

**RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BANK, INC., FORM NO. 10138

FEBRUARY 22, 2011

20

Held _____

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, Zoning Inspector Robert Vaughn and members of the public: Randy Caruso, Rosalie Keller, Tony Korzun, George Sabo, Kathleen Kennedy, Denise Cross, Greg Strnisa, R Z Mordus, John Mead, Dawn Cragon and Kevin Cragon 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 #66) 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:

February 8, 2011, Special Meeting

February 9, 2011, Regular Meeting

February 15, 2011, Employee Safety Committee Meeting

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

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Minutes:

February 8, 2011, Special Meeting

February 8, 2011, Regular Meeting – with change from 2010 to 2011 on #19

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

#3 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive for record purposes only the following Minutes:

February 15, 2011, Employee Safety Meeting

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

FISCAL REPORT

Marc Pope read the Fiscal Officer's Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 53427-53500 (53494 voided)

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

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Then and Now over \$3000.00:
Bureau of Workers Compensation 28,244.29

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

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

Visa	1387.52	Melzer's Fuel Service Inc.	2361.40
Fox International	449.20	Bureau of Workers Comp	28,244.29

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

For the record: 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.

Total Cash Balance:	857,278.56
Current Investment Accounts:	772,841.32
Current Checking Account:	84,437.24

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

ROAD REPORT

No formal report.

ZONING REPORT

Robert Vaughn presented the Zoning Report.

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

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

#9 Robert Brobst moved, seconded by Norman Jepson to address the Property Maintenance Agreement at the March 1, 2011 Work Session.

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

FIRE REPORT

Norman Jepson presented the Fire Report.

#10 Norman Jepson 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
 Norman Jepson Yes

WATER RESCUE

No report.

SAFETY

For the record - Received one incident report with no injury.

For the record - Safety Poster Calculating and Selecting Proper Fall Protection Lanyard was posted at the Road, Stations 1 and 2 and the Office.

PUBLIC

For the record – Resident’s letter regarding bump on Carpenter at Warrick and has now been fixed by County.

Greg Strmisa stated he was glad to see Jane Hawn-Jackson was back. He thanked Robert Brobst for giving him a copy of the Zoning Text. He asked how long McKenna Associates has been contracted by the Township. He stated we need law enforcement in this Township. We do not need anything from the City of Ashtabula. He stated he is concerned with the Draft Zoning Text that is being worked on and asked if it was a good investment.

Kathleen Kennedy stated she is still trying to set up a neighborhood watch. She called the City not the Sheriff’s Department.

Denise Cross stated she would like to open a restaurant (winery) in the Old Bugler’s Inn in Saybrook.

OLD BUSINESS

Speed limits on Township roads - need update on procedures from the Prosecutor and the Engineer, is being worked on and will be addressed at the April 5, 2011 Work Session.

For the record - Inheritance Tax, State Rep Kozkowski called - won’t be up until 2013.

For the record - Supervisor Harassment, Harassment, and Work Place Violence Videos were watched by two Trustees and one still needs to watch them.

For the record - EMS Code Red – have received signed contract and password and have contacted the Captains to work on implementing this.

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#11 Jane Hawn-Jackson moved, seconded by Robert Brobst to schedule an American Income Life Insurance Company representative to make a presentation to the employees regarding the free \$2000.00 life insurance policy to all Saybrook employees.

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

The Stonegate detention pond issues will be discussed at the March 1, 2011 Work Session.

Attorney Stevens letter was received regarding Tuttle Road issues. There is nothing to be discussed yet, a letter will be sent in response.

Generators for Road and Office Buildings are still being worked on. We are waiting on quotes.

COMMITTEE REPORTS

Fire Station 1 Addition is still being worked on by Robert Brobst.

Fire Station 1 NOPEC improvements are almost done.

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

- Bound Tree Medical urgent recall for Sterile Lubricating Jelly, Fire Department was notified and took any needed corrective action
- Andrews & Pontius mailed copies of Addendum Agreement to CWA for signatures
- Barristers Title & Escrow Services has requested a Special Tax Search and were notified they must contact the County Auditor
- Windstream Communications is working on having dry phone lines installed at Station 3

NEW BUSINESS

County Engineer, 2010 mileage certification forms has been signed by two Trustees.

#12 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the Smoke/Fire Alarm Hold Harmless Agreement to be filled out by anyone who receives a free smoke/fire alarm from Saybrook Township, a copy of which can be found in the Addendum. This form must be used and a log kept on who receives these free alarms.

