

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

FEBRUARY 26, 2013

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 6:30 P.M. by Chairperson Norman Jepson, along with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Joyce Crease, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and members of the public: Sharen Lyons, Gloria Baum, Kathleen Kennedy, Greg Strmisa and City School Board Member Christine Seuffert 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 (job170).

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

Fiscal Officer 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.

- #1 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to dispense with the reading of the following Minutes:
January 24, 2013, Board of Zoning Appeals Public Hearing – Peters
February 12, 2013, Regular Meeting
February 19, 2013, Safety Committee Meeting

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

- #2 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the February 12, 2013, Regular Meeting Minutes.

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

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

January 24, 2013, Board of Zoning Appeals Public Hearing – Peters
February 19, 2013, Safety Committee Meeting

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

One cemetery deed was signed.

FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

- #4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 58473 – 58560 (Check #58167 was voided)

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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 the following Then and Now Certificates over \$3,000.00:
 Cargill, Inc. 10825.99 Medical Mutual HRA 5585.63

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 Purchase Orders:
 Cargill, Inc. 10825.99 Medical Mutual HRA 5585.63
 VISA 1575.84 American Messaging 260.00
 Joyce Crease 118.95

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 additional Blanket Certificate: 10-A-15 1000.00

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

Fiscal Officer contacted the County Auditor yesterday and they have not completed the Annual Amended Certificate with the amounts we can appropriate in each fund. Crease is unable to move forward with our budget or Permanent Appropriations until that is done and she will need to have a proposed budget (wish list of expenditures) from each department.

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 for their review.

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

Total Cash Balance: \$ 973,041.23
 Current Investment Accounts: \$ 927,666.92
 Current Checking Account: \$ 45,374.31

#8 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

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ROAD REPORT

Road Superintendent presented the Road Report.

#9 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to award the stone bid to Simak Truck for the period of April 1, 2013 through March 31, 2014, 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 Vaughn presented the Zoning Report.

#11 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to terminate the Contract for Professional and Technical Planning Advisory Services between Saybrook Township and McKenna Associates Planning Group, LLC, Planning Consultants of Hudson, Ohio and to send them a 30 day written notice of termination.

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

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

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

WATER RESCUE

#13 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with Truckmen Truck Services for work to be done on Water Rescue Unit 718 at a cost of \$1,070.39, along with the required corresponding Purchase Order.

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

FIRE REPORT

Fire Chief Jyurovat presented the Fire Report.

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to purchase three 55 gallon drums of Class A Foam from Warren Fire Equipment at a

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cost not to exceed \$2230.00.

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

#15 Jane Hawn-Jackson 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

SAFETY

The following was listed on the agenda:

- Tool Box Talks has been purchased for one year at a cost of \$225.00 and will begin this week
- Drug Free Safety Action Plan (DFSP 5) was submitted to BWC on 2-21-13
- Township reported and paid for Workers Comp to BWC on-line and received a Go-green discount of 1% amounting to \$235.17, we also received a Lapse-free discount of 1% for \$237.55, for a total of \$472.72. BWC Certificates have been posted at Office, Road, Station 1 and Station 2.
- Notice of Safety Luncheon for all Township employees for no lost time injuries in 2012 was put in 2-21-13 pay checks or if they didn't have one, was put in their mailbox at Station 1, mailed to Water Rescue volunteers and posted at Office, Road, Station 1 and 2 buildings. The lunch times are as follows:
 1. A Shift – March 19, 2013 at 11:30 am at Administrative Office
 2. B Shift – March 20, 2013 at 11:30 am at Fire Station 1
 3. C Shift – March 21, 2013 at 11:30 am at Fire Station 1
- Road Department held the following two Toolbox Safety Trainings in the last two weeks: Proper Passing & Lane Changes and OSHA's Motor Vehicle Requirements.

#16 Norman Jepson moved, seconded by Jane Hawn-Jackson to receive the Safety information as stated above.

