

RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10-148

Held

JUNE 14, 2011

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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, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat and members of the public: Joyce Crease, Paul Laurello, Greg Strnisa, Dave Hawley, Clint Jackson, Dawn Cragon and Karen Borkes who arrived late in the meeting, 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 #78) 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 to the Flag.

Fiscal Officer Mark 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 24, 2011, Special Work Session

May 24, 2011, Regular Meeting

June 7, 2011, Regular Special Monthly 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 following Minutes:

May 24, 2011, Special Work Session

May 24, 2011, Regular Meeting

June 7, 2011, Regular Special Monthly Meeting

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

For the record - Two cemetery deeds on the table were signed.

FISCAL REPORT

Marc Pope read the Fiscal Officer's Report.

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 54168-54280

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

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

Medical Mutual HRA 14,260.65

Melzer's Fuel Service Inc. 3,611.69

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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:
Medical Mutual HRA 14,260.65 Melzer's Fuel Service Inc. 3,611.69
Weber Electric Supply 1,152.90 Physio Control Inc 1,096.50
Pharmed Corp 1,137.45

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

#6 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the additional Blanket Certificate:
10A10V 500.00
05A09 1500.00
01A11 640.00

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

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

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

Total Cash Balance:	1,531,254.01
Current Investment Accounts:	826,862.69
Current Checking Account:	704,391.32

#7 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive the Fiscal Officer's 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 read the Road Report.

#8 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

Robert Vaughn presented the Zoning Report.

#9 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive the Zoning

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Report, a copy of which can be found in the Addendum.

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

FIRE REPORT

Chief Jyurovat read the Fire Report.

#10 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with Stephen Campbell & Associates for the Maintenance Service Agreement for our 911 recording system at a cost of \$2,200.00 for contract period 8-1-11 to 7-31-12, along with corresponding Purchase Order. All parts necessary as replacement parts will be furnished without charge with the exception of media, connectors, cables, or special accessories. The GMS Agreement excludes fire, theft, water damage, accidents, abuse, power line fluctuations, acts of God, or repairs by unauthorized personnel, or any other cause not due to fault of Revcord. The Guaranteed Maintenance Service coverage includes: all parts, labor charges, travel charges and necessary shop repairs. It does not include moves, adds and changes. A complete copy of the agreement can be found in the Addendum.

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

#11 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to purchase various sizes and lengths of hose from Warren Fire Equipment Inc. not to exceed \$3,000.00, along with the corresponding Purchase Order.

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

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to pay up front for the Paramedic Program in the fall of 2011 through UH Conneaut Medical Center for Part-time Firefighter Dan Goodale at a cost not to exceed \$5,000.00 once all required paperwork is completed.

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

#13 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to accept Part-time Dispatcher Ellen Teston's resignation, last day worked was June 5, 2011.

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

#14 Norman Jepson moved resolution, seconded by Robert Brobst to accept Jordan Vosburg as a volunteer with Water Rescue Services based upon his providing the required paperwork and passing the physical and drug test.

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

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

Greg Strnisa thanked Marc Pope for fixing his driveway apron. He also stated that he is not on any medication and will not resign from the Zoning Board and will sue the Township if he is removed from the Board.

Joyce Crease stated she is concerned with the intersection of Rt. 531 and Elk Drive. This section has not been paved and is in ODOT's right-a-way. What can be done? The Township will look into this matter.

Phone calls from residents who expressed the following concerns:
For the record – There are water problems on North Depot Road.

Francis Avenue resident unhappy about school buses being parked on the grass at Windermere School, it is an eyesore and is concerned with property depreciation. It was stated that the Windermere School will become a school maintenance building.

For the record - Lake Road West resident concerned with overgrown bushes blocking vision of people backing out of drives. ODOT was contacted about this.

For the record - Shadyside house empty with windows broken out.

OLD BUSINESS

#16 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to request from the County Auditor how much will a 1 mil levy and a 2.25 mil levy in the unincorporated area of Saybrook generate for a Police Protection Levy if placed on November 2011 election.

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

The Township Exterior Property Maintenance Code will be reviewed at the next Special Meeting on July 5th at 7:00 pm.

COMMUNICATION/CORRESPONDENCE ALL FOR THE RECORD
(All of which can be found in the Addendum)

- GUA Public Entity Risk Management Specialists solicitation letter, (not endorsed by OTA)
- Address guide for 911 map, updated Saybrook streets
- University Hospital Walk for the Cure solicitation letter to be a sponsor or donate gift for raffle
- Resident thank you note for checking drainage problem at home on Route 20. Township will send a thank you letter to Jim Carlson (the neighbor) for cooperating with solving the problem.

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- Ohio Industrial Commission Notice of Hearing from a 2006 claim which will not impact our rating
- Resident thank you to Fire Department, helping after severe storm to start their generator while they were gone
- Bloomfield Township, loss of land mass and taxes, support this with letter?
- Dominion East Ohio, applied PUCO, amend PIR Cost Recovery Charge in August 2011 which will increase rate to residents - Township will take no action
- County Engineer's suggestions for Brown Road drainage problem
- Black traffic signals being installed at state route intersections in Ashtabula – Township will send letter to ODOT to address reflectors not on traffic signals
- June 2, 2011 Preconstruction Meeting Minutes for Wade Ave. Widening Project
- Miscellaneous newsletters

NEW BUSINESS

For the record - State Route 531 Roadway Improvement and Erosion Repair Projects, open house was attended by Office Manager – Township will send letter in support of project.

Ashtabula Living Magazine solicitation for ½ page ad to be paid out of bed tax will cost \$350.00. Invite Karen Borkes to attend the next meeting.

Robert Brobst is working on updating the list of former Saybrook Firefighters buried in our cemetery for Memorial Fire Flags.

For the record - County Engineer's preliminary cul-de-sac plans on Tuttle Road, copy will be sent to Moellers.

Procedures for high grass calls were discussed. To make it easier and quicker, the office will send the first letter notifying residents of regulations dealing with high grass.

Karen Borkis with Ashtabula Living Magazine arrived at this time and stated that there will be two issues published each year and it will be a high end magazine for sale to the public. Chris Joslin is the owner.

#17 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to purchase a ½ page advertisement listing the hotels in Saybrook to be published in the Ashtabula Living Magazine for one time in the amount of \$280.00. We are doing this as part of a commitment to our hotels, the cost of the ad will be paid from a portion of the Lodging Tax received.

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

#18 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at approximately 8:35 pm. Three Trustees and Marc Pope went into this Executive Session.

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

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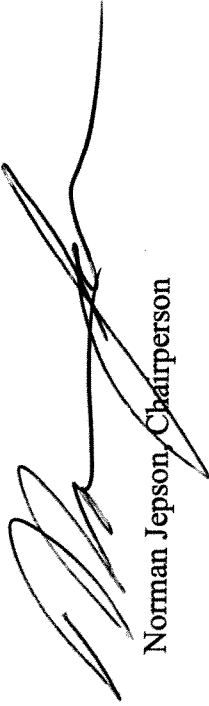
#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to Regular Session at approximately 8:45 pm.

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

#20 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 8:45 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc D. Pope, Fiscal Officer