

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 1014B

Held

OCTOBER 8, 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, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and members of the public: Gloria Baum, Tim Baum, Kathleen Kennedy, Bill Dingleline, Konrad and Frances Bohn, Larry Johnson, Dean Moore and Mike Slocum 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 209).

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 24, 2013, Regular Meeting
September 25, 2013, Special Meeting – Insurance
October 2, 2013, Special Meeting – Budget

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 24, 2013, Regular Meeting
September 25, 2013, Special Meeting – Insurance
October 2, 2013, Special Meeting – Budget

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

SAFETY

Trustee Brobst read the Safety Report.

#3 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to participate in the BWC Industry Specific Safety Program for 2014 and to seek out two loss prevention activities.

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

#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

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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 59958 thru 60046.

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 Then and Now's over \$3000.00:

Stephen Oeffner	6000.00	Windstream Western Reserve	3900.00
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Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Yes
Norman Jepson Yes

#7 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:

Stephen Oeffner	6000.00	Windstream Western Reserve	3900.00
Ziegler Heating	1788.10	Melzer's Fuel Service, Inc.	1728.95
Jack Doheny Sup.	1609.79		

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

#8 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Fourth Quarter Blanket Certificates:

01-A-03	388.49
01-A-04	1017.89
01-A-05	2000.00
01-A-10	2000.00
01-A-11	1367.56
01-A-13	500.00
01-A-15	1359.48
01-A-26	2000.00
01-A-26F	316.92
01-B-02	2000.00
01-B-03	2000.00
01-B-04	1684.46
01-B-05	731.15
01-B-06	1000.00
01-B-07	536.18
01-B-08	2000.00
01-D-01T	2000.00
01-D-07	537.30
01-J-01B	2000.00
01-J-02	293.62

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01-J-03	712.69
02-B-02	1208.69
02-B-04	500.00
03-B-02	2000.00
03-B-03	2000.00
03-B-04	2000.00
04-A-04	2000.00
04-A-05	2000.00
04-A-06	1721.35
04-A-07	2000.00
04-A-08	2000.00
04-A-08S	1183.00
04-A-09	1543.82
04-A-13	2000.00
04-A-13F	2000.00
04-B-02	2000.00
04-B-03	2000.00
05-A-09	72.37
07-A-02	2000.00
10-A-03A	500.00
10-A-04	500.00
10-A-06	2000.00
10-A-07	2000.00
10-A-08	2000.00
10-A-08C	251.91
10-A-08D	2000.00
10-A-08E	2000.00
10-A-08M	400.00
10-A-09	2000.00
10-A-09C	240.02
10-A-09D	867.73
10-A-09E	2000.00
10-A-09V	2000.00
10-A-10	1796.20
10-A-10B	1000.00
10-A-10C	260.00
10-A-10D	206.04
10-A-10E	836.37
10-A-10V	2000.00
10-A-15	2000.00
10-A-15A	926.60
10-A-15D	397.81
10-A-15E	472.00
10-A-15F	1635.80
10-A-15T	2000.00
23-B-02	2000.00
23-B-04	2000.00

Roll Call Voting:

Jane Hawn-Jackson Yes
Robert Brobst Yes

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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:	1,853,256.74
Current Investment Accounts:	1,034,575.45
Current Checking Account:	818,681.29

#9 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.

#10 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.

#11 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to contract with Joseph P. Szeman for reviewing Township Variance Applications on a case by case basis at an hourly rate of \$150.00 per hour.

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

#12 Jane Hawn-Jackson 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

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

#13 Norman Jepson moved resolution, seconded by Robert Brobst to provide two firefighters to be on hand for fire watch and/or emergency services at the Haunted House Extravaganza that the Lakeside High School Music Boosters is sponsoring in the Saybrook Plaza for eleven nights in October and November, 2013 and to charge

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them 50 percent of the expense for staffing it.

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

The Township firefighters are noticing a lot of street lights out in the Township and will get the poll numbers and report them to the Illuminating Company.

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to accept as "Regular Status" Part-time Dispatcher William Dingleline and to raise his rate from the regular rate less 24 cents of \$9.86 to the regular status rate of \$10.10 per hour effective October 10, 2013 removing him from probationary status since he has completed one year.

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

#15 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to accept as "Regular Status" Full-time Firefighter/Paramedic Benjamin Paxton effective October 7, 2013 removing him from probationary status since he has completed 180 days probation.

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

#16 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve Full-time Firefighter Benjamin Paxton to attend the University Hospital's EMS Symposium on October 26, 2013 from 9:00 am to 4:30 pm at the Quail Hollow Resort Conference Center and for the Township to pay the cost of the Symposium at a cost of \$50.00 and approximate wages expense for 9 ½ hours at \$25.90 per hour which is \$246.05.

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

#17 Norman Jepson moved, seconded by Jane Hawn-Jackson 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

Fire Chief John Jyurovat presented the Water Rescue Report.

