

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held OCTOBER 23, 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, Fire Chief John Jyurovat, Road Superintendent Marc Pope and members of the public: Marvin Paden, Dean Moore and Betty Kiefer were in attendance at the Willowbrook Senior Homes, 2605 North Bend 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 152).

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 Public Hearing, pool fences
- October 9, 2012, Special Meeting
- October 9, 2012, Regular Meeting
- October 16, 2012, Employee Safety Committee Meeting

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

#2 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the following Minutes:

- October 9, 2012, Special Meeting
- October 9, 2012, Regular Meeting

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

#3 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive for record purposes only the following Minutes:

- October 16, 2012, Employee Safety Committee Meeting
- September 7, 2012 Zoning Commission Public Hearing, pool fences

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

The Trustees signed one cemetery deed.

FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 57581 – 57664 (#57534 voided and replaced with #57581)

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

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:
 Ringer Screen Print 3500.00 Andrews & Pontius 1050.00
 Dalin Auto 2200.00

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

#6 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following additional Blanket Certificates:
 01-J-03 2000.00 10-A-08 1750.00
 10-A-09 1833.66 10-A-09D 1273.23

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

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to increase the Fire Fund's 2012 Appropriations (Fund 10) by an additional \$300,000.00 due to receiving the loan from U.S. Bank, this money went directly to Sutphen Corporation for the new 2012 Sutphen Fire Engine.

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

#8 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the Official Certificate of Estimated Resources by the Budget Commission of Ashtabula County, Ohio for Saybrook Township for the Fiscal Year beginning January 1, 2013:

General Fund	\$ 600,144.17
Motor Vehicle	21,363.00
Gasoline Tax	120,795.00
Road & Bridge	1,018,426.24
Cemetery Fund	19,558.00
Fire Fund	1,803,996.73
Permissive Motor Vehicle	65,223.00
Lighting Assessment	87,541.00
Agency Funds	6,220.00
Public Wrks Commission	<u>0.00</u>
Total	\$3,743,267.14

Roll Call Voting: Robert Brobst Yes
 Jane Hawn-Jackson 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 earlier for the Trustees review.

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

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paid.

Total Cash Balance: \$ 1,653,503.24
Current Investment Accounts: \$ 1,025,071.26
Current Checking Account: \$ 628,431.98

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

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

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

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

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

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

#11 Jane Hawn-Jackson moved, seconded by Norman Jepson to send both Draft versions of the “**Noise Resolution**” and “**Removal of Vegetation, Garbage, Refuse and other Debris from Land in the Township**” to the Prosecutor for review.

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

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

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

#13 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve Part-Time Firefighter Dan Goodale and Full-Time Firefighters Jim Krenisky, David Whitaker and Tom Ricker to attend the University Hospital’s EMS Symposium on 11-17-12 from 9:00 am to 4:30 pm at the Quail Hollow Conference Center. The cost for the conference is \$50.00 per person, lunch is included and the approximate wages expense would be as follows for a total wage expense of approximately \$772.64:

- Dan Goodale 9 ½ hours x 10.74 = \$102.03
- Jim Krenisky 9 ½ hours x 25.89 = \$245.96
- Dave Whitaker 9 ½ hours x 31.80 = \$302.10
- Tom Ricker’s Fill-In 9 ½ hours x \$12.90 = \$122.55

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

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to rescind Resolution 12092512 to hire Part-Time Dispatcher Danielle Horton due to our not being able to get in contact with her by phone or mail, no response from her.

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

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

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

SAFETY

One Incident Report was submitted, Fire Department employee twisted ankle, no medical needed or time off work.

PUBLIC

Betty Kiefer asked what the status of Lou's Billow Beach is and was told that it will reopen hopefully in early spring.

Chief Jyurovat stated that Peggy Carlo told him that the two houses on the list for demolition on Rt. 84 will be done by the end of the month and the other homes on the list will be done between now and the end of the year for as long as the Grant money holds out.

Tuttle Road resident's letter dated 10-18-12, use by Waste Management's of their access gate was addressed in previous letter recently sent so not action will be taken. (No violations.)

OLD BUSINESS

The Anti-Harassment Policy and Complaint Procedures will be reviewed at a future meeting.

