

# RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 1014B

May 10, 2016

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The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 10:00 am by Chairperson Norman Jepson, along with Trustees Robert Brobst, Gloria Baum, Fiscal Officer Larry Johnson, Road Superintendent Marc Pope, and Fire Chief John Jyurovat. Members of the public: Tim Baum and Chris Mixer was 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 # 05102016).

Chairperson Norman Jepson led the assembly in "The Pledge of Allegiance".

Trustee Robert Brobst led in Prayer.

Norman Jepson stated that the meeting was being recorded for record purposes, if anyone else is recording, please state so for the record. No one stated they were recording.

#1 Robert Brobst moved resolution to dispense with the reading of the following minutes, seconded by Gloria Baum:

	April 26, 2016	Trustee Meeting
Roll Call Voting:	Gloria Baum	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#2 Robert Brobst moved resolution to approve the following minutes, seconded by Gloria Baum:

	April 26, 2016	Trustee Meeting
Roll Call Voting:	Gloria Baum	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

## SAFETY REPORT

No written report

## FISCAL REPORT

Fiscal Officer, Larry Johnson, presented the Fiscal report.

#3 Robert Brobst moved resolution to approve payroll direct deposits #419-2016 thru 472-2016 and Warrants # 65303 thru # 65344, seconded by Gloria Baum.

Roll Call Voting:	Gloria Baum	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

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#4 Robert Brobst moved resolution to approve the following Super Blanket Certificate #78-2016, seconded by Gloria Baum.

As recommended by the State Auditors, a copy of the bank reconciliation summary, appropriation summary, revenue summary, payment listing, and payroll were printed for your review and signature.

The following are a list of the un-audited balances after the above bills have been paid. Balances are as of 05/10/2016.

Total All Funds: \$ 1,432,631.33  
Current Investment Accounts: \$ 462,627.43  
Current Checking Account: \$ 970,003.90

#5 Norman Jepson moved to receive the Fiscal Report, a copy of which can be found in the Addendum, seconded by Robert Brobst.

Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

**ROAD AND CEMETARY REPORT**

Road Superintendent Marc Pope presented the Road and Cemetery Report.

#6 Robert Brobst moved resolution to purchase salt for the Winter 2016/2017, estimating about 600 tons, seconded by Norman Jepson.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#7 Norman Jepson moved to receive the Road and Cemetery Report, a copy of which can be found in the Addendum, seconded by Robert Brobst.

Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

**ZONING REPORT**

Zoning Inspector Robert Vaughn presented the Zoning Report.

#8 Gloria Baum moved resolution to accept the newly revised consumer friendly "Application for Zoning Appeal or Variance", seconded by Norman Jepson.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#9 Norman Jepson moved to receive the Zoning Report, a copy of which can be found in the Addendum, seconded by Gloria Baum.

Voting: Gloria Baum Yes  
Robert Brobst Yes

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Norman Jepson Yes

## FIRE REPORT

Fire Chief, John Jyurovat, presented the Fire Report.

#10 Norman Jepson moved resolution to approve James Hawk to attend the UH Conneaut Medical Center Paramedic 2016-2017 program beginning in the Fall at a cost of \$4,500.00, seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#11 Norman Jepson moved to receive the Fire Report, a copy of which can be found in the Addendum, seconded by Robert Brobst.

Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

## WATER RESCUE REPORT

Fire Chief John Jyurovat presented the Water Rescue report.

#12 Norman Jepson moved to receive the Water Rescue Report, a copy of which can be found in the Addendum, seconded by Robert Brobst.

Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

## OLD BUSINESS

None

## Communication/Correspondence

- ODOT Weekly Traffic Advisory
- Ashtabula County District Library 2015 Annual Report

## NEW BUSINESS

#13 Norman Jepson moved resolution to review a copy of the personal hygiene policy and report and vote at the next meeting, seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#14 Norman Jepson moved resolution to stay with Corvel as our MCO to manage Ohio Employer's worker compensation claims, seconded by Robert Brobst.

Roll Call Voting: Gloria Baum Yes

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Robert Brobst Yes  
Norman Jepson Yes

#15 Norman Jepson moved resolution not to approve 2015 health insurance reimbursement claims from employees whose claims have surpassed the time allowed to get paid, seconded by Robert Brobst.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#16 Norman Jepson moved resolution to approve Road Superintendent Marc Pope to purchase lunch on clean-up day, Saturday, May 21, 2016, for the Road Department employees working, seconded by Robert Brobst.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#17 Norman Jepson moved resolution to close the Administration Office for lunch from 12:00 -12:30 pm and post a sign with office hours listed, seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

#18 Norman Jepson moved resolution to renew Ziegler's Preventative Maintenance Service Agreement for the Administrative and Road Department Buildings, seconded by Gloria Baum.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

## **Announcements for the Record:**

- Ashtabula County Dashboard Roundtable 4. Monday, May 16, 2016 8:00-10:00 am
- Safety Committee, safety luncheon for all employees will be held on Tuesday, May 17, 2016
- Drop Off Day – Saturday, May 21, 2016 from 8:00 am to 3:00 pm
- Monday, May 30, 2016 Memorial Day Observed: Offices Closed (Memorial Day Parade & Observance) Parade step off at 8:30 am.

## **EXECUTIVE SESSION**

#19 Norman Jepson moved resolution to go into Executive session at 10:44 am, seconded by Robert Brobst.

Roll Call Voting: Gloria Baum Yes  
Robert Brobst Yes  
Norman Jepson Yes

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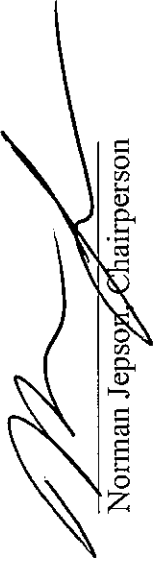
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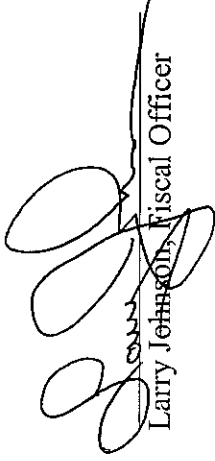
#20 Norman Jepson moved resolution to come out of Executive session at 11:18 am, seconded by Robert Brobst.

Roll Call Voting:	Gloria Baum	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#21 Norman Jepson moved resolution to adjourn the meeting at 11:19 am, seconded by Gloria Baum.

The meeting was adjourned.

  
Norman Jepson, Chairperson

  
Larry Johnson, Fiscal Officer

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