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

#13 Jane Hawn-Jackson moved, seconded by Robert Brobst to discuss Unused Sick Leave Upon Retirement, Policy 2310, (needs to be clarified to state up to 30% of maximum 1300 hours which would be a maximum of 390 of hours paid) at the March 1, 2011 Work Session.

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

Drug-Free Solutions quoted \$4,500.00 for Saybrook's Annual BWC Drug Free Training for three sessions. Scott Cole quoted \$1,350.00 for the same training.

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract Scott Cole for Saybrook's Annual BWC Drug Free Training for three sessions, (one day, one evening, one weekend to cover A, B & C shifts) at a cost of \$1,350.00 and corresponding Purchase Order.

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

#15 Jane Hawn-Jackson moved, seconded by Norman Jepson to request the Fire Chief to obtain railroad crossing gate numbers at each crossing for the north and south sides of the tracks.

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

At the March 1, 2011 Work Session, we will review the procedure that addresses employees who for any reason, other than illness related, and who does not work one shift in a certain amount of days (i.e. 90 days), would they need to be drug tested.

#16 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to modify Resolution 09120816 to state: to continue to set mileage the same as IRS (which is currently 55 cents/mile) and to change as the IRS changes from here forward.

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

The items to be discussed at the March 1, 2011 Work Session at 7:00 PM are Property Maintenance, Stonegate Detention Pond, Unused Sick Leave and Return to Work Procedures.

The Trustees agreed on a day they could meet with the County Commissioners to discuss police services for March 22, 2011 at 2:00 PM if that is agreeable with the Commissioners.

#17 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to support Ashtabula City redefining the boundaries, if it does not affect Saybrook Township Park.

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

#18 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to change the Ambulance Billing Authorization and Privacy Acknowledgement Form used by Medicount.

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

ANNOUNCEMENTS FOR THE RECORD

3-1-11, 7:00 PM, Special Meeting

#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at 8:43 PM to discuss a contract and personnel issues, action may be taken.

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

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to Regular Session at 9:07 PM.

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

#21 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to send Captain Dave Whitaker to Advanced Fire Code class scheduled at the State Fire School in Bowling Green, Ohio from May 9 to May 13, 2011. This class was previously approved (resolution #10091427) but then the class was cancelled. The cost of the Advanced Fire Code Class is \$345.00 plus meals for 6 days at an estimated cost of approximately \$250.00, mileage at an estimated cost of \$200.00 and hotel for five nights at an estimated cost of \$600.00. In addition, his time away from work would encompass one 24 hour shift that falls on the 11th and a partial day that falls on the 8th when he would need to travel.

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

#22 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to table Full-time Firefighter Mike Cliff's request to take a Fire Investigation 1 class at the State Fire School in Bowling Green, Ohio from May 9 to May 13, 2011. The cost of this class is \$425.00 plus meals for 6 days at an estimated cost of approximately \$250.00, mileage at an estimated cost of \$200.00 (would not be needed if Captain Whitaker and he are both approved and he rides with Whitaker) and hotel for five nights at an estimated cost of \$600.00. In addition, his time away from work would encompass one 24 hour shift that falls on the 10th and a partial day that falls on the 13th when he would have a class until noon and then travel back to Saybrook.

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

#23 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to accept Part-time Firefighter Jason Benton's non-response of the letter dated February 9, 2011 as a voluntary resignation. His six month leave of absence would have ended November 12, 2010 and he is beyond the maximum six months. His last day worked was May 12, 2010.

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

#24 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to accept Part-time Dispatcher Devon Yates letter of resignation dated February 18, 2011. His last day worked was October 15, 2010.

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

#25 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to accept Part-time Dispatcher Carolyn York's non-response to the February 9, 2011 letter as a voluntary resignation and will be effective February 22, 2011. Her last day worked was September 25, 2010.

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

#26 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to send a copy of the Draft Police Contract to Attorney Wanda Carter with Newhouse, Propatier, Letcher & Moots for review and recommendations.

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

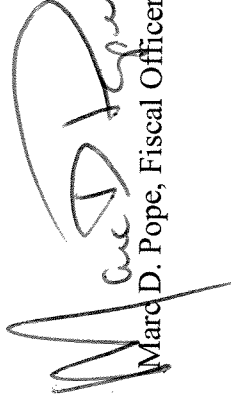
#27 Jane Hawn-Jackson moved, seconded by Norman Jepson to adjourn the meeting at 9:15 PM.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc D. Pope, Fiscal Officer