

**RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

RAYTON LEGAL BLANK, INC., FORM NO. 10148

AUGUST 24, 2010

Held

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 7:30 P.M. by Chairperson Robert Brobst; with Trustees Norman Jepson and Jane Hawn-Jackson, Fiscal Officer Marc D. Pope, Fire Chief John Jyurovat, Zoning Inspector Robert Vaughn and members of the public: Dave Hawley, Rosalie Keller, Tony Korzun, Robert Agey, Betsy Agey, Andy Branik, Joyce Crease, Janet Vettel, resident and County Commissioner Peggy Carlo, Ashtabula City School Board Superintendent Joseph Donatone, Ashtabula City School Board Members A. R. DeCato, William Hill, Christine Seuffert, Janine M. Trebuchon-Wertz, James Hudson, Ashtabula County District Library Board President Martha Shippy, and Ashtabula County District Library Director Bill Tokarczyk 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 the Saybrook Township Administrative Office (file #39) or, upon request, it can be copied onto a CD at the current cost of the CD.

Chairperson Robert Brobst led the assembly in the Pledge of Allegiance to the Flag.

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.

Ashtabula City School Board Superintendent Joseph Donatone made a presentation about the City Schools. He introduced the School Board Members present which were A. R. DeCato, William Hill, Christine Seuffert, Janine M. Trebuchon-Wertz and James Hudson. The School Board has two levies on the November 2, 2010 ballot, a 4.9 mil Operating Levy and a 2.5 mil (reduced) Renewal Permanent Improvement Levy. He stated that school enrollment is increasing and that Saybrook Elementary has three kindergarten classes this year. They feel the schools have made great strides in improving their scores.

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

- July 27, 2010, Regular Meeting
- August 10, 2010, Regular Meeting
- August 17, 2010, Safety Meeting

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

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

- July 27, 2010, Regular Meeting
- August 10, 2010, Regular Meeting

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

#3 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to receive for record purposes only the following Minutes:

- August 17, 2010, Safety Meeting

AUGUST 24, 2010

Held

20

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

FISCAL REPORT

Fiscal Officer Marc Pope read the Fiscal Report.

#4 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: # 52111- #52187

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

#5 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the following Then and Now Certificates over \$3,000.00:
 Sutphen Corporation 3000.00

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

#6 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:

Sutphen Corporation	3000.00	Melzer's Fuel Services	1570.00
Dalin Auto Service	1906.05	Farm Plan	225.56
Healthy Home Pest Control	450.00	Seeley Medical	143.79
State Rd. Occ. Medical Fac.	1121.00	McKenna Assoc. (misc)	1500.00
McKenna Assoc. (text)	1500.00		

Roll Call Voting: Jane Hawn-Jackson Yes
 Norman Jepson Yes
 Robert Brobst 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 earlier for your review.

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

Total Cash Balance:	1,973,324.65
Current Investment Accounts:	1,463,400.51
Current Checking Account:	509,924.14

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

ROAD REPORT

Road Superintendent Marc Pope read the Road Report.

RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

AUGUST 24, 2010

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20

#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
	Norman Jepson	Yes
	Robert Brobst	Yes

OPENING OF BIDS

The first Bid Opening was for RS-II and a legal ad ran once on August 10, 2010 which stated:

Saybrook Township is accepting sealed bids for approximately 30,000 gallons of RS-II for sealing and chipping. Product must be heated and made available within 10 miles of Saybrook Township. Bids must be in a sealed envelope, identified as "RS-II Bid" and received no later than 4:00 PM, August 24, 2010. Bids will be opened and publicly read at the Trustees meeting on August 24, 2010 at 7:30 pm. Saybrook Township Trustees retain the right to accept or reject any or all bids. Bids can be dropped off or mailed to Saybrook Township, 7247 Center Road, Ashtabula, Ohio 44004. Marc D. Pope, Fiscal Officer

One sealed bid was received for the RS-II from Koski Construction Company for \$1.93 per gallon, for 30,000 gallons @ \$1.93 = \$57,900.00.

