

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES

Minutes of _____

Meeting _____

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____

JULY 12, 2011

_____ 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 Jane Hawn-Jackson and Robert Brobst (who arrived at approximately 8:00 pm), Fiscal Officer Marc D. Pope, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat and members of the public: Jerry Ross, Greg Strnisa, Joyce Crease, Betsy Agey, Kathleen Kennedy, Randy Caruso, Beverly Caruso, Dean Moore, David Burg of Pearl LLC, Dave Spence and Clint Jackson 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 #80) 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. Dave Spence stated he was recording.

Trustee Robert Brobst arrived at approximately 8:00 pm, any resolutions passed before then will not reflect his vote.

#1 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to dispense with the reading of the following Minutes:
May 24, 2011, Employee Safety Meeting
June 14, 2011, Special Meeting
June 14, 2011, Regular Meeting
July 5, 2011, Special Monthly Meeting

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

#2 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following Minutes:
June 14, 2011, Special Meeting
June 14, 2011, Regular Meeting
July 5, 2011, Special Monthly Meeting

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

#3 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to receive for record purposes the May 17, 2011, Employee Safety Meeting Minutes.

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

For The Record - Local Govt. News Release stating the June 28, 2011 Regular Meeting was cancelled and news media was notified.

FISCAL REPORT

Marc Pope read the Fiscal Officers Report.

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#4 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following Warrants: 54281 – 54468

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

#5 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the Then and Now's over \$3000.00:
Truckmen 3120.99 Frank Gates/Avizent 4817.00
Medical Mutual HRA 5516.66

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

#6 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following Purchase Orders:
Truckmen Truck Service 3120.99 Frank Gates/Avizent 4817.00
Medical Mutual HRA 5516.66 UH Conneaut Medical Center 10000.00
Full Throttle 5.00 Healthy Home Pest Control Inc. 225.00
Truckmen Truck Service 866.85 Dalin Auto Service 871.19
Melzer's Fuel Service 2229.61 Brobst Enterprises Inc. 450.00
Warren Fire Equipment 620.25 Northeastern Communications 270.00
Melzer's Fuel Service Inc. 2441.40

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

#7 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve this year's Third Quarter Blanket Certificates:

01-A-03	824.00
01-A-04	1697.11
01-A-05	54.34
01-A-10	8627.33
01-A-26	10000.00
01-B-02	2500.00
01-B-03	4788.13
01-B-04	4750.58
01-B-05	493.51
01-B-06	500.00
01-B-07	919.15
01-B-08	1499.45
01-J-02	250.00
01-J-03	10000.00
02-B-02	4290.13
02-B-04	500.00
03-B-02	10000.00
03-B-04	500.00
04-A-04	4335.28
04-A-05	7047.94
04-A-06	8543.12
04-A-07	3263.86
04-A-08	1104.53
04-A-08S	428.75

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04-A-09	3300.00
04-A-13	5844.29
04-B-02	10000.00
04-B-03	10000.00
04-B-04	2500.00
05-A-09	751.27
05-A-12	320.05
10-A-06	1913.73
10-A-06G	7893.44
10-A-07	5741.97
10-A-07D	1575.00
10-A-08	1500.13
10-A-08D	1056.00
10-A-08E	7243.71
10-A-09	10000.00
10-A-09D	333.92
10-A-09E	7229.63
10-A-09V	3515.47
10-A-10	1447.67
10-A-10B	1403.32
10-A-10D	67.74
10-A-10E	303.76
10-A-10V	713.05
10-A-15	3010.76
10-A-15A	3572.63
10-A-15D	1098.72
10-A-15T	1984.11
23-B-02	10000.00
23-B-04	500.00

Roll Call Voting: Jane Hawn-Jackson 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 for your review.

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

Total Cash Balance:	1,398,969.97
Current Investment Accounts:	851,491.86
Current Checking Account:	547,478.11

#8 Jane Hawn-Jackson moved, seconded by Norman Jepson to receive the Fiscal Officer's Report, a copy of which can be found in the Addendum.

Voting: Jane Hawn-Jackson Yes
Norman Jepson Yes

ROAD REPORT

Road Superintendent Marc Pope read the Road Report.

#9 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to hire Koski Construction to replace approximately 440' of 24" pipe along Wingate Court,

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saw cut and replace one drive apron, Saybrook Township to supply and deliver the stone bedding and backfill, Koski to place bedding and backfill not to exceed \$22,000.00, along with the corresponding purchase order.

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

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

Voting: Jane Hawn-Jackson Yes
 Norman Jepson Yes

ZONING REPORT

Robert Vaughn presented the Zoning Report.

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

Voting: Jane Hawn-Jackson Yes
 Norman Jepson Yes

FIRE REPORT

Chief John Jyurovat read the Fire Report.

The Township received a check from our Insurance Company for \$1,730.00 for the repair of Squad 719.

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to hire Pfund Superior Sales Inc. to repair the paint on Squad 719 at a cost not to exceed \$2,000.00, along with the corresponding purchase order.

