

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

SEPTEMBER 24, 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, Fiscal Officer Joyce Crease, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and members of the public: Betsy and Robert Agey, Andrew Branik, Till Tokarczyk, Greg Strnisa, Gloria Baum, Tim Baum, Ed Williams, Konrad and Frances Bohm, Bill Dingleidine, Sheila McGinnis, Patrick O'Block and Ben Boyce 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 206).

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:

- September 9, 2013, Board of Zoning Appeals Public Hearing – 5
Stones Long Beach
- September 10, 2013, Regular Meeting
- September 16, 2013, Safety Committee Meeting
- September 16, 2013, Board of Zoning Appeals Public Hearing–6427
Lake Road West

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 September 10, 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:

- September 9, 2013, Board of Zoning Appeals Public Hearing – 5
Stones Long Beach
- September 16, 2013, Safety Committee Meeting
- September 16, 2013, Board of Zoning Appeals Public Hearing–6427
Lake Road West

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

One cemetery deed was signed.

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SAFETY REPORT

Robert Brobst read the Safety Report.

The Safety Assessment and the BWC Drug-Free Safety Program Annual Report were submitted to BWC on September 19, 2013.

#4 Jane Hawn-Jackson moved, seconded by Robert Brobst 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.

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 59871 thru 59957.

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 Purchase Orders:

Backtrack	135.00	Visa	727.69
County Waste Services	375.00	Loveland & Brosius, LLC	720.00
John Deere Financial	185.98	Pipelines Inc.	1960.00

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 to the Trustees for their review.

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

Total Cash Balance:	1,846,290.73
Current Investment Accounts:	1,023,840.59
Current Checking Account:	822,450.14

#7 Norman Jepson moved resolution, 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

No written report.

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CEMETERY

#8 Norman Jepson moved resolution, seconded by Robert Brobst to approve a variance on the Halman headstone for an additional one foot in length over the three graves specification to be placed in the Saybrook Cemetery.

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

ZONING REPORT

No written report.

FIRE REPORT

#9 Norman Jepson moved resolution, seconded by Robert Brobst to approve Part-time Dispatcher David Zeller, who has completed his training, to fill open shifts starting September 23, 2013 at a rate of \$9.86 per hour. He will remain on probation until July 23, 2014.

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

#10 Norman Jepson moved resolution, seconded by Robert Brobst to extend Part-time Firefighter Dan Goodale an additional three months leave of absence which would be September 11, 2013 through December 10, 2013. Dan took the Paramedic Class at University Hospital of Conneaut in which the Township paid \$4,200.00. According to the contract he signed, since he has only worked one year and 21 days since he became a certified Paramedic, he will need to pay the Township back 50% of the cost of the class which would be \$2,100.00 within 90 days upon termination of his employment which would be March 10, 2014. If Goodale decides to return to work after his leave, due to his six month leave of absence, he would need to work almost a year to fulfill his contract terms. A letter will be sent to Dan Goodale explaining all this and be signed by the Trustees.

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

#11 Norman Jepson moved resolution, seconded by Robert Brobst to offer employment to Shane Turner, Casey Lilac and Jonathon Richardson as Probationary Part-time Firefighters at a rate of \$10.50 per hour per Bargaining Agreement based on their providing the required paperwork and then passing the physical which includes a drug screen.

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.

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

PUBLIC

Jane Hawn-Jackson read the Resolutions of Recognition for Ben Boyce and Pat O'Block for their help during the search and recovery of a drowned child from July 12 through July 15, 2013. The three Trustees and Chief Jyurovat presented the Resolutions to Ben Boyce and Pat O'Block who were present at the meeting.

Bill Tokarczyk spoke about the levy for the Ashtabula County District Library that will be voted on in November and asked that we support it.

Konrad Bohn asked if the Township could fine property owners of homes that are in need of repair and have it put on their property tax bill. The Trustees stated that per the Ohio Revised Code, a township cannot fine but cities can. It is difficult to find the owners to even send a letter to because of all the different aspects such as them moving, the property being foreclosed on, deaths, etc.

The Township received a letter dated 9-16-13 from a Tuttle Road resident regarding Waste Management's access gate. The Trustees spoke to Jerry Ross of Waste Management earlier and he said that Waste Management will put up a sign to hopefully redirect traffic.

We received a thank you letter from a Century Bay resident for maintenance of water drain.

OLD BUSINESS

#13 Norman Jepson moved resolution, seconded by Robert Brobst to set Trick or Treat the same as Ashtabula City which will be held on Saturday, November 2, 2013 from 5:00 to 7:00 pm.

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

#14 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to contract with Stephen Oeffner for IT services at a cost of \$1,500.00 per month for the next 12 months from September 1, 2013 to August 31, 2014, along with the required corresponding Purchase Order.

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

#15 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to remove the permission form from Policy #2150 Background Investigation Permission Form and to modify it to state the following: "Background Investigation Permission - Saybrook Township has a background check done on all potential new hires. In order to do so, the applicant must sign a release for disclosure and authorization using whatever form required by the background investigating company that is contracted by the Township."

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

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- ODOT notice that Forman Road closure will be from 9-17-13 through 10-3-13
- Ashtabula County Chamber notice of seminar "How to Fire an Employee and Minimize the Risk of Litigation" on 10-17-13 at 11:30 am
- Ashtabula County Township Association meeting on 9-19-13 was attended by two Trustees
- OPERS Employer Notices, updates
- Ashtabula County Convention & Visitors Bureau, Annual Meeting & Award Presentation is 10-9-13 from 5-8 pm
- Star Ohio Annual Report
- Miscellaneous newsletters – available for public viewing

NEW BUSINESS

#16 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the office staff to do one-hour webinar session on October 22, 2013 regarding public records offered by the Ohio Historical Society – Local Government at a cost of \$20.00.

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

ANNOUNCEMENTS FOR THE RECORD

- September 25, 2013, 3:00 pm, Open Special Meeting, Executive Session - insurance
- October 2, 2013, 10:00 am, Open Special Meeting, budget
- October 7, 2013, 5:30 pm, BZA Public Hearings, continuance of 6427 Lake Road West and 6211 South Ridge Road East
- October 19, 2013, 8:00 am – 3:00 pm, Drop Off Day for Saybrook Township residents

#17 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 7:06 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Lori Zebrasky, Office Manager