

NOVEMBER 9, 2010

Held

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#5 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders:

Melzer's Fuel	3020.31	Kinder Morgan	7977.09
McKenna Associates	10000.00	Medical Mutual	3300.30
Mistras Service Division	440.20	Busy Beaver	265.47
A Louis Supply	248.55	Ohio Twp. Assoc.	213.00
Nolan Door	1082.00		

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:

Total Cash Balance:	1,725,132.59
Current Investment Accounts:	1,481,998.72
Current Checking Account:	243,133.87

Addendum to Fiscal Officer's Report - November 9, 2010

#6 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to increase appropriations in the following funds for the reasons shown:

Fund 21	\$251,816.00	Dept of Development	Reclamation Site
Fund 01	63,000.00	NOPEC	Energy Efficient
Fund 10	52,839.00	Federal Government	Turnout Gear
Fund 10	5,842.00	Federal Government	Helmets

Roll Call Voting:

Jane Hawn-Jackson	Yes
Norman Jepson	Yes
Robert Brobst	Yes

Note: Once this is passed the County Auditor will be contacted for this increase in our Appropriations.

#7 Norman Jepson moved, seconded by Jane Hawn-Jackson to receive the Fiscal Officer's Reports, 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.

#8 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

**RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES**

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ZONING REPORT

No report.

FIRE REPORT

Chief Jyurovat read the Fire Report.

#9 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to remove old turn-out gear that was replaced with the Fire Grant and to be removed from inventory. The coats and pants will be destroyed, six helmets will go to Morgan Hose Cadet Program after they sign a Hold Harmless Agreement and the rest of the helmets and boots will be destroyed.

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

#10 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to remove the Fire Department's Cascade Air System consisting of 10 steel H tanks and copper connection tubing from inventory and scrapped, money to be turned into Fiscal Officer.

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

#11 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to begin setting aside \$50,000 per year starting in year 2011 to pay for proposed Fire Station 1 addition.

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

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to begin setting aside \$75,000 per year starting in year 2011 from the Fire Levy that was approved in November, 2009 to begin January 1, 2011 for new Engine/Pumper Truck.

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

#13 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with Physio Control for Technical Service Support Agreement Addendum adding the new Lifepak 12 along with the other two Lifepak 12s, additional cost not to exceed \$1,500.00 per year, along with the required corresponding Purchase Order.

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

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to pass a resolution to change Full-time Firefighter/Medic Mike Cliff from Probationary status to Full-time Regular status since he has completed his six month probation period as of November 3, 2010. Note that the disciplinary action will remain in effect until March, 2012.

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COMMITTEE REPORTS

Fire Station Rehab Committee – Trustee Brobst stated that they are working on NOPEC grant upgrades to Fire Station 1.

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

- Application for Township to participate in BWC Drug-Free Safety Program was faxed
- Received copy of 9-22-10 resident's meeting at Saybrook United Methodist Church regarding police protection
- Received thank you note from Kent State for the donation of the obsolete Lifepak 10
- Letter from Medical Mutual regarding Healthcare Reform Act was given to all full-time employees in the 11-4-10 paychecks
- Report of Sick Time Hours Used and Earned for Full Time Employees for the 2nd and 3rd Quarters 2010
- NOPEC Agreement for boiler and insulation for Fire Station 1

#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to send a letter to resident on Crawford Road to remove basketball hoop hanging over our road.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Norman Jepson	Yes
Robert Brobst	Yes

- Scaparotti Construction Group's minutes regarding Wade Avenue's turning lane
- E-mail regarding Tuttle Road cul-de-sac
- Fair Housing Seminar on Nov. 19, 2010 from 1:00 pm – 4:00 pm at Auburn Career Center
- Delta Dental regarding Retroactive Eligibility Time Frame Changes, limited to 6 months
- Miscellaneous newsletters

NEW BUSINESS

For the record - Notice of Change in BWC Drug Testing will become part of Township Policy on Use and Abuse of Drugs and Alcohol #2005 and to become part of handout to employees, as we stay current with all BWC requirements for Drug Free Workplace. (You also have two bargaining agreements that now have different terms), will be discussed in Executive Session.

For the record - Resident's request for outside work trucks and vehicles to stop using Century Bay development as a parking lot.

#19 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following schedule for year-end meetings on December 28, 2010 and to appoint Trustee Jepson and Trustee Brobst to be the two representatives for the Township on the Volunteer Firefighters Dependents Fund Annual Meeting:

- 6:45 pm Firefighters Dependents Fund Annual Meeting
- 6:50 pm Records Committee
- 7:00 pm Regular Meeting, immediately followed by the Trustee's Reorganizational Meeting

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

For the record – Notice of Change in BWC Drug Testing sign offs are still needed from all Water Rescue Volunteers, 3 Trustees, 2 Dispatchers, 5 Firefighters – the Chief is to get forms to these people and return to office.

#20 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson that all employees must notify the Administrative Office within two weeks of changes to any personal information (such as address changes, telephone number changes, etc.) or fall within progressive discipline in each bargaining agreement.

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

Chip and seal will not be done this fall, no action needed to be taken by Trustees.

For the record - Residents concerned about leaf bags falling off City's blue & white trucks on Carpenter and 45 and we notified the City on 11-3-10.

Review of a Job Description will be addressed at a Work Session on November 23, 2010 at 6:30 pm.

#21 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to modify Resolution #10091416 to Nolan Door to include the man door in old section of Fire Station 1 at an additional cost of \$1,082.00 and the required corresponding Purchase Order.

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

ANNOUNCEMENT FOR THE RECORD

- 11-11-10, Offices Closed for Holiday
- 11-16-10, 7:30 am, Employee Safety Committee Meeting

#22 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session at 8:58 pm to discuss employee disciplinary issue, IAFF negotiating extension and Township Policy on Use and Abuse of Drugs and Alcohol, action may be taken.

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

#23 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at 9:15 pm.

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

#24 Jane Hawn-Jackson moved, seconded by Norman Jepson to adjourn the meeting at approximately 9:15 pm.

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

The meeting was adjourned.


 Robert Brobst, Chairperson


 Marc D. Pope, Fiscal Officer