

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BANK, INC., FORM NO. 10146

Held

MARCH 13, 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: Kathleen Kennedy and Sharen Lyons 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 115) 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:

February 28, 2012, Regular Meeting

February 28, 2012, Board of Zoning Appeals Public Hearing – Dixon

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

#2 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the Minutes of February 28, 2012, Regular Meeting.

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

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to receive for record purposes only the Draft Minutes of February 28, 2012, Board of Zoning Appeals Public Hearing – Dixon.

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

FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 556093-56186

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 following Then and Now Certificate over \$3000.00:
Melzer's Fuel 3956.38

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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 Purchase Orders:
Melzer's Fuel 3956.38 Dominion East Ohio 449.93
Concord Road Equipment 1024.93 Andrews &Pontius, LLC 1064.00

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

For the Record: Payroll Tax Tables have been updated.

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 this report. The previous Month End was passed out for the Trustee's review earlier.

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

Total Cash Balance: \$ 1,141,780.08
Current Investment Accounts: \$ 934,027.25
Current Checking Account: \$ 207,752.83

#7 Robert Brobst moved, seconded by Jane Hawn-Jackson 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.

#8 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to have the County Engineer prepare bid packets for the following streets to be paved: Glen Arden, Winterhaven Avenue, Winterhaven Court, Westminster Avenue, Chestnut Drive, Locust Drive, Orchard Drive, Tryon Road, Brooks Road and Renko Road.

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

#9 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

Zoning Inspector Robert Vaughn presented the Zoning Report.

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#10 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 John Jyurovat presented the Fire Report.

#11 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve Probationary Part-time Firefighter/EMTP Joseph Edison, who has completed his 48 hour training period, to sign up for shifts on 3-21-12 at a rate of \$10.06 per hour. He will remain on probation until January 26, 2013.

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

#12 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve Probationary Part-time Firefighter/EMT Keith Stewart, who has completed his 48 hour training period, to sign up for shifts on 3-21-12 at a rate of \$10.06 per hour. He will remain on probation until January 26, 2013.

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

#13 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to appoint Full-time Firefighter Mike Cliff to fill the Captain's position at a rate of pay of \$18.76 per hour starting March 22, 2012. He will be on probation for six months and then have a review at the end of his probationary period.

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

WATER RESCUE

There was no written report.

#15 Norman Jepson moved resolution, seconded by Robert Brobst to pay the Northeast Chief's Association \$100.00 for the dive team dues along with a letter stating we disagree with having to pay these dues because of the personnel, training and equipment we already supply.

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

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There was a Dive Drill at Andover Lake Village pool on January 22, 2012 that was attended by five Township Water Rescue Volunteers.

SAFETY

For the Record: The schedule for the mandatory Township BWC Drug Free Training that all Township employees/volunteers must attend one of these sessions to remain with Saybrook Township is as follows:

- Thursday, April 26, 2012, 8:00 am – Administration Building
- Tuesday, May 1, 2012, 7:00 pm – Fire Station 1
- Saturday, May 12, 2012, 1:00 pm – Administration Building

PUBLIC

No public spoke.

OLD BUSINESS

Trustee Jepson is working on getting additional information on possibly adding a recycling bin in the north side of the Township.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Medicaid EMS Billing Review – Township paid \$13,961.90 in 2011
- Ashtabula County General Health District Advisory Council Annual Meeting will be March 22, 2012 at 7:00 pm
- County Commissioners - County Tax Incentive Review Committee met on March 12, 2012 for annual reviews of companies in our Township
- Northwest Savings Bank letter of interest to do business with Saybrook Township
- Department of Environmental Services, Township Waterline Advisory Committee meeting is March 21, 2012 at 7:00 pm and Minutes of January 18, 2012 meeting
- NOPEC, participation in NOPEC program for gas, we do not need to take any action if we wish to continue with them
- Board of Commissioners, invitation for Commissioners Evening Agenda Session is March 13, 2012 at 6:00 pm

NEW BUSINESS

No New Business was discussed.

ANNOUNCEMENTS FOR THE RECORD

There were no announcements.

#16 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at approximately 7:55 pm to discuss Safety Officer's contract, Dispatching contract with GOL and Office Manager's position, action may be taken after returning to Regular Session. The three Trustees and Fiscal Officer Marc Pope went into Executive Session.

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

#17 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at approximately 8:15 pm.

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

#18 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the Office Manager's position as salaried based on 40 hours per week at \$36,940.80 per year starting March 8, 2012 and the departments based upon time spent will be charged as follows: ¼ General, ¼ Road, and ½ Fire.

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

#19 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to provide Dispatching Services to Geneva-On-The-Lake Village from April 1, 2012 through March 31, 2013 in the amount of \$3,502.00 and a 3% increase for each of the next two years after that. *(March 31, 2013 with a 3% increase each year over the current contract price which is \$3400.00 per year (1st year-\$3502.00, 2nd year-\$3607.00, 3rd year-\$3715.00).*

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

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to contract with Scott Cole for Safety Officer from April 1, 2012 through March 31, 2013 at a cost of \$11,440.00 per year.

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

#21 Robert Brobst moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 8:20 pm.

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

The meeting was adjourned.

Jane Hawn-Jackson
Vice-Chairperson

M. P. P.

Norman Jepson, Chairperson

Marc Pppe, Fiscal Officer