

RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

APRIL 10, 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, Fire Chief John Jyurovat and member of the public Dean Moore 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 117) 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 27, 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 27, 2012, Regular Meeting Minutes.

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: 56182 – 56374

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

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

Scott Cole 11400.00 All-ways Flasher Service, Inc. 1134.09

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

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the Blanket Certificates for the 2nd Quarter as follows:

01-A-03	148.83
01-A-04	897.49
01-A-05	193.34
01-A-10	2863.55

RECORD OF BUSINESS

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01-A-11	2000.00
01-A-26	10000.00
01-B-02	1000.00
01-B-03	1000.00
01-B-04	946.68
01-B-05	302.80
01-B-06	333.33
01-B-07	524.09
01-B-08	2507.87
01-J-02	145.09
01-J-03	4627.88
02-B-02	5498.11
02-B-04	164.35
03-B-02	10000.00
03-B-04	333.33
04-A-04	10000.00
04-A-05	10000.00
04-A-06	4813.03
04-A-07	10000.00
04-A-08	785.76
04-A-08S	166.67
04-A-09	1270.50
04-A-13	8412.30
04-B-02	10000.00
04-B-03	10000.00
05-A-09	528.95
05-A-12	1203.42
10-A-06	3243.20
10-A-07	1317.76
10-A-08	382.87
10-A-08D	1876.70
10-A-08E	3887.40
10-A-09	75.40
10-A-09D	178.33
10-A-09E	2460.17
10-A-09V	3888.27
10-A-10	2232.25
10-A-10B	2333.33
10-A-10D	1278.38
10-A-10E	1390.22
10-A-10V	10000.00
10-A-15	6588.43
10-A-15A	2633.33
10-A-15D	450.50
10-A-15T	6666.67
23-B-02	10000.00
23-B-04	333.33

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

#6 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following additional Blanket Certificate: 10A09 1110.91

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

For the Record: Part Time Union Dues are still on hold until Name of Union is registered with IRS and Andover Bank as SERB had approved this name change.

As recommended by the State Auditors, a copy of the System Status, Appropriation Status, Receipt Account Status, Fund Status and Pending Warrants was 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: \$ 2,107,149.29
Current Investment Accounts: \$ 943,501.06
Current Checking Account: \$ 1,163,648.23

#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 approve the purchase of a new John Deere Select Series X720 Ultimate Tractor (less deck) from State Purchasing for both the Cemetery and Road Departments and the cost to be paid out of both Funds, \$2,000.00 out of Cemetery Fund 05-A-08 and \$5,000.00 out of Road Fund 04-A-04, at a cost not to exceed \$7,000.00 which includes a trade in of a John Deere X300 at a value of \$725.74, along with the required corresponding Purchase Order.

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

#9 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to contract with Wilkinson Paving to crack fill, seal coat and stripe the Administrative Office parking area and the Road Department garage east and west lots at a cost of \$4,548.00 along with the required corresponding Purchase Order. (\$2,175.00 from General Fund 01-B-02 for Administrative Office parking area, \$2,373.00 from Road Fund 04-A-06 for Road Department garage area)

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

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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

FIRE REPORT

Chief John Jyurovat presented the Fire Report.

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

Voting: Robert Brobst Yes
Jane Hawn-Jackson Yes

#13 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve and to pay up front for the Paramedic Program in the fall of 2011 through UH Conneaut Medical Center for Part-time Firefighter Wade Stitt at a cost not to exceed \$5,000.00 once all required paperwork is completed.

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

SAFETY

Received one Incident Report for a Firefighter with minor injury and no medical treatment, copy of report can be found in the Addendum. All procedures were done correctly.

PUBLIC

For the Record: Resident on Carpenter Road requested extension of time to clean up the property behind his house.

For the Record: Resident on Brown Road would like the ditch cleaned – this has already been completed.

OLD BUSINESS

For the Record: Urban Myer sign was put up by “Saybrook Township” sign at Rt. 45 and Austinburg Road.

COMMITTEE REPORTS

For the Record: Memorial Day Committee will not request \$100 from the Commissioners because of restrictions, same as last year.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Fair Housing Resource Center, Free Fair Housing Seminar, 4-20-12, noon to 4 pm at Lake Erie College
- Notice regarding filling out time sheets to Probationary Part Time Dispatchers and Firefighters were put in April 5, 2012 paychecks or mailed and posted at Station 1
- County Emergency Management Agency, Emergency Operations Plan is on

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- County Health Department, 2011 Annual Report and 3-22-12 Meeting Minutes
- Miscellaneous newsletter

NEW BUSINESS

#14 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to require all employee's and future hires to sign off that they received information regarding the State's Fraud Reporting System as required by the State Auditor and for this to be added to the Township Policy.

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

#15 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve spending up to \$200.00 per year for material for Tool Box Talks.

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

For the Record: The Supervisor's training for three Trustees, Fiscal Officer, Chief and Office Manager will be May 8, 2012 at 6:00 pm.

For the Record: A Sunshine Notice was done and put on the Township Website for expiring seats on the Zoning Boards stating that a letter of interest must be received at Administrative Office by April 23, 2012 before 4:00 pm.

#16 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to modify the Township Drug & Alcohol Policy #2005, #41 to state the following:
"The Employer will be required to treat the results with sensitivity and said results shall only be released as necessary in a disciplinary matter or pursuant to Ohio Revised Code 149.43. Ohio Revised Code defines that any medical document created for employment purposes, including drug and alcohol tests, must be disclosed to the public upon demand." All current employees are required to sign off that they have been informed of this change in the Policy.

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

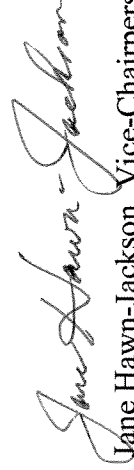
ANNOUNCEMENTS FOR THE RECORD

- April 24, 2012, 6:30 pm, Special Meeting – Sidewalks and Executive Session for contract

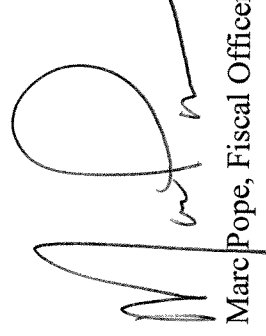
#17 Robert Brobst moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 8:15 pm.

Voting: Robert Brobst Yes
 Jane Hawn-Jackson Yes

The meeting was adjourned.



Jane Hawn-Jackson
Jane Hawn-Jackson, Vice-Chairperson



Marc Pope, Fiscal Officer