The second Bid Opening was for paving of various township roads which are Morningside Avenue, Highland Avenue, Homewood Avenue and Shadyside Avenue from 531 North, Lakeview Drive between Homewood and Highland, and New London Road from Route 20 to 45. A legal ad ran one day on August 10, 2010 which stated:

Sealed bids will be received at the office of the Saybrook Township Trustees at 7247 Center Road, Ashtabula, Ohio 44004 until 4:00 pm on Tuesday, August 24, 2010. On the 24th day of August, 2010 at 7:30 pm, said bids will be opened and publicly read for paving of various township roads. Any supplemental information desired by the bidder may be obtained at: 7247 Center Road, Ashtabula, Ohio 44004, phone 440-969-1106. Each bid shall be accompanied by a bid guarantee, in the form of a bid bond, a certified check, a cashier's check or a letter of credit, in conformity with the requirements of ORC 153.54 and 153.571 (B). If a bid bond is used, the bond shall be in the full amount of the bid and signed by a Surety company authorized to do business in Ohio, and accompanied by Surety's sufficient power of attorney affirming said signature. If a certified check, cashier's check or letter of credit is used, the instrument shall be drawn on a solvent bank in an amount not less than ten percent (10%) of the bid. The bid guarantee shall be given as security that, if the bid is accepted, the bidder will enter into a contract in conformity with the bid. Bids less than twenty-five thousand dollars (\$25,000.00) do not require a bid guarantee. Domestic steel use requirements as specified in Section 153.001 of the Ohio Revised Code applies to this project. Copies of Section 153.011 of the Revised Code can be obtained from any of the officer of the State of Ohio Department of Administrative Services. Each bid must be in a sealed envelope and the outside thereof properly marked with the quotation number, date and time of the bid opening. The Board of Township Trustees reserves the right to waive any and all informalities and the right to reject any and all bids. Marc D. Pope, Fiscal Officer

Four sealed bids were received and the results of the bids are as follows:

Burton Scot Contractors	\$105,252.00
Trumbull Contracting	\$127,534.00
Ronyak Paving	\$ 98,987.60
Koski Construction	\$ 91,819.00

AUGUST 24, 2010

Held

20

#9 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to have the County Engineer review the bids for his recommendation.

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

ZONING REPORT

Zoning Inspector Robert Vaughn read the Zoning Report.

#10 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
	Robert Brobst	Yes

FIRE REPORT

Fire Chief John Jyurovat read the Fire Report.

#11 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to grant (up to) a six month leave of absence for Part-time Firefighter Jason Benton from his last day worked which was May 12, 2010.

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

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve hiring Benjamin Paxton, Wade Stitt, Brandon Sundman and Robert Lapuh as Part-time Firefighters at a Probationary rate of \$7.98 per hour per bargaining agreement based upon their completing all required paper work and passing the Township physical which includes drug testing.

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

#13 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
	Robert Brobst	Yes

WATER RESCUE

No report.

SAFETY

One Incident Investigation Report, firefighter exposed to poison ivy while cutting up a tree.

Draft of Township Employee Safety and Health Manual for your review, no action needs to be taken at this time. The Safety Committee will review and make recommendations to the Trustees at a future meeting.

RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

AUGUST 24, 2010

Held

20

PUBLIC

Ashtabula County District Library Director Bill Tokarczyk gave an overview of the Ashtabula County Public Library's 1.35 mil levy that will be on the November 2, 2010 ballot.

Kathleen Kennedy stated she would like to see speed limit set at 5 – 10 MPH on Highland/Homewood North of 531 and to also have one way traffic on those streets North of 531.

Road Superintendent Pope stated that the Township cannot set a speed limit under 25 mph. We can ask ODOT to review this but they could raise the speed limit.

Robert Agey would like reduced speed on all four streets North of 531 (Lakelands).

Joyce Crease asked the Board to reconsider two items addressed at previous meetings. The first was to reconsider placing an ad in the County Tourism Guide in the amount of approximately \$520.00 since we have done it in the past due to the money the hotels pay in Bed Tax. The second item was to reconsider putting the minutes on the Township website so that citizens can be more informed about what is going on in the Township.

Janet Vettel requested an update on police protection for Saybrook Township and if Saybrook is going to do anything.

Trustees stated this has been discussed in several meetings including a Special Meeting – the overwhelming majority do not want to pay an extra money.

Peggy Carlo asked what the Board is doing to assist in the protection of the citizens.

Trustee Jane Hawn-Jackson stated we are continuing to look for grants.

