

RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held

MAY 14, 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, Zoning Inspector Robert Vaughn, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and members of the public: Gloria Baum, Greg Strnisa, and David Dragon were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Trustee Jane Hawn-Jackson was not present at tonight's meeting, therefore no vote will be reflected for her.

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 187 & 188).

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.

Chairperson Jepson presented a Resolution to David Dragon recognizing his resignation after volunteering his services for 30 years on the Saybrook Township Park Board.

#1 Robert Brobst moved resolution, seconded by Norman Jepson to dispense with the reading of the April 23, 2013, Regular Meeting Minutes.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

#2 Robert Brobst moved resolution, seconded by Norman Jepson to approve the April 23, 2013, Regular Meeting Minutes.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

SAFETY

We received one Incident Investigation Report for damage to a fire vehicle on 4-23-13 with no injuries.

The three Trustees, Fiscal Officer, Fire Chief, Road Superintendent and Office Manager completed the required one hour Drug free Safety Program Supervisor Training on May 1, 2013.

The Road Superintendent, Fire Chief, Office Manager and Trustee Brobst completed the four hour Drug Free Safety Program Train the Trainer Employee Training on May 8, 2013. Copies of their Certificate of Completion are attached.

Mary Betts from BWC was contacted on 5-13-13 and she stated that all employees must take the one hour employee Drug Free Training at Saybrook Township because the training is specific to the Township's policy. If one of our employees took the training at another place of employment, Saybrook cannot accept it.

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

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Voting: Robert Brobst Yes
Norman Jepson Yes

FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#4 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Warrants: 58913 – 59020

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#5 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following additional Blanket Certificates:

05A09	500.00	10A09	1500.00
10A15	1500.00	10A15D	300.00

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#6 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Purchase Orders:

Melzer's Fuel	2350.03	Windstream	1078.82
Huntington Insurance	203.00	Koski Construction	1685.29
Loveland & Brosius, LLC	2745.00	Stephen Oeffner	1500.00
Napa Auto Parts	448.37		

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#7 Robert Brobst moved resolution, seconded by Norman Jepson to move \$118,840.02 from EMS Savings to Regular Savings based on 2012 expenses. There is no change in funds, this money is already recorded in the Fire Fund. (See attached detail)

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

We received Certificate of County Auditor That The Total Appropriations From Each Fund Do Not Exceed The Official Estimate of Resources, (Revised Code, Sec. 5705.39), a copy of which can be found in the Addendum.

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 earlier for the Trustees to review.

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

Total Cash Balance:	\$ 1,752,009.60
Current Investment Accounts:	\$ 965,244.75
Current Checking Account:	\$ 786,764.85

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

Voting: Robert Brobst Yes
Norman Jepson Yes

ROAD REPORT

Road Superintendent presented the Road Report.

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

Voting: Robert Brobst Yes
Norman Jepson Yes

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

The Township received two letters of interest from Thomas Carr and Kathleen Kennedy to remain on the Zoning Boards.

#10 Norman Jepson moved resolution, seconded by Robert Brobst to reappoint Thomas Carr to the Saybrook Township Zoning Commission for the five year term beginning May 1, 2013 to April 30, 2018.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#11 Norman Jepson moved resolution, seconded by Robert Brobst to reappoint Kathleen Kennedy to the Saybrook Township Board of Zoning Appeals for the five year term beginning May 1, 2013 to April 30, 2018.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

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

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

FIRE REPORT

Chairperson Jepson read the Fire Report.

#13 Norman Jepson moved resolution, seconded by Robert Brobst to contract with Marcs Radio for three years at a cost of \$480.00 per year for two portable/mobile units.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#14 Norman Jepson moved resolution, seconded by Robert Brobst to approve Probationary Dispatcher Diana Adkins, who has completed the training requirements,

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to fill open shifts as of May 16, 2013 at 0700 and to sign up for shifts on May 20th, 2013. She will remain on probation until January 21, 2014. (There is no change in rate of pay.)

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

#15 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
 Norman Jepson Yes

WATER RESCUE REPORT

Chairperson Jepson read the Water Rescue Report.

#16 Norman Jepson moved resolution, seconded by Robert Brobst to approve Joseph Chiacchiero as a volunteer on the Water Rescue Services based on his completing all required paperwork and passing the Township physical and drug screen.

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

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

Voting: Robert Brobst Yes
 Norman Jepson Yes

PUBLIC

Zoning Board Member Greg Strnisa apologized for strongly opposing the idea of placing a trailer on Station 2 at a previous meeting but also said he would like to see it opened.

Trustee Brobst stated that they are looking at a military type trailer. The Trustees are also getting quotes on hooking up to sewage and are also looking at other options.

OLD BUSINESS

Received from the County Prosecutor's Office a legal opinion on the Township establishing a petty cash fund.

COMMITTEE REPORTS

Memorial Day Committee reminder – parade lineup is at 8:00 am, step off at 8:30 am.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Township Full Time Employees Report of Sick Time Hours Used and Earned 1st Quarter 2013
- Frank Gates notice, Ohio BWC proposing rebates to State Fund Employers
- Burnham & Flower, received Renewal Certificate for Provident Accident and Life Policy
- Aqua notice, has filed application with PUCO for System Improvement

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Charge

- Lakeland Community Association, information and schedule of events for summer
- Miscellaneous newsletters – available for public viewing

NEW BUSINESS

#18 Norman Jepson moved resolution, seconded by Robert Brobst to contract with Ziegler Heating Co. for Preventative Maintenance Service Agreement for the Administrative and Road Buildings for 6-1-13 to 6-1-14 at a cost of \$1700.00.

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

A resolution was passed by the Trustees at the December 27, 2012 Reorganizational Meeting that stated that all employees and volunteers are required to attend the mandatory Annual Drug Free Program here at Saybrook Township in April/May 2013 and that we will not accept any training from other employers. Any employee that does not attend this annual mandatory training will not continue their employment or voluntary services with the Township or be able to work until this is met.

#19 Norman Jepson moved, seconded by Robert Brobst to offer the required BWC Drug Free Workplace Training on the following dates. If an employee is scheduled to work on any of the listed dates, he/she must attend that class. The exception is dispatchers who need to schedule a date for this training other than while they are on duty.

Sunday, May 19th, 1:00 pm – B Shift, at Administration Building
Monday, May 20th, 6:00 pm – C Shift, at Fire Station #1
Wednesday, May 22nd, 7:00 pm – B Shift, at Fire Station #1
Thursday, May 30th, 11:00 am – A Shift, at Fire Station #1
Tuesday, June 4th, 8:15 am – C Shift, at Administration Building

Voting: Robert Brobst Yes
 Norman Jepson Yes

ANNOUNCEMENTS FOR THE RECORD

- May 18, 2013, 8:00 am – 3:00 pm, Drop Off Day in back of Cemetery
- May 27, 2013, Holiday, Offices closed

#20 Norman Jepson moved, seconded by Robert Brobst to adjourn the meeting at 7:00 pm.

Voting: Robert Brobst Yes
 Norman Jepson Yes

The meeting was adjourned.



Norman Jepson, Chairperson



Lori Zebrasky, Office Manager