

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 1914B

Held MAY 22, 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, Fire Chief John Jyurovat and members of the public: Jerry Ross, Betsy Agey, Kathleen Kennedy, Sharen Lyons, and J. D. Shippy 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 124) 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 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to dispense with the reading of the following Minutes:

May 8, 2012, Regular Meeting
May 8, 2012, Safety Committee Meeting

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

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the May 8, 2012, Regular Meeting Minutes.

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

#3 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to receive for record purposes only the May 8, 2012, Safety Committee Meeting Minutes.

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

For the Record: A copy of the May 11, 2012, Board of Zoning Appeals Public Hearing for Licate Draft Minutes were given to the Trustees.

FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 56569 – 56652

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

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

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Melzer's Fuel 3324.55 Ohio Treasurer, OPWC 9900.00

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

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

Melzer's Fuel 3324.55 Ohio Treasurer, OPWC 9900.00

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

Yard waste disposal contract with Brobst Tree Service was tabled and will be further discussed at the June 5, 2012 Special Monthly Meeting.

As recommended by the State Auditors, a copy of the System Status, Appropriation Status, Receipt Account Status, Fund Status and Pending Warrants are attached to this report. The previous Month End was passed out for your review.

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

Total Cash Balance: \$ 2,014,518.34
Current Investment Accounts: \$ 966,188.14
Current Checking Account: \$ 1,048,330.20

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

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

#8 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to hire Northeastern Communications to replace and upgrade the Road Department's Radio System due to the FCC requiring of "Narrow Channel Spacing" which must be completed by 12-31-12. The cost is \$5,100.00 along with the required corresponding Purchase Order.

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

#9 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve and sign the Aqua Ohio plans for water line replacement on Cemetery Road.

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

#10 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive the Road 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

ZONING REPORT

Zoning Inspector Robert Vaughn was not at tonight's meeting to present the Zoning Report but there was a written Zoning Report, a copy of which can be found in the Addendum.

Swimming pool fence height will be discussed at the June 5, 2012 Special Monthly Meeting.

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

#11 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to remove from inventory a hose rack and donate it to the City of Conneaut's Fire Station 1 after a Hold Harmless Agreement is signed.

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

#12 Norman Jepson moved resolution, seconded by Robert Brobst to hire Della Legg 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 passing the Township's physical which includes a drug test.

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

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

WATER RESCUE REPORT

Chief John Jyurovat presented the Water Rescue Report.

#14 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive the Water Rescue 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 Township has not received the required certificates from Cole to train instructors for BWC Drug Free Class.

For the Record: Make Up Dates for Drug Free Training notice was posted at Station 1, put in all employees 5-17-12 paychecks who have not taken the training as of

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5-16-12 and mailed to all employees who did not receive a check.

For the Record: Lists of employees who attended 5-12-12 and 5-17-12 Drug Free Trainings can be found in the Addendum. All employees who attended those trainings have returned the BWC Drug Free Change and Auditor of State Fraud Reporting sign offs and are in their files.

PUBLIC

J. D. Shippy stated that there is a drainage issue in front of his home at 8035 Munson Hill Road.

Jerry Ross from Waste Management stated that equipment did go out the gate on Tuttle Road and graded the property east of the gate. The new power plant being constructed at Waste Management will cut off Geneva Township Tuttle Road usage. Waste Management might need to use Saybrook Township Tuttle Road to bring in large equipment needed to construct the power plant. Saybrook Township Tuttle Road is not being used for access to Waste Management.

For the Record: Tuttle Road resident has issue with Waste Management.

Conley Road resident submitted a list of dates and times that trucks operate "after hours" in the old Dahlkempers building off Conley Road.

Resident is concerned with the safety of the bridge on Chapel Road that runs over I-90. Township will send a letter to County Engineer Tim Martin.

OLD BUSINESS

For the Record: The PEPP Class which Station 1 was going to host and was approved has been postponed and will be readdressed in August or September.

The Water Rescue Services Standard Operating Procedures will be reviewed at the June 5, 2012 Special Monthly Meeting.

For the Record: The following is a list of pending items needed from the Chief:

- Need names of vendors and totals for chairs and H.E.P.A. Filtration System for Resolution 12042415
- Need Station 2 inventory
- Install no trespassing/Saybrook Twp Property signage on rear entry steel door at Station 2. Chief Jyurovat stated this was done.
- For the Record: Post load limits on overhead storage areas at Station 2 and need limits in writing from the Building Department
- Develop and verify SCUBA inspection frequency and policy - Chief Jyurovat is working on.

COMMITTEE REPORTS

For the Record: Memorial Day Committee reported that everything is ready.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Wishgard LLC letter was received which is an oil and gas leasing company, inviting people to lease with them. There will be a meeting on 5-16-12 and 5-19-12 at 12:00 noon at Ramada Inn in Austinburg.
- Miscellaneous Newsletters

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NEW BUSINESS

Cemetery Road Waterline Replacement revised drawings were signed and approved earlier in the meeting.

#15 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to establish a letter as part of the Fire Department's Standard Operating Procedures which will be sent to businesses notifying them of an upcoming Fire Inspection.

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

Review of our policy for Use of Township Vehicles will be discussed at the June 5, 2012 Special Monthly Meeting.

#16 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the Zoning Inspector Robert Vaughn to attend the NE Ohio Planning & Zoning Workshop on 6-22-12 from 8:00 am to 3:35 pm, cost of registration is \$50.00 plus mileage (Mentor).

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

For the Record: Insurance Committee needs to make recommendations to allow time for all employees and Trustees to meet and to discuss options.

Burnham & Flower Insurance letter was received regarding employees doing FormFire but we don't know if they must input information again or not.

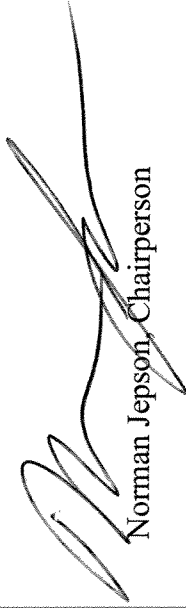
ANNOUNCEMENTS FOR THE RECORD

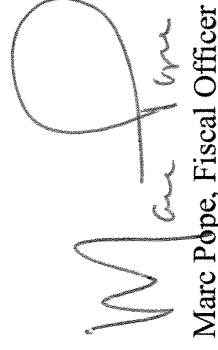
- 5-24-12, 7:00 pm, BWC Drug Free Training for employees at Station 1
- 5-28-12, Holiday – Offices closed, Memorial Day Service at 8:30 am
- 5-28-12, Holiday – Parade & Service, line up at 8 am, step off 8:30 am, Service immediately follows
- 5-31-12, 7:00 pm, BWC Drug Free Training for employees at Station 1
- 6-5-12, 6:30 pm, Special Meeting to discuss sidewalks, pool fences, job descriptions, Township Vehicle Policy, yard waste contract

#17 Robert Brobst moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 8:20 pm.

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

The meeting was adjourned.


Norman Jepson, Chairperson


Marc Pope, Fiscal Officer