

**RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10748

Held FEBRUARY 28, 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 Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Marc D. Pope, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat and members of the public: Dean Moore and Waste Management Representative Jerry Ross 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 (job 114) 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 Jane Hawn-Jackson to dispense with the reading of the following Minutes:
January 24, 2012, Regular Meeting
February 14, 2012, Regular Meeting
February 21, 2012, Employee Safety Committee Meeting
February 21, 2012, Board of Zoning Appeals Reorganizational and Special Meeting
February 21, 2012, Board of Zoning Appeals Public Hearing for Anderson

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 January 24, 2012, Regular Meeting Minutes.

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

#3 Robert Brobst moved resolution, seconded by Norman Jepson to approve the February 14, 2012, Regular Meeting Minutes.

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

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

February 21, 2012, Employee Safety Committee Meeting
February 21, 2012, Board of Zoning Appeals Reorganizational and Special Meeting
February 21, 2012, Board of Zoning Appeals Public Hearing for Anderson

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

One cemetery deed was signed.

FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#5 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants with the exception of #56065: #55996 - #56092

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

#6 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve Warrant 56065 (Brobst Enterprises).

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

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then and Now Certificate over \$3000.00:
Medical Mutual HRA \$9566.31

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

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

Medical Mutual HRA	\$9566.31	Dominion East Ohio	\$1456.20
Time Warner	440.00	Visa	706.89
ACDES	6300.00	Pharmed Corp	670.00
Eastdale Overhead	441.50	Treasure of State	57.00

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

For the Record: We received the money from the Saybrook Fire Association for their portion of the new "tough book" computer and Bluetooth.

For the Record: Received a copy of our Official Amended Certificate of Estimated Resources for 2012 total of \$4,215,878.14, from the Ashtabula County Auditor and Budget Commission.

For the Record: Part Time Union Dues are still on hold until Name of Union registered with IRS and SERB is resolved.

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

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this report. The previous Month End was passed to the Trustees for their review.

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

Total Cash Balance:	\$ 1,225,576.10
Current Investment Accounts:	\$ 934,027.25
Current Checking Account:	\$ 291,548.85

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

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

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

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

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

#11 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

FIRE REPORT

Chief Jyurovat presented the Fire Report.

#12 Norman Jepson moved resolution, seconded by Robert Brobst to approve the purchase of a Holmatro Spreader with Core Hose Coupling from Sutphen Corp. at a cost of \$6,475.00, (approximately \$3,000.00 will be paid by our insurance claim), along with corresponding Purchase Order.

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

#13 Jane Hawn-Jackson moved, seconded by Robert Brobst 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 REPORT

Chief Jyurovat presented the Water Rescue Report.

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

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

PUBLIC

Jerry Ross of Waste Management inquired if there were any known problems with conservation easements near their landfill in Geneva.

OLD BUSINESS

No one will be attending the 14th District Elected Officials Conference on May 17-18, 2012 in Washington, DC from the Township.

Fiscal Officer Marc Pope and Trustee Robert Brobst will attend the Frank Gates BWC Seminar on April 25, 2012 in Cleveland from 7:30 am to 12:15 pm.

For the Record: Trustees Brobst and Jepson signed the 2011 Mileage Certification forms at the Engineer's Office.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Medical Mutual, Katy Cloutier is our new Membership Representative and verified employees over age 65 as to Medicare coverage
- Fair Housing Resource Center invitation to attend NE Ohio Fair Housing Conference on March 15 - 16, 2012 in Eastlake, cost \$125.00
- Goodwill Industries fundraiser, Frank Sinatra show, April 14, 2012
- Aflac, we will be setting up a meeting for interested full-time employees
- Ashtabula County Covered Bridge Festival thank you for being a corporate sponsor
- American Red Cross solicitation letter for donation
- Medical Mutual, Careworks will no longer access Medical Mutual's SuperMed Works network
- Miscellaneous newsletters

NEW BUSINESS

Trustee Jepson stated that there will be more information coming regarding adding the possibility of a recycling bin in the north side of the Township.

There will be voting at Administration Building on March 6, 2012 and Trustee Brobst will open the building and Trustee Hawn-Jackson will close the building at 7:30 pm.

The Township sent a letter to Board of Health requesting an inspection of properties on Ninevah Road because of the garbage in the yards. The Health Department is working on this.

It was stated that any items over \$3,500.00 must be listed separately on the OTARMA Insurance Policy. Department Heads are to review their lists for accuracy.

ANNOUNCEMENTS FOR THE RECORD

- March 6, 2012, Due to voting at the Administration Building, no March Trustee Special Meeting

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#15 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session to discuss personnel issues at approximately 8:10 pm and action may be taken after returning to Regular Session. The three Trustees, Fiscal Officer Pope and Chief Jyurovat went into Executive Session.

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

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

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

#17 Robert Brobst moved resolution, seconded by Norman Jepson to approve and sign the Bargaining Agreement between Saybrook Township Trustees and Communications Workers of America AFL-CIO, Local 4340 effective February 1, 2012 through January 31, 2015.

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

#18 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to accept the resignation of Part-time Dispatcher Donna Blake. Her last day worked was February 8, 2012.

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

#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to accept the resignation of Part-time Firefighter Anthony Broyles. His last day worked was January 27, 2012.

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

The open Captain's position was posted on February 17, 2012 and one letter of interest was received by the Chief before the February 24, 2012 by 4:00 pm deadline.

The Trustees will meet on March 13, 2012 at 6:30 pm to discuss the Captains position going into Executive Session with Full-time Firefighter Mike Cliff.

#20 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the request of Full-time Firefighter Jim Krenisky to attend the EMS Symposium to be held on March 28, 2012 at the Spire Institute in Geneva at a cost of \$50.00 with no hours to be paid.

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

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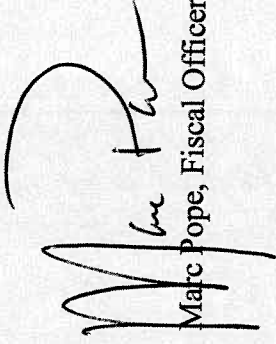
#21 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 8:45 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer