

# RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

MARCH 12, 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, Office Manager Lori Zebrasky and members of the public Jerry Ross from Waste Management, 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 172 and 173).

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

Office Manager Lori 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 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to dispense with the reading of the February 26, 2013, 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 26, 2013, Regular Meeting Minutes.

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

One cemetery deed was signed.

## **FISCAL REPORT**

Norman Jepson read the Fiscal Report.

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 58561 – 58652

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

#4 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then and Now Certificate over \$3,000.00:  
Cargill 5664.56

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 Purchase Orders:

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Cargill	5664.56	Huntington Ins.	91.00
Harrington	125.89	Truckmen Truck	2256.24
Stephen Oeffner	1800.00	Melzer's Fuel	2693.50
Treasurer of State	328.00	Windstream	1061.16
Ashtabula Office	635.00	Greenleaf Motor Express	196.23
Lakeshore Auto	333.51	Lake Truck Sales	594.96

## Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Ye

We have received estimated receipts and expenses from Road Department and Road Liaison Trustee Brobst for 2013 but not any detail of expenditures.

- Fund 02 – Motor Vehicle License Tax
- Fund 03 – Gasoline Tax
- Fund 04 – Road and Bridge Fund
- Fund 05 – Cemetery
- Fund 23 – Motor Vehicle License Permissive Fund

The Fiscal Officer contacted the County Auditor and they have not completed the Annual Amended Certificate with the amounts we can appropriate in each fund, therefore I am unable to move forward with our budget or Permanent Appropriations until that is done and I have a proposed budget 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 earlier for their review.

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

Total Cash Balance:	\$ 1,905,399.25
Current Investment Accounts:	\$ 927,666.92
Current Checking Account:	\$ 977,732.33

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

**ROAD REPORT**

Road Supervisor Pope was not present so Trustee Brobst read the Road Report.

#7 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to submit the North Depot Road bridge replacement and road upgrade for the 2014 Issue II letting to the County Engineer's Office which will be a joint project between the County Engineer and Saybrook Township. The County Engineer will submit Issue II paperwork to the County Commissioners.

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

#8 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson authorizing participation in ODOT Cooperative Purchasing Program which states:

WHEREAS, Section 5513.01 (B) provides the opportunity for Counties, Townships, Municipal Corporations, Conservancy Districts, Township Park Districts, Park Districts created under Chapter 1545 of the Revised Code, Port Authorities, Regional Transit Authorities, Regional Airport Authorities, Regional Water and Sewer Districts, County Transit Boards, State Universities or Colleges to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies or other articles.

NOW, THEREFORE,  
Be it ordained by Saybrook Township Board of Trustees:

### SECTION 1.

That the (Agent) hereby requests authority in the name of Saybrook Township Board of Trustees to participate in the Ohio Department of Transportation contracts for the purchase of machinery, materials, supplies or other articles which the Department has entered into pursuant to Ohio Revised Code Section 5513.01(B).

### SECTION 2.

That the (Agent) is hereby authorized to agree in the name of Saybrook Township Board of Trustees to be bound by all terms and conditions as the Director of Transportation prescribes.

### SECTION 3.

That the (Agent) is hereby authorized to agree in the name of Saybrook Township Board of Trustees to directly pay vendors, under each such contract of the Ohio Department of Transportation in which Saybrook Township Board of Trustees participates, for items it receives pursuant to the contract.

### SECTION 4.

That Saybrook Township Board of Trustees agrees to be responsible for resolving all claims or disputes arising out of its participation in the cooperative purchasing program under Section 5513.01(B) of the Ohio Revised Code. The Saybrook Township Board of Trustees agrees to waive any claims, actions, expenses, or other damages arising out of its participation in the cooperative purchasing program which Saybrook Township Board of Trustees may have or claim to have against ODOT or its employees, unless such liability is the result of negligence on the part of ODOT or its employees.

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

Brobst stated that on March 20<sup>th</sup> County Engineer Tim Martin, Marc Pope and he will meet to look at Township roads.

#9 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive the Road

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Report, a copy of which can be found in the Addendum.

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

**ZONING REPORT**

There was no written report.

**FIRE REPORT**

Chief Jyurovat presented the Fire Report.

Chief Jyurovat turned in the three following Tailgate/Toolbox Safety Trainings:  
 Employee Training – Get it in Writing, OSHA’s Motor Vehicle Requirements, and  
 Proper Passing and Lane Changes.

#10 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

**WATER RESCUE**

Two Activity Reports were submitted as follows:

- Entanglement training at Lake Village Camp on 1-20-13, eight Saybrook  
 Water Rescue volunteers attended
- Polar Bear Plunge, clean ice cold water rescue on 2-9-13, six Saybrook Water  
 Rescue volunteers attended

**SAFETY REPORT**

Trustee Brobst read the Safety Report.

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

**PUBLIC**

The Township received a letter from a Tuttle Road resident regarding Waste  
 Management using Waste Management’s access gate and about the road deteriorating  
 due to traffic. Jerry Ross from Waste Management stated that the Illuminating  
 Company is putting up power poles and they have been obstructing traffic but  
 unfortunately there isn’t anything Waste Management can do about it. The  
 Illuminating Company is almost done except for the wires.

Two Township residents stopped in the office to thank the Township for the  
 demolition of homes (one on Rt. 20 and two on Rt. 84).

**OLD BUSINESS**

Office received statements from the Chief and Road Superintendent stating neither

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had personal use of Township vehicles in 2012.

Received letter from County Engineer regarding pre-application information for Ohio Public Works funding which is due by 5-3-13.

Sign-offs have been received by all employees covered by insurance regarding them notifying the office in writing when covered dependents cease to be eligible, which can be found in their files.

## COMMUNICANTION/CORRESPONDENCE

(All of which can be found in the Addendum)

- OPERS Notice regarding employees eligible to purchase or receive service credit was posted at the Administration Office and Fire Department, no Road employees have been in the military.
- Fair Housing Seminar is 4-12-13 from 9:00 am to 4:30 pm
- Township responded to the SERB 2013 Health Insurance Survey on 3-6-13
- Township placed Saybrook hotels ad in Chamber Directory and it will be paid out of Lodging Tax
- IAFF dues increase - payroll deduction changes done effective pay of 3-7-13
- Road Closing notice for Forman Rd. from 3-13-13 until further notice, then was changed again to 3-18-13
- Job & Family Services, able to report unemployment information electronically and new program Ohio Learn to Earn
- Information on culvert installations and who can do them on drives entering a township road will be further discussed at the next meeting.
- Miscellaneous newsletters

## NEW BUSINESS

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to increase EMS rates to maximum allowed by Medicare. We will continue with soft billing for Township residents.

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

No action taken on billing for fire or motor vehicle accidents.

#13 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to increase the breakfast per-diem from \$8.00 to \$12.00 and the lunch per-diem from \$12.00 to \$15.00, the dinner per-diem will remain at \$25.00.

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

Norman Jepson will attend the County Tax Incentive Review Meeting, to conduct the annual reviews for Saybrook businesses that hold an active Enterprise Zone Agreements, on 3-27-13.

Norman Jepson will attend the County General Health District Advisory Council



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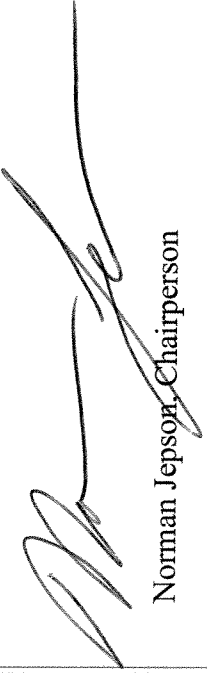
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The meeting was adjourned.



Norman Jepson, Chairperson



Lori Zebrasky, Office Manager