

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10146

Held

JULY 10, 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 Marc D. Pope, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat and member of the public Jerry Ross 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 131) 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 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to dispense with the reading of the following Minutes:

- June 19, 2012, Safety Committee Meeting
- June 26, 2012, Special Meeting, (job descriptions)
- June 26, 2012, Regular 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:

- June 26, 2012, Special Meeting
- June 26, 2012, Regular Meeting with modification to resolution #15 which stated "by adding an Addendum"

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

#3 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to receive for record purposes only the June 19, 2012, Safety Committee Meeting Minutes.

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

For the Record – Copies of the Draft June 27, 2012, Board of Zoning Appeals Open Meeting were given to the Trustees.

FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 56851 - 56965

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

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Then and Now over \$3000.00:
 Melzer's Fuel Service \$4,007.90

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 following Purchase Orders:

Melzer's Fuel Service	4007.90	Tire Distribution System	954.31
Treasurer, St of Ohio	2624.00	Southeastern Equipment	2844.06
Pennohio Corp.	2577.41		

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

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following 3rd Quarter Blanket Certificates:

01-A-03	211.24
01-A-04	1000.00
01-A-05	225.32
01-A-10	1000.00
01-A-26	5000.00
01-B-02	1000.00
01-B-03	1000.00
01-B-05	317.64
01-B-06	500.00
01-B-07	1000.00
01-B-08	1000.00
01-D-07	1000.00
01-J-02	145.45
01-J-03	1000.00
02-B-02	1000.00
02-B-04	246.53
03-B-02	1000.00
03-B-04	682.96
04-A-04	1000.00
04-A-05	1000.00
04-A-07	1000.00
04-A-08	974.25
04-A-08S	250.00
04-A-13	1000.00
04-B-02	1000.00
04-B-03	5000.00
10-A-06	1000.00

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10-A-07D	196.50
10-A-08	172.81
10-A-08D	1000.00
10-A-08E	1000.00
10-A-08M	5000.00
10-A-09	905.77
10-A-09D	267.50
10-A-09E	1000.00
10-A-09V	1000.00
10-A-10	1000.00
10-A-10B	1000.00
10-A-10C	1000.00
10-A-10D	1000.00
10-A-10E	1000.00
10-A-10V	1000.00
10-A-15	1000.00
10-A-15A	1000.00
10-A-15D	562.09
10-A-15E	1000.00
10-A-15T	1000.00
23-B-02	1000.00
23-B-04	500.00

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

#8 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to modify the dollar amount on Resolution #12052208 for Northeastern Communications to replace and upgrade the Road Department's Radio System for an additional cost of \$1850.35 for a total cost of \$6,950.35.

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 earlier for the Trustee's review.

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

Total Cash Balance: \$ 1,747,099.98
Current Investment Accounts: \$ 979,588.28
Current Checking Account: \$ 767,511.70

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

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ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

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

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

#11 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to use outside legal council Donald F. Brosius to clarify terminology of "like or similar use" in determining if a Zoning Permit can be issued for specific uses.

Roll Call Voting:

Robert Brobst	Yes
Jane Hawn-Jackson	Yes
Norman Jepson	Yes

#12 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve Zoning Inspector Robert Vaughn to attend the Ohio Township Association's Northeast Ohio Education Session on July 31, 2012 at the Northeast Ohio Medical University in Rootstown, Ohio and the Township to pay the cost of the Session which is \$65.00 and mileage estimated at \$110.00.

Roll Call Voting:

Robert Brobst	Yes
Jane Hawn-Jackson	Yes
Norman Jepson	Yes

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

Voting:

Robert Brobst	Yes
Jane Hawn-Jackson	Yes
Norman Jepson	Yes

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

#14 Norman Jepson moved resolution, seconded by Robert Brobst to rescind the offer of employment to Probationary Part-time Dispatcher Hailey Burn's Resolution #12061211, due to her scheduling difficulties.

Roll Call Voting:

Robert Brobst	Yes
Jane Hawn-Jackson	Yes
Norman Jepson	Yes

#15 Robert Brobst 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

WATER RESCUE REPORT

Fire Chief John Jyurovat presented the Water Rescue Report.

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

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

SAFETY

List of employees who have not taken the Drug Free Training along with a list of employees that need to retake the Drug Free Training can be found in the Addendum.

Township has received a Certificate of Completion for Drug-Free Safety Program Train the Trainer Program for Scott Cole, Mike Lopez, John Jyurovat, Marc Pope and Joyce Crease.

For the Record: Employee Safety Meeting notice was posted at the Fire, Road and Administrative Buildings; next meeting will be 7-17-12 at 7:30 am at Administrative Building.

#17 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to deduct our payroll costs of the two Drug Free Trainings (May 1 and May 24, 2012) when Scott Cole did not show from his August payment.

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

PUBLIC

The Road Department will check out dead trees on Sanborn Road along with Elk Drive.

