

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

MARCH 26, 2013

Held

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 6:30 pm by Chairperson Norman Jepson, along with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Joyce Crease, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and members of the public: Greg Strnisa, Kathleen Kennedy and Sharen Lyons were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

Trustee Brobst had to leave the meeting as he received a BWC random drug test in accordance with Township Policy.

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 177 and 178).

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 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to dispense with the reading of the following Minutes:

- March 12, 2013, Regular Meeting
- March 12, 2013, Public Hearing JEDD
- March 20, 2013, Safety Committee Meeting

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

#2 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following Minutes:

- March, 12, 2013, Regular Meeting
- March 12, 2013, Public Hearing JEDD

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

#3 Jane Hawn-Jackson moved, seconded by Norman Jepson to receive the March 20, 2013 Safety Committee Meeting Minutes.

Voting: Jane Hawn-Jackson Yes
 Robert Brobst Out of room
 Norman Jepson Yes

FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#4 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following Warrants: 58653 – 58741

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

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#5 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following Then and Now Certificates over \$3,000.00:
Melzer's Fuel Service 4732.35 Cargill 5413.93
Medical Mutual 12334.62

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

#6 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following Purchase Orders:
Melzer's Fuel Service 4732.35 Cargill 5413.93
Medical Mutual 12334.62 Time Warner Cable 500.00
Phil's Catering 600.00 Harrington Industrial 900.00
State Rd. Occupational 1187.00 Security Technologies 1080.00
Truckmen Truck Services 736.10 Renee Kirk 77.00
Lori Zebrasky 77.00

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Out of room
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: \$ 1,841,687.71
Current Investment Accounts: \$ 945,988.51
Current Checking Account: \$ 895,699.20

#7 Jane Hawn-Jackson moved, seconded by Norman Jepson to receive the Fiscal Report, a copy of which can be found in the Addendum.

Voting: Jane Hawn-Jackson Yes
Robert Brobst Out of room
Norman Jepson Yes

Trustee Brobst returned to the meeting at approximately 6:40 pm after completing the Township's BWC random drug testing procedure.

ROAD REPORT

Road Superintendent Pope presented the Road Report which listed projects and purchases with estimated costs for each for the Saybrook Road Department for 2013-2014.

There was discussion regarding Brooks, Munson and Renko Roads also needing some guardrail issues and should be looked at and possibly added to the list.

Trustee Brobst stated that ODOT is planning to enclose the ditch on Rt. 45 north of North Bend on the east side of the road (a little at a time as funds permit).

#8 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive the Road Report, a copy of which can be found in the Addendum.

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

ZONING REPORT

Zoning Inspector Vaughn presented the Zoning Report.

#9 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

FIRE REPORT

Chief Jyurovat presented the Fire Report.

The Township received notice of award for the Assistant to Firefighters Grant in the amount of \$43,000.00 to be used for a diesel exhaust removal system at Station 1. More information will come in the next month or so. The Township will put in the remaining 10%.

#10 Norman Jepson 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

SAFETY REPORT

Trustee Brobst read the Safety Report.

#11 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to move the Safety Report to the first position on the agenda under Department Head Reports as safety is truly the most important thing.

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

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

Township received a letter from a Tuttle Road resident regarding Waste Management's use of their access gate and also requesting that Saybrook Township install their own locked gate or some other barricade at the Township line on the road. The Trustees stated this is not legal.

Greg Strnisa stated he is available for questions regarding the zoning hearings. The Trustees appreciated that but had no questions.

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Kathleen Kennedy asked about the opening of Lou's Billow Beach Restaurant. It was stated that they plan to open in April or May.

OLD BUSINESS

#13 Robert Brobst moved resolution, seconded by Norman Jepson to remove from the agenda the Draft Resolution to Regulate Noise as there are currently laws in Ohio for this.

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

A possible policy of employer's use of criminal background checks will be discussed at the April 9th meeting in Executive Session.

Road Superintendent Pope will develop a permit and fee to be applied for culvert installations on Township roads which are not done by the Township and it will be discussed at the next meeting.

#14 Norman Jepson moved resolution, seconded by Robert Brobst the following:

WHEREAS, negotiations for a proposed Joint Economic Development Contract (JEDD) between Saybrook Township and the City of Ashtabula, Ohio regarding the property located at 7911 Depot Road, Ashtabula, Ohio 44004 (St. John School) have been concluded with all of the prerequisite legal requirements having been satisfied; and

WHEREAS, a public hearing on said proposed JEDD contract having been held pursuant to ORC Section 715.75 on March 12, 2013 and any and all public comments having been taken into account by the Trustees; and

WHEREAS, the Trustees have determined that entering into the proposed JEDD contract will be beneficial to the economic development of Saybrook Township;

NOW THEREFORE, be it resolved that the Saybrook Township Board of Trustees hereby approve the subject JEDD contract with the City of Ashtabula, Ohio in accordance with the terms and conditions set forth in the copy of said contract now on file in this office.