#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to purchase one QSE26DA Sea Doo Wake Pro 215 from Loudermilk Tractor & Cycle, Saybrook Township at a cost of \$11,959.00 which will be paid for from a donation received for new equipment and one Mega Rescue Sled from Extractor, 1776 County Lane Escondido, CA at a cost of \$1,765.00 of which \$555.00 will be paid for from the donation and the balance of \$1,210.00 from the Water Rescue Budget, along with the required corresponding purchase orders.

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

#19 Norman Jepson moved resolution, seconded by Robert Brobst to remove two old Yamaha Jet Skies, ID Nos. YAMA0803J192 and YAMA2196H293, and trailer from inventory and to donate them "as is" to the Rome Fire Department, along with "Donation" of Goods Agreement.

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

#20 Norman Jepson moved resolution, seconded by Robert Brobst to approve Lora Morris as a volunteer on the Water Rescue Services based on her providing the required paperwork and then passing the Township physical which includes a drug screen.

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

#21 Norman Jepson moved, seconded by Robert Brobst to receive the Water Rescue Report, a copy of which can be found in the Addendum.

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

PUBLIC

Dean Moore stated that there are a lot of holes in Zoning and asked the Trustees to look at it.

Kathleen Kennedy thanked the Township for placing "Neighborhood Watch" signs in the East Geneva Lakelands area.

No action will be taken at this time regarding the Cleveland Museum of Natural History seeking a resolution of support from the Trustees to protect five tracts of land within our Township which contain high-quality wetlands.

OLD BUSINESS

We will send a Saybrook Fire Department Rescue patch and possibly a Water Rescue patch to represent Saybrook, to the County Clerk of Courts for display in their office.

We receive a response from the Prosecutor's office regarding our request for legal opinion concerning the payment of health insurance premiums for Township Officials and employees. This will be further discussed at an Open Public Meeting on November 12, 2013 at 2:00 pm at the Administration Office at 7247 Center Road, Ashtabula, Ohio along with insurance, the opening of Station 2 and the budget.

COMMUNICATION/CORRESPONDENCE

(All of which can be found in the Addendum)

- ODOT Traffic Advisory regarding Interstate 90
- NEO Vision Session will be 10-16-13 from 6 – 8 pm at Kent State Ashtabula

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- Aflac Meeting with Full Time Employees is 10-9-13 at 11 am, notices were posted at Road, Office and Station 1
- Fair Housing Resource Center Halloween Costume Gala will be 10-26-13
- Department Heads and Trustees have forms to do employee evaluations which are due in October
- Medical Mutual's Annual Notification of Women's Health and Cancer Rights Act of 1998
- Notice of claim filing procedures and deadline regarding three insurance companies
- List of employees to receive bonus pay before 11-15-13
- United Healthcare quote for medical insurance
- Miscellaneous newsletters – available for public viewing

NEW BUSINESS

#22 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to set December 23, 2013 for the following year end meetings and times:

- 2:00 pm - Saybrook Township Volunteer Fire Fighters' Dependents Fund Meeting
- 2:10 pm – Saybrook Township Record Committee Meeting
- 2:15 pm – Regular Trustee Meeting
- Immediately following Regular Meeting – Reorganizational Meeting

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

The Trustees will review the Hazard Communication Training material which must be completed by all Road and Fire employees by 12-1-13.

#23 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to not renew the MSDS-on-line service that expires November 30, 2013.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

The Saybrook Township Park Chairperson has requested to have Park Board meetings at the Administration Building from October, 2013 to May, 2014. The Trustees would like to see if they can meet during the Township's regular business hours of 8:00 am to 4:30 pm.

We have received two quotes for copiers as the current Xerox lease expires this month. We will look into the buyout price and the cost of a maintenance agreement if we keep the current copier and table this until the October 22, 2013 meeting.

Mike Slocum arrived late for the meeting but wanted to come because he is taking a graduate class and one of his assignments is to learn more about government entities and how they operate. He complimented the Township's office staff on how helpful and professional they were when he visited the office the day before and they answered several questions regarding our Township. He also asked questions of the Trustees in which they answered.

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ANNOUNCEMENTS FOR THE RECORD

- October 14, 2013, Holiday, Offices Closed
- October 16, 2013, 2:00 – 5:00 pm, Drive Thru Flu Shots by Administration Building
- October 19, 2013, 8:00 am – 3:00 pm, Drop Off Day – in back of Cemetery
- October 21, 2013, Road Truck Financing Bids due to Administration Building by 4:00 pm

#24 Norman Jepson moved resolution, seconded by Robert Brobst to go into Executive Session at 7:36 pm to discuss Policy 2310 - Sick Time Accumulation and Payout and Policy 2900 - Termination, action may be taken. The three Trustees and the Road Superintendent went into Executive Session.

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

#25 Norman Jepson moved resolution, seconded by Robert Brobst to return to Regular Session at 7:52 pm.

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


#26 Norman Jepson moved, seconded by Jane Hawn-Jackson to table discussion of Policy 2310 – Sick Time Accumulation and Payout and Policy 2900 – Termination until the next meeting.

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

The meeting was adjourned at 7:53 pm.



Norman Jepson, Chairperson



Lori Zebfasky, Office Manager