

# RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held JUNE 12, 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 and Road Supervisor Marc D. Pope, Fire Chief John Jyurovat and members of the public: Kathleen Kennedy, Sharen Lyons, Kathy Mancini and 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 (job 126) 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 22, 2012, Regular Meeting  
June 5, 2012, Special Monthly Meeting

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

#2 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Minutes:

May 22, 2012, Regular Meeting  
June 5, 2012, Special Monthly Meeting

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

For the Record - A copy of the June 5, 2012, Board of Zoning Appeals Special Meeting Draft Minutes were given to the Trustees.

## FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#3 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants: 56653 – 56749

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

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Then and Now over \$3000.00: Ennis Paint for \$4557.47

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

**RECORD OF PROCEEDINGS**  
**SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10748

JUNE 12, 2012

Held

20

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:  
Ennis Paint 4557.47 Harrington Industrial Laundry 1680.00  
Lake Truck Sales 1402.74 Five Star International 1258.02

Roll Call Voting: Robert Brobst Yes  
Jane Hawn-Jackson 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 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 the above bills have been paid.

Total Cash Balance: \$ 1,883,877.81  
Current Investment Accounts: \$ 966,188.14  
Current Checking Account: \$ 917,689.67

#6 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.

#7 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to move forward on the bidding process for Phase II of Wade Avenue Issue II Project (paving and drainage improvements for Wade Avenue and Cemetery Road) with County Engineer's estimated cost of \$317,469.34.

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

#8 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to move forward on the bidding process for resurfacing Renko Road, Brooks Road and Tryon Road with County Engineer's estimated cost of \$145,684.80.

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

#9 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to move forward on the bidding process for resurfacing Chestnut Drive, Orchard Drive, Locust Drive, Winterhaven Court, Winterhaven, Glen Arden Road, Westminister Drive with County Engineer's estimated cost of \$85,334.40.

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

# RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held JUNE 12, 2012 20

#10 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive the Road Report, a copy of which can be found in the Addendum.

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

## ZONING REPORT

No report.

## FIRE REPORT

Chief John Jyurovat presented the Fire Report.

#11 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to hire Hailey Burns 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 then passing the Township physical which includes a drug test.

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

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to continue to have Full-time Firefighter Tom Ricker remain as the Alternate to the County's 911 Review Board (see Resolution 12021425).

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

For the Record: A Part-time FF/EMT informed the Chief that he received a speeding ticket in May 2012. Note: This employee as of December had no other points and is compliant with our Driving Policy.

For the Record: Jordan Vosburg on the Water Rescue Service did attend the Ohio Boating Education Course from ODNR as required.

#13 Norman Jepson 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

## SAFETY

For the Record: Lists of employees who attended 5-31-12 and 6-11-12 Drug Free Training are in the Addendum; all have returned the BWC Drug Free Change and the Auditor of State Fraud Reporting sign off's and are in their files.

For the Record: The topic at the Safety Council luncheon meeting on June 14, 2012 is Methamphetamine in the Workplace and Chief Jyurovat will attend.

For the Record: All Supervisors (Norman Jepson, Robert Brobst, Jane Hawn-Jackson, Marc Pope, John Jyurovat and Joyce Crease) attended the required Annual BWC Drug Free Supervisors Training on June 5, 2012.

**RECORD OF PROCEEDINGS**  
**SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10-48

JUNE 12, 2012

Held

20

For the Record: Norman Jepson attended VSSR (Violation of Specific Safety Requirement) Claim Seminar, information on file if needed.

**PUBLIC**

Tammy Pentek stated she is running for Ashtabula County Clerk of Courts.

Andy Branik inquired about the oil/gas permits.

Kathleen Kennedy stated there are pot holes on Highland, Morningside and Hermitage Roads that need filled.

For the Record: Atlantic Street resident sent a thank you to the Township Road Crew for unplugging storm sewer and roads plowed in winter.

For the Record: Received letter from Rt. 20 resident who has a problem with noise, dirt and gravel from four wheelers riding on the property on corner of Gerald and Rt. 20 (This is zoned C-1 Commercial.)

For the Record: Received letter from Gerald Road resident who has a problem with noise, dirt and gravel from four wheelers across the street.

For the Record: Resident would like intersection of New London and Rt. 20 roadsides mowed because of unsafe conditions. (The mowing was done on 6-4-12.)

For the Record: Resident is upset with the logging done north of Gore and would like any help the Township can assist with this issue.

**OLD BUSINESS**

Job Descriptions for Township employees will be discussed at the Special Meeting on June 26, 2012 at 6:30 pm.

**COMMITTEE REPORTS**

For the Record: Memorial Day Program - There was traffic traveling west on Rt. 20 while the parade was in progress and even one car drove east in the west bound lanes during the parade.

**COMMUNICATION/CORRESPONDENCE FOR THE RECORD**

(All of which can be found in the Addendum)

- County Engineer's letter was received stating the Tuttle Road project is complete and will do no further inspections
- OPERS Employer Notice regarding 2013 contribution rates
- OPERS Pension Legislation Updates were posted at Administration, Road and Fire buildings
- Notice of Public Hearing for Community Development Block Grant Program meeting was 6-12-12, nothing for Saybrook
- Ashtabula Living Magazine letter was received stating they will produce one issue per year
- Received copy of letter David Spotts sent to the Ohio Department of Natural Resources opposing the 531 ODOT project
- War of 1812 Bicentennial Ceremony will be 6-18-12 at 11:30 am in Jefferson Township Park will sponsor Sounds on the Shore, music every Wednesday night at 7:00 pm
- Miscellaneous newsletters



# RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10748

Held JUNE 12, 2012

20

## NEW BUSINESS

For the Record: New Rules for CDL Drivers were given to all current employees. We will need a sign off from all current and future CDL drivers.

Norman Jepson may attend the County Community Services & Planning meeting on 6-20-12 at 6:30 pm.

#14 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to vote for Ed Demshar, Harpersfield Township and Alternate Tom Martin, Williamsfield Township on the OPWC District Seven Official Township Ballot, a copy of the ballot can be found in the Addendum.

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

#15 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to participate in the ODOT Participation Agreement Cooperative Purchasing for Sodium Chloride, Township's estimate is 1200 ton.

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

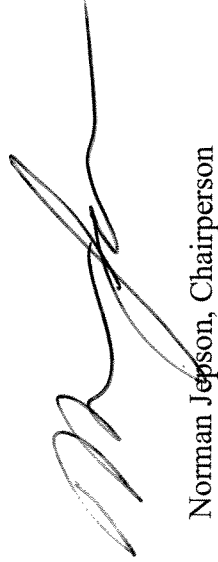
#16 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to participate in Morton Salt's offering storage program at a cost of \$5.00 per ton for product not shipped by 5-31-12.

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

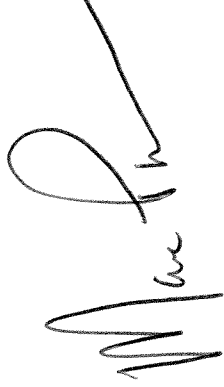
#17 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 8:10 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer