

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

MAY 28, 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 and Jane Hawn-Jackson, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and members of the public: Dean Moore, Maureen Kennedy, David Garver, Kathleen Kennedy, Sharen Lyons and Larry Johnson 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 189).

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

Chairperson Jepson 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.

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

May 6, 2013, Board of Zoning Appeals Public Hearings, Millberg & Chah
May 13, 2013, Open Special Meeting
May 14, 2013, Regular Meeting
May 22, 2013, Employee Safety Committee Meeting

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

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the May 13, 2013, Open Special Meeting Minutes.

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

#3 Norman Jepson moved resolution, seconded by Robert Brobst to approve the May 14, 2013, Regular Meeting Minutes.

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

#4 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive for record purposes only the following Minutes:

May 6, 2013, Board of Zoning Appeals Public Hearings, Millberg & Chah
May 22, 2013, Employee Safety Committee Meeting

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

SAFETY

Trustee Brobst read the Safety Report.

An evaluation of Station 1 was conducted on March 20, 2013 by BWC Industrial

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Hygienist Tom Kelly at our request to evaluate firefighter exposures to diesel engine emissions and carbon monoxide during routine start-up/functionality testing of emergency response vehicles and ancillary powered equipment. We received a report from Tom Kelly stating that basically the levels were below the acceptable levels of carcinogens within the parameters of the building. Chief Jyurovat said that since the evaluation, Station 1 has had Ward No Smoke Diesel Exhaust System installed on the vehicles to further reduce any diesel exhaust on start-up.

#5 Jane Hawn-Jackson moved, seconded by Norman Jepson to receive the Safety Report, a copy of which can be found in the Addendum.

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

FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#6 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants: 59022-59103 (59021 Voided)

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

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

Medical Mutual HRA	90,000.00	Melzer's Fuel	3,371.83
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Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

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

Medical Mutual HRA	90,000.00	Melzer's Fuel	3,371.83
Ashtabula Concrete	318.00	Visa	533.81
Loudermilk Tractors	145.29	Lori Punkar	12.00

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

#9 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to increase our Permanent Appropriations in the amount of \$41,510.00 to our Fire Fund, (Fund 10). The Official Amended Certificate of Estimated Resources has been received and approved by the Ashtabula County Auditor's Office.

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

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 Trustee's to review.

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

Total Cash Balance:	\$ 1,711,656.36
Current Investment Accounts:	\$ 968,739.89
Current Checking Account:	\$ 742,916.47

#10 Robert Brobst moved, seconded by Jane Hawn-Jackson 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 presented the Road Report.

#11 Norman Jepson moved resolution, seconded by Robert Brobst for the Township to pay for lunch for Road Department employees on May 18, 2013 for Clean-Up Day in the amount of \$102.12 and to approve payment of lunches for future Clean-Up Days (not based on per-diem).

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

Trustee Brobst stated what a great job the Road Department did on the cemetery and setting up for the Memorial Day Observance.

#12 Robert Brobst moved, seconded by Jane Hawn-Jackson 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.

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

Fire Chief John Jyurovat presented the Fire Report.

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson for the Township to pay for the May 19, 2013 Water Rescue lunch at a cost of \$142.96 and to approve payment of lunches for approximately two lunches per year for future Water Rescue Trainings (not based on per-diem).

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Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#15 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to pass a resolution to remove from inventory the portable old engine and pump, model #20FD-B25, serial #116094, on Unit 712 (Grass Fire Truck) as it is antiquated equipment and to donate it to ATEC for the fire training program, along with a Hold Harmless Agreement.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#16 Norman Jepson moved resolution, seconded by Robert Brobst to grant a three month leave of absence (up to a six month leave in three month increments per Policy #2321) for Part-time Dispatcher Stacy Millberg effective her last day worked 5-7-13 and would go through 8-6-13. She can then request, on or before 8-6-13 and in writing, an additional three month leave. She must notify the Fire Chief of her desire to return to work one week before the last day of the leave of absence and failure to do so will result in voluntary resignation.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#17 Norman Jepson moved resolution, seconded by Robert Brobst to accept as "Regular Status" Part-time Dispatcher Rachel Hardy and to raise her rate from the probationary status rate of \$9.86 per hour to the regular status rate of \$10.10 per hour effective 6-7-13 removing her from probationary status since she has completed one year.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

Chairperson Jepson stated what a great job the Fire Department did with the Memorial Day Parade and Observance and thanked them for all their help. Trustee Hawn-Jackson also stated what a great job the Office girls did and thanked everyone who helped.

