

# RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

MARCH 8, 2011

Held

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, Fire Chief John Jyurovat, Zoning Inspector Robert Vaughn and members of the public: Jerry Ross, Linda Sabo, George Sabo, Kathleen Kennedy, Greg Strmisa, Rich Mordus and Dawn 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 #69) 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.

Sign three cemetery deeds on the table.

#1 Robert Brobst moved resolution, seconded by Norman Jepson to dispense with the reading of the following Minutes:

February 22, 2011, Regular Meeting  
March 1, 2011, Special Meeting  
March 7, 2011, Special Meeting

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

#2 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Minutes:

February 22, 2011, Regular Meeting

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

#3 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Minutes but the March 7, 2011 Minutes will be rescinded later in the meeting:

March 1, 2011, Special Meeting  
March 7, 2011, Special Meeting

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

## FISCAL REPORT

Marc Pope presented the Fiscal Officer's Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 53501-53619 (53607 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 Temporary Appropriation:  
21A04 \$47,196.40 (Hull & Associates)

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 Then and Now's over \$3000.00:  
Hull & Associates 47,196.40 Five Star International 10,074.49  
Melzer's Fuel Service 3,086.46 Skufka's Body Works 6,165.00  
Notter Electric Co. (not Grant) 5,510.00 Notter Electric Co. (Grant) 5,920.00

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

#7 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:  
Hull & Associates 47,196.40 Five Star International 10,074.49  
Melzer's Fuel Service 3,086.46 Skufka's Body Works 6,165.00  
Notter Electric Co. (not Grant) 5,510.00 Notter Electric Co (Grant) 5,920.00  
Andrews & Pontius 504.00 Dalin Auto Service 1,383.50  
Melzer's Fuel Service 1,429.79 Physio Control, Inc. 1,080.00  
GCR Tire Centers 2,772.98 Lake Truck Sales 2,387.76  
PFUND Superior Sales 1,490.00 Medical Mutual HRA 2,867.06  
Warren Fire Equipment 846.50

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 additional Blanket Certificates:  
04A07 5,000.00 10A09E 2,000.00  
10A10B 1,000.00

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

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.

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**SAYBROOK TOWNSHIP TRUSTEES**

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Total Cash Balance: 833,159.56  
Current Investment Accounts: 772,841.32  
Current Checking Account: 60,318.24

#9 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**

Road Superintendent Marc Pope read the Road Report.

#10 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve appointment of Road Department employees Shane Shetler, Doug Jones and Justin Stark as Lead Person since they have been instructed as to procedures for Road and Cemetery operations. Per Article 23 Lead Person, they are eligible to receive a Lead Person/Temporary Supervisor differential of \$2.25 per hour for each hour worked as the Lead Person/Temporary Supervisor and for Shane Shetler to be paid the Lead Person/Temporary Supervisor differential of \$2.25 per hour retro to 2-9-11. Shetler, Jones and Stark will be put on a rotating basis along with Steve Coach for said Lead Person position.

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

#11 Robert Brobst moved, seconded by Jane Hawn-Jackson 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**

Robert Vaughn presented the Zoning Report.

#12 Robert Brobst moved, seconded by Jane Hawn-Jackson 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 John Jyurovat read the Fire Report.

#13 Norman Jepson moved resolution, seconded by Robert Brobst to modify resolution 10112312 for an additional \$665.00 to Skufca's Body Works for body work and painting of Squad 729 (for a total amount of \$6,165.00).

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

#14 Robert Brobst 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

#15 Robert Brobst moved resolution, seconded by Norman Jepson to accept Part-time Dispatcher Shana Peer's resignation effective today however her last day worked was February 21, 2011.

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

#16 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to contract Ohio Cat for the annual service and inspection for the generator at Fire Station 1 which will cost \$565.10 plus parts and labor. This will keep us compliant for the two year warranty coverage.

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

#### WATER RESCUE

There was one Activity Report for the Polar Bear Plunge at Geneva State Park in which we had five Water Rescue volunteers attend.

#### SAFETY

The Fire and Road Departments are working on completing the Ladder Safety Training and quiz which are to be turned into the Office when done. This was from January 11, 2011.

#17 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the Mandatory BWC Drug Free Workplace Training for all township employees and volunteers on the following dates:

Wednesday, May 4<sup>th</sup>, noon - 1:00 pm, Admin. Offices, 7247 Center Rd.  
Wednesday, May 11<sup>th</sup>, 5:30 pm - 6:30 pm, Fire Station 1, 5714 NRW.  
Saturday, May 21<sup>st</sup>, 8:00 am - 9:00 am, Admin. Offices, 7247 Center Rd.

