

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

JUNE 25, 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, Office Manager Lori Zebrasky and members of the public: Andy Branik, Betsy Agey and Gloria Baum 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 193).

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 following Minutes:

May 13, 2013, BZA Public Hearings, Morris & Helsel-Cicogna Sign
June 11, 2013, Regular Meeting
June 18, 2013, Safety Committee

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 June 11, 2013, Regular Meeting Minutes.

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

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

May 13, 2013, BZA Public Hearings, Morris & Helsel-Cicogna Sign
June 18, 2013, Safety Committee

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

FIRE REPORT

Chief John Jyurovat presented the Fire Report.

#4 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to purchase front tires & shocks for Squad 729 from GCR Tire Centers, 4710 State Road, Ashtabula, Ohio at a cost not to exceed \$1200.00, along with the required corresponding Purchase Order.

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

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#5 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to do a joint purchases (50/50) with Saybrook Firefighters Association for a Samsung ATIV Tablet Computer, complete with hard shell protective case, Norton Anti-Virus and a 3 year Pro-Plus warranty from CDW Government, 75 Remittance Drive, Suite 1515, Chicago, IL 60675-1515. The total cost is \$1638.31; the Township's cost would be \$819.15, along with the corresponding Purchase Order.

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

#6 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to increase Fire Station 1's internet speed from 1.5M to 12M with Windstream for a monthly cost of \$144.99, an increase of \$36.05 per month.

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

#7 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to offer employment to Harold Loudermilk and Timothy Hall as Probationary Part-time Firefighters at a rate of \$10.50 per hour per Bargaining Agreement based on their 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

#8 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to grant a three month leave of absence (up to a six month leave in three month increments per Policy #2321) for Part-time Firefighter Dan Goodale effective his last day worked June 11, 2013 and would go through September 10, 2013. He can then request, on or before September 10, 2013 and in writing, an additional three month leave. He must notify the Fire Chief of his 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

#9 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

SAFETY REPORT

Robert Brobst read the Safety Report.

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

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

FISCAL REPORT

Norman Jepson read the Fiscal Report.

#11 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 59210-59283

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

#12 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then and Now's over \$3000.00:
Atwell's Police & Fire Equip. 5044.85 Ashtabula Area City Schools 6202.50
Melzer's Fuel Service 5000.00

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

#13 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:
Atwell's Police & Fire Equip. 5044.85 Ashtabula Area City Schools 6202.50
Melzer's Fuel Service 5000.00 Dalin auto Service 131.21
Nolan Door 154.00 Visa 608.71
Melvin Mitchell 900.00

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 to the Trustees earlier for their review.

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

Total Cash Balance: \$1,565,132.86
Current Investment Accounts: \$ 983,973.92
Current Checking Account: \$ 581,158.94

#14 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

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ROAD REPORT

Robert Brobst read the Road Report.

Andy Branik asked about the ditch in the Hallwood Allotment and what it would take to finish the job.

#15 Norman Jepson 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.

#16 Norman Jepson 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

PUBLIC

We received a thank you to Fire Department for helping her husband who was involved in a motor vehicle accident on June 9th at Rt. 20 and Rt. 45.

We received a Tuttle Road resident's letter and photographs regarding Waste Management's access gate.

OLD BUSINESS

We received the Prosecuting Attorney's response regarding "No Dumping" signs in the Lakeland Association and a letter will be sent to the Association letting them know that we are unable to do anything.

#17 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to make no changes to Policy 2005 - Use & Abuse of Drugs & Alcohol, regarding the counselor's qualifications if an employee needs to see one.

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

The Trustees signed the UAN Agreement to move forward with it.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Ashtabula County Township Association Annual Fish Fry is 7-13-13 from 12:00 – 6:00 pm
- Copy of Health Department letter to a resident regarding a bee infestation at his dwelling on Conley Road
- List of summer concerts in several local parks
- Miscellaneous newsletters – available for public viewing

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#23 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at 8:02 pm.

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

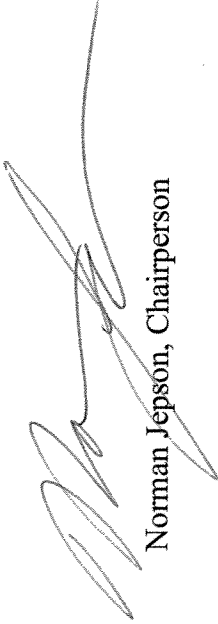
#24 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to pay Zoning Inspector Robert Vaughn up to 20 additional hours worked per pay period effective June 13 through July 24, 2013 - paid on June 27, July 11 and July 25, 2013, at a rate of pay of \$20.00 per hour.

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

#25 Robert Brobst moved, seconded by Norman Jepson to adjourn the meeting at 8:04 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Lori Zebrasky, Office Manager