

# RECORD OF PROCEEDINGS

Minutes of

Meeting

## SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

MARCH 22, 2011

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: Joyce Crease, Kathleen Kennedy, Bob Loudermilk, Greg Strnisa, Kathleen Osten, Alex Pope and Michael Czup 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 #70) 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.

#1 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to dispense with the reading of the following Minutes:

March 8, 2011, Regular Meeting

March 15, 2011, Employee Safety 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:

March 8, 2011, Regular Meeting

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

#3 Robert Brobst moved resolution, seconded by Norman Jepson to receive for record purposes only the following Minutes:

March 15, 2011, Employee Safety Meeting

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

### FISCAL

Marc Pope presented the Fiscal Officer's Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 53620-53709

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

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#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Then and Now Certificates over \$3000.00:  
Morton Salt 20000.00 Ziegler Heating 3995.00  
Medical Mutual HRA 11585.02

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 following Purchase Orders:  
Morton Salt 20000.00 Ziegler Heating 3995.00  
Medical Mutual HRA 11585.02 John Jyurovat 74.00  
VISA 865.62 Security Technologies 400.00  
Koski Construction 771.10 Melzer's Fuel 2421.81  
Illuminating Co. 64000.00

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 Road Supervisor to carry 13.5 hours vacation into 2011.

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

We have received \$21,736.00 in lieu of taxes from Plastpro, Inc. which was split in the same ratio as taxes would have been.

The Budget Commission has allowed us to appropriate up to \$4,266,077.47 for 2011.

#8 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the permanent Appropriations for 2011 as requested by the Fiscal Officer, a copy of the full breakdown by subaccounts can be found in the Addendum:

General Fund: 732,224.44  
Motor Vehicle: 26,300.00  
Gasoline Tax: 155,400.00  
Road & Bridge: 1,211,275.29  
Cemetery: 27,000.00  
Cemetery Bequest: 150.00  
Street Lighting: 73,800.00  
Fire: 1,618,107.74  
ODOD Capital: 121,700.00  
MVA: 53,800.00  
Unclaimed: 6,320.00  
Public Works: 240,000.00  
Total Appropriations: 4,266,077.47

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, Appropriations

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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.

Total Cash Balance: 1,672,370.62  
Current Investment Accounts: 793,975.19  
Current Checking Account: 878,395.43

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

**ROAD REPORT**

Road Superintendent Marc Pope read the Road Report.

#10 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to hire Thomas Fence to install an enclosure to hide and protect the garbage dumpster behind the Road Department building at a cost not to exceed \$2,300.00 along with the corresponding Purchase Order.

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

#11 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to advertise for the Wade Avenue Road Project estimated at \$700,000.00, of this approximately \$209,650.00 is being paid by Ashtabula City for their portion of this project.

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

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

For the record – Ashtabula City did not bail out (help) Saybrook on the Wade Avenue Project as was stated in the Star Beacon Newspaper on 2-22-11.

**ZONING REPORT**

Robert Vaughn presented the Zoning Report.

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

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## FIRE REPORT

There was no Fire Report.

## WATER RESCUE REPORT

There was no Water Rescue Report.

## SAFETY

For the record – The three Trustees, Fiscal Officer and Chief need to attend the mandated 1-hour Supervisory Drug Free Work Place Training scheduled for 4-26-11 at 6:00 pm.

Safety Consultant Scott Cole and the Trustees would like the Supervisors to attend all Safety Meetings.

## PUBLIC

Greg Strnisa inquired as to the side set back if he built a pole building, would he have to use the current or new Text?

Bob Loudermilk inquired if Delta Railroad is moving out of the Township, is it because of something Saybrook did?

## OLD BUSINESS

For the record - Redefining Boundaries and Park Issue – The Public Hearing of Ashtabula City which was scheduled for tonight was cancelled – waiting for more information from the County Auditor.

For the record - Thank you Chief Jyurovat and Captain Berg for getting the Railroad Crossing Identification Numbers.

For the record – A date and time still needs to be scheduled to set up Code Red with the Captains.

