Fracking Lawsuits video webcast and Hydraulic Fracturing Law seminar
- Township Road Closing Notice for I-90 beginning 2-1-13
- Ashtabula Area Chamber of Commerce update completed
- Required State Auditor Public Records Training was attended at the OTA Winter Conference by one Trustee and the Fiscal Officer
- OME-RESA would like to bid the Township medical and dental insurance plans and this will be further addressed at the February 26, 2013 meeting
- Copy of the 2012 Ohio Sunshine Laws
- Public Records Training Certificate of Completion for Fiscal Officer (Trustee will bring hers in.)
- Township Fence Resolution for Pools was recorded at County on 1-29-13
- Dominion East Ohio, AMR Cost Recovery Charge
- Miscellaneous newsletters

NEW BUSINESS

- #16 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to renew the Volunteer Firefighters Policy at a cost of \$2709.00 for one year effective 2-1-13.

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

#17 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to renew Liability Insurance through OTARMA at a cost of \$49,495.00 for \$5,000,000.00 effective 2-1-13.

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

#18 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to recognize Ohio State Highway Patrol Trooper Daniel H. Jesse on being selected "2012 Trooper of the Year" at the Saybrook Township Post of the Ohio State Highway Patrol.

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

Information was received from the Prosecutor's office regarding the swearing in of Zoning Commission members and the Board of Zoning Appeal members, they are to be sworn in/take an oath of office at the beginning of each new term of office (at the beginning of their first term and also when they renew their terms).

#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to rescind Resolution #09122913 which stated that the Zoning Boards did not have to be sworn in for their five year terms, as we now understand they do.

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

We now have ten Board Members that need to be sworn in and the swearing in will take place at the Township Administrative Office on February 26, 2013 at 5:30 pm.

Each Department's Supervisor is to review the MSDS for their Department and report findings by March 31, 2013.

For the Record: We have received no documents of personal use of Township vehicles by Fire Chief or Road Superintendent for 2012, both will include statements on their next reports.

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve renting a safe deposit box from Andover Bank for storing computer back-ups at a cost of \$85.00 per year and allow the Fiscal Officer, Office Manager and Full-time Secretary to have access to it.

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

The Fire Chief's job description will be reviewed and creating job descriptions for Part-time Dispatcher, Full-time and Part-time Firefighter/EMT/Paramedic, Full-time Firefighter and Captain will be addressed at the February 26, 2013 meeting.

For Trustee's information: Whenever there are checks to be signed between meetings, they will be found on the table in the front office.

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OTARMA Risk Management Grant Program will be completed by Road Superintendent Pope and Chief Jyurovat and sent to OTARMA.

#21 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to accept Paul Findlay's resignation on the Board of Zoning Appeals and have Second Alternate Kathleen Kennedy fill his seat on the Board and appoint Gloria Baum as the Second Alternate effective February 12, 2013.

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

The County EMA has requested that we report to them any damage in Saybrook as a direct result of Super Storm Sandy since Ashtabula County was added to the Presidential Declaration for damage caused by Hurricane Sandy and Super Storm Sandy. The Trustees asked the Department Heads if they had anything which needed reporting and Fire Chief Jyurovat and Road Superintendent Pope stated they have nothing.

#22 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to renew the contract with Delta Dental for dental insurance effective 1-1-13 at a cost to the Township per month of \$25.89 for single employee, \$48.56 for employee with one dependent and \$84.86 for employee with two or more dependents.

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

ODOT sent us information on eligibility to apply for Township Corridor Systematic Signage Upgrade Grant. Road Superintendent Pope was given the grant information and will look into it.

The Township received a Notice of Public Hearing #1, Community Development Block Grant Program (CDBG) and Fiscal Officer Crease will look into this.

ANNOUNCEMENT FOR THE RECORD

- February 18, 2013, Offices closed for the Holiday

#23 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at 8:25 pm to discuss a bargaining issue and hiring issue, action may be taken. The two Trustees, The Fiscal Officer and the Fire Chief went into Executive Session.

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

#24 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to the Regular Session at 8:40 pm.

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

#25 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to rescind Resolution #12121114 offering employment to Connie Busch for Part-time Dispatcher, due to the fact that she did not show **up** for registration or training and we have been unable to make contact with her.

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

The Office will send a memo to the Road Employees from the Trustees, along with a copy of Bargaining Agreement 22.3, that the Township will pay for the boot warmer and boot spray purchased in December, 2012, however, the Bargaining Agreement states that the clothing allowance is for the purchase of "clothing and/or steel toed boots for work" and will no longer allow these items to be purchased.

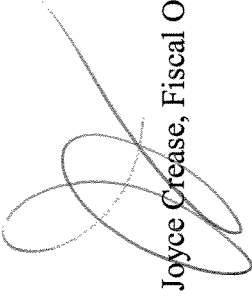
#26 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at 8:45 pm.

Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes

The meeting was adjourned.



Robert Brobst, Vice-Chairperson



Joyce Crease, Fiscal Officer