

**RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 19148

SEPTEMBER 27, 2011

20

Held

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 7:30 P.M. by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Marc D. Pope, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat and members of the public: George Sabo, Eric Strack, Dave Ayers, Dawn Cragon and Clint Jackson 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 # 92 and 93) or, upon request, it can be copied onto a CD at the current cost of the CD.

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

Fiscal Officer Mark 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.

#1 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to dispense with the reading of the following Minutes:
September 6, 2011, Special Open Monthly Meeting
September 13, 2011, Regular Meeting
September 20, 2011, Employee Safety 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 following Minutes:
September 6, 2011, Special Open Monthly Meeting
September 13, 2011, Regular Meeting with correction to Resolution 11 to add "of which \$3,240.00 will be paid in 2011 and \$3,240.00 will be paid in 2012, along with the corresponding Purchase Order"

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

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to receive for record purposes only the following Minutes:
September 20, 2011, Employee Safety Meeting

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

Two cemetery deeds on the table were signed.

FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 54902 – 54965

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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 Then and Now Certificates over \$3000.00:
 Medical Mutual HRA 3188.96 Dale R. Gerstner Auto Body 5926.41
 Melzer's Fuel Service 4406.89

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

#6 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:
 Medical Mutual HRA 3188.96 Dale R. Gerstner Auto Body 5926.41
 Melzer's Fuel Service 4406.89 A. Louis Supply 160.38
 Greenleaf Motor Express 103.36 John Deere Financial 981.80
 Lake Truck Sales & Service 388.91

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

A copy of the System Status, Appropriations Status, Receipt Account Status, Fund Status and Pending Warrants can be found in the Addendum. The previous Month End Report was passed out for the Trustees review.

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

Total Cash Balance:	2,169,052.79
Current Investment Accounts:	879,282.94
Current Checking Account:	1,289,769.85

#7 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.

#8 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 Robert Vaughn presented the Zoning Report.

#9 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive the Zoning

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Report, a copy of which can be found in the Addendum.

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

#10 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to accept the Draft Exterior Property Maintenance Code, a copy of which can be found in the Addendum. This will go into affect on October 28, 2011.

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

FIRE REPORT

Chief Jyurovat presented the Fire Report.

#11 Jane Hawn-Jackson 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

No report.

SAFETY

There were three Incident Reports all regarding three Firefighter's possible exposure issue, but after investigating, was not the case.

A notice regarding Ring Tests on Grinding Wheels was posted at Stations 1 and 2, the Road Building and Office.

The Annual Drug Free Safety Report was filed with BWC on 9-27-11, a copy of which can be found in BWC Safety File.

Cole Safety Consulting suggested having some king of Safety Celebration because we are nearing the completion of 100 safety improvements, no action was taken.

#12 Norman Jepson moved, seconded by Jane Hawn-Jackson to receive the safety information listed on the agenda (no formal report).

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

PUBLIC

Eric Strack inquired as to the status of ditching in the New London Road area.

OLD BUSINESS

#13 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to contract with Medico Systems Inc. for the removal and disposal of asbestos from the house south of the Administration Building at 7329 Center Road at a cost of \$2,200.00, along with corresponding Purchase Order.

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#17 Norman Jepson moved resolution, seconded by Robert Brobst to authorize the Fire Department to provide "Ghoul Patrol" on 10-31-11 and to purchase up to \$100.00 of candy to give out.

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

The Trustees signed a letter to a local business regarding a complaint about their alarm system going off continually and disturbing the entire area.

ANNOUNCEMENTS FOR THE RECORD:

9-29-11, 2:00 – 4:00 pm, Drive Thru Flu Shots at Administrative Building
10-4-11, 4:00 pm, Paving Bid Deadline
10-4-11, 7:00 pm, Meeting to Open Paving Bid
10-4-11, 7:30 pm, Rescheduled Regular Meeting (changed from 10-11-11)
10-7-11, 10:30 pm, Public Hearing, Variance for Myers, 5755 Ravine Drive
10-10-11, Holiday, Office Closed
10-11-11, Last Day to register to vote for November Election
10-15-11, 8:00 am – 3:00 pm, Drop Off Day, in back of Cemetery
10-27-11, 7:00 pm – Blue Mass at Our Lady of Mt. Carmel Church

#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to seek applications for a Full-time Firefighter position, (normal time-line to be followed).

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

#19 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session to discuss personnel issues at approximately 8:15 pm, action may be taken. The three Trustees, Fiscal Officer Marc Pope and Fire Chief John Jyurovat went into Executive Session.

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

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to Regular Session at approximately 8:45 pm.

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

#21 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to accept as "Regular Status" Part-time Firefighter/Paramedic Robert Lapuh and to raise his rate from \$9.56 per hour to the regular status rate of \$9.80 per hour effective 10-8-11 removing him from probationary status since he will have completed one year on said date.

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

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#22 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to accept as "Regular Status" Part-time Firefighter/Paramedic Benjamin Paxton and to raise his rate from \$9.56 per hour to the regular status rate of \$9.80 per hour effective 9-30-11 removing him from probationary status since he will have completed one year on said date.

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

#23 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to accept as "Regular Status" Part-time Dispatcher Erica Miles and to raise her rate from \$8.82 per hour to the regular status rate of \$9.06 per hour effective 10-12-11 removing her from probationary status since she will have completed one year on said date.

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

#24 Jane Hawn-Jackson moved, seconded by Robert Brobst to accept Part-time Dispatcher Hailey Burn's resignation, last day worked was September 22, 2011.

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

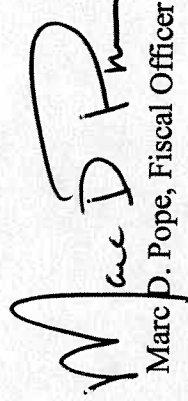
#25 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 8:50 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc D. Pope, Fiscal Officer