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

PUBLIC

Chris Seuffert of the Ashtabula City School Board stated she tries to attend local government board meetings to see if they had any issues or questions of the School Board. Crease stated we did have a few calls about the changes in the bussing of students. Seuffert stated that they are using the State Minimum Standards, there is no bussing to the High School and any student under the 2 mile walk is not bussed. If the new Levy passes, they would go back to how it was before this change. The exception is for special needs children regardless of the length of walk. Brobst stated that we are working toward widening Gerald Road at Route 20 to make it wide enough for busses to get out or in with other vehicles in their lanes. Seuffert will work with Road Superintendent Pope on sidewalks in the area of the Elementary Schools.

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OLD BUSINESS

#17 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to allow a total of three people interred per cemetery grave, including comingling of two or three ashes in one container. Above ground burial of ashes will be allowed in proper sealed monument (these ashes will be counted as part of the up to three remains, regardless of above or in ground burial). There will be a charge for each person interred even if comingled.

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

An e-mail was received from a resident regarding the lack of representation at the County Commissioner's 2-4-13 Public Hearing regarding eliminating Saturday ACT's service and asking if there is some way to support this. The Trustees stated that this was out of their scope of responsibilities and that there was no prior call from the public or they could have found out information before the meeting.

No action taken to review Fire Chief's job description; create job descriptions for Part-time Dispatcher, Part-time Firefighter/EMT/Paramedic, Full-time Firefighter and Full-time Firefighter/Captain.

OME-RESA will bid the Township medical and dental insurance plans as soon as more information is given to them.

#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to take no action regarding the quote from the Illuminating Company for street lighting at the intersection of Sanborn and Austinburg Roads.

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

The Road Superintendent has the packet regarding the ODOT Township Corridor Systematic Signage Upgrade Grant.

NIMS Training was discussed and Jepson, Brobst and Pope have taken this, however, Zebrasky, Crease and Hawn-Jackson need to take it.

COMMITTEE REPORTS

Memorial Day Committee:

1. Chairs will remain Jeff and Roberta Forinash
2. The Memorial Day Service will be held in the back of the Cemetery this year and the Trustees would like to see a veteran as speaker.
3. Letter to be sent to line up high school band

COMMUNICATION/CORRESPONDENCE

(All of which can be found in the Addendum.)

- State of Ohio has contracted with Lowe's, Township is eligible for 5% off at point of sale
- Covered Bridge Festival, received thank you letter for sponsorship
- Report of Sick Time Hours Used and Earned 4th Quarter 2012

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- Notice to Road Department employees, boot warmer and spray purchased is not part of clothing allowance
- Two Certificates of Attendance, 2 Hour Safety Training attended by Fiscal Officer and Part-time Secretary
- Ohio Police & Fire Pension Fund, received letter regarding member contribution rate changes
- OPERS Employer questionnaire on implementation of new GASB requirements has been completed
- Road Closing Notice for Forman Road beneath 1-90 on March 4, 2013 for approximately 30 days
- Ohio Ethics Commission Bulletin, receiving gifts and entertainment for public officials and employees
- Ohio Township Association Grant Workshops information
- Results of Ohio Township Internet Sweepstake Cafes questionnaire from spring, 2012
- Miscellaneous newsletters

NEW BUSINESS

Logging telephone calls was discussed and decided that logs of calls will be kept by Department Heads for review by Trustees if needed.

#19 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to modify Resolution 12112704 for Fire Chief to accrue 28.25 hours of sick time per quarter instead of 28.15 (kept by quarter hours).

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

The Trustees approved to donate to Saybrook Park two to four old sign posts if we have any.

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to adopt the new form for First Report of an Injury, Occupational Disease or Death per CorVel's recommendation, a copy of which can be found in the Addendum.

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

ANNOUNCEMENTS FOR THE RECORD

- March 12, 2013, 6:00 pm, JEDD Public Hearing
- March 20, 2013, 11:00 am, County Engineer, Brobst & Pope to drive Township roads

For the Record: Trustees Brobst and Jepson signed Road Mileage with County Engineer.

Trustee Jepson stated that he attended the County OTA meeting and representatives said they are trying to get local government's percentage of funding back to 2006 status.

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#21 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to go into Executive Session at 8:08 pm to discuss hiring, action may be taken. The three Trustees and Fire Chief went into Executive Session.

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

#22 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at approximately 8:30 pm.

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

No decision will be made on hiring at this time.

#23 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at 8:31 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Lori Zebrasky, Office Manager