

**RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES**

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

Held OCTOBER 25, 2011

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 7:00 pm by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Marc D. Pope, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat and members of the public: George Sabo, Dick Logan, Nella Logan, Clint Jackson, Wally Morris, Betty Kiefer, Kathleen Kennedy, Andrew Branik, Harriet Mathieu and Cheryl Cliff were in attendance at the Willowbrook Senior Housing located at 2605 North Bend Road, Saybrook Township, Ohio 44004. Note: The change in location for this meeting was stated in the past few meetings and sent to the news media and is on the website.

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 (jobs 98 & 99) or, upon request, it can be copied onto a CD at the current cost of the CD.

Chairperson Norman Jepson led the assembly in saying "The Pledge of Allegiance".

Fiscal Officer Mark 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.

#1 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to dispense with the reading of the following Minutes:

- October 4, 2011, Special Open Work Session
- October 4, 2011, Special Meeting – Bid Opening
- October 4, 2011, Regular Meeting
- October 18, 2011, Special Open Meeting 10:00 am–Police Levy
- October 18, 2011, Special Open Meeting 7:00 pm– Police Levy
- October 18, 2011, Safety Committee Meeting

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:

- October 4, 2011, Special Open Work Session
- October 4, 2011, Special Meeting – Bid Opening
- October 4, 2011, Regular Meeting
- October 18, 2011, Special Open Meeting 7:00 pm– Police Levy

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 following Minutes:

- October 18, 2011, Special Open Meeting 10:00 am – Police Levy

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

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

- October 18, 2011, Safety Committee Meeting

RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

OCTOBER 25, 2011

20

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

One Cemetery Deed on the table was signed.

FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Warrants: 55022 - 55157 and 55159 - 55190 (55073 Voided)

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

#6 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following Warrants: 55158 Brobst Enterprises

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

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve additional Blanket Certificate 04A07 for \$4000.00.

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

#8 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then and Now Certificates over \$3000.00:
Koski Construction \$64939.52 Andrews & Pontius \$3277.00

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

#9 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following Purchase Orders:
Koski Construction \$64939.52 Andrews & Pontius \$3277.00
Lant Auto Parts \$258.68 Tire Distribution Systems \$1919.28
Huntington Insurance \$100.00 Melzer's Fuel Service \$1930.19
Brobst Enterprises \$980.00

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

#10 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to send a letter to the County Auditor to increase the Amended Certificate in the Road Budget by \$209,650.00 which is Ashtabula City's portion of Wade Avenue Project.

Held

OCTOBER 25, 2011

20

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, Appropriations Status, Receipt Account Status, Fund Status and Pending Warrants were attached to the Fiscal Report. The previous Month End was passed out earlier for the Trustees review.

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

Total Cash Balance:	\$1,921,381.02
Current Investment Accounts:	\$ 889,877.29
Current Checking Account:	\$1,031,503.73

#11 Robert Brobst moved, seconded by Jane Hawn-Jackson 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.

#12 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve Change Order #1 on Wade Avenue project for \$21,515.91 for additional spot paving on Wade Avenue, this is in the Saybrook Township's area.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#13 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.

#14 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.

#15 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to modify Resolutions 11072621 and 11091310 to state that our Mutual Aid Agreement with Geneva Fire Department will start on November 1, 2011 instead of October 1, 2011.

RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DARTON LEGAL BLANK, INC., FORM NO. 10148

Held OCTOBER 25, 2011

20

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

#16 Jane Hawn-Jackson moved, seconded by Robert Brobst 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

No written report.

Water Rescue's written Standard Operating Procedures will be reviewed in a work session at a later date. (This SOP is requested by an insurance provider.)

SAFETY

One Incident Report with minor injury to a Firefighter was previously reported on an incorrect form and was resubmitted on the correct form. There was no loss time for this injury and the Report was reviewed and signed by the Trustees.

#17 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve \$2,500.00 per year to be used toward Annual Safety Recognition Awards if there are no loss time incidents beginning January 1, 2012.

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

Three items listed under Safety on the agenda will be addressed at a Work Session on November 22, 2011 at 6:30 pm, and they are as follows:

- Standard uniforms for Road and Fire Departments along with having them properly cleaned to prevent contaminating home laundry and family
- Wearing of Township paid uniforms with our name on them out in public when not on duty
- Tool Box Talks – paying for a service or in-house

PUBLIC

Kathleen Kennedy thanked the Road Department for all their work.

Betty Kiefer stated that cars speed on Rt. 20 by McNutt and would like to see a speed camera there.

Andy Branik asked about the finances of the Township.

Wally Morris stated that the high living in America is over.

Clink Jackson stated that ditching needs to be done on Ninevah Road due to flooding.

Cheryl Cliff asked what one mill will generate for the police levy.

Nella Logan stated she has lived in Willowbrook three and a half years and is very happy to live in Saybrook Township and is happy with the services of the Fire Department here at Willowbrook.

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OCTOBER 25, 2011

20

PUBLIC - (The following are all for The Record)

Resident on Lake Road West called regarding heavy smoke in the parking lot, someone burning.

Resident on Conley Road called regarding trucks going into Dahlkempers and making wide turns on his front yard.

Resident on Crawford called regarding trucks making wide turns into yards.

Resident called regarding two deep holes on the side of Sanborn Road, concerned with someone stepping into them.

Letter received from resident on Brown concerned with driveway erosion from continuing water problem.

Resident called, thank you to the Road Department for great job taking care of the Township.

OLD BUSINESS

For the record - Blue Mass at Mount Carmel Church is 10-27-11 at 7:00 pm.

COMMITTEE REPORTS

No reports.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Part-time Firefighters and Dispatchers notice put in 10/20/11 paychecks
- E-mail to County Engineer requesting formal drainage study to be done on Brown Road
- Secretary of State letter received, State Issues that will be on 11-8-11 ballot can be viewed at www/OhioSecretaryofState.gov
- Fund for our Economic Future letter received regarding Phase 3 Update
- Profiles of Ashtabula Co. breakfast series at Kent State on 11-2-11 at 8:00 am
- LEADERSHIP is having a one day program on 10-28-11
- Miscellaneous newsletters

NEW BUSINESS

For The Record - NOPEC General Assembly Meeting is 11-1-11 at Independence Civic Center at 12:30 pm.

For The Record - Medicount Management is requesting information for revalidating under new risk screening criteria.

Should the Zoning Inspector continue working extra hours will be addressed in Executive Session.

Voting for certain precincts will take place at the Administration Building on 11-8-11 - Robert Brobst will open the building and Norman Jepson will close the building.

No action was taken on a request from someone wanting to do community service and complete probationary hours working for the Township.

ANNOUNCEMENT FOR THE RECORD:

- 10-27-11, 7:00 pm, Blue Mass at Mount Carmel
- 11-1-11, 7:30 pm, Regular Monthly Meeting (changed from 11-8-11)

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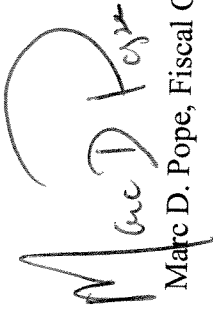
OCTOBER 25, 2011

20

The meeting was adjourned.



Norman Jepson, Chairperson



Marc D. Pope, Fiscal Officer