The Trustees signed the Part-Time Employees of Saybrook Township Fire Department Wage Reopener Agreement which was previously approved - Resolution 12100915.

For the Record: The Ashtabula Chamber of Commerce 125th Anniversary Annual Meeting is rescheduled for 11-13-12 at 6:00 pm, cost is \$55.00 per person, RSVP by 11-2-12. They are also requesting a donation for Chinese and Silent Auction.

For the Record: Zoning Workshop in Cleveland on 11-16-16, no Zoning Commission members have replied they want to go, Inspector Vaughn will attend (Resolution 12100908).

Lucas Avenue resident's sidewalk was never fixed from complaint in March, water is running off the road, across a dip in the sidewalk and into his yard. Road Superintendent Pope met with the resident and said the Township will replace two sections of the sidewalk.

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For the Record: Pending item still needed from Chief – Station 2 Inventory is still incomplete per Chief.

Trustee Brobst stated that Gerald Road needs to be looked at for widening. It meets with Rt. 20 at a 70% angle and thinks that Gerald Road needs to be widened and the ditches set back on Rt. 20 due to the heavy school bus traffic.

#16 Robert Brobst moved, seconded by Jane Hawn-Jackson to have Road Superintendent Pope ask the County Engineer to do a study on the need and plans to widen Gerald Road at Route 20 and the ditches set back from Rt. 20.

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

COMMUNICATIONS/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Thank you note received from Saint John School thanking Trustees for attending the open house
- Ohio Bureau Motor Vehicles, copy of abstract request for all employees for 2012
- Thank you note received from retired Captain Jim Berg for retirement plaque – his dates of service were incorrect so we will order a new plaque.
- Windstream Private Line Jurisdictional Traffic Certification forms for two Fire Department lines were mailed
- Medical Mutual, Medicare eligible employees and dependent should have received a Medicare Part D (prescription drug) “creditable coverage” notice
- Received State Auditor’s Certificate for Jepson’s completion of Public Records Training for this term of office
- Two notes received from residents regarding good job Mel does for the Park, forwarded to Park Board
- Miscellaneous newsletters

NEW BUSINESS

For the Record: The Northeast side of the Administration roof will be treated when we power wash the building because it is starting to get mold on it, estimated cost is \$35.00 to \$40.00.

#17 Norman Jepson moved, seconded by Jane Hawn-Jackson to approve the “Test Emergency Call Boxes” form that will be used monthly by the Fire Department.

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

#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to not request a hearing with the Ohio Division of Liquor Control regarding the Billow Beach Liquor License Application, copy of application can be found in the Addendum.

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

#19 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to

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approve the three (3) year Dispatching Contract with Plymouth Township to begin January 1, 2013 through December 31, 2015 at a cost of \$8,000.00 for 2013, \$8,500.00 for 2014, \$9,000.00 in 2015, all paid before the start of each quarter. Furthermore, an Addendum shall be added to this contract that the Dispatching Services will begin on December 20, 2012 to allow for any transitional issues that may occur due to year-end holidays and schedules, there will be no additional fees for this service.

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

ANNOUNCEMENTS FOR THE RECORD

- October 31, 2012, 5:00 – 7:00 pm Trick or Treat in Saybrook
- November 3, 2012, 9:00–noon, sign up at Administration Office for Park reservations
- November 6, 2012, No Special Meeting due to voting at Administration Office
- November 12, 2012, Offices closed for Holiday

Trustee Brobst will open the Administration Office on November 6 for voting and Norman Jepson will close the building.

#20 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session at approximately 8:30 pm to discuss personnel discipline and a promotion, action may be taken after resuming the Regular Meeting. The three Trustees and the Chief went into their Executive Session.

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

#21 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at approximately 8:35 pm.

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

#22 Norman Jepson moved resolution, seconded by Robert Brobst to appoint Full-Time Firefighter Thomas Ricker to fill the Captain's position at a rate of pay of \$21.60 per hour starting November 1, 2012 which is the start of the pay period. He will be on probation for six months and then have a review at the end of his probationary period as Captain.

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

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

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

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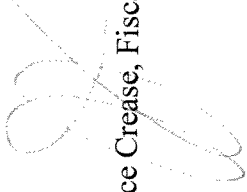
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The meeting was adjourned.



Norman Jepson, Chairperson



Joyce Crease, Fiscal Officer