

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 101-48

August 12, 2014

Held

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 10:00 AM by Chairperson Norman Jepson, along with Trustees Robert Brobst and Jane Hawn-Jackson, Office Manager Lori Zebrasky, Fire Chief John Jyurovat, Road Superintendent Marc Pope and Zoning Inspector Robert Vaughn. Members of the public: Margaret Collins, Debra Cary, Buzz Conquest, Greg Strnisa, Maureen Kennedy, and Kathleen Kennedy 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 (Jobs 253 &254).

Chairperson Norman Jepson led the assembly in "The Pledge of Allegiance".

Office Manager Lori Zebrasky stated that the meeting was being recorded for record purposes, if anyone else is recording, please state so for the record. Buzz Conquest stated that he would be recording.

#1 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to dispense with the reading of the following Minutes:

- a. June 24, 2014, Work Session
- b. June 24, 2014, Regular Meeting
- c. July 8, 2014, Regular Meeting
- d. July 16, 2014, Special Meeting
- e. August 4, 2014, Special Work Session

#2 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Minutes:

- a. June 24, 2014, Work Session
- b. June 24, 2014, Regular Meeting
- c. July 8, 2014, Regular Meeting
- d. July 16, 2014, Special Meeting
- e. August 4, 2014, Special Work Session

SAFETY REPORT

No written report at this time.

FISCAL REPORT

Chairperson, Norman Jepson read the Fiscal report.

#3 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve Warrants 61888 thru 62143.

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

#4 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following purchase order: Then & Now Purchase Orders: 42-2014 thru 48-2014.

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

#5 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then & Now Purchase Orders over \$3,000.00: 42-2014, 44-2014, 46-2014, and 47-2014

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

#6 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Super Blanket Certificates: 60-2014 thru 70-2014

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

As recommended by the State Auditors, a copy of the Bank Reconciliation Summary, Appropriation Summary, Revenue Summary, Payment Listing and Payroll Listing are in the report binder for your review and signature.

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

Total Cash Balance: \$ 2,128,859.95
Current Investment Accounts: \$ 975,398.29
Current Checking Account: \$ 1,153,461.66

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

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report

#8 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.

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

FIRE REPORT

No written report at this time

WATER RESCUE REPORT

No written report at this time

PUBLIC

Debra Cary approached the podium and stated the neighborhood (Locust Drive) is becoming a Geneva-on-the-Lake. Stated she understands covenant is a civil matter and are prepared to go forward with that. Feel that they have been abandoned, and that Saybrook will not help them in this matter. Our residents have different renters every night. Saybrook is becoming a tourist site.

Margaret Collins stated she had concerns with the different people coming and using their beach that shouldn't be and the people renting off of renters treating it like a bed and breakfast. Who will protect us and our neighborhood?

Greg Strnisa stated that he would like to see, if possible, an increase in the square footage of future condo's and apartments. Greg also stated that he needed to step off from the BZA Hearing for The Valley View 4 Food Mart due to conflict of interest.

Kathleen Kennedy wanted to state for the record that the road department is doing a great job!

Old Business

CRA-Send a letter to the County Commissioners regarding the CRA approval by the Township Trustees along with approved minutes and designated areas.

Moving forward with the construction of a Records Room to store Townships Records at the chip building.

#10 Robert Brobst moved resolution, seconded by Norman Jepson to accept the estimate from CBC Construction Inc. in the amount of \$5,625.00 for the installation of materials for the new records room at the chip building

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

#11 Robert Brobst moved resolution, seconded by Norman Jepson to accept the estimate from Nolan Door & Hardware Company, not to exceed the amount of \$900.00 for the installation and materials of a door for the new records room at the chip building.

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

#12 Norman Jepson moved resolution, seconded by Robert Brobst to accept the estimate from Nottter Electric Company, Inc. in the amount of \$1,980.00 to supply

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#17 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to bring in the County Engineer Tim Martin to survey Depot Road from Rt. 84 to Rt. 20 area regarding flooding issues and give a recommendation.

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

#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session at 10:40 am to discuss non-bargaining salary employees, wages, sick time and vacation. Action may be taken after returning to Regular Session. The Three Trustees, Office Manager and Road Superintendent went into Executive Session.

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

Office Manager and Road Superintendent left Executive Session at 10:50 am.

#19 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to come out of Executive Session and return to Regular Session at 11:10 am.

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

#20 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson for Office Manager, Lori Zebrasky to receive her accumulative sick time of 496.44 from her previous job.

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

#21 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to allow our full time Office Manager and Road Superintendent to accumulate eighteen hundred hours (1800) as their maximum sick time accumulation.

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

#22 Norman Jepson moved resolution, seconded by Robert Brobst to allow our Part-Time Zoning Inspector to accumulate One Thousand hours (1000) as his maximum sick time accumulation.

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

#23 Norman Jepson moved resolution, seconded by Robert Brobst to allow our Part-Time Fire Chief to accumulate One Thousand Six Hundred Twenty Two hours (1622) as his maximum sick time accumulation.

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

#24 Norman Jepson moved resolution, seconded by Robert Brobst for the Road Superintendent and Office Manager to receive thirty (30%) of their unused accumulated sick time up to a maximum buyout of Four Hundred Seventy Five Hours (475) upon retirement or death. Part-Time Zoning Inspector to receive thirty (30%) of his unused accumulated sick time up to a maximum buyout of One Hundred Fifty Hours (150) upon retirement or death. Part-Time Fire Chief to receive thirty (30 %) of his unused accumulated sick time up to a maximum buyout of Two Hundred Seventy Five (275) upon retirement or death.

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

#25 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson that the Part-Time Zoning Inspector will receive Forty Four Hours (44) of Vacation per year and the Part-Time Fire Chief will receive Ninety Six Hours (96) of Vacation per year.

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

#26 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to increase the salary for the Non-Bargaining employees as followed and to back pay to the first full pay in January 2014 and to round up the cents for payroll purposes.

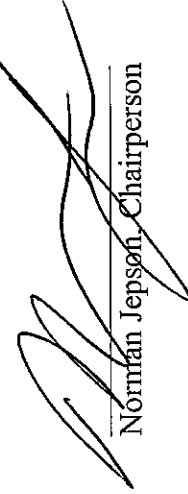
- Part Time Fire Chief, John Jyurovat increase of \$4,000.00 per year.
- Office Manager Lori Zebrasky increase of \$1,800.00 per year.
- Road Superintendent Marc Pope increase of 2% per year.
- Part Time Zoning Inspector Robert Vaughn increase of 3% per year.

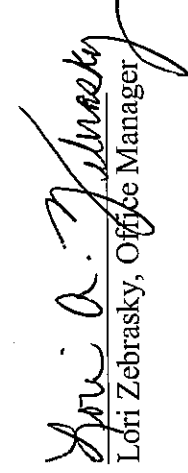
Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

#27 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 11:30 am.

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

The meeting was adjourned.


Norman Jepson, Chairperson


Lori Zebrasky, Office Manager