For the record - Required copy of license and proof of insurance have not been received by the Office from one Road Employee, three Firefighters and one Water Rescue.

For the record - Need information from the Fire Department for 2009 and 2010 EMS expenses to allow those monies to be moved out of the EMS Savings Account.

Norman Jepson read an overview (a copy of which can be found in the Addendum) of concerns by the Township and our various advisors on the possibility of the Township taking the detention pond from the Stonegate Subdivision. Some of the items mentioned were as follows:

- There is no statute that requires a township to maintain detention basins created by a developer
- Advised us against volunteering to maintain due to the steep slopes that could not be maintained with our existing equipment
- Concern that there is untreated effluent in the basin
- Liability
- Setting a precedent in regards to other existing detention basins as well as future detention basins
- ORC 511.11, governs acquisition of property by township must be for a “use” for the Township and not a development. There is no known achievement for the township to take over this detention pond
- Responsibility and liabilities that will come with ownership of this detention pond and the additional cost to the entire township with no “township use or need”
- Township cannot limit its liability regarding the maintenance of property by any type of writing;

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acceptance of property will subject the township to any and all liabilities that would face any other property owner

- Fatalities & injuries
- Property damage
- Trespassing issues
- Toxic water issues
- Flooding issues/other water issues
- Installing & maintenance of proper No Trespassing signs & fencing
- Adding lifesaving Equipment and properly maintain it
- Install culvert grates
- Preventing mosquitoes from becoming a nuisance by preventing breeding
- Algae control
- Aerate water in the pond
- Periodically having to remove debris and silt buildup
- Installation of headwalls
- Inspection of storm water drains that are delivering water into the detention pond

Trustee Brobst apologized for having thought Saybrook could assume the detention pond. After extensive review of Prosecutor, Insurance Company and County Engineer's information, we just cannot move forward on this.

#14 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to not accept the Detention Pond from the Stonegate Association and to send a letter to the Association explaining why.

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

For the record – Zoning Consultant Scott Cole suggested that the Draft Employee Safety and Health Manual be addressed with the Unions first before being approved.

**COMMITTEE REPORTS**

Fire Station 1, addition – Saybrook will hold up on bidding it out due to financial issues right now.

Fire Station 1, NOPEC – There are only two more overhead doors to be installed and the NOPEC Grant will be completed.

Memorial Day -

1. We will not apply for \$100.00 from Commissioners since we cannot cash the check without a bank account for the Memorial Day Association.
2. The speakers will be students who win the Memorial Day Essay contest and there will be one winner in each of the three age brackets and the winner will receive a \$50.00 savings bond.
3. Norman Jepson, Marc Pope and Joyce Crease will commit \$25.00 toward Savings Bonds for the essay winners.

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

- AEDs in the Office and Road Building have had their annual inspection.
- ODOT will have an open house on 4-12-11 from 4:00-6:00 pm to discuss projects scheduled for 2012-2015.
- Office of Governor Kasich received the Township letter opposing elimination of inheritance tax.
- Paradigm is offering a free gas line/safe digging class in the evening of 4-6-11 that will be attended by the Chief.



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#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to modify resolution #11030823 to allow Robert Vaughn to work up to 40 hour per week for the next eight weeks (four pay periods). All additional hours will be spent working on the Zoning Text. After this time, the Board will review if additional hours will still be needed.

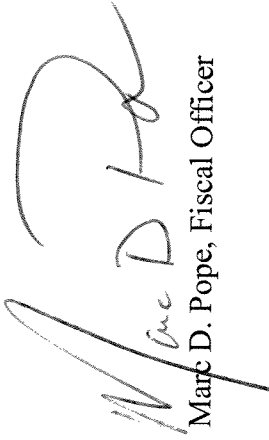
Roll Call Voting:      Jane Hawn-Jackson      Yes  
                                 Robert Brobst              Yes  
                                 Norman Jepson             Yes

#20 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 8:25 pm.

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

The meeting was adjourned.

  
Norman Jepson, Chairperson

  
Marc D. Pope, Fiscal Officer