

**RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held FEBRUARY 14, 2012

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 Trustee Robert Brobst, Fiscal Officer Marc D. Pope, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat and members of the public: Kathleen Kennedy, Sharen Lyons, Rich Carlo and Peggy Carlo were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Trustee Jane Hawn-Jackson was not present; therefore no vote will be reflected for her.

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 111) 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".

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 Norman Jepson to dispense with the reading of the following Minutes:

January 24, 2012, Regular Meeting
February 7, 2012, Special Meeting

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

The minutes of January 24, 2012, Regular Meeting could not be approved due to lack of quorum at tonight's meeting.

#2 Robert Brobst moved resolution, seconded by Norman Jepson to approve the February 7, 2012 Regular Meeting Minutes.

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#3 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Warrants: 55785 – 55995

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

#4 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Then and Now Certificates over \$3000.00:

OTARMA	47601.00	Morton Salt	15000.00
Morton Salt	15000.00	BWC State Ins. Fund	23806.78

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

#5 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Purchase Orders:

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES

Minutes of _____

Meeting _____

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Heid _____

FEBRUARY 14, 2012

_____ 20

#9 Robert Brobst moved, seconded by Norman Jepson to receive the Road Report, a copy of which can be found in the Addendum.

Voting: Robert Brobst Yes
Norman Jepson Yes

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

#10 Robert Brobst moved, seconded by Norman Jepson to receive the Zoning Report, a copy of which can be found in the Addendum.

Voting: Robert Brobst Yes
Norman Jepson Yes

FIRE REPORT

Chief John Jyurovat presented the Fire Report.

#11 Norman Jepson moved resolution, seconded by Robert Brobst to remove the gas powered fan Super Vac Model 720G4, Serial Number 1346 from inventory as antiquated equipment and donate it to Harts Grove Fire Department once we have a Hold Harmless Agreement from Harts Grove for this.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#12 Norman Jepson moved resolution, seconded by Robert Brobst to accept the 1987 Bower Breathing Air System, Model VE1, Serial Number 11162, from Harts Grove Fire Department. We will have it serviced at an approximate cost of \$450.00 at Bowers.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#13 Robert Brobst moved, seconded by Norman Jepson to receive the Fire Report, a copy of which can be found in the Addendum.

Voting: Robert Brobst Yes
Norman Jepson Yes

SAFETY

Trustee Brobst gave a verbal report.

- Ohio BWC Drug-Free Safety Program letter received stating deadlines.
- Drug-Free Safety Program Safety Action Plan (DFSP-5) was submitted to BWC on 2-14-12

PUBLIC

For the Record: Resident called and thanked the Road Department for repairing a hole on Dunbar Avenue so quickly.

For the Record: Gore Road resident inquired if the Township removed a trailer from his driveway.

RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

FEBRUARY 14, 2012

Held

20

OLD BUSINESS

For the Record: Received certificates for two 1 hour Safety Classes to fulfill BWC's requirement regarding Fire Department's one medical claim in 2011.

For the Record: Received letter from Ohio Secretary of State stating that the Township should seek advice from County Prosecutor regarding what employee medical records are open public records versus private HIPPA protocol.

#14 Robert Brobst moved resolution, seconded by Norman Jepson to approve the Fiscal Officer, Office Manager and Full Time Secretary to attend the State Auditors Training on March 8 - 9 and the Township to pay costs, approximately \$1,340.00.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

Trustee Brobst will review the CWA Bargaining Agreement, (note that only wages was passed on 2-7-12) and entire contract will be addressed at the next meeting.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Copy of Commissioner's Public Hearing agenda for the 1-31-12 Linwood Drive Sanitary Sewer Improve
- Ashtabula County Solid Waste District survey was completed on-line on 2-9-12
- Huntington Bank is opening in Giant Eagle, will send us quote to be considered for our banking
- Northwest Savings Bank information to be considered for our banking
- Renewed Ashtabula County Covered Bridge Festival Sustaining Membership - cost was \$50.00/year paid out of Lodging Tax for our hotels.
- Dominion East Ohio Notice of Filing New PIR Adjustment Case
- Delta Dental PPO Summary of Dental Plan Benefits were put in covered employees 1-26-12 paychecks
- Miscellaneous newsletters

NEW BUSINESS

For the Record - FCC Notice of Section 106 Filing

It was stated that Junk Vehicle and Property Maintenance do not need to be recorded with the County Recorder as they are not part of the Zoning Regulations, only text amendments need to be recorded.

For the Record - Saybrook Landing's 3rd Annual Freebie Friday will be March 23, 2012 from 10:00 am to 2:00 pm.

