

# RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BANK, INC., FORM NO. 10148

Held

APRIL 24, 2012

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: Dean Moore and Andy Branik 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 (job 118) 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".

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

April 10, 2012, Regular Meeting  
April 17, 2012, Safety Committee Meeting

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

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

April 10, 2012, Regular Meeting  
April 17, 2012, Safety Committee Meeting

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

## FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#3 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants: 56375- 56470

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

#4 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then and Now's over \$3000.00:

Medical Mutual HRA 23736.69 PennOhio Corp. 3201.00

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

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

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Medical Mutual HRA	23736.69	PennOhio Corp.	3201.00
Infinity Resources	18000.00	Koski Construction	1850.00
Diversified Maintenance	2339.20	American Messaging	1000.00
Dominion East Ohio	15900.00		

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 additional Blanket Certificate: 10A08C 1049.00

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

For the Record: Part Time Union Dues are still on hold until name of Union 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 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: \$ 1,989,412.31  
Current Investment Accounts: \$ 953,493.33  
Current Checking Account: \$ 1,035,918.98

#7 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

**ROAD REPORT**

Road Superintendent Marc Pope presented the Road Report.

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

**ZONING REPORT**

Zoning Inspector Robert Vaughn presented the Zoning Report.

#9 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to contract with Loveland & Brosius, LLC to provide Zoning Training for the Township Zoning Commission and Board of Zoning Appeals not to exceed the amount of \$1,500.00 and the required corresponding Purchase Order.

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

#10 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to accept Richard Heath's resignation from the Saybrook Township Board of Zoning Appeals and to send a letter of thanks.

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

#11 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to appoint Dean Moore to serve on the Saybrook Township Board of Zoning Appeals to fill the seat open from Richard Heath for the five year term beginning May 1, 2012 to April 30, 2017.

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

#12 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to reappoint Mary Jude English to the Saybrook Township Zoning Commission for the five year term beginning May 1, 2012 to April 30, 2017.

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

#13 Jane Hawn-Jackson moved, seconded by Norman Jepson 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 John Jyurovat presented the Fire Report.

#14 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to declare ten 50 foot sections of rubber jacket hose obsolete and remove it from inventory and to offer it to a local entity in Ashtabula County and if no one wants it in the County, to donate it to Penitentiary Glen of Lake Metro Parks after a Hold Harmless is signed.

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

#15 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to enter into a joint purchase with the Saybrook Fire Fighters Association to purchase two chairs for the basement and a H.E.P.A. Filtration System for a total cost of \$1,523.97; the cost to the Township would be \$761.99.

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

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#16 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with Ashtabula Light & Siren to install the lights and siren for the new Unit 700 at a cost of \$3,504.00, along with the require corresponding Purchase Order.

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

#17 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to terminate Shaun Finley's employment with Saybrook Township due to his failure to sign the Drug Free Policy statement and lack of training; his last day worked was February 20, 2012.

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

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

**WATER RESCUE**

No report.

**SAFETY**

The office has received several Safety Training items for the Road Department and they can be found with the safety catalogs.

Saybrook Township received the 2011 BWC Award for Preventing Accidents and Injuries in the Workplace 100%.

**PUBLIC**

Andy Branik would like to see the Trustees stay on top of the shale oil situation and to get as much education as possible about it.

Kathleen Kennedy asked about the status of the Zoning Text.

**OLD BUSINESS**

The two expiring terms on the Zoning Boards were addressed earlier.

#19 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the Draft Water Rescue Vehicle Inspection Report, a copy of which can be found in the Addendum.

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

For the Record: Geneva-On-The Lake Village approved the Dispatching Contract for the period of April 1, 2012 – March 31, 2015 (see Resolution 12031319). The Trustees signed said contract tonight and it will go to the County Prosecutor for approval as to legal form.



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Chief Jyurovat will have the inventory done soon for Station 1 and 2 so that our Township inventory may be submitted to the County Engineer.

For the Record: Reminder that all employees, volunteers and elected officials must attend one of the Drug Free Trainings or they will be removed from service.

#### **COMMITTEE REPORTS**

Memorial Day Committee – Letters were sent to past participants and the news media and the program is being worked on. Everything is set (speaker, minister, program, food and equipment) and the event will be held rain or shine.

#### **COMMUNICATION/CORRESPONDENCE FOR THE RECORD**

(All of which can be found in the Addendum)

- Health Department sent violation letters to 7922 Ninevah and 8005 Ninevah regarding solid waste that must be removed from both properties.
- Ohio Deferred Comp Employer Statement for 1<sup>st</sup> Quarter 2012
- CWA Contract, executed copy has been received and distributed per Andrews
- Department of Environmental Services - Pre-Construction Meeting for Linwood Sanitary Sewer Project is 4-17-12 at 9:30 am in Jefferson
- American Red Cross donation solicitation letter
- Kent State 4<sup>th</sup> Annual ED Taylor Memorial 5K is 4-28-12 at 8:00 am – was posted in Administration Building
- Community Farewell to Saybrook School invitation will be from 2 – 4 pm on May 6 at 7911 Depot Road
- Meeting with Dr. Brockway of A-Tech to discuss Council of Governments, issues on possible county wide dispatching, 4-25-12 at noon - Trustee Jepson will attend
- Miscellaneous newsletters

#### **NEW BUSINESS**

The Trustees and Fiscal Officer still need to take National Incident Management Systems (NIMS) course online.

For the Record: Received solicitation from Frank Gates to be Township's Managed Care Organization (we now use Corvel and will remain with Corvel.)

The May 1, 2012 Special Monthly Meeting is cancelled due to BWC Drug Free Training on the same day and time.

Received letter from County Engineer's Office regarding Plastpro Drainage and Jane Hawn- Jackson is working on this issue.

Compiling a list of all unused equipment to be auctioned will be discussed at the May 8, 2012.

Jane Hawn-Jackson will contact Ashtabula City School regarding the Board of Education's request for flashing school zone lights on Sanborn Road by the school.

#### **ANNOUNCEMENTS FOR THE RECORD**

- 4-26-12, 8:00 am, Employee BWC Drug Free Training at Administration Building
- 5-1-12, 7:00 pm, Employee BWC Drug Free Training at Station 1
- 5-1-12, 7:00 pm, Special Monthly Meeting is cancelled

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- 5-8-12, 6:00 pm, Supervisor Drug Free Training
- 5-8-12, 7:30 pm, Regular Trustee Meeting
- 5-12-12, 1:00 pm, Employee BWC Drug Free Training at Administration Building

#21 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at approximately 8:30 pm to discuss a contract with Medicount and action will be taken upon returning to the Regular Session. The three Trustees and Marc Pope went into Executive Session.

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

#22 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at approximately 8:40 pm.

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

#23 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to renew the contract with Medicount Management, Inc. for a period of four years after the County Prosecutor has approved it as to legal form.

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

#24 Jane Hawn-Jackson moved, seconded by Norman Jepson to adjourn the meeting at approximately 8:40 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer