

RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

OCTOBER 12, 2010

Held

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 7:30 P.M. by Chairperson Robert Brobst; with Trustees Norman Jepson and Jane Hawn-Jackson, Fiscal Officer Marc D. Pope, Fire Chief John Jyurovat, Zoning Inspector Robert Vaughn and members of the public Rosalie Keller, Tony Korzun, Jerry Ross, Dawn Cragon, Steve Furkovic and Greg Strnisa 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 the Saybrook Township Administrative Office (file #45) or, upon request, it can be copied onto a CD at the current cost of the CD.

Chairperson Robert Brobst led the assembly in the Pledge of Allegiance to the Flag.

Fiscal Officer Marc 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.

Two cemetery deeds were signed.

FISCAL REPORT

Marc Pope read the Fiscal Officer's Report.

#1 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: #52460- #52560

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

#2 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the following Then and Now Certificate over \$3,000.00:
Koski Construction 12,000.00

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

#3 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:
Koski Construction 12,000.00 Hassett Roofing 1,984.00
McKenna Assoc. 2,000.00 Melzer's Fuel 1,308.25
State Road Medical 1,116.00 Kinder Morgan 2,100.00

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

#4 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the following 4th Quarter Blanket Certificates:

01A03 1000.00
01A04 1600.60
01A05 359.49
01A10 1000.00
01A19 1875.73

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01A26	5000.00
01B02	2000.00
01B03	2000.00
01B04	2000.00
01B05	595.89
01B06	229.24
01B07	1000.00
01B08	2000.00
01D06	300.00
01J02	402.07
01J03	2000.00
02B02	2000.00
02B04	1000.00
03B02	5000.00
03B04	1000.00
04A04	1000.00
04A05	2000.00
04A06	2000.00
04A07	781.16
04A09	1000.00
04A13	814.48
04B02	5000.00
04B03	5000.00
04B04	2000.00
05A09	1571.47
05A12	2000.00
10A06	1000.00
10A06G	11.00
10A07	1186.85
10A08	1000.00
10A08E	2000.00
10A09	1500.00
10A09D	485.34
10A10	1000.00
10A10D	638.87
10A10E	1000.00
10A10V	2000.00
10A15	2000.00
10A15A	1000.00
10A15D	1244.80
23B02	5000.00
23B04	1000.00

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

FOR THE RECORD

As recommended by the State Auditors, a copy of the System Status, Appropriations Status, Receipt Account Status, Fund Status and Pending Warrants are attached to this report. The previous Month End was passed out earlier for your review.

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

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Total Cash Balance: 1,702,646.66
Current Investment Accounts: 1,476,113.25
Current Checking Account: 226,533.41

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

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

ROAD REPORT

Road Superintendent Marc Pope read the Road Report.

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

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

ZONING REPORT

Robert Vaughn read the Zoning Report.

#7 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
Robert Brobst Yes

#8 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to have Zoning Inspector Robert Vaughn be a representative of Saybrook Township in the Lake County Coastal Plan.

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

FIRE REPORT

Chief John Jyurovat read the Fire Report.

#9 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to raise Probationary Part-time Dispatcher Jeff Mussig from \$7.98 per hour to Probationary status regular rate less .24 cents of \$8.82 per hour per bargaining agreement since he has completed his training effective October 2, 2010.

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

For the record – Full-time Fill-in Overtime Status Reports thru 9-22-10 shows that one full-time firefighter is over the maximum allowable hours for 2010 and that there are two more full-time firefighters that are close to the maximum allowable hours.

RE SAYBROOK TOWNSHIP FEES

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#10 Norman Jepson moved, seconded by Jane Hawn-Jackson to receive the Fire Report and Fire Personnel Report.

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

PUBLIC

A resident's car was stolen and recovered in Geneva. The Geneva Police said it was out of their jurisdiction and resident said he received no response from the Sheriff.

Jerry Ross of Waste Management talked about "Waste Watch", where their drivers could be trained and have the ability to observe crime and report it as needed.

Dawn Cragon stated that her group will be meeting to discuss law enforcement issues on Thursday, October 14, 2010 at 6:30 PM at the Saybrook United Methodist Church.

OLD BUSINESS

For the record – Saybrook Township will be hosting a Neighborhood Watch Meeting for Merchants/Wade area and Sheriff Department. Another neighborhood has also expressed interest in a Neighborhood Watch but we have not heard back.

For the record – Frank Gates confirmed that Saybrook has completed the required training for BWC Group Rating Discount.

COMMITTEE REPORTS

Fire Station Rehab Committee – Trustee Brobst is going to have David Payne present Fire Station 1 plans and costs in writing so we can review them.

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

- Notice of Change in BWC Drug Testing sign off was given to all employees, the unions, volunteers and elected officials
- Notice of Change in DOT Testing sign off was given to all Road employees and the Road Supervisor
- Medical Review Officer (MRO) responsibilities for drug testing and record keeping
- Ohio Civil Rights Commission Letter of Determination regarding Dondrea vs. Timonere and Saybrook Township
- Employee Evaluation Policy and forms were given to the Department Heads to evaluate employees in October
- Ashtabula City Christmas Parade invite to participate on 11-19-10 at 7:00 PM, cost is \$10.00 donation
- NOPEC General Assembly Meeting is 11-9-10 at 12:30 PM
- BWC, premium rate reduction
- Resident called and complimented Road Crew on good job plowing, road work, cutting grass, etc.
- Miscellaneous Newsletters

NEW BUSINESS

For the record – Funeral homes have inquired as to when foundations in cemetery will be poured.

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#11 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to set Trick or Treat the same day as City of Ashtabula which will be 10-31-10 from 5:00 to 7:00 PM.

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

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the Fire Department to do Ghoul Patrol on 10-31-10 and to buy \$100.00 of candy to give out.

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

#13 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to table taking any action on the Waiver of Disinterment until we verify it with the Courts.

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

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson not to have a hearing for the application of a liquor license for Pilot Travel Centers, LLC. (DBA Flying J), a copy of which can be found in the Addendum.

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

ANNOUNCEMENTS FOR THE RECORD

10-15-10, 2:00-4:00 PM, Flu Shots at Admin. Office, open to public
10-16-10, 8:00 AM – 3:00 PM, Drop off Day
10-19-10, 7:30 AM, Employee Safety Committee

#15 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session at 8:19 PM to discuss Zoning Inspector, Fire Chief and other personnel issues, action may be taken.

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

#16 Norman Jepson moved resolution, seconded by Robert Brobst to return to the Regular Session at 8:42 PM.

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

#17 Norman Jepson moved resolution, seconded by Robert Brobst to suspend Mike Cliff for 24 hours without pay for disciplinary action for 8-25-10 incident.

RESAYBROOK TOWNSHIP FINANCES

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

#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve a 30 day medical leave of absence for Shana Peer based on her completing FMLA paperwork and return to work physical based on Resolution 10082417.

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

#19 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to enter into Executive Session at 8:47 PM to discuss personnel issues.

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

#20 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at 8:49 PM.

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

#21 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to enter into another contract with Part-time Fire Chief John Jyurovat for \$42,000.00 per year ending on December 31, 2011 rather than September 30, 2011 and three weeks paid vacation.

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

#22 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve Part-time Zoning Inspector Robert Vaughn two weeks paid vacation based on his hours plus a clothing allowance to be the same as the office girls up to the cost of three shirts (approximately \$75.00).

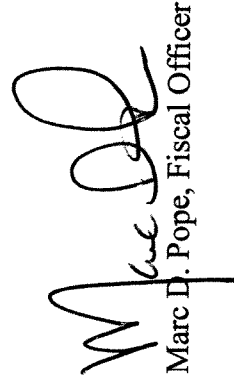
Roll Call Voting: Jane Hawn-Jackson Yes
Norman Jepson Yes
Robert Brobst Yes

#23 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 8:53 PM.

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

The meeting was adjourned.


Robert Brobst, Chairperson


Marc D. Pope, Fiscal Officer