

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK INC. FORM NO. 10148

Held

AUGUST 27, 2013

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 6:30 pm by Chairperson Norman Jepson, along with Trustees Robert Brobst and Jane Hawn-Jackson, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and members of the public: Kathleen Kennedy, Kathy Kaplan and Josh Kaplan 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 202).

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

Office Manager Zebrasky stated that the meeting was being recorded for record purposes, if anyone else is recording, please so state for the record. No one stated they were recording.

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

August 13, 2013, Regular Meeting
August 19, 2013, BZA Public Hearing – 4249 Orchard Drive
August 20, 2013, Safety Committee Meeting

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

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the August 13, 2013, Regular Meeting Minutes.

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

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

August 19, 2013, BZA Public Hearing – 4249 Orchard Drive
August 20, 2013, Safety Committee Meeting

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

#4 Norman Jepson moved resolution, seconded by Robert Brobst to modify Policy #1800, Purchasing, Receiving & Levels of Authorization to state: Board of Trustees – up to legal limits per Ohio Revised Code 505.376.

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

SAFETY REPORT

Robert Brobst read the Safety Report.

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There have been no injuries with time off for the first six months of 2013. A cook-out will be held for the employees sometime in October. Hot dogs, hamburgers and side dishes will be provided by the Township and Trustee Brobst and Road Superintendent Pope have offered to do the cooking.

The Safety Committee members would like to meet quarterly instead of monthly. Lori Punkar checked with Mary Betts with the Bureau of Workers Comp and she said that we are not required to meet monthly by BWC or any BWC Program we are involved in and that the frequency of meetings is decided by the business. The next Safety Committee meeting is September 16th at 8:00 am at the Administration Building.

#5 Norman Jepson moved resolution, seconded by Robert Brobst to change the Safety Meetings to quarterly instead of monthly and if needed, can be changed back.

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

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

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

FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants: 59698 thru 59785 (Voided 59601 and 59628 - 59697)

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

#8 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:

Simak Trucking & Excavating	9521.42	Dalin Auto Service	1946.29
Visa	1739.58	Huntington Ins.	75.00
GCR Tire Centers	1802.14	Atwell's	1100.00

Roll Call Voting: Jane Hawn-Jackson Yes
 Robert Brobst 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 for the Trustees to review.

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

Total Cash Balance:	2,002,493.87
Current Investment Accounts:	1,018,574.29
Current Checking Account:	983,919.58

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

ZONING REPORT

Zoning Inspector presented the Zoning Report.

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

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with DBL Masonry & Concrete of Jefferson, Ohio to concrete the apron in front of Bays 1, 2, 3 and 4 at Station 1 at a cost not to exceed \$17,000.00, along with the required corresponding Purchase Order. The Road Department will dig and supply the fill for the project.

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

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

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

PUBLIC

Kathleen Kennedy stated that our dispatchers and firefighters did a good job in handling a resident burning yard waste.

Josh Kaplan, a student from Geneva High School, came for a class project. The three Trustees reviewed their jobs and explained how a government entity works.

OLD BUSINESS

No old business.

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COMMUNICATION/CORRESPONDENCE

(All of which can be found in the Addendum)

- Consumer Choice Marketing is offering free, no cost, no obligation energy savings analysis
- Grassroots Clippings – Debris Burning Rules and Contractual Requirements
- “Citizens’ Sovereignty Versus Regionalism Forum on 9-11-13 from 7–9 pm at the Independence Civic Center, Trustee Brobst will be attending
- Saybrook Fire Fighters Association Annual Reverse Raffle will be 10-5-13, \$50.00 per couple

NEW BUSINESS

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with Stephen Oeffner for IT Services for the month of August at a cost of \$1,500.00.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#15 Norman Jepson moved resolution, seconded by Robert Brobst to contract with Phone World for a new telephone system at the Administration and Road Buildings due to the age and malfunctioning of the system at a cost of \$3,525.94, along with the required corresponding Purchase Order.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

ANNOUNCEMENTS FOR THE RECORD

- September 2, 2013, Holiday, Township Offices closed
- September 9, 2013, 5:30 pm, Board of Zoning Appeals Public Hearing- 5 Stone Long Beach

The Trustees stated there will be no meeting at the Willowbrook Senior Homes on North Bend Road in October this year due to lack of attendance by the public when held there in previous years.

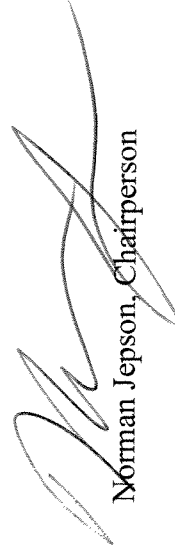
The Trustees discussed possibly having the second meeting of the month during the day. Also discussed was changing the date of the last meeting of the year which will fall on Christmas Eve. Both of these will be further discussed later this year.

#16 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 7:42 pm.

Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

The meeting was adjourned.



Norman Jepson, Chairperson



Lori Zebrasky, Office Manager