

# RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

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

Held

AUGUST 14, 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 Joyce Crease, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Road Superintendent Marc Pope and members of the public: Kathleen Kennedy, Sharen Lyons, Dean Moore, Bob Flangler, Dean Rich, Andy Branik, Ed Koziol, Judy Sims and Bill Olin 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 137) 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 Joyce Crease 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:

July 24, 2012, Regular Meeting  
August 7, 2012, Special Meeting  
August 14, 2012, Safety Committee 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:

July 24, 2012, Regular Meeting  
August 7, 2012, Special Meeting

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

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to receive for record purposes only the August 14, 2012, Safety Committee Meeting Minutes.

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

For the Record – A copy of the Draft July 31, 2012, Zoning Commission Special Meeting Minutes were given to the Trustees.

Trustees deferred from the regular agenda to receive and open sealed Stone Bids.

Chairperson Jepson read the legal ad which stated:

Notice is hereby given that Saybrook Township Trustees will receive sealed bids by August 14, 2012 at 4:00 pm for approximately 5,000 ton of limestone in various sizes

**RECORD OF PROCEEDINGS  
SAYBROOK TOWNSHIP TRUSTEES**

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DAYTON LEGAL BANK, INC. FORM NO. 10148

AUGUST 14, 2012

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20

including #8, #9, #57, #67, #2, #4, #304, #411 and riprap. POS your yard and delivered to Saybrook Township Yard at 7247 Center Road, Ashtabula, Ohio 44004 for road maintenance from August 14, 2012 to March 31, 2013. Bids may be mailed or dropped off at above address. All bids shall be sealed and labeled, ATTN: "Stone Bid". Bids will be opened and publicly read at the Trustees Regular Meeting on August 14, 2012 at 7:30 pm. The Trustees reserve the right to accept or reject any or all bids.

Chairperson Jepson read the Stone Bid from T.W. Benson Trucking, Inc. at 3311 State Road South, Ashtabula, Ohio 44004. Robert Brobst read the bid from Kinder Morgan at 1149 East 5<sup>th</sup> Street, Ashtabula, Ohio 44004. Jane Hawn-Jackson read the bid from Simak Trucking & Excavating, Inc. at 3052 East Center Street, North Kingsville, Ohio 44068 and the prices are as follows:

<u>Size</u>	<u>T.W. Benson Trucking</u>	<u>Kinder Morgan</u>	<u>Simak Trucking</u>
#4 Limestone	20.29 p/ton	17.39/NT	20.53 p/ton
#8 Limestone	20.13 p/ton	17.23/NT	20.37 p/ton
#57 Limestone	19.83 p/ton	16.93/NT	20.07 p/ton
#67 Limestone	20.13 p/ton	17.23/NT	20.37 p/ton
#89 Limestone #304	19.99 p/ton	17.09/NT	20.37 p/ton
Limestone #411	16.35 p/ton	13.20/NT	16.59 p/ton
Limestone	16.35 p/ton	13.20/NT	16.59 p/ton
Rip Rap	20.49 p/ton	17.59/NT	20.73 p/ton

#4 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to receive the stone bids, copies of which can be found in the Addendum.

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

No action was taken at this time and the Road Supervisor will review said bids.  
 One cemetery deed was signed.

**FISCAL REPORT**

The Fiscal Report was discussed.

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 57050 – 57215

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 Then and Now's over \$3000.00:

UJ Conneaut Medical Center     \$4200.00     Medical Mutual HRA \$5591.67

# RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10/14/8

Held \_\_\_\_\_ AUGUST 14, 2012 \_\_\_\_\_ 20 \_\_\_\_\_

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

#7 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:  
UH Conneaut Medical Center 4200.00 Medical Mutual HRA 5591.67  
Melzer's Fuel Service 2439.79 Lake Truck Sales 994.71  
Huntington Insurance 405.00 Stephen Oeffner 2000.00

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

#8 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the additional Blanket Certificate: 04A13 \$4328.65

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 earlier for the Trustee's review.

The Township Budget (Trend Report) for 2013 was prepared by the previous Fiscal Officer Marc Pope and was faxed to the County on 8-13-12, a copy of which can be found in the Addendum.

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

Total Cash Balance: \$ 2,292,767.44  
Current Investment Accounts: \$ 993,819.77  
Current Checking Account: \$ 1,298,947.67

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

## 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.

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

## ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

**RECORD OF PROCEEDINGS**  
**SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10748

AUGUST 14, 2012

Held

20

#11 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**

Chief John Jyurovat presented the Fire Report.

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to grant a six month leave of absence for Part-time Firefighter Chris Gardner, his last day worked was 7-17-12, his leave would go until 1-17-2013.

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

#13 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to accept, with regret, Full-time Firefighter and Captain Jim Berg's resignation effective 8-31-2012, 11:00 pm.

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

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve a three day suspension (three 8 hour shifts) per Bargaining Agreement, Article IX, for Part-time Firefighter Wade Stitt who did not fill a shift that he had signed up for, this was his third offense in a year.

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

#15 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve Probationary Part-time Dispatcher Rachel Hardy, who has completed her training requirements, to fill open shifts as of 8-23-12 at 0700 at a rate of \$9.32 per hour per Bargaining Agreement 15.1. She will remain on probation until 6-6-13.

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

#16 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to raise Full-time Firefighter Tom Ricker's rate of pay to \$20.10 per hour per Article 20 of the IAFF Bargaining Agreement since he has completed 10 years of service and pay retro back to 7-25-12 in the amount of \$40.56.

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

# RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held AUGUST 14, 2012

20

#17 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

Andy Branik asked when a Firefighter is on leave or retires, how does it affect the force. Chief Jyurovat replied that others will cover and we will advertize for Part-time and Full-time openings.

Norman Jepson also stated that there will be an opening for a Captain as Berg was a Captain.

## SAFETY

#18 Norman Jepson moved resolution, seconded by Robert Brobst to adopt the Employee Safety & Health Manual as it is now.

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

Note that this is a working document and changes may be made as issues arrive.

One Incident Report regarding contact with poison ivy was submitted, is not a BWC claim but is reportable.

## PUBLIC

Chief Koziol from Rome Fire Department presented their inventory and budget for their Water Rescue Department. All divers are "POC" and some are fire trained. There are no full-time staff, just part-time staff.

Trustee Hawn-Jackson asked where they keep their equipment. Chief Koziol said in each Department's Stations.

Trustee Hawn-Jackson asked if Geneva has SCUBA gear or divers. Koziol stated they have Ice Rescue and Swift Water Rescue.

Trustee Hawn-Jackson stated that she thinks Conneaut has six divers.

Chairperson Jepson referenced his experience 30 year ago with Ashtabula City on a swift water incident.

Chief Koziol talked about two incidents with cares in water; one was on Roaming Shores and one on Stanhope Kelloggsville. Brobst stated that we have had one here in the past.

Trustee Brobst questions when they (Rome) call out the First Responders who comes out? In Rome, even their Firefighters who are not divers, will respond and take their dive equipment to the scene if it is IN their jurisdiction, if it is outside, their Firefighters do not and it is just to the Dive Team. The County Dive Teams are then notified and they all respond.

**RECORD OF PROCEEDINGS  
SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

AUGUST 14, 2012

Held

20

Several questions about the time it takes and who responds were discussed and how to ensure the quickest response.

Bill Olin was introduced as not only our Commander of Water Rescue but also as his role in the County Dive Teams.

The question of the annual fee of \$100.00 being charged to Saybrook Township when we already put in around Ten Thousand dollars each year was discussed. This fee is used to purchase items such as line guns and radios. Brobst stated that he felt it should be similar to the County HazMat fee which is only paid for by entities that do not have more than three members on the HazMat Team.

There was discussion between the Trustees and Olin as to where equipment is kept and should our Firefighters be involved in taking equipment to a call should we have one inside our Township.

Trustee Hawn-Jackson thanked Chief Koziol for helping us understand how all the county dive groups' work and assist each other.

Kathleen Kennedy thanks Road Superintendent Pope for installing a sign at Highland.

Robert Vaughn stated he is waiting for a legal decision on same/similar use in regard to vacation rental homes and Bed & Breakfasts in R-1, R-2 and other Districts.

Township received complaints about odor at pump station on Carpenter Road. The City said they will take care of it.

Problems with a sewer grate and cover on Sanborn Road – a letter was sent to ACDES and it was taken care of the next day.

Received letter from a Resident thanking Pope for job well done as past Fiscal Officer and Road Superintendent.

**OLD BUSINESS**

Fire Association will not install web access for personal use for those on duty at Station 1.

Two old NOPEC grants were finished and scanned by Marc Pope on 7-30-12.

Job Descriptions will be discussed at another meeting.

Fire Chief Jyurovat is still working on Station 2 Inventory and developing SCUBA Inspection form (Water Rescue).

**COMMUNICATION/CORRESPONDENCE**

(All of which can be found in the Addendum)

- OPERS Pension Legislation Updates
- OPER Source, changes to Retiree Health Care Coverage
- Star Plus Program – information on Bank Deposit Program for Public Funds Managers
- OTARMA, Township received a check for \$1227.95 for repairs to computers from lighting strike
- OTA offering three grant workshops in Blacklick, Ohio, cost \$60.00

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- Ashtabula Chamber of Commerce, HR Seminar, Glenn Shepard speaker on 9-13-12, cost \$129.00
- ODOT District 4's Ashtabula County Government Day on 8-27-12 from 3 – 5 pm
- Morton Salt implementing new technology, closed for shipments 9-29-12 through 10-2-12
- American Income Life free AD&D Benefit info was put in 7-26-12 employee's paychecks or were mailed on 8-1-12 to employees
- Two Road Closing Notices- Tryon Road on 7-31-12 from 8 am-5 pm; Wade Avenue between Merchants and Cemetery on 8-1-12 from 7 am-6 pm and Wade Avenue between Tryon and Cemetery on 8-2-12 from 7 am-6 pm
- House, Senate & Conference Report on Surface Transportation Legislation Update
- Results of OPWC District Seven Township Vote
- Social Media Seminar was attend by Fiscal Officer Crease on 7-26-12
- Township Waterline Advisory Committee meeting with Aqua Ohio on 8-21-12 at 5 pm at the Treatment Plant at Walnut Beach
- Lakelands Association picnic invitation on 8-18-12 at 4:30 pm
- Safety Meeting notice posted on 8-9-12 in Road and Fire Buildings
- Paperwork left from the election on number of voters and ballot information
- License received from Department of Health, allows us to test on squads and to bill Medicare and Medicaid
- Medical Mutual's request for employee Medicare age, Township has responded
- Miscellaneous newsletters

## **NEW BUSINESS**

Review Cemetery Fees of other Townships and ours will be done at a Special Meeting on August 28, 2012 at 6:30 pm.

Phone World quote for wiring in office (to prevent future lightning damage) will be discussed at the Special Meeting on August 28, 2012 at 6:30 pm.

Resident on Ninevah Beach asked procedure for Township to accept their road into our road system. Road Superintendent Pope will review this with the County Engineer and get back to us.

Computer proposal from IT consultant will be discussed at the Special Meeting on August 28, 2012 at 6:30 pm.

For the Record - County Prosecutor letter regarding campaign contributions and awarding contracts as a general reminder to elected officials.

Local Government Fund reallocation formula and Wild Animal Act information was presented.

Proposal to paint Cemetery Garage – labor only \$900.00 – we purchase paint, will be discussed at the Special Meeting on August 28, 2012 at 6:30 pm.

Public Official Bond to add Marc Pope and remove Joyce Crease was signed.

DOT Training was held at our Township Office on 8-9-12, four of our employees attended, one was on vacation and one was on medical leave. We are waiting for

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SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

AUGUST 14, 2012

Held

20

certificates along with about ten other employees with other entities.

#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at approximately 8:45 pm to discuss personnel issues, possibly hire an employee and an employee reprimand. The three Trustees, Fiscal Officer, Fire Chief and Road Superintendent went into Executive Session.

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

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to the Regular Meeting at approximately 9:55 pm.

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

#21 Jane Hawn-Jackson moved, seconded by Robert Brobst to advertise for a Full-time and Part-time Firefighters after review of time frame for Tri C Agility Testing.

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

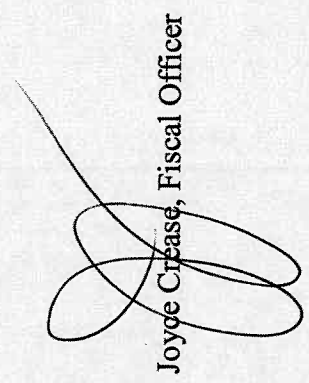
#22 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to offer to Lori Zebrasky the open Office Manager's position at a salary of \$31,500.00 per year for the first six months, \$32,500.00 per year for the second six months and \$33,500.00 per year after one year, one personal day and all regularly paid holidays in 2012 along with two weeks vacation after January 1, 2013. This is based on her providing the required paperwork and passing the Township's physical which includes a drug screen.

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

The meeting was adjourned at approximately 10:05 pm.



Norman Jepson, Chairperson



Joyce Cisease, Fiscal Officer