Township received a letter from a resident on Austinburg Road, driveway approach is sinking, is drainage her responsibility or Township? We will send a letter to the County Engineer.

OLD BUSINESS

#14 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to modify Resolution #10081017 to approve placing a 1/2 page ad in the Ashtabula County and Geneva-on-the-Lake Guide up to the amount of \$650.00, as in the past years (due to hotels paying Bed Tax).

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

Draft of cemetery regulation regarding monuments was discussed and will be addressed again at the next Special Trustee Meeting on September 7, 2010.

For the record - CPR class was held on August 11, 2010 and three road, one office and Fiscal Officer received certificates. Thanks to Captain Whitaker for teaching the class.

For the record - The office followed up on the letter to Prosecutor regarding zoning regulations of Telecommunications Towers but has still gotten no response. We need this to complete our Draft Zoning Text.

AUGUST 24, 2010

Held

20

#15 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to not use the Medicare Billing Attestation Statement and to continue using our current EMS Report instead of the three page proposed EMS Informed Decision Making Form.

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

COMMITTEE REPORTS

Fire Station Rehab Committee – Bids were opened on August 8, 2010. We've received notification of NOPEC Grant approval for first round of grant improvements.

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

- Annual Respiration Clearance/PFT Test, Firefighters must have done within 30 days following their birthday and is their responsibility - notice posted at Fire Station 1
- Received our Deed for 7329 Center Road, Permanent Parcel #48-015-00-075-00
- Department of Commerce, hotline assistance to cable TV users unable to resolve issues can call 1-800-686-7826
- Governor Strickland Proclamation, flag flown at half-staff for Lance Cpl. Kevin Cornelius on August 16, 2010
- Received CLIA License (medical) for Fire Station
- Notice posted paychecks not picked up when next paycheck is delivered to Station 1, will be returned to the office and will be logged and mailed to the employee, four checks were mailed August 19, 2010
- Notice of mandatory trainings for firefighters, Emergency Worker Monitoring and Decontamination, 8-25-10 and 9-27-10 went in firefighters pay checks and posted for Unions
- NE Ohio Public Energy Council – NOPEC purchase for gas for winter months at nine year low
- Miscellaneous newsletters

NEW BUSINESS

For the record - Training for Code Red on 8-30-10 at 10:00 AM at EMA Office, Joyce and Lori to attend (2nd meeting)

For the record - Profiles of Ashtabula County Breakfast on 9-1-10 at 8:00 AM at Kent, no one stated they were going to attend

County Convention & Visitors Bureau, posted calendar for 2011 Visitor's Guide, Township submitted Memorial Day Parade for 2011

#16 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to allow the Allstate's Group Accident Program Overview (similar to AFLAC) to be presented to all full-time Township employees and to set up a time for this to be done.

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

#17 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to clarify that if an employee is off sick more than 30 days (non-work related injuries) or after

**RECORD OF PROCEEDINGS
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DAYTON LEGAL BLANK, INC., FORM NO. 101148

AUGUST 24, 2010

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20

any surgery, the employee must have return to work from Saybrook Township's medical provider (after they've been released by their doctor) and to make it a part of the personnel policy for all employees.

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

Trustee Hawn-Jackson is working on the McKenna Associates proposal to finalize our new Zoning Resolution.

Chief Jyurovat will review the need for the use of alpha pagers for the Fire Department/Water Rescue and report back to the Trustees.

#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve having Webzar put the approved Township Minutes (Trustees and Zoning Boards) on the Township web page for one year at a cost of \$475.00.

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

ANNOUNCEMENTS FOR THE RECORD:

- 9-6-10, Labor Day – Office Closed
- 9-7-10, 6:30 PM, Special Monthly Meeting- cell phone policy
- 9-13-10, 5:00 PM, Zoning Text Meeting

#19 Norman Jepson moved resolution, seconded by Robert Brobst to go into Executive Session to discuss a personnel issue at 9:45 PM.

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

#20 Norman Jepson moved resolution, seconded by Robert Brobst to return to the Regular Session at 9:54 PM.

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

#21 Norman Jepson moved, seconded by Robert Brobst to adjourn the meeting at 9:54 PM.

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

The meeting was adjourned.



Robert Brobst, Chairperson



Marc D. Pope, Fiscal Officer