

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10-118

Held MAY 8, 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 Sharen Lyons, Gary Roberts, Charlotte Roberts, Kathleen Kennedy, Jim Hudson, Stephanie Canzonetta, Peggy Carlo and Richard Carlo 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 120) 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 24, 2012, Special Meeting
- April 24, 2012, Regular Meeting

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

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

- April 24, 2012, Special Meeting
- April 24, 2012, Regular Meeting

Roll Call Voting:	Robert Brobst	Yes
	Jane Hawn-Jackson	Yes
	Norman Jepson	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: 56471-56568, (56531 voided)

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

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the Then and Now over \$3000.00 for Kinder Morgan for \$4027.55.

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

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#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:
Kinder Morgan 4027.55 Lakeshore Auto Parts 1108.53
Melzer's Fuel 2462.51 Auditor of State 5000.00

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

#6 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the additional Blanket Certificate: 10A08 778.51

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

For the Record: Part Time Union Dues were input into computer on 5-1-12. The name of this Union is: Part Time Employees of Saybrook Township Fire Department.

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 for the Trustees review.

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

Total Cash Balance: \$ 1,911,565.46
Current Investment Accounts: \$ 953,493.33
Current Checking Account: \$ 958,072.13

#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
Norman Jepson Yes

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

#8 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
Norman Jepson Yes

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

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

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

FIRE REPORT

Chief John Jyurovat presented the Fire Report.

#10 Norman Jepson moved resolution, seconded by Robert Brobst to host University Hospital's PEPP – Pediatric Class at Station 1 on May 19th and 20th from 9:00 am to 5:00 pm and to pay the instructor approximately \$250.00 opening this to the first six firefighters needing recertification.

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

#11 Norman Jepson moved resolution, seconded by Robert Brobst to hire Rachel Hardy as a Probationary Part-time Dispatcher at a rate of \$9.32 per hour per Bargaining Agreement based on her providing the required paperwork and then passing the physical which includes a drug screen.

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

#12 Norman Jepson 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
Norman Jepson Yes

SAFETY

For the Record: The Safety Committee Meeting will meet 5-8-12 at 7:00 pm; a notice was posted at the Fire, Road and Administrative Office Buildings.

For the Record: List of employees who attended 4-26-12 and 5-1-12 Drug Free Training at which time they also received and returned change to our BWC Drug Free Policy and Auditor of State Fraud Reporting information sign offs which were placed in their files.

The 5-1-12 Drug Free Training that was not held is rescheduled for May 17, May 24 and May 31. All the trainings will be held at Fire Station 1 at 7:00 pm. All employees who attended the 5-1-12 training, along with anyone else who has not yet attended this year's training, must sign up for one of these trainings. There already was a scheduled training on May 12 at 1:00 pm at the Administrative Office Building.

Any Water Rescue volunteers that need to take a Boater Safety Course is being worked on.

Chief Jyurovat has chosen his Tool Box Talks topics.

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#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to change Personnel Policy #2005 Drug Testing Procedures to include "option" to draw blood for testing if unable to provide sufficient quantity of urine for split sample rather than considered refusal to submit, change of required training hours and clean up of grammar. Copies to be given to the three Unions.

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

For the Record: Certificates of Attendance were received by Robert Brobst and Marc Pope for completing the 2012 Ohio State Fund Workers' Comp Seminar including two hours of Safety Training on 4-25-12, copies of which can be found in the Addendum and their files.

PUBLIC

Kathleen Kennedy thanked the Township for fixing the storm drain on Lakeview. She also inquired if there is a public Safety Boating Course in the Township.

Jim Hudson asked if a school zone can be enlarged or a permanent speed limit of 25 be posted with flashing lights from Rt. 20 to Rt. 84 on Sanborn Road. He would like the Township to get the County Engineer involved and to do studies.

Commissioner Peggy Carlo stated the County is within their budget and is holding its own.

For the Record: Elk Drive resident requested Township or State to fix north end of the street, holds water and broken up.

OLD BUSINESS

For the Record: Still need list of all unused equipment from Fire and Road Department Heads to be auctioned for approval before we set a date or put on approved web site.

For the Record: LAFF Reopener Agreement, we still have not received signed copies from Andrews.

For the Record: Notice faxed to Fire Department regarding emergency response procedure for Park AED alarm.

Trustee Norman Jepson attended the meeting with Council of Governments to discuss county wide dispatching.

Chief Jyurovat is working on getting the Office the name and addresses of the vendors and totals for chairs and H.E.P.A. Filtration System for Resolution 12042415.

Chief Jyurovat is working on Station 2 inventory, Township needs to file inventory with County Engineer.

Trustee Jane Hawn-Jackson is waiting for call from Plastpro regarding drainage issue.

Ashtabula City Schools Board of Education requested flashing school zone lights be

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put by the school on Sanborn Road; Jane Hawn-Jackson is working on this.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD (All of which can be found in the Addendum)

- Letter sent to Prosecutor regarding new EEOC rules on background checks and requesting he draft a policy for us, a copy of which can be found in the Addendum.
- CSX Railroad Crossing was blocked at Rt. 45 and was reported to CSX by the Fire Department on 5-2-12 at 1:25 pm.
- Public Records Training is 9-19-12 from 10:00 am-1:15 pm at the Commissioners Office, no one said if they will attend.
- Commissioners Press Release was received stating there will be a public meeting to discuss public safety in regards to hydraulic fracturing on 5-17-12 at 10:30 am.
- Department of Environmental Services sent notice of the County Wide Township Waterline Advisory Committee meeting to be held 5-16-12 at 7:00 pm and also included minutes of the 3-21-12 meeting.
- Fire Inspection Reports for Administrative Office and Road Building were done on 5-1-12, nothing found at Road and a couple minor items at Office.
- Community Services and Planning Request Form was submitted for 2012 Roadside Cleanup for Saybrook.
- Community Services and Planning is updating Community Directory, Saybrook changes were e-mailed to them on 4-30-12.

#15 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to continue using Corvel as our MCO for Workers' Comp claims.

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

- Received invitation to Green Ball to benefit Ashtabula County Metroparks and Malek Park Arboretum will be 7-28-12 from 6:00 pm – 11:00 pm., RSVP by 5-15-12.
- Received Ashtabula Area Chamber of Commerce 2012 Membership Directory.
- Miscellaneous newsletters

NEW BUSINESS

For the Record: PFC Michael Metcalf's funeral processional route will arrive in Geneva approximately 5:00 pm on 5-9-12, then proceed east on Rt. 20 to Zaback-Ducro Funeral Home, public is encouraged to line the streets to show their respect.

For the Record: The Draft Job Description for the Office Manager with all other job descriptions will be reviewed, fences for pools, along with discussing sidewalks will be addressed at the June 5, 2012 Special Meeting which will start at 6:30 pm.

Chief Jyurovat will notify owners of businesses via letters before doing fire inspections of their building(s).

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ANNOUNCEMENTS FOR THE RECORD

- 5-11-12, 3:15 pm, Public Hearing, Edgewater Drive
- 5-19-12, 8 – 3:00 pm, Drop Off Day

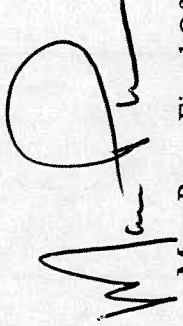
#16 Robert Brobst moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 8:30 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer