

RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BANK, INC., FORM NO. 10146

MARCH 27, 2012

Held

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 7:30 P.M. by Vice Chairperson Jane Hawn-Jackson, with Trustees Robert Brobst, Fiscal Officer Marc D. Pope, Zoning Inspector Robert Vaughn and members of the public: Dean Moore, Kathleen Kennedy, Sharen Lyons, Rich Carlo, Peggy Carlo and Will Paeden were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Chairperson Norman Jepson was not at this meeting, therefore no vote will be reflected for him.

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 116) or, upon request; it can be copied onto a CD at the current cost of the CD.

Vice Chairperson Jane Hawn-Jackson 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 March 13, 2012, Regular Meeting Minutes.

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

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the March 13, 2012, Regular Meeting Minutes with a modification to #12031319.

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

FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 56187 – 56281

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

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Then and Now Certificates over \$3,000.00:
Melzer's Fuel 3,100.14
Morton Salt Inc. 10,000.00
Edward Cigany and Rebecca Salinger 16,926.00

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

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:

Melzer's Fuel	3,100.14	Morton Salt Inc.	10,000.00
Biomedical Instrumentation Services	500.00	Cardiac Science	561.95

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Breathing Air Systems Division	449.00	Pharmed Corp.	750.00
Loveland & Brosius	650.00	Mark S. Finamore	1200.00
Dominion East Ohio	1276.17	Visa	400.00
Security Technologies	400.00	Ashtabula Safety Council	16.00
Edward Cigany and Rebecca Salinger	16,926.00		

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

#6 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Permanent Appropriations:

01-A-01	21,000.00	
01-A-02	22,000.00	
01-A-03	1,000.00	
01-A-04	3,000.00	
01-A-05	3,000.00	
01-A-06	6,000.00	
01-A-06A	110,000.00	
01-A-07	1,000.00	
01-A-10	10,000.00	
01-A-11	2,000.00	
01-A-12	22,000.00	
01-A-13	500.00	
01-A-15	5,000.00	
01-A-16	86,000.00	
01-A-17	4,000.00	
01-A-18	500.00	
01-A-19	10,000.00	
01-A-21	5,000.00	
01-A-26	266,868.17	
01-A-26A	50,000.00	
01-B-02	3,000.00	
01-B-03	6,000.00	
01-B-04	8,000.00	
01-B-05	1,000.00	
01-B-06	1,000.00	
01-B-07	1,000.00	
01-B-08	10,000.00	
01-D-01	2,000.00	
01-D-06	300.00	
01-E-01	6,000.00	
01-J-01	35,000.00	
01-J-02	500.00	
01-J-03	15,000.00	
	717,668.17	
02-B-02	21,750.00	
02-B-04	550.00	
	22,300.00	

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03-B-02	71,200.00
03-B-03	50,000.00
03-B-04	1,000.00
	122,200.00
04-A-01	10,000.00
04-A-02	53,000.00
04-A-02A	25,000.00
04-A-03	10,000.00
04-A-04	90,000.00
04-A-05	50,000.00
04-A-06	15,000.00
04-A-07	40,000.00
04-A-08	3,000.00
04-A-08L	60,000.00
04-A-08S	500.00
04-A-09	17,000.00
04-A-10	22,000.00
04-A-10A	150,000.00
04-A-13	30,000.00
04-B-01	350,000.00
04-B-02	50,000.00
04-B-03	232,477.76
04-B-03W	144,710.48
	1,352,688.24
05-A-02	20,000.00
05-A-03	1,000.00
05-A-09	2,000.00
05-A-12	4,000.00
	27,000.00
06-A-03	150.00
07-A-01	65,000.00
07-A-02	2,000.00
	67,000.00
10-A-01	440,000.00
10-A-01A	230,000.00
10-A-01B	90,000.00
10-A-01Q	500.00
10-A-02	135,000.00
10-A-03	20,000.00
10-A-03A	1,000.00
10-A-03D	1,000.00
10-A-04A	25,000.00