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

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Biomedical Instrumentation Services inspected Road and Office's AEDs, both passed inspections
- Received from County Engineer's the Annual Township Highway Mileage Certification Form for 2012
- Fire Chief and Zoning Inspector are registered for the Pipeline Safety program on 4-3-13
- Lakeside Football Jersey Drive, donation of \$45.00
- Ohio EPA Citizen Advisory regarding Ohio EPA public meeting to discuss draft permit to expand Geneva Landfill on 3-28-13 at 6 pm at the Northwest

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Ambulance District in Geneva

- Certificates of completion of NIMS training for one Trustee, Fiscal Officer and Office Manager
- City Manager Press Release regarding Draft of Safe Routes to School program were unveiled at the Board of Education meeting on 3-20-13, two Trustees attended
- St. John School press release regarding ribbon cutting/open house for cafeteria addition was 3-24-13, Trustees Jepson and Brobst attended and a Resolution was presented to the school
- Miscellaneous newsletters – available for public viewing

NEW BUSINESS

#15 Norman Jepson moved resolution, seconded by Robert Brobst to change the qualification for a Part-time Firefighter from Level 2 (240) to Level 1 (120) unless found to be in conflict with current contract agreements.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

Perimeters and outline for pre-employment and return to work physicals must be done and should have been done by State Road Occupational Medical Facility.

The Trustees agreed to accept Full-time Firefighter Krenisky's offer to check and maintain the MSDS updates with the assistance of the Department Heads.

#16 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve sponsoring one half the cost, up to \$150.00, toward the Ashtabula County Township Association's dinner for the meeting on 4-18-13 at the Engineer's office. (This is a shared expense and we no longer have to host a meeting every two years.)

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

Received letter from the County Department of Building Regulations regarding no extension granted on the Building Permits for Station 1 issued on 1-12-11.

#17 Robert Brobst moved resolution, seconded by Norman Jepson to send a letter to the County Commissioners requesting them to extend our building permit for Station 1 that was issued on 1-12-11, should we decide to go proceed with the project, and grandfather the permit in unless there are significant code changes.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

ANNOUNCEMENTS FOR THE RECORD

- March 29, 2013, Holiday – Offices Closed
- #18 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to go into Executive Session at 8:05 pm to discuss a personnel issue regarding wages, action may be taken after returning to Regular Session. The three Trustees went into Executive Session.

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

#19 Norman Jepson moved resolution, seconded by Robert Brobst to return to Regular Session at approximately 8:10 pm.

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

#20 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson that the six month pay increase for Office Manager Lori Zebrasky will go into effect 3-21-13 instead of 3-24-13 so it is not a split in pay period and one year pay increase to be effective 9-19-13 instead of 9-24-13 for same reason.

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

There was some discussion about the budget and permanent appropriations.

#21 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following 2013 Permanent Appropriations:

01 General - Total 686,000.00
Personnel Services 248,600.00
Other 437,400.00

02 MVLT - Total 23,000.00
Other 23,000.00

03 Gas Tax - Total 151,000.00
Other 151,000.00

04 Road - Total ~~1,030,000.00~~ 1,035,500.[~] P
Personnel Services 542,000.00
Other ~~432,000.00~~ 437,500.[~] P
Loan 56,000.00

05 Cemetery - Total 12,500.00
Personnel Services 9,500.00
Other 3,000.00

06 Bequest - Total 150.00
Other 150.00

07 Street Lights - Total ~~85,000.00~~ 78,000.00 P
Other ~~85,000.00~~ 78,000.00 P

10 Fire - Total 1,800,000.00
Personnel Services 1,033,750.00
Other 712,250.00
Loan 54,000.00

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14 *Plus Leaded to Current Bill* 7,000.⁰⁰ *J*

21	Capital Equipment – Fire – Total	44,000.00
	Other	44,000.00
23	MVL Permissive – Total	96,000.00
	Other	96,000.00
27	Unclaimed Funds – Total	6,239.86
	Other	6,239.86
	Total	3,933,889.86

~~3,926,889.86~~ *3,939,349.86* *J*

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

The meeting was adjourned at approximately 8:12 pm.



Norman Jepson, Chairperson


Lori Zebrasky, Office Manager