OLD BUSINESS

#18 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to modify “Use of Township Vehicles Policy 2111” to state that Part-time Employees are strictly prohibited from using a Township-owned vehicle for personal reasons and to add to the policy; “Full-time employees who have been assigned a Township Vehicle shall keep driving records showing all personal miles for tax purposes and they will be taxed according to Federal IRS Rules”.

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

#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to rescind Policy 6102 – Use of Saybrook Township Fire Department Vehicle by Department Captains; the Command Vehicle is for the Fire Chief only, not Captains.

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

For the Record - Rome Township Fire Chief would like to be placed on 7-24-12 agenda to discuss operations and funding of the County Rescue Team. He may address the Board at the 8-14-12 meeting.

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#20 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve and sign the Project Agreement between Saybrook Township, the City of Ashtabula and the Board of Education of the Ashtabula Area City School District regarding flashing school zone/speed limit signals on Wade Avenue. The School Board and the City will have access to the signals on Wade Avenue and the Township assumes no responsibility for the programming of the signals. A copy of the Project Agreement can be found in the Addendum.

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

#21 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to contract with Stephen Oeffner our IT services for six months at a cost of \$2,000.00 per month (40 hours per month), after that we will pay him hourly at \$50.00 per hour. Invoices will be paid by use of each department.

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

#22 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to renew our medical insurance as quoted by Medical Mutual thru OTA plan (Burnham & Flower) beginning 8-1-12 for one year with no changes to the coverage.

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

For the Record: Chief Jyurovat is still working on the following pending items:

1. Station 2 Inventory
2. Develop and verify SCUBA inspection (Water Rescue)

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Received notification for Ninevah Road Closing at the railroad crossing from 7-9-12 through 7-13-12
- OTARMA, check received for \$7,519.68 for refund of Member Owned Program
- Saybrook Park, music every Wednesday from 7:00 – 8:30 pm, dinners served
- BP MasterCard information
- Ashtabula City Schools Dedication of Erie and Superior Buildings on 8-18-12 at 1:30 pm, send your own RSVP
- Medical Mutual Update
- ODOT “The Connection”, Ohio’s long-range transportation plan - Access Ohio 2040
- Frank Gates acknowledgement of Township in BWC group rating program and 10 Step Business Plan for Safety and Ohio Township Association Group Rating Program BWC premium savings info
- BWC Safety Services Catalog is on file at the Township Office
- OTARM’s 2011 Annual Report
- Miscellaneous Newsletters

#23 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to adopt the

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Office Manager's Job Description, a copy of which can be found in the Addendum and will be added to our Policy Manual.

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

#24 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to revise the Secretary Full-Time/Part-Time Job Description, a copy of which can be found in the Addendum and changed in the Policy Manual.

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

#25 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to table the installation of the generator at the Administrative Building due to financial concerns.

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

We will discuss possibly forwarding all calls to Station 1 should we have a power failure.

NEW BUSINESS

For the Record: Several maintenance items need to be done on Administrative Building.

R-1 property on Atlantic Street is listed on www.vrbo.com for vacation rentals by the week along with other houses; zoning issues are being looked into.

For the Record: Grassroots Clippings Newsletter addressing the following can be found in the Addendum:

1. HB 9 required of Elected Officials training is on 9-19-12 from 10 am – 1:15 pm in Jefferson
2. OTA Grant Workshop is 9-10-12 from 10 am – 3:30 pm in Blacklick, Ohio, course cost \$60.00
3. National Night Out, making communities safer is August 7, 2012
4. New brochure on local government and what they do can be ordered on line
5. Regional One Day Training is 7-31-12 for Trustees and Fiscal Officer
6. High Grass information

Received from Board of Elections notification of Special Election on 8-7-12; Trustee Brobst will open the Administrative Building and Jane Hawn-Jackson will close the building. There will be no Special Monthly Meeting that day because of voting.

The Wireless Router was disabled at Station 1 and a notice was posted on 7-10-12. Different options were quoted by our IT contractor and a solution is being worked on by the Firefighter's Association.

A congratulatory letter will be sent from the Trustees to a resident who is a Pastor and will be celebrating his 28th Pastoral Anniversary.

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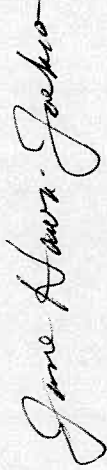
ANNOUNCEMENTS FOR THE RECORD

- Deadline for Stone Bids, July 24, 2012 at noon
- Bid Opening for Stone, 7-24, 2012 at 7:30 pm

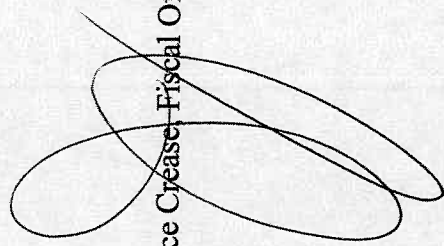
#26 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 9:30 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Joyce Crease, Fiscal Officer