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10-A-06	10,000.00
10-A-07	30,000.00
10-A-07D	150.00
10-A-08	3,000.00
10-A-08C	3,000.00
10-A-08D	6,000.00
10-A-08E	17,000.00
10-A-08M	227,056.73
10-A-09	25,000.00
10-A-09D	600.00
10-A-09E	10,000.00
10-A-09V	17,000.00
10-A-10	10,000.00
10-A-10B	7,000.00
10-A-10C	1,000.00
10-A-10D	5,000.00
10-A-10E	6,000.00
10-A-10V	45,000.00
10-A-14	22,000.00
10-A-14A	150,000.00
10-A-15	29,924.00
10-A-15A	8,000.00
10-A-15C	16,926.00
10-A-15D	1,500.00
10-A-15E	1,000.00
10-A-15T	20,000.00
	1,614,656.73
21-A-02A	50,000.00
21-A-02E	75,000.00
	125,000.00
23-B-02	74,000.00
23-B-04	1,000.00
	75,000.00
27-A-09	6,215.00
30-A-04	86,000.00
Total	4,215,878.14
General Fund	717,668.17
Motor Veh. License	22,300.00
Gas Tax Fund	122,200.00
Road & Bridge Fund	1,352,688.24
Cemetery Fund	27,000.00
Cemetery Bequest	150.00

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Street Lighting Fund	67,000.00
Fire Dept. Fund	1,614,656.73
Capital Equip. Fund	125,000.00
Motor Vehicle Tax	75,000.00
Unclaimed Funds	6,215.00
Public Works	86,000.00
Total	4,215,878.14

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

For the Record: Part Time Union Dues are still on hold until the name of union registered with IRS and SERB is resolved.

FYI: There is an Early Payroll on April 5, 2012 due to the Administration Office being closed for a Holiday on April 6th.

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 for their review.

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

Total Cash Balance:	\$ 1,154,441.53
Current Investment Accounts:	\$ 943,501.06
Current Checking Account:	\$ 210,940.47

#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

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

#8 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to hire a temporary worker through Infinity Resources for cemetery and grounds maintenance for the 2012 season at a cost of \$15.38 per hour paid out of Cemetery (05 or 01D), (worker's rate of pay will be \$10.25).

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

#9 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to contract with the Ashtabula County Engineer's Office to centerline stripe the following roads in Saybrook this year at a cost not to exceed \$5,000.00:

Gerald Road from SR 20 to Brooks
Ninevah from SR 20 to Lake Road
Forman Road from Township Line to Austinburg Road
New London from SR 20 to tracks @ Depot Road

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Depot Road from SR 84 to SR 20
Sanborn Road from SR 84 to SR 20
Munson Hill from Austinburg Road to SR 84
Merchants Avenue from Brooks to Wade Avenue
Renko Road from Brooks to Carpenter Road
Brooks from Renko Road to Merchants Avenue

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

#10 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

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

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

Voting: Robert Brobst Yes
Jane Hawn-Jackson Yes

PUBLIC

Will Paeden of 4151 South Ridge West stated he is concerned with the noise, gunfire and the nuisance the Radio Flyer Club is in his neighborhood. He has a new neighbor that plays loud music and fires guns off his back porch and he would like to know what in Saybrook offers them protection against these problems.

FIRE REPORT

Trustee Robert Brobst read the Fire Report since the Chief was not present at tonight's meeting.

#12 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to release the Demolition Fund Escrow of \$16,926.00 that was received from Menmonite Mutual Insurance Company to be held for Edward Cigany and Rebecca Salinger for the barn fire that was destroyed at 3800 South Ridge Road, Ashtabula, Ohio on March 12, 2012.

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

#13 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to accept the resignation of Part Time Dispatcher Antonio Feralo. His last day worked was January 11, 2012. (All Township owned equipment must be returned.)

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

#14 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to terminate Part Time Dispatcher Erica Miles' employment with Saybrook effective immediately due to her not providing an availability to work sheet. Her last day

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worked was November 29, 2011. (All Township owned equipment must be returned.)

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

#15 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

WATER RESCUE REPORT

Trustee Robert Brobst read the Water Rescue Report.

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

Voting: Robert Brobst Yes
 Jane Hawn-Jackson Yes

SAFETY

For the Record: The March 20, 2012 Employee Safety Meeting was cancelled due to illness. The next meeting will be April 17, 2012 at 7:30 am at the Administration Building.

For the Record: The Township mandatory BWC Drug Free Annual Training notices were mailed to the Township Water Rescue Volunteers and all Fire personnel who did not receive a check on 3-22-12 and posted at all Township Buildings on 3-16-12 and were put in the employee's 3-22-12 paychecks. The schedule and which training the Trustees will attend is as follows:

- Thursday, April 26, 2012 at 8 am – Township Admin Building – Robert Brobst
- Tuesday, May 1, 2012 at 7 pm – Fire Station 1 – Jane Hawn-Jackson
- Saturday, May 12, 2012 at 1 pm, Township Admin Building – Norman Jepson

PUBLIC (PART II)

Rich Carol stated that Dominion East Ohio Gas cars are parked on the road near the gas field on Wade Avenue. The Trustee are considering sending a letter to Dominion East Ohio asking them not to park on the road when working at the gas fields.

Commissioner Peggy Carlo stated that the County is financially holding its own right now.

Kathleen Kennedy asked who should the couple address pertaining to discharging guns in the neighborhood.

COMMITTEE REPORTS

Memorial Day Committee – The Service will be May 28, 2012, parade line up at 8:00 am, step-off at 8:30 am. The service will be held in the back of the cemetery as the gazebo is not ready yet. The Girl Scouts will have the honor of raising the flag this year.

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COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Lakeland Community College, offering "How to Supervise People and Lead a Team" seminar on 4-24-12 from 8:30 am – noon, cost is \$129.00 per person
- Certificate of Result of Elect on Tax Levy for the 11-8-11 Police Protection Levy
- Goodwill Industries ticket and advertisement order form for their spring 2012 Fundraiser
- Ashtabula Homeless Shelter – Samaritan House letter received requesting a donation
- Green Hands USA letter received asking if we want to be part of National Green Volunteer Day on 4-2-12, a community beautification program
- Miscellaneous newsletter

NEW BUSINESS

For the Record: Ashtabula County Engineer 2011 Township Highway System Mileage Certification was signed by Trustees

For the Record: Webzar.com, Inc. registered SaybrookTwp.com and Saybrook Township.com for 10 years

For the Record: Ohio Department of Public Safety EMS Grant for 7-1-11 to 6-30-12 for \$4,000 is now closed

For the Record: AED preventive maintenance inspections were completed on 3-15-12 for the Road and Administration Buildings

The April 3, 2012 Special Monthly Meeting will be rescheduled for 6:30 pm on April 24, 2012.

Ashtabula County Safety Council Annual Awards Banquet will be April 12, 2012 at 11:15 am.

ANNOUNCEMENTS FOR THE RECORD

- April 3, 2012, 7:00 pm Special Monthly Meeting is rescheduled for April 24 at 6:30 pm to discuss sidewalks
- April 6, 2012, Offices closed for the Holiday

#17 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session at approximately 8:30 pm to discuss a possible employee reprimand and contract, action may be taken upon returning to Regular Session. The two Trustees and Fiscal Officer Marc Pope went into Executive Session.

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

#18 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at approximately 8:55 pm.

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

#19 Robert Brobst moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 8:55 pm.

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Voting: Robert Brobst Yes
Jane Hawn-Jackson Yes

The meeting was adjourned.

Jane Hawn-Jackson

Jane Hawn-Jackson, Vice Chairperson

Marc Pope

Marc Pope, Fiscal Officer