

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10-148

SEPTEMBER 25, 2012

Held

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 Jane Hawn-Jackson, Fiscal Officer Joyce Crease, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and member of the public Dean Moore were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Trustee Robert Brobst did not arrive until approximately 8:15 pm and did go into the Executive Session, therefore his vote will not be reflected until then.

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 147 and 148) 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 Norman Jepson to dispense with the reading of the following Minutes:

- September 11, 2012, Special Meeting
- September 11, 2012, Regular Meeting
- September 18, 2012, Safety Committee

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

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

- September 11, 2012, Special Meeting
- September 11, 2012, Regular Meeting

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

#3 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to receive for record purposes only the September 18, 2012, Safety Committee Meeting Minutes.

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

One cemetery deed was signed.

FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#4 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following Warrants: 57388-57482

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

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

Visa	1257.03	Dalin Auto Service	2567.06
Harrington	80.60	Fastenal Company	105.24
Tire Distribution (GCR)	411.61	Seeley Medical	125.00
Healthmark Industries	190.70	Delta Railroad	87.72
Loveland & Brosius LLC	2000.00	All-Ways Flasher	1040.25
Mark Stewart, Inc	2597.18		

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

Total Cash Balance:	\$ 2,063,699.42
Current Investment Accounts:	\$ 1,016,480.88
Current Checking Account:	\$ 1,047,218.54

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

Voting: Jane Hawn-Jackson Yes
Norman Jepson Yes

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

#7 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to get a copy of the contract with the County Engineer dealing with road damage from drilling for review and possible approval at the next meeting.

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

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

Voting: Jane Hawn-Jackson Yes
Norman Jepson Yes

ZONING REPORT

Zoning Inspector Vaughn presented the Zoning Report.

#9 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to authorize Zoning Inspector Vaughn to attend a seminar on Land Use and Zoning Law Litigation sponsored by National Business Institute on December 3, 2012 at 6200 Quarry Lane in Independence, Ohio, cost of registration is \$359.00 plus \$12.00 for lunch and approximately \$35.00 for mileage.

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

#10 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to

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approve the purchase of the manual "Navigating Local Land Use Laws" at a cost not to exceed \$120.00.

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

#11 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

FIRE REPORT

Chief John Jyurovat presented the Fire Report.

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to offer Danielle Horton and William Dingleline Probationary Part-time Dispatcher positions at a rate of \$9.32 per hour per Bargaining Agreement based on them providing the required paperwork and then passing the Township physical which includes a drug screen.

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

#13 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to post the position for B Shift Captain at both the Fire Department and Administration Office on September 26, 2012, stating a letter of interest to the Chief by 4:00 pm on the 8th of October, applicant must be a Full-time Firefighter, off probation and must be an EMT/Medic – 240 Hour Fire.

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

Andy Branik thanked the Fire Department for responding to the downed live wire in the Hallwood Allotment.

#14 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

WATER RESCUE REPORT

Chief John Jyurovat presented the Water Rescue Report.

#15 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to adopt the "Saybrook Township Water Rescue Annual Regulator Inspection to be done by an Outside Contractor" form, a copy of which can be found in the Addendum.

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

#16 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to modify the "Saybrook Township Water Rescue Vehicle/Equipment Inspection Report" form to include "Equipment", a copy of which can be found in the Addendum.

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

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

Voting: Jane Hawn-Jackson Yes
Norman Jepson Yes

It was stated that Gene Mills has verbally given Zoning Inspector Vaughn his resignation as Second Alternate on the Board of Zoning Appeals and will follow up with a formal written resignation.

#18 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to notify the newspaper of the open position on the Board of Zoning Appeals and also post it on the Township's website.

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

PUBLIC

The new Township Office Manager, Lori Zebrasky who started yesterday was introduced to those in attendance.

A Watersedge Court resident sent us a letter informing us of his temporary parking of an RV in his driveway.

OLD BUSINESS

Township job descriptions will be discussed at the Open Special Meeting on October 9, 2012 at 6:30 pm.

#19 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to enter into a lease/purchase agreement with US Bank for financing of a Custom 2012 Shield Pumper/Engine from Stuphen Corporation of Amlin, Ohio in the amount of \$300,000.00 at 2% interest for 72 months. The balance to be paid by the Township at the time of delivery.

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

Station 2 inventory still needs to be completed by Chief Jyurovat.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Ashtabula County Convention & Visitors Bureau Annual Membership Dinner Meeting and Awards is 10-17-12 at 5:30 pm, RSVP by 10-3-12
- American Heart Association County Heart Walk is 10-7-12 at the SPIRE and has requested a donation
- ODOT's reply to Township's maintenance violation letter at their property located at 7016 Lake Road West, violation has been taken care of
- Saint John School Open House is 10-2-12 from 6:30 – 8:30 pm will be attended by Norman Jepson, Jane Hawn-Jackson and Joyce Crease (Robert Brobst was not here but we believe he will attend)
- ODOT letter received, salt contract awarded to Cargill Inc. Deicing Tech for

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2012-2013 winter at a cost of \$37.13/ton

NEW BUSINESS

#20 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson not to request a hearing for the liquor license application for Perleens Gas Service DBA Saybrook Corner Store, a copy of which can be found in the Addendum.

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

There will be NO Open Special Meeting on October 2 due to the Trustees attending the Saint John Open House.

#21 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to set Trick or Treat in Saybrook Township the same as Ashtabula City which is on October 31, 2012 from 5:00 – 7:00 pm. The Fire Department will be doing ghoulish patrol and passing out candy.

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

Trustee Jepson will try to attend the next Profiles Breakfast which Nate Paskey will speak at on the topic of Shale Drilling.

ANNOUNCEMENTS FOR THE RECORD

- October 4, 2012, 2 – 4 pm, Drive Thru Flu Shots next to the Township Office
- October 8, 2012, Offices closed for Holiday
- October 10, 2012, 5 – 7 pm Flu Shots (not yet sure if drive thru or inside)

#22 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to go into Executive Session to discuss personnel dealing with grievance, possible disciplinary action and contracts at approximately 8:10 pm. Chief Jyurovat and the two Trustees went into Executive Session and when the Chief came out, the Fiscal Officer and Road Superintendent went in.

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

Trustee Robert Brobst arrived at approximately 8:15 pm and went into Executive Session.

#23 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at approximately 8:50 pm.

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

No action was taken.

#24 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 8:51 pm.

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

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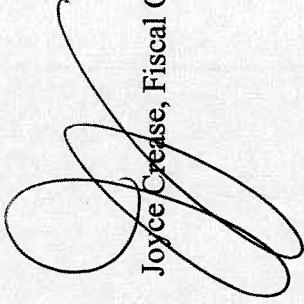
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The meeting was adjourned.



Norman Jepson, Chairperson



Joyce Crease, Fiscal Officer