

RECORD OF PROCEEDINGS

SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____

NOVEMBER 12, 2013

_____ 20

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

Delta Dental	3000.00	Melzer's Fuel Service	2553.72
Loveland & Brosius	1880.00	State Road Occupational	2228.00
Andrews & Pontius	1440.00	Treasurer, State of Ohio	205.00
Treasurer, State of Ohio	150.00		

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 Additional Blanket Certificates:

04-A-05	500.00	01-J-03	700.00
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Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

We have received the Official Amended Certificate of Estimated Resources from the County Auditor (a copy of which can be found in the Addendum) which reflects the increase to the Water Rescue Fund for the donation received for the Jet Ski. The payment for the Jet Ski to Loudermilk can be found in tonight's warrants.

For the Record: The Auditor of State has completed the 2010 and 2011 Audit of the Township and a copy can be found in the Addendum.

We have received a notice from the County Engineer's Office reminding us that we must file an inventory each year with them. All Department Supervisors should turn in their updated inventory sheets to the Office by January 1, 2014.

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 earlier for their review.

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

Total Cash Balance:	1,717,138.65
Current Investment Accounts:	1,045,162.30
Current Checking Account:	671,976.35

#7 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.

#8 Robert Brobst moved resolution, seconded by Norman Jepson to contract with Hassett Roofing to remove two layers of old roofing on the Road Department Building behind the Cemetery and replace the roof with 30 year Owens Corning

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Dimensional Shingles (Oakridge) at a cost not to exceed \$7,500.00, along with the required corresponding Purchase Orders.

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

#9 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
Robert Brobst Yes
Norman Jepson Yes

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

#10 Norman Jepson 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

No written Fire Report.

WATER RESCUE REPORT

Fire Chief John Jyurovat presented the Water Rescue Report.

#11 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to purchase a Brig Inflatable Boat, Model 460C at a cost of \$5916.00 and a boat trailer at a cost of \$982.00 for a total cost of \$6898.00 from Islander Marine, 5530 East Harbor Road, Marblehead, Ohio 43440, along with the required corresponding Purchase Order.

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

More information was needed regarding the purchase of an Ipad 2 and accessories and was tabled until the next meeting.

#12 Norman Jepson moved, seconded by Robert Brobst to receive the Water Rescue Report, a copy of which can be found in the Addendum.

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

PUBLIC

No public spoke during this portion of meeting.

OLD BUSINESS

#13 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to lease a

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WC5330 PT Copier with Northeast Xerox for 60 months at a cost of \$121.07 per month plus \$.006 per print fixed for the Administrative Building, along with the required corresponding Purchase Order.

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

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson effective January 1, 2014 to change the first Regular Meeting which is the second Tuesday of the month to 10:00 am instead of 6:30 pm. The second Regular Meeting of the month which is the fourth Tuesday of the month will remain at 6:30 pm.

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

#15 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with Andover Bank the financing of the new 2014 – 7500 SFA 4x2 SA537 International Truck and front plow with spreader for the Road Department in the amount of \$120,000.00, along with the required corresponding Purchase Order. The loan interest rate will be 2.75% fixed for five years and principal and interest shall be payable annually with a five year maturity, collateral is unsecured.

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

COMMUNICATION/CORRESPONDENCE

(All of which can be found in the Addendum)

- Ashtabula County Chamber of Commerce Annual Meeting and Awards is 11-15-13 at 8:00 am at Kent State, Ashtabula
- ODOT Weekly Traffic Advisories
- Medical Mutual Notice, effective 11-25-13 they will no longer contract with Ashtabula Surgery Center and will be considered out of network
- Aqua is applying for a water service rate increase and anticipates new rates will be effective the second half of 2014
- Atech sent us a letter of thanks for the donation of the portable engine and pump from the Township
- Auditor of State Notice, New Federal Audit Clearinghouse Internet Data Entry System
- Dominion, natural gas pipeline system safety, call before digging
- Miscellaneous newsletters – available for public viewing

NEW BUSINESS

#16 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to not request a hearing for a liquor license with the Ohio Division of Liquor Control for Loom Lodge (old Moose Lodge), 3001 North Bend Road, Saybrook Township, Ashtabula, Ohio 44004.

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

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#17 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve payment to the City of Ashtabula for JEDD Invoice # JEDD 1 13-001 in the amount of \$500.00 and to expense it to the General Fund.

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

#18 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to acknowledge Saybrook Landing for recognizing their veteran residents.

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

#19 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson effective January 1, 2014 the expense of all insurances for Elected Officials and Full Time Office Staff will be allocated by the same percentages as wages paid from the funds which the employees are compensated for services which is broken down as follows:

Trustee – Office Liaison	100% General Fund
Trustee – Fire Liaison	50% Fire Fund, 50% General Fund
Trustee – Road Liaison	50% Road Fund, 50% General Fund
Fiscal Officer	50% Fire Fund, 25% Road Fund, 25% General Fund
Office Manager	50% Fire Fund, 25% Road Fund, 25% General Fund
Full Time Secretary	Based on hours worked

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

The Trustees stated that a meeting with the Part-time Zoning Inspector will be by appointment only and to advertise this on the Web page, on the sign in front of the Administration Building, on the Zoning Inspectors voice mail and a notice to accompany the Zoning Application.

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

ANNOUNCEMENTS FOR THE RECORD

- November 25, 2013, 5:30 pm, Board of Zoning Appeal’s Public Hearing, Trice and Pearson

Chairperson Jepson stated that the Township is moving forward with the re-opening of Station 2 hopefully by January, 2014. We will announce the date of the re-opening as we get closer.

Jane Hawn-Jackson read and all the Trustees presented a Resolution to Lloyd and Judy Richards for being named 2013 Citizens of the Year for Ashtabula County.

#21 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 7:40 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson


Lori Zebrasky, Office Manager