

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held

JUNE 11, 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, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and member of the public Andy Branik 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 (jobs 191 and 192).

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.

#1 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to dispense with the reading of the May 28, 2013, Regular Meeting Minutes.

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

#2 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the May 28, 2013, Regular Meeting Minutes.

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

Two cemetery deeds were signed.

SAFETY REPORT

Robert Brobst read the Safety Report.

#3 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

Norman Jepson read the Fiscal Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 59104-59209

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

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

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

JUNE 11, 2013

20

Northeastern Communications	240.00	Stephen Oeffner	1500.00
Windstream Western Reserve	1066.57	Truckmen Truck	195.00
Busy Beaver Building Centers	137.97	Aztek Rental, Inc.	391.00
State Road Occupational Medical	278.00	Thomas Fence Co.	209.65
Northeast Xerox	142.00		

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 to the Trustees earlier for their review.

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

Total Cash Balance: \$ 1,607,739.59
Current Investment Accounts: \$ 978,826.65
Current Checking Account: \$ 628,912.94

#6 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 Marc Pope presented the Road Report.

#7 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to purchase Center Line Paint from Potters Industries in the amount of \$2,940.00 along with the required corresponding purchase order.

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

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

No written report.

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

#9 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to remove the old 21 inch John Deer walk behind mower from inventory and to scrap it.

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held

JUNE 11, 2013

20

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

#10 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to reimburse Full-time and Part-time Firefighters the cost of training not covered under the officer or required training standards if we are able to receive grant funding. If no grant funds (over and above what we receive now) are received specifically for education reimbursement, then no reimbursement will occur. Firefighters will be reimbursed up to the amount received by the grant. The employee will need to sign a document acknowledging the reimbursement procedure before the start of any class.

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

#11 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to offer employment to William Ebersole as a Probationary Part-time Firefighter at a rate of \$10.50 per hour per Bargaining Agreement based on his providing the required paperwork and then passing the physical which includes a drug screen.

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

#12 Norman Jepson moved, seconded by Jane Hawn-Jackson 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

Andy Branik was concerned about a discoloring in a storm drain that dumps into Lake Erie. Nathan Paskey from County Water and Soil checked it out and determined it was algae.

A resident is concerned about door to door solicitation in Saybrook and asked if it requires a permit and can we prevent solicitations in Saybrook? The Township Zoning Inspector, who is not present at tonight's meeting, will be consulted about this.

OLD BUSINESS

Trustee Robert Brobst and Cemetery Sexton Marc Pope met with County Engineer Tim Martin, Catherine Colgan from the Prosecutor's Office, County Surveyor Jim Donathan to discuss Bates Cemetery on Rt. 84 in Saybrook Township to determine who it's decided to and what needs to happen for Saybrook Township to take ownership of it.

#13 Jane Hawn-Jackson moved, seconded by Robert Brobst to move forward to investigate the UAN system.

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____

JUNE 11, 2013

_____ 20

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

Station 2 was discussed. Jane Hawn-Jackson is going to look into the cost of a construction trailer. Robert Brobst will look into getting the \$1500.00 reduced for the sewer tap in fee with Ashtabula City. It was stated that the County Engineer will handle the road right of ways.

Any recommendations for candidates for the JEDD Board for 7911 Depot Road (St. John School) from the Trustees should be submitted to Chairperson Jepson by 9:00 am on June 12, 2013.

Possible addition to Policy 2005, Use & Abuse of Drugs & Alcohol is tabled until 6-25-13 Regular Meeting.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Burnham & Flower, FormFire was completed in May
- Premier Security Group, full service security company introduction letter
- HIPAA Training completed by Office Manager, Full-time Secretary and Fiscal Officer
- Miscellaneous newsletters – available for public viewing

NEW BUSINESS

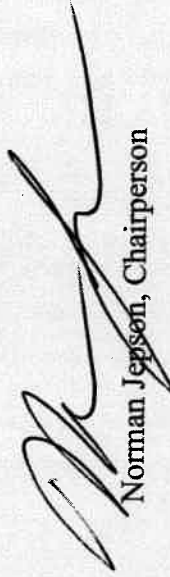
#14 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to modify page 2 of Employee Evaluation Policy #2500 to state that the secretarial staff will be evaluated by the Trustee Liaison.

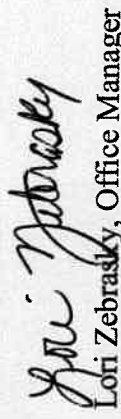
Roll Call Voting: Jane Hawn-Jackson Yes
 Robert Brobst Yes
 Norman Jepson Yes

#15 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at 7:14 pm.

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

The meeting was adjourned.


Norman Jepson, Chairperson


Lori Zebrasky, Office Manager