

# RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

JUNE 26, 2012

20

Held

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, Fire Chief John Jyurovat and members of the public: Betsy Agey, Robert Agey, Debi Eagle, Bill Eagle, Sharen Lyons, William Davis and R. Loudermilk 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 128) 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 June 12, 2012, Regular Meeting Minutes.

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

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the June 12, 2012, Regular Meeting Minutes.

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

For the Record – Copies of the June 5, 2012, Board of Zoning Appeals Public Hearing – "Jahnke" 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: 56750- 56850.

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

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

Medical Mutual HRA 19077.69 Frank Gates/Avizent 4539.00

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

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

Medical Mutual HRA	19077.69	Frank Gates/Avizent	4539.00
Newman Traffic Signs	1284.78	Meizer's Fuel	2021.27

Roll Call Voting:

Robert Brobst	Yes
Jane Hawn-Jackson	Yes
Norman Jepson	Yes

#6 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the additional Blanket Certificate for 10-A-09 in the amount of \$1000.00.

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 were attached to this report. The previous Month End was passed out to the Trustees for their review.

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

Total Cash Balance:	\$ 1,864,252.59
Current Investment Accounts:	\$ 979,588.28
Current Checking Account:	\$ 884,664.31

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

#8 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to bid our annual stone purchase.

Roll Call Voting:

Robert Brobst	Yes
Jane Hawn-Jackson	Yes
Norman Jepson	Yes

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

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## FIRE REPORT

Chief John Jyurovat presented the Fire Report.

#10 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to renew the Maintenance Agreement for the Revcord 8- CH Analog Recorder, SN 1124648 with Stephen Campbell & Associates, Inc. from 8-1-12 through 7-31-13 at a cost of \$2,200.00, along with the required corresponding Purchase Order. A copy of the Maintenance Agreement can be found in the Addendum.

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

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

#12 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to purchase one set of Morning Pride LTO-5413 Turn Out Gear coat and pants from Warren Fire Equipment Inc. for a total of \$1,777.00, along with the required corresponding Purchase Order.

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

## WATER RESCUE

No written report. Chief Jyurovat stated that there will be training at Roaming Shore on June 30, 2012.

## SAFETY

For the Record: The Safety Officer, nor a representative, did not attend the Safety Meeting on 6-19-12. The meeting took place regardless.

For the Record: A list of Road and Administrative employees who took the annual Fire Extinguisher Training held on April 20, 2012 can be found in the Addendum.

## PUBLIC

Debi Eagle stated she would like to build a pole building on their combined lots. She needs to fill out a zoning permit to proceed and feels this process has taken far too long.

Bill Davis stated that he can't see because of high grass and trees at the intersections of Rt. 84 and Depot Road and Rt. 84 and Brown Road. He also stated that the railroad crossing on Brown Road is very narrow.

For the Record: Resident on Route 45 across from the company in that area, is unhappy with very loud music from a car at 6:00 am every day. Chief Jyurovat will contact the company concerning this.

For the Record: At 6912 Lake Road West which is zoned R-3, auto body and other

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work is being done on cars and large trucks. Zoning will follow up on this issue.

For the Record: Resident on Route 45 found a bullet in the siding of their home. The Township will send a letter to the residents in the neighborhood concerning this issue.

For the Record: A New London resident called CSX regarding crossing repairs not right, the ties are sticking up and asked the Township for help regarding this.

**OLD BUSINESS**

The Supervisors and Trustees still need to take the required NIMS training.

For the Record: The Office received signed "DOT's New Rules for CDL Drivers Distracted Driving" from all six Township CDL drivers, a copy of which can be found in the Addendum.

Trustee Hawn-Jackson will talk to the Ashtabula City Manager to add some language to the draft agreement with the City and School Board regarding the new Flashing School Speed Limit Signs on Wade Avenue.

Chief Jyurovat stated that he is still working on Station 2 inventory and developing and verifying SCBA inspection for Water Rescue. He also stated that load limits are posted on the overhead storage areas at Station 2.

**COMMUNICATION/CORRESPONDENCE FOR THE RECORD**

(All of which can be found in the Addendum)

- The October 24<sup>th</sup> training for Address Coordination will be attended by Zoning Inspector Vaughn and Office Manager Crease
- Sick Time Hours Report 1<sup>st</sup> Quarter 2012 was posted at Road, Station 1 and Administrative Office and is in the file
- Items in HB509 which could impact the Township
- Ashtabula County Township Association Fish Fry is July 14, 2012 from noon until 6:00 pm at the Rome Fire Hall
- Time Warner Cable letter received regarding New Contact Information
- Susan G Komen for the Cure letter received regarding donations and sponsors

**NEW BUSINESS**

Trustee Jepson will attend the Ohio EPA information session regarding the proposed Geneva Landfill Expansion on 6-28-12 at 6:00 pm at the Northwest Ambulance District Offices in Geneva.

#13 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to re-enroll in the January 1, 2013 Workers' Compensation Group Rating Program through the Frank Gates Service Company with Ohio Township Association Group at a cost of \$4,539.00 per year (savings of \$4,539.00), along with the required corresponding Purchase Order. The cost is based on 2011 wages.

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

The Trustees reviewed two quotes we received for IT services from Stephen Oeffner and Craig Wickstrom.

#14 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to contract



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with Stephen Oeffner for IT services and the terms will be clarified at the July 10, 2012 Regular Trustee Meeting.

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

#15 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to ~~renew~~ *modify* our contract with Medicount Management for EMS Billing, based on the approval of the County Prosecutor as to legal form, for a period of four years between April 24, 2012 and ending April 24, 2016, a copy of which can be found in the Addendum. *by adding an Addendum*

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

The Project Agreement between Ashtabula City, City Schools and Saybrook on Flashing School Zone signs will be addressed at the July 10<sup>th</sup> Trustee Meeting.

#16 Norman Jepson moved resolution, seconded by Robert Brobst to pay Office Manager Joyce Crease 54 comp-time hours that were accrued before she became salaried at the former CWA wage of \$16.74 per hour in the amount of \$903.96, based on the recommendation from the Prosecutor.

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

The Medical Mutual Agreement for employee medical coverage will be addressed at the July 10<sup>th</sup> Regular Trustee Meeting. Members of the Insurance Committee are encouraged to attend.

We received a quote from APL Electric to install an existing generator at the north side of the office building. This will be further discussed at the July 10<sup>th</sup> Trustee Meeting.

#17 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to begin the process of terminating the contract with Safety Officer Scott Cole and to hold his payments until we receive all required certifications for him and his representative.

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

After further discussion, it was decided to have an Open Special Meeting on July 10, 2012 to discuss the generator at 6:45 pm.

#### ANNOUNCEMENT FOR THE RECORD

- July 3, 2012, 7:00 pm, Special Monthly Meeting has been cancelled
- July 4, 2012, Holiday, Offices Closed
- July 10, 2012, 4:00 pm, Deadline for Bids for three Road Projects
- July 10, 2012, 6:45 pm, Open Meeting, generator
- July 10, 2012, 7:15 pm, Bid Opening for three Road Projects

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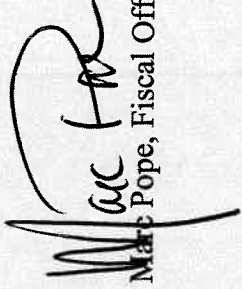
#19 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 8:30 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer