

# RECORD OF PROCEEDINGS

Minutes of

Meeting

## SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

OCTOBER 4, 2011

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 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: Clint Jackson and Bill Dingleline 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 #95) 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 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to dispense with the reading of the September 27, 2011, Regular Meeting Minutes.

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 September 27, 2011, Regular Meeting Minutes.

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

### **FISCAL REPORT**

Fiscal Officer Marc Pope presented the Fiscal Report.

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 54997 – 55021

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

#4 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve this year's Fourth Quarter Blanket Certificates as follows:

01-A-03	1648.00
01-A-04	1000.00
01-A-05	1089.69
01-A-10	5000.00
01-A-26	5000.00
01-B-02	2800.00
01-B-03	5000.00
01-B-04	5000.00
01-B-05	987.02

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01-B-06	1000.00
01-B-07	1413.30
01-B-08	1000.00
01-J-02	302.28
01-J-03	5000.00
02-B-02	1000.00
02-B-04	1000.00
03-B-02	5000.00
03-B-04	590.58
04-A-04	5000.00
04-A-05	5000.00
04-A-06	5000.00
04-A-07	1697.55
04-A-08	1000.00
04-A-08S	782.50
04-A-09	5000.00
04-A-13	2000.00
04-B-02	5000.00
04-B-03	5000.00
04-B-04	2000.00
05-A-09	271.47
05-A-12	640.09
10-A-06	1000.00
10-A-06G	5000.00
10-A-07	5000.00
10-A-08	1000.00
10-A-08D	1000.00
10-A-08E	5000.00
10-A-09	5000.00
10-A-09D	532.83
10-A-09E	5000.00
10-A-09V	2000.00
10-A-10	213.28
10-A-10B	452.87
10-A-10D	1000.00
10-A-10E	453.35
10-A-10V	2000.00
10-A-15	2000.00
10-A-15A	3000.00
10-A-15D	1995.44
10-A-15T	2000.00
23-B-02	5000.00
23-B-04	1000.00

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

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As recommended by the State Auditors, a copy of the System Status, Appropriations Status, Receipt Account Status, Fund Status and Pending Warrants were attached to this report. The previous Month End 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:	\$2,141,884.38
Current Investment Accounts:	\$ 879,282.94
Current Checking Account:	\$1,262,601.44

#5 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**

No written report.

**ZONING REPORT**

Zoning Inspector Robert Vaughn presented the Zoning Report.

#6 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to modify the Exterior Property Maintenance Code as follows (Resolution 11092710):

Page 1 Section 2.03 addition of the word "be".  
Page 3 PREMISES, addition of the word "excluding"  
Page 4 Strict Liability Offense, addition "either did an act which was prohibited, or failed to do an act which the defendant"  
Page 5 1<sup>st</sup> paragraph, addition, "The rates for correcting the property in violation shall be governed by the current Federal Emergency Management Agency (FEMA) rates or the rates charged by an independent contractor as selected by the Township Trustees. All expenses incurred in correcting the property in violation shall be paid out of the Township's General Fund from monies not otherwise appropriated. The Board of Trustees may direct the Township Fiscal Officer to certify the expenses and description of the land to the County Auditor who shall place the expenses upon the tax duplicate as a lien upon the land to be collected as other taxes and returned to the Township's General Fund."  
Page 5 Section 4.04, addition, "shall be corrected"  
Sections changed to "A", "B", "C"  
Page 6 Section numbers changed to "5.01 to 5.13"  
5.08, addition of the words, "to fail"  
5.09, addition, "first issue a Warning Letter, in case of imminent danger a Notice of Violation shall be sent in lieu of the Warning Letter"  
Page 7 Section 5.12 (6), addition, "(14 days) unless imminent danger exists, at which time immediate action shall be taken"  
Section 5.13, addition "property owner"

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

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#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve Zoning Inspector Robert Vaughn to attend the Ohio Township Association Zoning Inspector's Group Meeting at Lewis Center, Ohio on October 28, 2011 and pay for the cost of the meeting of \$20.00, meals \$35.00 and mileage not to exceed \$175.00.

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

#8 Robert Brobst moved, seconded by Jane Hawn-Jackson 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

There was no written Fire Report but Chief John Jyurovat presented the Fire Personnel Report.

#9 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to accept as "Regular Status" Part-time Dispatcher Lindsay Harting and to raise her rate from \$8.82 per hour to the regular status rate of \$9.06 per hour effective 10-19-11 and 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

#10 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive the Fire Personnel Report, a copy of which can be found in the Addendum.

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

#### WATER RESCUE

There was no written report. Chief John Jyurovat gave a verbal report stating that Water Rescue responded to two calls, one on 9-18-11 for weapon search at Pymatuning Causeway, 3 people responded and one on 9-24-11 also at Pymatuning Causeway for weapon search, 2 people responded.

