

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

APRIL 23, 2013

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, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and members of the public: Adam Brysler, Gloria Baum, Kathleen Kennedy, Sharen Lyons, and Greg Strnisa 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 (jobs 181 and 182).

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

April 9, 2013, Regular Meeting
April 16, 2013, Safety Committee Meeting

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

#2 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the April 9, 2013, Regular Meeting Minutes.

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

#3 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive for record purposes only the April 16, 2013, Safety Committee Meeting Minutes.

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

SAFETY

Robert Brobst read the Safety Report.

The next Employee Safety Committee Meeting is May 22, 2013 at 8:00 am.

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

FISCAL REPORT

Norman Jepson read the Fiscal Report.

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#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 58790 – 58912 (Checks 58790, 58905 & 58906 voided)

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

#6 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then and Now Certificates over \$3,000.00:
Southeastern Emergency Equipment 3,600.00 Medical Mutual 15,289.68

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 following Purchase Orders:

Southeastern Emergency Equipment	3,600.00	Medical Mutual	15,289.68
Occupational Safety Solutions	875.00	Visa	1,570.79
Cargill, Inc.	6,952.59	Stephen Oeffner	1,800.00
Confidential Investigative Services	2,600.00	Royal Coffee & Supply	151.08
Windstream Western Reserve	1,062.85	Stability Rehabilitation	125.00
Warren Fire Equipment	569.75	Pharmed Corp.	700.00
Andrews & Pontius	656.00	Truckmen Truck Services	1,359.33
A. Louis Supply	237.12		

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

#8 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to contract with Darlene Pride to conduct an audit of certain Ohio Bureau of Motor Vehicles records on behalf of Saybrook Township for an initial cost of approximately \$80.00.

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, 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 is a list of the un-audited balances after the above bills have been paid.

Total Cash Balance:	\$ 1,685,337.76
Current Investment Accounts:	\$ 945,988.51
Current Checking Account:	\$ 739,349.25

#9 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive the Fiscal 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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WATER RESCUE SERVICES

Received one Activity Report, swift water drill was held on 4-20-13, five Saybrook Township volunteers attended.

PUBLIC

Letter received from Tuttle Road resident regarding status of previous letter sent on March 13, 2013.

OLD BUSINESS

Robert Brobst read a letter from the Ashtabula County Health Department dated 4-22-13 regarding sewage hook up options for Station 2. Possible sleeping quarters were also discussed if Station 2 were manned.

Robert Brobst gave an update on the nine week Engaged Ashtabula County Program that he recently completed and received certificate of completion, a copy of which can be found in the Addendum.

COMMITTEE REPORTS

Memorial Day Committee: The Township has a tentative speaker for the Memorial Day Service but we don't have a person to play bag pipes. The bussing for the band has been resolved at no cost to the Township.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Employment ad for PT Firefighters and PT Dispatchers to run on 4-21 and 4-28
- Notice to Firefighters and Dispatchers, update on hours worked when there is a time change
- Received check for \$3,581.17 from OTARMA – receipted proportional amounts
- Certificates of attendance of the Local Government Officials' Conference for two office employees
- Time Warner Cable, 5% rate increase beginning with May billing
- NEO Sustainable Communities Consortium, planning workshops on various dates and locations
- Chamber of Commerce, Health Care Reform Seminar 5-8-13 at 9:00 am in Ashtabula or 12 noon in Jefferson
- Miscellaneous newsletters – available for public viewing

NEW BUSINESS

For the Record: Fire forms to be filled out by 5-1-13 by full-time employees and elected officials

#15 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to recognize Dave Dragon and his 30 years of volunteer service at Saybrook Park.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#16 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to get a legal opinion from the County Prosecutor's office on having a petty cash fund at the Township office.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

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ANNOUNCEMENTS FOR THE RECORD:

- May 6, 2013, 5:30 pm, (2) BZA Public Hearings for Center Rd. & Kaleva Park Dr.
- May 7, 2013, Voting at Administrative Building
- May 10, 2013, 12:00 noon, deadline for Part-time Firefighter and Part-time dispatcher applications
- May 13, 2013, 5:30 pm, (2) BZA Public Hearings for Saybrook Plaza and Lakehurst

#17 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at 7:16 pm to discuss a personnel issue, action may be taken after returning to Regular Session. The three Trustees and the Road Superintendent went into Executive Session. The Road Superintendent came out at approximately 7:45 pm.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#18 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to Regular Session at 8:10 pm.

Roll Call Voting:

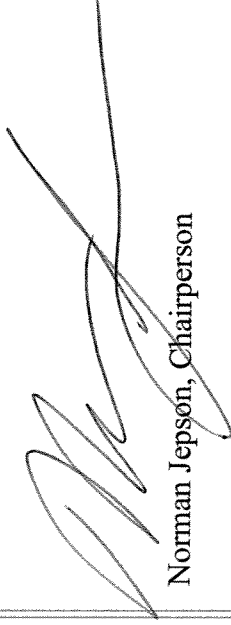
Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to raise Part-time Fire Chief John Jyurovat's salary from \$1,655.77 per pay to \$1,732.69 per pay effective May 2, 2013.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

The meeting was adjourned at 8:15 pm.



Norman Jepson, Chairperson



Lori Zebrasky, Office Manager