

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held OCTOBER 9, 2012 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 Joyce Crease, Zoning Inspector Robert Vaughn, Office Manager Lori Zebrasky and members of the public: Kathleen Kennedy, Dean Moore and Sharen Lyons 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 149 & 150).

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, 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 following Minutes:

September 7, 2012, Zoning Commission Special Meeting
September 25, 2012, Regular Meeting

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 25, 2012, Regular Meeting Minutes.

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

For the Record – A copy of the Draft September 7, 2012 Zoning Commission Special Meeting Minutes were given to the Trustees.

One cemetery deed was signed.

FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 57483 – 57580

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

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Then and Now Certificates over \$3,000.00:

Koski Construction	177,462.07	Stephen Oeffner	8,000.00
Melzer's Fuel	4,740.60	Medical Mutual HRA	9,743.20
Sutphen Corp.			96,997.00

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DARTON LEGAL BLANK, INC., FORM NO. 1014R

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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 Purchase Orders:

Koski Construction	177,462.07	Stephen Oeffner	8,000.00
Melzer's Fuel	4,740.60	Medical Mutual HRA	9,743.20
Sutphen Corp.	96,997.00	Koski Construction	3,000.00
Huntington Insurance	75.00	Eastdale Overhead Door	586.48
Napa Auto Parts	696.90	OTARMA	534.00

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 4th Quarter Blanket Certificates:

01-A-03	422.48		
01-A-04	1000.00		
01-A-05	217.45		
01-A-10	1000.00		
01-A-26	5000.00		
01-B-02	1000.00		
01-B-03	1000.00		
01-B-05	409.63		
01-B-06	740.01		
01-B-07	471.59		
01-B-08	1000.00		
01-J-02	247.72		
01-J-03	1000.00		
02-B-02	1000.00		
02-B-04	493.06		
03-B-02	1000.00		
03-B-04	1000.00		
04-A-04	1000.00		
04-A-05	1000.00		
04-a-06	1000.00		
04-A-07	1000.00		
04-A-08	904.89		
04-A-08S	320.00		
04-A-13	1000.00		
04-B-02	1000.00		
04-B-03	1000.00		
05-A-09	1000.00		
05-A-12	79.84		
10-A-06	1000.00		
10-A-07D	393.00		
10-A-08	183.73		
10-A-08D	1000.00		

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10-A-08E	1000.00
10-A-08M	5000.00
10-A-09	367.66
10-A-09D	273.23
10-A-09E	1000.00
10-A-09V	1000.00
10-A-10	586.50
10-A-10B	1000.00
10-A-10C	1000.00
10-A-10D	1000.00
10-A-10E	1000.00
10-A-10V	1000.00
10-A-15	1000.00
10-A-15A	1000.00
10-A-15D	1000.00
10-A-15E	1000.00
10-A-15T	1000.00
23-B-02	1000.00
23-B-04	1000.00

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, Pending Warrants and 4th Quarter Blanket Certificates were attached to this report. The previous Month End reports were passed out to the Trustees earlier for their review.

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

Total Cash Balance: \$ 1,698,265.46
Current Investment Accounts: \$ 1,016,480.88
Current Checking Account: \$ 681,784.58

#7 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 was not present at tonight's meeting. There was no written report.

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

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

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Zoning Inspector Vaughn and any member of the Zoning Commission to attend the Planning & Zoning Workshop in Cleveland on November 16, 2012 at a cost of registration is \$95.00 per person and one person's mileage if a car pool is used. No per diem will be paid as lunch is included in the cost of the seminar. A copy of the registration can be found in the Addendum.

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

#9 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
 Robert Brobst Yes
 Norman Jepson Yes

FIRE REPORT

Fire Chief Jyurovat and Captain Whitaker picked up our new Fire Engine/Pumper today from Suiphen Corp in Amlin, Ohio. There was no written report.

SAFETY

- The Drug Free Safety Program Annual Report was submitted on 9-27-12 to BWC and can be found in Workers Comp folder.
- Application for Industry-Specific Safety Program was submitted on 10-4-12 with a potential BWC 3% rebate.

PUBLIC

Dean Moore commented that the new fire truck looked nice. Chairperson Jepson stated that about every ten years a new truck should be purchased and the others rotated to second and third out units to keep on top. Trustee Brobst stated that to meet ISO Rating we must have certain equipment. This will keep us at our current rating which does affect all residents and businesses' insurance rates.

