

# RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

MARCH 11, 2014

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 10:00 am by Chairperson Norman Jepson, along with Trustees Robert Brobst and Jane Hawn-Jackson, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Office Manager Lori Zebrasky and members of the public: Lloyd Richards, Gloria Baum and Greg Strnisa 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 234).

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 following Minutes:

February 25, 2014, Special Meeting – Fire Dept. Budget  
February 25, 2014, Regular Meeting

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 following Minutes:

February 25, 2014, Special Meeting – Fire Dept. Budget  
February 25, 2014, Regular Meeting

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

## **SAFETY REPORT**

Trustee Brobst read the Safety Report.

#3 Jane Hawn-Jackson 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 read the Fiscal Report.

The Township received the 1<sup>st</sup> Half Settlement Check from the County Auditor on March 10, 2014 in the amount of \$1,029,329.69.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve Warrants 61028 through 61118.

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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 Additional Blanket Certificates:

01A03	500.00	01A26	1000.00
04A05	2000.00	04A07	2000.00
10A09E	2000.00		

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 Then and Now's over \$3000.00:

Illuminating Co.	5997.06	Morton Salt Inc.	5939.72
Medical Mutual	16998.52		

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:

Illuminating Co.	5997.06	Morton Salt Inc.	5939.72
Medical Mutual	16998.52	Consumers Life Insurance	134.85
Dominion East Ohio	599.47	Stephen Oeffner	1500.00
Sutphen Corp.	1122.11	Waste Management	137.68
Windstream	1138.46	Melzers Fuel	2699.70
Alltel Wireless	45.45		

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:	963,837.97
Current Investment Accounts:	892,396.16
Current Checking Account:	71,441.81

The total in the checking account does not include the 1<sup>st</sup> Half Settlement Check.

#8 Norman Jepson 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

Chairperson Jepson read the Road Report.

#9 Jane Hawn-Jackson moved, seconded by Norman Jepson 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.

There will be an Open Special Meeting at 5:30 pm on March 25, 2014 to review Zoning Forms, Zoning Map and to discuss the Adult Entertainment District.

#10 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson that the Oil & Gas property located at 3701 North Ridge Road is zoned C2 because of the history of the property having been a C2 in the past.

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

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

Chairperson Jepson read the Fire Report.

#12 Norman Jepson moved resolution, seconded by Robert Brobst to approve Full-time Firefighter/Paramedic James Krenisky to attend the Paramedic Refresher Class at Jefferson Rescue on March 2, 5, 9, 12, 16, 19, 23, 26, and 30, 2014 and to pay for fill-in coverage on March 16 for approximately 9 hours and March 19 for approximately 5 hours and to pay over-time of approximately 44 hours for classes attended including back-pay.

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

#13 Norman Jepson moved resolution, seconded by Robert Brobst to approve Full-time Firefighter/Paramedic Ben Paxton to attend a Paramedic Refresher Class hosted by UH Medical Center at SCAD on March 18, 20, 25, 27, April 1, 3, 8, 10, 15, and 17, 22, and 24, 2014 from 8:30 until 12:30 every day and to pay fill-in coverage for March 18, 27, April 8 and 17 for approximately 5 hours each day and pay over-time for approximately 32 hours for classes attended.

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

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to offer employment to Jill Forbes as Probationary Part-time Dispatcher at a rate of \$9.86 per hour per Bargaining Agreement based on her providing the required paperwork and then passing the physical which includes a drug screen.

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

#15 Robert Brobst moved, seconded by Norman Jepson 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

No written report.

## OLD BUSINESS

The IAFF Contract has been signed and is on file in the Administration Office.

The Unaudited Annual Financial Report for Saybrook Township for 2013 was on display in the office for the public to review and can now be found on file in the Administrative Office.

## COMMUNICATION/CORRESPONDENCE

- RCAP Training Sessions, no cost trainings for GIS and CMOM trainings
- OTARMS notice announcing one million dollar capital distribution to OTARMA Members
- Free Paradigm Pipeline Safety Training on 4-2-14 at 5:30 pm at Geneva State Park Lodge will be attended by Zoning Inspector Vaughn.
- Township Waterline Advisory Committee's next meeting is 3-19-14 at 7:00 pm. We also receive minutes from the 12-18-13 Meeting.

#16 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve Zoning Inspector Vaughn to attend the Fair Housing Seminar on 4-11-14 from 9 – 4:30 pm at Geneva Lodge and the Township to pay \$45.00 for the seminar.

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

- Township received notice from ACDES of a Township business that is in violation of waste discharge into sanitary sewer.

## NEW BUSINESS

#17 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to renew the membership to Ashtabula County Society for Human Resource Management (ACSHRM) at a cost of \$30.00.



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#23 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve paying a stipend of .25 cents per hour for Senior Part-time Firefighter on duty at Station 2 effective March 1, 2014, upon approval by Part Time Employees of Saybrook Township Fire Department's Union.

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

#24 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to receive Dan Goodale's application and to offer him employment as Probationary Part-time Firefighter at a rate of \$10.50 per hour per Bargaining Agreement based on his background check, him providing the required paperwork and then passing the physical which includes a drug screen. The Township will accept his South Carolina Agility Test providing that the next time it is offered at Tri C Community College, he must pass it or the job offer will be revoked.

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

#25 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 11:25 am.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Lori Zebrasky, Office Manager