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

#13 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to accept Full-time Firefighter Captain Gary Nahrstedt's letter of resignation as of the shift that began July 12, 2011 at 7:00 am and ended July 13, 2011, at 7:00 am.

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

#14 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to pay Full-time Firefighter Captain Gary Nahrstedt for his unused hours of vacation per Article 21 of 216.0 hours @ \$20.86 per hour totaling \$4,505.76 on the July 14, 2011 payroll day.

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

#15 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to raise Part-time Firefighters Jason Coy and James Krenisky from EMT-B regular status rate of \$9.60 per hour to Paramedic regular status rate of \$9.80 per hour effective June 30, 2011 because both have completed the Paramedic Class and have passed the National Registry Tests.

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

#16 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to raise Part-time Firefighter Benjamin Paxton from EMT-B probationary status which is the regular rate less .24 cents of \$9.36 per hour to Paramedic probationary status which is the regular rate less .24 cents of \$9.56 per hour effective June 30, 2011 because he has completed the Paramedic Class and has passed the National Registry Tests. He has not yet completed one year of service and that is why the .24 cents reduction..

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

Whether to advertise for a Full-time Firefighter at this time was tabled until the July 26, 2011 meeting.

The Trustees discussed having a Resolution made for Captain Gary Nahrstedt for his years of service but it was not voted on.

#17 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
 Norman Jepson Yes

WATER RESCUE REPORT

Chief John Jyurovat read the Water Rescue Report.

#18 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to increase the Water Rescue Budget by \$1,157.54. (This year's budget is now \$10,000.00 plus \$3,619.76 allowed to carry-over from 2010 and this amount bring the total to \$14,777.30.)

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

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

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

SAFETY

Need Water Rescue Service employees who were born on or after 1-1-1982 to provide a certificate from ODNR or Coast Guard for Boater's Safety Course before they are permitted to operate our jet ski. Chief Jyurovat stated that there are some employees that will need to submit this certificate and he will work on getting them.

- For the record - One Incident Investigation Report was submitted – resident backed their car into Squad 719
- Supervisor or Trustee was not called immediately, took over 24 hours
 - Photos were taken and deleted because they saw no damage
 - Safety Officer and Office did not receive paperwork or notified for three days
 - No statements from three employees and patient on Squad stating they received no injuries

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- Nationwide Insurance was given wrong information – Township address and contact information

PUBLIC

Kathleen Kennedy thanked the Road Department for all they do for her neighborhood (East Geneva Lakelands). She also asked if Ashtabula City is looking to annex but was told the meeting with Ashtabula City was for redefining the boundaries, not additional annexation.

Joyce Crease asked if she could speak later if something comes up.

Greg Strnisa asked where the incorporated part of Saybrook Township is and was informed anything the City of Ashtabula has annexed.

Clint Jackson stated he is concerned about the bad spot on the road at Carpenter and Warrick.

David Berg of Pearl LLC made a presentation to construct 40 to 45 townhouses on property on Rt. 20 north of Sanborn Road's intersection.

Trustee Robert Brobst arrived at approximately 8:00 pm.

For the record - Calls made to Office from residents are listed below:

- Washington Boulevard, cars from garage-salers being parked in front of fire hydrant, concerned about access to fire hydrant - Fire Dept. was notified
- North Ridge, hole in road and resident can't get in and out of driveway, it's a safety issue – ODOT said it needs fixed but there is no time now and will keep it filled until repairs can be made
- Unightly signs on telephone poles, what can be done?
- NW corner of New London & Ninevah, someone planted trees and resident wants them removed from the right-of-way
- Conley Road, semi trucks driving on the side street, resident doesn't like the traffic, a hydrant was hit by a semi, it's unsafe, what can be done?
- North Bend and 20 by Giant Eagle, traffic light needs turn arrow, it's almost impossible to make a left hand turn, a letter will be sent to ODOT
- Gordon Road, truck from old Dahlkemper drives on resident's lawn, snow plow gouges his lawn, resident is asking where the right-of-way ends - Ask county to mark right-of-way?
- Atlantic Street, resident wants their address with the utility companies to be Atlantic Street not West 13th, electric company was contacted and it was resolved and we will work on other utility companies when the resident brings in other utility bills.

OLD BUSINESS

For the record - Letters were sent to State Representative Kozlowski and Senator Cafaro concerning no reflective plates on traffic signals at Rt. 45 and 20 and it being unsafe.

For the record – The Road Superintendent Pope and Trustee Brobst are working on the Brown Road flooding.

Negotiations are going forward regarding the Police Levy process.

Chief Jyurovat is working on getting the two decals required to be put on the two Water Rescue jet skis or they need plates. Also, the Water Rescue vehicle has not

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been relabeled; it has a duplicate number of a squad and it is a problem for billing and insurance purposes.

For the record – Employees have inquired as to what medical records in employee’s file is open to the public, (ie: drug free results). This will be discussed at the next meeting.

Elk Drive house in the City Limits is in disrepair and there has been no response from Ashtabula City to the letter we sent them or to our follow up letter. A third letter will be sent.