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

PUBLIC

Dean Moore asked if Gerald Road will be widened and Road Superintendent said that we are looking at it.

David Garver of Lakeland Association stated that people are dumping leaves and grass clippings over the bank and he would like the Township to put up "No Dumping" signs. Office Manager will send a letter to the Prosecutor's Office to see what the legalities are, what needs to be on the sign and what can be enforced for no

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dumping.

Tuttle Road resident letter received dated 5-21-13 regarding Waste Management's use of Waste Management's access gate.

Gerald Road resident could not get home because of school walk and her road was closed - State Patrol closed only one lane and it was advertised ahead of time that it would be closed.

OLD BUSINESS

#19 Norman Jepson moved resolution, seconded by Robert Brobst to modify Resolution 13031212 to state the amounts of proposed EMS Billing rates by Medicount as follows effective 5-29-13:

BLS Transports -	\$550.00
ALS Transports -	\$750.00
ALSII Transports -	\$850.00
BLS Mileage -	\$ 14.00
ALS Mileage -	\$ 14.00

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

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Ohio Ethics Law class free at Lakeland Community College on 6-6-13
- State Road Medical rate increases effective 7-1-13
- Prosecutor's Office e-mail received regarding who can administer the oath to Zoning Board Members
- OPERS Notice, elections for OPERS Board of Trustees
- Wine & Walleye Festival, August 23 – 25
- Windstream letter received, apology for recent service interruption
- Ashtabula County Chamber of Commerce Membership Directory
- Miscellaneous newsletters – available for public viewing

NEW BUSINESS

#20 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to appoint the Chairperson of the Board to represent Saybrook Township on the JEDD Board for 7911 Depot Road (St. John School).

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

Taking ownership of Bates Cemetery was discussed and the Office Manager will contact the Prosecutors Office to get clarification on what is needed to move forward and it will be addressed at the June 11th meeting.

Two quotes for the disposal of yard waste for 6-1-13 through 5-13-14 were received and opened at the meeting. Trustee Hawn-Jackson opened the first quote from Saybrook Soil & Compost of 8050 Depot Road, Ashtabula, Ohio in the amount of \$2,000.00 per year. Chairperson Jepson opened the second quote from Brobst Tree

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& Stump Service in the amount of \$2,400.00 per year; payments will be made on a monthly basis of \$200.00 per month. Road Superintendent Pope will review the quotes and make a recommendation.

Three Justice Civil Document Books of Saybrook Township cases were given to the Township and it was decided amongst the Trustees to keep them and put them in storage.

A possible addition to Policy 2005, Use & Abuse of Drugs & Alcohol was discussed and will be further addressed at the June 11th meeting.

Two quotes to extend the sewer line at Fire Station 2 were received and opened at the meeting. Chairperson Jepson opened a quote from Koski Construction Co. in the amount of \$48,365.00. Jane Hawn-Jackson opened a quote from U.I.C. General Contractors in the amount of \$51,214.00.

Trustee Brobst stated that there will also be a tap in fee for the sewer line in the amount of \$1,500.00 and that the City may waive the fee.


ANNOUNCEMENTS FOR THE RECORD


- Saybrook Firefighters Association Summer Picnic on June 22, 2013 has been cancelled

#21 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 7:25 pm.

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

The meeting was adjourned.


Norman Jepson, Chairperson


Lori Zebrasky, Office Manager