New London Road resident called and stated that one tie is still not level on the CSX railroad crossing. The Office will call House Representative LaTourette regarding this.

Received a Tuttle Road resident's letter requesting assistance in dealing with Waste Management access gate used for non-emergency vehicles. The Office will send a follow up letter stating that this is Waste Management's property to use however they want to.

A letter will be sent to the Ashtabula Area City Schools Board to get facts regarding changes to bussing if the school levy fails in November.

Resident called requesting street lights on Sanborn Road and another resident requesting a traffic light at Rt. 20 and Sanborn Road will be addressed at a Special Open Meeting on October 23, 2012 at 6:30 pm when Road Superintendent Pope is available. Pope will also check into the status of the school speed limit signals on Sanborn Road.

Brown Road resident requesting guardrail on Brown Road south of Rt. 20 and north of tracks at Miller Farm. Brobst said we may have to pipe this area in. This will

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also be discussed with the Road Superintendent Pope at the October 23rd Special Meeting.

OLD BUSINESS

Chief Jyurovat has told Chairperson Jepson that he has Station 2 inventory completed and will bring it into the Office.

#10 Robert Brobst moved, seconded by Jane Hawn-Jackson to revisit a Dispatching Agreement with Plymouth Township.

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)

- Employment ad for Full-Time Firefighter was run two times, deadline for application is 10-29-12 at noon.
- Internal posting for the Captain's Position notice was posted at the Fire and Administration Buildings stating that letters of interest must be to the Chief by 10-8-12 (yesterday) by 4:00.
- Flu Clinic notice was posted at Fire Stations 1 and 2, Road and Administration Buildings and put on the website (will be here tomorrow from 5 – 7 pm).
- Chamber of Commerce's 125th Anniversary Annual Meeting is going to be changed from 10-18-12 to another night which has yet to be set.
- News Release will be put in the Star Beacon twice for Drop Off Day which will be October 20, 2012 from 8:00 am to 3:00 pm.
- Time Warner Cable letter received regarding Internal Restructuring but will not affect our residents.
- Miscellaneous newsletters

NEW BUSINESS

#11 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to hold the next Trustee Meeting, October 23, 2012, at Willowbrook Senior Homes, 2605 North Bend Road at 7:30 pm. (Also the previous mentioned Special Meeting at 6:30 pm.)

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

Received OTARMA request for nominations for their Board of Directors election, no action taken.

#12 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to renew the Maintenance Agreement with Physio Control for Lifepak 12, three units from 10-1-12 to 9-30-13 total amount of \$3,240.00, along with the required corresponding Purchase Order.

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

ANNOUNCEMENTS FOR THE RECORD

- October 10, 2012, 5:00 – 7:00 pm, Flu Shots at Administration Building

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- October 20, 2012, 8:00 am – 3:00 pm, Drop Off Day
- No Special Trustee Meeting on 11-6-12 because building is used to voting

#13 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at approximately 8:00 pm to discuss personnel issues and bargaining contract, action will be taken after this session. Only the three Trustees went into Executive Session.

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

#14 Norman Jepson 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

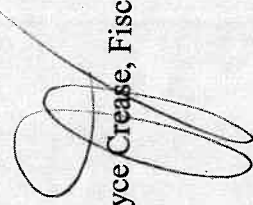
#15 Norman Jepson moved resolution, seconded by Robert Brobst to approve the following - a \$50.00 increase in clothing allowance for Part-Time Dispatchers and Part-Time Firefighters per year along with the following wage increases for the Part Time Employees of Saybrook Township Fire Department Union effective the first full pay in October, 2012 with no wage reopener for October 1, 2013 through September 30, 2014 contract year. The wage rates and clothing allowance amount will remain the same for that year. Probationary employees will continue to receive an hourly rate which is twenty Four Cents (\$0.24) less than the hourly rate established below for each position: Part-time Dispatcher hourly rate from \$9.56 to \$10.10
Part-Time Firefighter hourly rate from \$10.30 to \$10.74
Fill-In Duty hourly rate from \$12.36 to \$12.90

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

The meeting was adjourned at approximately 8:35 pm.



Norman Jepson, Chairperson



Joyce Crease, Fiscal Officer