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

Notice will be in paychecks dated 3-10-11 and mailed to those with no hours and all Water Rescue volunteers.

No action was taken on the Draft Employee Safety and Health Manual.

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#18 Norman Jepson moved resolution, seconded by Robert Brobst to set April 26, 2011 at 6:00 pm for the mandated one hour Supervisor Drug Free Training for the Trustees, Fiscal Officer and Fire Chief.

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

**PUBLIC**

No public spoke.

**OLD BUSINESS**

For the record – Violence in the Workplace and Harassment Training was completed by all employees except five Water Rescue volunteers who will be attending it at the same time as the BWC Drug Free Training coming in May.

#19 Robert Brobst moved resolution, seconded by Norman Jepson to rescind Resolution #11030701 regarding the Project Agreement with Ashtabula City for Wade Avenue based on advice from the Prosecutor.

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

**COMMITTEE REPORTS**

Status Fire Station 1, addition – Robert Brobst stated a check for \$262.65 needed to be issued to the Ashtabula County Building Department for a Plan Review for the addition at Fire Station 1.

Status of Fire Station 1, NOPEC – All the Grant money has been received and work is still being done at the Station.

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

- OTA news, Amendments impacting Townships – HB 61 Compensatory Time will affect township budgets.
- County General Health District Advisory Council Annual Meeting will be on 3-24-11 at 7:00 PM to be held in the basement of the Health Department building.
- Road Closings notice for Ninevah and Depot Roads between New London and North Bend on 2-28-11 due to high water.
- Western Reserve's Petroleum Seminar on 3-18-11 from 9:00–11:00 am at Mary Yoder's Amish Kitchen in Middlefield, Ohio, RSVP by 3-10-11 if attending.
- LEADERSHIP Ashtabula County's thank you and Certificate of Appreciation for our participation in the Government and Political Systems Day.
- Residents called us regarding flooding on Sanborn Road, Depot Road and New London, Brobst has been actively working on.
- Poster "Spring for a Few Good Habits" has been posted at Station 1 and 2, Road Building and Office.
- LEADERSHIP Ashtabula County's Annual Fundraising Event will be on 4-9-11 at 6:00 pm at the Andrus Party Center, RSVP by 4-1-11 if attending.

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- Ashtabula County Department of Environmental Services, Township Waterline Advisory Committee Meeting is on 3-16-11 at 7:00 pm at the Department of Environment Services Office in Jefferson.
- Miscellaneous newsletters.

**NEW BUSINESS**

Neighborhood Watch Signs will be installed as soon as the weather permits.

Norman Jepson and Jane Hawn-Jackson will attend the Conforming Boundaries Public Hearing on 3-21-11 at 5:00 pm in Council Chambers.

**ANNOUNCEMENTS FOR THE RECORD:**

- It was announced that the residents should let our Office know of any street light outages so we can report them to the Illuminating Company.

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session to discuss a Union Grievance and personnel issue at 8:01 pm and action may be taken.

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

#21 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to Regular Session at 8:30 pm.

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

#22 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to change Full-time Firefighter Gary VanNorman's Employee Warning Record on February 11, 2011 from a Written Warning to an Oral Warning and Nature of Incident – Careless. Further research will be done in regard to his having to be paid for the Kelly Day not taken in December, 2010 and which he actually worked 24 hours that he should not have. Since the hours are averaged per year, over-time is defined as hours worked in excess of regularly scheduled work hours.

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

#23 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to allow Zoning Inspector Robert Vaughn to temporarily work an extra 8 hours per week on the Zoning Text above the regular 22 hours per week salaried and to be compensated at \$20.00 per additional hour worked.

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

#24 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 8:35 pm.

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SAYBROOK TOWNSHIP TRUSTEES**

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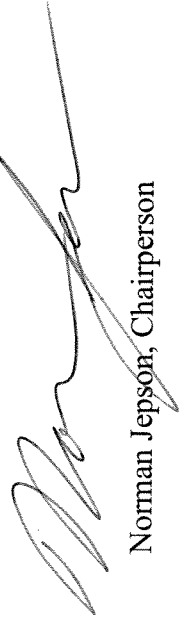
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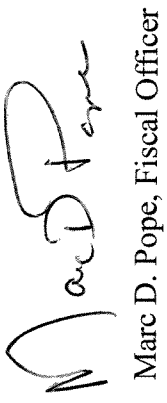
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Voting:	Robert Brobst	Yes
	Jane Hawn-Jackson	Yes
	Norman Jepson	Yes

The meeting was adjourned.



Norman Jepson, Chairperson



Marc D. Pope, Fiscal Officer