Several practice trainings have been held as follows:

8-4-11 – Sonar Training at Bob Fortune's pond, 2 people attended  
8-14-11 – Sonar Training at Roaming Shores Beach One, 2 people attended  
8-15-11 – Sonar Training at Roaming Shores Lake, 2 people attended  
8-20-11 – Sonar Training with jet skis and boat, 3 people attended  
8-28-11 – Sonar Training with jet skis and boat at Pymatuning Beach Marvin Road, 3 people attended

9-12-11 – Mocktail at the Spire, 3 people attended

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## SAFETY

No report.

## PUBLIC

Resident on North Bend is requesting a meeting with the Trustees on site regarding flooding.

Three residents on Lucas have reported flooding issues - Superintendent is working on it.

Bill Dingleline thanked the Township for the drain in his yard.

Clint Jackson inquired about having his yard seeded on Stowe Road.

John Jyurovat said there were sink holes in the back yard of several homes on Carlson Lane.

## OLD BUSINESS

For the record - Ad for a Full-time Firefighter will be run on 10-2-11 and 10-9-11.

For the record – Resident on Conley Road asking for assistance on what can be done about local business’s alarm going off for hours at a time.

OTARMA Recommendations in regard to our loss prevention program was discussed earlier this evening in the Work Session.

## COMMUNICATION/CORRESPONDENCE FOR THE RECORD (All of which can be found in the Addendum)

- Northeast Ohio Township Association Meeting was 9-29-11 at 7:00 pm at Geauga County Highway Garage
- House Bill 288 - Volunteer EMT with S.W.A.T. and civil liability information, Township can set policy to deny this
- Ashtabula Chamber e-News Updates no longer will publish paper newsletter, will be sent to e-mail
- Miscellaneous newsletters

## NEW BUSINESS

#11 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to publish legal ads in the paper two times the Open Public Meetings with the Sheriff to answer questions regarding the Police Levy to be put on the November ballot will be held October 18, 2011 at 10:00 am and 7:00 pm.

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

Received McKesson Governmental Entity Class Action Notice, we are in this, no action required unless we want to be excluded – no action will be taken.

#12 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to allow Robert Vaughn and one other Zoning Board Member at this time but also any other Zoning Board Members, to attend the APA Cleveland Planning & Zoning Workshop on 11-18-11 from 8:30 am – 5:00 pm and to pay the cost of \$85.00 per person and mileage.

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

#13    Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to change the November 8, 2011 Regular Meeting to November 1, 2011 due to voting at the Administrative Office Building.

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

#14    Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to change the location of the Trustee's Regular meeting of October 25, 2011 to Willowbrook Senior Homes, 2605 North Bend Road, Ashtabula, Ohio at 7:30 pm (Resolution #11091318).

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

#15    Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to accept the language of the Proposed Tax Levy to be put on the November 8, 2011 ballot as proposed by the Board of Elections, a copy of which can be found in the Addendum.

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

#16    Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to renew the Township's health care package with Medical Mutual beginning August 1, 2011 to July 31, 2012.

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

**ANNOUNCEMENTS FOR THE RECORD**

10-7-11, 10:30 pm, Public Hearing Variance for Myers, 5755 Ravine Dr.

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

10-18-11, 10:00 am & 7:00 pm, Open Public Meeting with Sheriff, Police Levy

10-25-11, 7:30 pm - Regular Meeting moved to Willowbrook Senior Homes, 2605 North Bend Road

10-27-11, 7:00 pm - Blue Mass at Our Lady of Mt. Carmel Church

10-31-11, 5:00 pm - 7:00 pm, Trick or Treat

#17    Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at approximately 8:00 pm to discuss personnel issues, action may be taken. Three Trustees, Fiscal Officer Marc Pope and Fire Chief John Jyurovat went into Executive Session.

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Held OCTOBER 4, 2011 20

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

#18 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to Regular Session at approximately 8:30 pm.

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

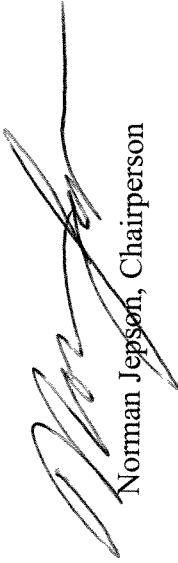
#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to accept terms of the Tentative Agreement between Board of Township Trustees of Saybrook Township and Saybrook Township Part-time Firefighters/Dispatchers, a copy of which can be found in the Addendum.


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

#20 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 8:35 pm.

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

The meeting was adjourned.

  
Norman Jepson, Chairperson

  
Marc D. Pope, Fiscal Officer