#15 Norman Jepson moved resolution, seconded by Robert Brobst to approve the name change from Saybrook Township Fire Department Part Timers Union to Part Time Employees of Saybrook Township Fire Department.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

For the Record - Delta Dental Eligibility Enrollment Update was given to all Full-time employees and needs to be returned to the office - required to continue coverage.

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

FEBRUARY 14, 2012

20

For the Record – VSP form is available at the Office for any covered employee who would like to add or remove a family member.

For the Record – The Ashtabula Leadership group will meet at the Township Administrative Building for a presentation on Government and Political Systems on February 15, 2012 at 9:30 am. Trustee Robert Brobst and Fiscal Officer Marc Pope will be present to speak with them.

14th District Elected Officials Conference is May 17-18, 2012 in Washington, DC – cost approximately \$650.00 per person, no one wanted to attend.

Frank Gates BWC Seminar is April 25, 2012 in Cleveland or April 24, 2012 in Canton from 7:30 am-12:15 pm, two people will attend one of them at a cost of \$50.00 per person for tuition.

ANNOUNCEMENTS FOR THE RECORD

- 2-15-12, 9:30 am, Leadership Government Day at Township Administrative Building
- 2-20-12, Holiday, Offices closed
- 2-21-12, 3:00 pm, Board of Zoning Appeals Reorganizational Meeting
- 2-21-12, 3:15 pm, Board of Zoning Appeals Public Hearing, Variance - David & Joanna Pretz-Anderson, 18 Arcola Drive
- 2-28-12, 4:00 pm, Board of Zoning Appeals Public Hearing, Variance - Stacey Dixon, 1418 Winterven Avenue

#16 Norman Jepson moved resolution, seconded by Robert Brobst to go into Executive Session at approximately 8:05 pm to discuss the following items: reprimand of employees, Office Manager’s position, Dispatching contract, Safety Officer’s contract and IAFF contractual issues. Action may be taken after returning to regular session. The two Trustees, Fiscal Officer Marc Pope and Chief John Jyurovat went into Executive Session.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

#17 Norman Jepson moved resolution, seconded by Robert Brobst to return to Regular Session at approximately 8:15 pm.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

#18 Norman Jepson moved resolution, seconded by Robert Brobst to post the open Captains position in the Fire Department for one week. The applicant must be a Full-time Firefighter for Saybrook Fire Department and out of probation. A letter of interest must be sent to the Chief before 4:00 pm on February 24, 2012.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

#19 Norman Jepson moved resolution, seconded by Robert Brobst to clarify training in the Fire Department will be on mandatory classes and we will train officers first.

RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

FEBRUARY 14, 2012

Held

20

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#20 Norman Jepson moved resolution, seconded by Robert Brobst to accept Probationary Part Time Dispatcher Jennifer Mochoskay's resignation. Her last day worked was January 24, 2012.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#21 Norman Jepson moved resolution, seconded by Robert Brobst to approve Probationary Part Time Dispatcher Kathy Davis, who has completed her training requirements, to fill open shifts as of February 11, 2012 at a rate of \$9.32 per hour. She will remain on probation until December 21, 2012 (per Bargaining Agreement).

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#22 Norman Jepson moved resolution, seconded by Robert Brobst to approve Probationary Part Time Dispatcher Sharon Bradley, who has completed her training requirements, to fill open shifts as of February 11, 2012 at a rate of \$9.32 per hour. She will remain on probation until January 12, 2013 (per Bargaining Agreement).

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#23 Robert Brobst moved resolution, seconded by Norman Jepson to approve Probationary Part Time Dispatcher Cheryl Kent, who has completed her training requirements, to fill open shifts as of February 24, 2012 at a rate of \$9.32 per hour. She will remain on probation until September 14, 2012 (per Bargaining Agreement).

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#24 Norman Jepson moved resolution, seconded by Robert Brobst to send a letter to Part Time Dispatcher Erica Miles to either provide the required availability sheet monthly and work or we will consider it a voluntary resignation.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#25 Norman Jepson moved resolution, seconded by Robert Brobst to accept Captain Jim Berg's letter of resignation as the alternate for Chief Jyurovat on the County 911 Review Board and for Full-time Firefighter Tom Ricker to be the alternate at least until the open Captain's position is addressed.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#26 Norman Jepson moved resolution, seconded by Robert Brobst to give Part-time Dispatcher Donna Blake three eight hour shifts off without pay for an incident which took place on January 15, 2012; progressive discipline will apply per Bargaining Agreement, Article IX.

