

# RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

September 9, 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: Greg Strnisa, Kathy Mancini, Kathleen Kennedy, Gloria Baum and Tim Baum 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 09092014).

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.

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

a. August 26, 2014, Regular Meeting

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

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

a. August 26, 2014, Regular Meeting

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

## SAFETY REPORT

No written report at this time.

## FISCAL REPORT

Chairperson, Norman Jepson read the Fiscal report.

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve Warrants 62248 thru 62330.

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

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Regular Purchase Order and Then & Now Purchase Orders: 52-2014 thru 57-2014.

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

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Super Blanket Certificate: 74-2014.

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: \$ 1,932,681.25  
Current Investment Accounts: \$ 996,752.35  
Current Checking Account: \$ 935,928.90

#6 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

#7 Norman Jepson moved resolution, seconded by Robert Brobst to hire Ashtabula County Engineers Office to Center Line Paint of Depot, Brown/Harris Rd, Sanborn Forman & New London Roads, approximately 10.3 miles of Township Roads, in the approximate amount of \$2,438.04 estimated for materials, labor and equipment

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

#8 Norman Jepson 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

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**ZONING REPORT**

Zoning Inspector Robert Vaughn presented the Zoning Report.

#9 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to allow Zoning Inspector to use legal opinion at the discretion of the Zoning Inspector.

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

#10 Norman Jepson 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

Board of Trustees discussed with Zoning Inspector the current zoning text as to what needs to be updated due to working off an almost 30 year text. Zoning Inspector stated that there are areas that should be updated to reflect current standards. They agree to peruse it over the upcoming months.

**FIRE REPORT**

Fire Chief John Jyurovat presented the fire report

#11 Norman Jepson moved resolution, seconded by Robert Brobst to approve Part-Time Firefighter Jason Coy, who has completed the qualifications for the fill-in list, and to take fill-in shifts at a rate of \$12.90 per hour per Bargaining Agreement effective 9/18/14.

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

#12 Norman Jepson moved, seconded by Robert Brobst 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

**WATER RESCUE REPORT**

No written report at this time

**PUBLIC**

No public spoke during this portion of the meeting.

**Old Business**

#13 Norman Jepson moved resolution, seconded by Robert Brobst to make a correction to Resolution #14070806, new employee's last name was typed as Thomas in error should have been Thom.

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

#14 Norman Jepson moved resolution, seconded by Robert Brobst to contract with Stephen Oeffner for IT services at a cost of \$1500.00 per month for the next 12 months from September 1, 2014 to August 31, 2015.

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

Trustee, Robert Brobst gave an update on the Salt Shed. Per Robert Brobst there will not be a Salt Shed put up this year, but will work on it after the first of the year again.

## COMMITTEE REPORTS

No written report at this time

## COMMUNICATION/CORRESPONDENCE

- ODOT Traffic Advisories
- Mr. Ken & Eileen Martin wanted to compliment Saybrook Township and Saybrook Township Park, stated that Saybrook really does a good job of taking care of things, thanks for a great job.
- CodeRed –Community Notification System to include Weather Warnings. There is no charge to register for this service. Citizens must register to receive these warnings by going to [www.ashtablacounty.us](http://www.ashtablacounty.us), clicking on the sign up for CodeRed weather warning link. Or call the county directly at 440-576-9148 for assistance.

## NEW BUSINESS

#15 Norman Jepson moved resolution, seconded by Robert Brobst to allow Saybrook Township Park to hold their “off season” meetings at the Township Office on the third Tuesday of each month at 1:00 pm, beginning around October 2014 thru April 2015.

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

#16 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 10:47 am.

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

The meeting was adjourned.

  
Norman Jepson, Chairperson

  
Lori Zebrasky, Office Manager