

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

OCTOBER 22, 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: Andy Branik, Kathleen Kennedy, B. Loudermilk, William Davis, Gloria Baum, Tim Baum, Larry Johnson, 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 our office (job 210).

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.

Two bids were received for financing a 2014 7500 SFA 4 x 2 International Truck and front plow with spreader for the Road Department, principal amount of loan is \$120,000.00 over a 60 month period.

Jane Hawn-Jackson opened the first bid from Andover Bank which stated the interest rate would be 2.75% fixed for 5 years, principal and interest shall be payable annually with a 5-year maturity, collateral – unsecured, more details can be found in the Addendum.

Robert Brobst opened the second bid from Northwest Savings Bank which state the interest rate would be a 3.51% per annum, paid monthly, security would consist of a lien on the truck, with a \$150.00 documentation fee, more details can be found in the Addendum.

#1 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to receive the bids for financing a 2014 7500 SFA 4 x 2 International Truck and front plow with spreader for our Road Department and the bids to be reviewed by Road Superintendent Marc Pope.

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

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to dispense with the reading of the October 8, 2013, Regular Meeting Minutes.

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

#3 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the October 8, 2013, Regular Meeting Minutes.

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

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SAFETY REPORT

Robert Brobst read the Safety Report.

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

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

FISCAL REPORT

Chairperson Norman Jepson read the Fiscal Report.

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants - 60047 thru 60120.

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 Certificates over \$3000.00:
Illuminating Co. 3900.00 Melzer's Fuel Service 4007.60

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:
Illuminating Co. 3900.00 Melzer's Fuel Service 4007.60
ZP Systems 455.00 Harrington Industrial Laundry 600.00

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

#8 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor, details can be found in the Addendum.

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 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.

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Total Cash Balance: 1,821,157.01
Current Investment Accounts: 1,034,575.45
Current Checking Account: 786,581.56

#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 resolution, seconded by Norman Jepson to purchase asphalt grindings from Mark Stewart Trucking at a cost not to exceed \$9,000.00, along with the require corresponding Purchase Order.

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

#11 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.

#12 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 John Jyurovat presented the Fire Report.

#13 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with Verizon for replacing five cell phones on the Fire Department trucks at a cost of approximately \$95.33 per month, along with the required corresponding Purchase Order.

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

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

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

PUBLIC

Bob Loudermilk inquired about the re-opening of Station 2 and the Trustees stated that we are strongly looking into it. Any Branik stated that by opening Station 2, residents might receive a reduction on their home owner's insurance.

The Township received a letter dated 10-14-13 from a Tuttle Road resident regarding the use of Waste Management's access gate.

OLD BUSINESS

Chief Jyurovat and Full-time Firefighter Jim Krenisky will oversee the Hazard Communication Training which must be completed by all Road and Fire employees by 12-1-13.

#15 Norman Jepson moved, seconded by Jane Hawn-Jackson to table the purchase or lease of a copier for the Administrative Office.

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

COMMUNICATION/CORRESPONDENCE

(All of which can be found in the Addendum)

- ODOT held a pre-construction meeting on 10-16-13 on improving part of SR 531 in Geneva and Saybrook
- Report of Sick Time Hours Used and Earned 3rd Quarter 2013
- Alltel notice that AT&T recently acquired Alltel wireless
- Fair Housing Resource Center, brochure on Zoning Laws and Reasonable Accommodation for Citizens with Disabilities
- Ohio Department of Job & Family Services regarding new Ohio unemployment compensation law effective 10-21-13
- Andover Bank regarding overdraft protection information
- ODOT's Weekly Traffic Advisory
- Township Road Closing, Sanborn Road between SR 84 and Austinburg Road will be closed from 10-22-13 to 10-25-13 daily from 8:30 – 2 pm
- Burnham & Flower Insurance, VSP will be increasing current rates by 2% effective 1-1-14
- Medical Mutual, information for Medicare eligible participants
- Fair Housing Resource Center is hosting a Fair Housing Seminar on 11-8-13 from 9 am – 4:30 pm, cost \$45.00
- Miscellaneous newsletters – available for public viewing

NEW BUSINESS

#16 Robert Brobst moved resolution, seconded by Norman Jepson to acknowledge Lloyd and Judy Richards for being named 2013 Citizens of the Year winners for Ashtabula County.

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

Robert Brobst will open the Administration Building on November 5, 2013 to allow voting to take place and Norman Jepson will close the building after the polls are closed.

#17 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to modify Resolution 13091010, the cost to renew Technical Service Support Agreement with Physio Control for 3 Lifepak 12s from 10-1-13 through 9-30-15 should be \$3,240.00 per year for a total of \$6,480.00.

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

ANNOUNCEMENTS FOR THE RECORD

- October 28, 2013, 5:30 pm, Board of Zoning Appeals Public Hearing, 5543 Lake Road and 2012 Highland
- November 2, 2013, 5 – 7 pm, Trick or Treat in Saybrook
- November 11, 2013, Holiday, Township Offices Closed

#18 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 7:11 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Lori Zebraskey, Office Manager