For the record - Urban Meyer signage at 90 has been ordered.

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

- Ohio Department of Taxation notice that the property purchased south of the Office is now exempt from taxation
- NOPEC thank you for being part of the Powering Our Communities Grant Program
- Letter to one of the Memorial Day Essay Winners needs to contact the Township to pick up her Savings Bond
- Letter to Elk Drive resident regarding no burning garbage and yard waste
- Eagle Scout inquiring about possible projects in Saybrook
- Thank you from a resident because the Fire Department removed her dog’s paw from a can; donation was made to the Fire Association
- State Budget process completed, chart of items in budget that will impact townships
- Lakeside Elementary Campus Dedication is 8-20-11 at 1:30 pm; Trustees may should RSVP by 8-3 if they would like to attend – two or more Trustees may attend
- Growth Partnership 23rd Annual Best of County Awards, save the date 9-20-11
- Northeast Ohio Township Association Picnic was on 6-30-11
- Ashtabula County Township Association Annual Fish Fry was 7-9-11
- Revised minutes of the 6-2-11 Preconstruction Meeting Minutes for Wade Avenue Widening Project
- Delta Energy, natural gas will be supplied to us by them through Dominion, tax exempt form was faxed to them
- New statutory formula for distribution of county Undivided Local Government Fund
- Ashtabula County Bar Association letter asking that we keep them in mind
- Dog Park Meeting on 7-15-11 at 5:00 pm at the Harbor Topky Library
- Growth Partnership survey to locate, identify and publish facilities in County that are available for economic development
- Miscellaneous newsletters

NEW BUSINESS

OTARMA reminder regarding the interview process and avoiding lawsuits for discrimination and civil rights. Classes offered at Lakeland Community College are:

- Interview and Selection - 3 hour course on 10-26-11, cost \$69.00, should supervisors who interview attend?
- HR Legalities-3 hour course on 12-7-11, cost \$69.00, should anyone attend?

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This will be addressed at the August 2, 2011 Monthly Special Meeting.

The status of negotiations with Part-time Firefighters will be looked into.

For the record - Saybrook Welcome Sign, three local companies were asked to bid and we received bids from two companies with a total of four options. This will be addressed at the August 2, 2011 Monthly Special Meeting.

For the record - Labor Management Meeting for employees and volunteers of Saybrook Township was held on 6-28-11 to discuss Salary Continuation and random drug testing in regard to BWC Drug Free Safety Program

- CWA Union voted unanimously to agree to Salary Continuation including random drug testing
- Township has not received notices from IAFF Union or part-time firefighter/dispatchers regarding this

Burnham & Flower Agency, renewal of health insurance, must schedule meetings with Unions which is set for July 26th at noon and all full-time employees are welcome to attend.

#20 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the draft of the Monthly Vehicle and Equipment Driver's Daily Checklist and begin using it for all Road Department vehicles.

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

#21 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to modify Resolution 11052413 to allow five Zoning Board members (not four) to attend Northeast Ohio Planning and Zoning Workshop at Geneva State Park at a cost of \$50.00 per person.

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

#22 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to re-enroll with Frank Gates for 2011 - 2012 BWC Group Rating at an administration cost of \$4,817.00.

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

The Trustees are interested in doing the BWC Drug Free Supervisors and Employee yearly trainings jointly with the other two government entities in our County as a cost savings factor.

For the record - Conforming Boundaries Public Hearing will be on 7-18-11 at 5:15 pm in Ashtabula City Council Chambers and two or more of the Trustees may attend and we will also send a letter of support to conform the boundaries.

For the record - Receipt of Township BWC Drug Free Workplace Policy #2005 needs to be signed by all Trustees and several other employees; we are not compliant without them on file.

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Norman Jepson will look into the HIPAA Online Compliance course offered through Lakeland Community College at a cost of \$99.00 – HIPPA Officer needs to be appointed for Township and take course?

ANNOUNCEMENTS FOR THE RECORD:

7-18-11, 5:15 pm, Conforming Boundaries Public Hearing, Ashtabula City Council Chambers

7-20-11, 10:30 am, State Joint Purchasing Training at Township Office

10-11-11, last day to register to vote in November election

#23 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at approximately 8:55 pm to discuss a BWC issue, action will be taken. Joyce Crease and Marc Pope went into Executive Session.

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

#24 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to Regular Session at approximately 9:15 pm.

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

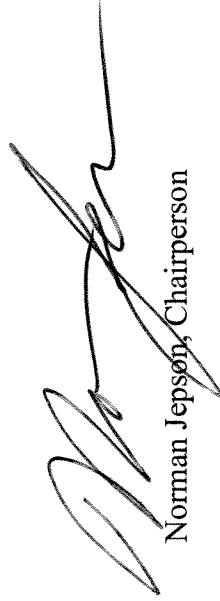
#25 Norman Jepson moved resolution, seconded by Robert Brobst to enter into a Wage Continuation for Full-time Road Department employee Peter Davis for a 2006 BWC injury.

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

#26 Robert Brobst moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 9:20 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc D. Pope, Fiscal Officer