

# RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

FEBRUARY 25, 2014

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 6:30 pm by Chairperson Norman Jepson, along with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Larry Johnson, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and members of the public: Lloyd Richards, Kathleen Kennedy, Sharen Lyons, Gloria Baum and Tim Baum 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 (jobs 231 & 232).

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.

#1 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to dispense with the reading of the February 11, 2014, Regular Meeting Minutes.

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

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the February 11, 2014, Regular Meeting Minutes.

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

## SAFETY REPORT

Robert Brobst read the Safety Report.

There will be Safety Luncheons on March 11, 12, and 13, 2014 in recognition of no injuries with time off work from July 1, 2013 through December 31, 2013.

The next Safety Committee Meeting will be March 18, 2014 at 8:00 am at the Administrative Building.

#3 Norman Jepson moved, seconded by Robert Brobst 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 presented the Fiscal Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve Warrants 60933 thru 61028 - Checks #61026 and 61027 Voided for UAN.

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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 Additional Blanket Certificate 04A07 for \$1000.00.

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 Then and Now's over \$3000.00:

Visa	3449.41	Melzer's Fuel	3899.93
Classic Ford of Madison	3271.61		

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 Purchase Orders:

Visa	3449.41	Melzer's Fuel	3899.93
Classic Ford of Madison	3271.61	Time Warner Cable	43.03
Northeastern Comm.	993.52	Verizon Wireless	114.06
Dominion East Ohio	1880.67	ACDES	357.85
Eastdale Overhead Door	2349.00	Illuminating Co.	1165.46
Medical Mutual HRA	2326.77	Vision Service Plan	600.00
Delta Dental	1186.14		

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 earlier for the Trustee's review.

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

Total Cash Balance:	1,016,826.24
Current Investment Accounts:	876,618.05
Current Checking Account:	140,208.19

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

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

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## ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

#9 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to award the stone bid to Simak Trucking for the period of April 1, 2014 through March 31, 2015, based on the recommendation of the Road Superintendent.

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

#10 Jane Hawn-Jackson moved, seconded by Robert Brobst 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

Zoning Inspector Robert Vaughn presented the Zoning Report.

#11 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve a one year extension on Permit #6368 issued to Vanna Shores for a start date for buildings 1400, 2000, 2600, 2800 and 3000 in the Vanna Shores Development which now expires August 29, 2015; extension will expire February 25, 2015.

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

#12 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to have an Open Public Meeting on March 25, 2014 at 5:30 pm at the Administrative Office to discuss "The Change of Use Application" and "Zoning Permit Application".

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

#13 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

Fire Chief John Jyurovat presented the Fire Report.

The clean-up at Station 2 and 3 are completed and the Township plans to open Station 2 on March 1, 2014.

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to remove from inventory 12 antiquated ISI Self Contained Breathing Apparatus Packs and 20 bottles and possibly donate these to Ashtabula County Court House along with

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“Donation of Goods Hold Harmless Agreement”.

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

Norman Jepson stated that a former employee that was on leave and surpassed his time is wishing to work for Saybrook Township again. Due to the lapse of time, he will have to reapply for the job.

#15 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve Fire Chief Jyrovat to attend the Ohio Fire Chiefs Association’s Winter Symposium and Legislative Breakfast on March 18 – 19, 2014 in Columbus, Ohio and Township to pay \$90.00 for the symposium, one night hotel stay at approximately \$115.00 and breakfast, 2 lunches and dinner at a cost of \$67.00 for a total cost of approximately 272.00.

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

#16 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve Part-time Firefighter Joseph Edison, who has completed the qualifications for the fill-in list, to take fill-in shifts effective February 26, 2014 at a rate of \$12.90 per hour per Bargaining Agreement.

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

#17 Norman Jepson 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

## WATER RESCUE REPORT

Fire Chief John Jyrovat presented the Water Rescue Report.

#18 Norman Jepson moved, seconded by Jane Hawn-Jackson 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

## OLD BUSINESS

Trustee Brobst reported that it will cost approximately \$15,000.00 to build a salt shanty. More information will be presented at a later meeting.

Trustee Brobst stated that Ashtabula City receive \$500,000.00 to put in sidewalks in the Wade Avenue school area and that there will be no cost to Saybrook.

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## COMMUNICATION/CORRESPONDENCE

(All of which can be found in the Addendum)

- Alltel notice, they are merging with AT&T, will change out phones when network upgrades are done
- Frank Gates notification, CareWorks Family of Companies has joined York Risk Services Group, parent of Frank Gates (we currently use both companies)
- Business Expo on 2-27-14 at Geneva Lodge from 5:30 – 7:00 pm
- Rural, Community Assistance Program Flyer, Effective Utility Management courses available at no cost
- Time Warner Cable to merge with Comcast Corp. notification
- Ohio DAS Cooperative Purchasing Program notice of new address

## NEW BUSINESS

#19 Norman Jepson moved resolution, seconded by Robert Brobst to put into effect Direct Deposit to employee's personal account (savings or checking) for reimbursement of out of pocket expenses for health reimbursement.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve Fiscal Officer Larry Johnson to attend State Auditor's Conference in Columbus, Ohio on March 5, 2014 and Township to pay conference fee of \$150.00, mileage at a cost of approximately \$220.00 and one breakfast, lunch and dinner in the amount of \$52.00 for a total cost of approximately \$422.00.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#21 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to not object to the abandonment of part of Overlook Drive and to send notice to the County Commissioners and County Engineer.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#22 Norman Jepson moved resolution, seconded by Robert Brobst to choose Option 1 with NOPEC and be charged \$4.3426 per Mcf beginning with our April 2014 meter read date through June 2014 meter read date and then the price may be fixed or variable as determined by NOPEC and NextEra Energy Services Ohio, for one or more billing cycles.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

Trustee Brobst stated that St John's School said they are glad to be in Saybrook.

Road Superintendent Pope stated that a resident east of the Township is having

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flooding problems. We tried to unplug it but cannot go on private property to clean out blockage. Trustee Brobst will try to get an easement to fix the problem.

### ANNOUNCEMENTS FOR THE RECORD

- March 10, 2014, 5:30 pm, Board of Zoning Appeals Reorganizational Meeting

#23 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to go into Executive Session at 7:12 pm to discuss temporary stipend, employee benefits and Personnel Policy. The three Trustees went into Executive Session.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

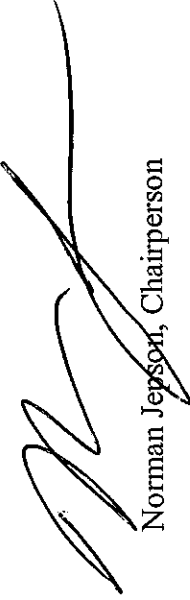
#24 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at 7:37 pm.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

No action was taken.

The meeting was adjourned at 7:37 pm.



Norman Jepson, Chairperson



Lori Zebrasky, Office Manager