

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held NOVEMBER 13, 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, Office Manager Lori Zebrasky and members of the public Sharen Lyons and Kathleen Kennedy 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 (jobs 154 and 155).

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 25, 2012, Trustee's Public Hearing – Zoning Amendment, Fences
October 23, 2012, Special Meeting, Executive Session- interviews for Captain
October 23, 2012, Special Meeting, Sanborn Road Street lights, school speed
limit signs, Brown Road guardrail request
October 23, 2012, Regular Meeting

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

#2 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to approve as amended the September 25, 2012, Trustee's Public Hearing regarding fences and to have this change to Zoning Resolution (Text) made on all copies in office and record in County Recording Office..

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

#3 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Minutes as presented:

October 23, 2012, Special Meeting, Executive Session- interviews for Captain
October 23, 2012, Special Meeting, Sanborn Road street lights, school speed
limit signs, Brown Road guardrail request
October 23, 2012, Regular Meeting

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

FISCAL REPORT

Norman Jepson read the Fiscal Report.

#4 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants: 57666 – 57795 (Checks #57665 and #57772 voided)

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

#5 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then and Now Certificates over \$3,000.00:

Illuminating Co.	10,000.00	
City of Ashtabula	4,224.00	Medical Mutual HRA 4,229.15
Lake Truck Sales	3,090.02	Atwells 5,000.00

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

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

Illuminating Co.	10,000.00	
City of Ashtabula	4,224.00	Medical Mutual HRA 4,229.15
Lake Truck Sales	3,090.02	Atwells 5,000.00
Visa	1,180.13	Joyce Crease 151.80
Melzer's Fuel	2,782.10	Vision Service Plan 135.92
Ringer Screen Print	5,000.00	Ziegler Heating 1,174.50

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

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to receive the following Amended Official Certificate of Estimated Resources for the Fiscal Year beginning January 1, 2012 as revised by the County Budget Commission for Saybrook Township. (This reflects the additional \$300,000.00 received as a loan from U.S. Bank for the Fire Engine.)

General Fund	\$ 717,668.17	
Special Rev. Fund	\$3,513,844.97	
Debt Service Fund	\$ 0.00	
Capital Projects	\$ 211,000.00	
Special Assess.	\$ 67,000.00	
Enterprise	\$ 0.00	
Internal Service	\$ 0.00	
Fiduciary Funds	\$ <u>6,365.00</u>	
Total	\$4,515,878.14	

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 Trustee's 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: \$ 1,541,971.45
Current Investment Accounts: \$ 1,027,836.82
Current Checking Account: \$ 514,134.63

#8 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.

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

#10 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to forward all address assignments for Saybrook Township to the Ashtabula County Planning Department and from here forward addresses will be assigned by them. This will make addresses more standard in the entire County.

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

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

Chief John Jyurovat presented the Fire Report.

#12 Norman Jepson moved resolution, seconded by Robert Brobst to remove Engine 721 (1974) from service and prepare change in inventory.

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

#13 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to take the old 1974 Engine 721 to Affordable Auto Parts and Salvage at 2021 Maryland Avenue in Saybrook to scrap and receive approximately \$1,478.00 and get quotes for scrapping old squad from three places and to scrap out at the business that gives the

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highest quote and the money to be received into Fire Funds.

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

#14 Norman Jepson moved resolution, seconded by Robert Brobst to contract with NEO Electrical Supply Company for material for the LED outdoor lighting project at Station 1 at a cost of \$2,906.46, along with the required corresponding Purchase Order. We will do the labor/installation ourselves with no overtime being allowed to complete the project.

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

#15 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to accept Probationary Part-Time Dispatcher D. Marie Legg's resignation effective November 30, 2012.

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

#16 Jane Hawn-Jackson moved resolution seconded by Robert Brobst to approve Probationary Part-Time Dispatcher William Dingleline, who has completed his training requirements, to fill open shifts effective November 15, 2012 (the first day of the next full pay period) at a rate of \$9.86 per Bargaining Agreement and be able to sign up for shifts. He will remain on probation until October 9, 2013.

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

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

Application for BWC Transitional Work Bonus Program, which starts January 1, 2013, was submitted on October 29, 2012. Employers may receive a back-end discount (potential up to 10%) for using the program to return Township's BWC injured workers back to work.

Dispatchers and Office Staff will have a brief training by BWC Ergonomist in March, 2013. We will receive one credit toward the three required in 2013 for the BWC Industry Specific Safety Program.

PUBLIC

Kathleen Kennedy stated that ODOT did a nice paving job north of North Bend Road on Route 45.

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Morningside resident asked that someone talk to Road Employees about excessive speed down the street.

Elk Drive residents concerned about a tree on their street in Township Right of Way that may be hollow and poses a safety issue. They would like the Township to inspect it and remove it if it is.

#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to get bids on trees to be taken down, one on Elk Drive, one on Edgewater Drive and two trees on Sanborn Road and to have it done as long as it does not exceed \$3,500.00.

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

The Township received a fax from residents on Tuttle Road dated November 13, 2012 regarding Waste Management's use of the Company's access gate.

OLD BUSINESS

For the Record: Jane Hawn-Jackson feels fracking is not good for Saybrook Township or the County as enough study has not been done on its safety issues.

#19 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to adopt as Policy #5837 the County Engineer's Model Roadway Use and Maintenance Agreement for Horizontal Drilling Projects and Infrastructure, a copy of which can be found in the Addendum.

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

Painting of the Cemetery Building will not be done until spring 2013 due to weather.

Ashtabula City Schools is willing to move forward with our Draft of Agreement to Install Flashing School Zone Lights on Sanborn Road. They are sending it to their legal counsel for review.

News Release for vacant seat on the Saybrook Township Board of Zoning Appeals - no letters of interest received.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Ashtabula County Safety Council held informative BWC Session on 10-30-12, Township Fiscal Officer attended which counts toward our required CEO/CFO attendance.
- Township Waterline Advisory Committee meeting scheduled for 11-21-12 has been re-scheduled to 12-19-12 at 7:00 pm in Jefferson. Also received minutes of the 9-19-12 meeting.
- Received Star Plus Bank Deposit Program information from State Treasurer representative, (we do not qualify).
- Sign in sheet for Loveland & Brosius' Zoning Training held 11-1-12 for Board of Zoning Appeals Members and Office Staff – (three Zoning Appeals Members, Zoning Inspector and three office staff attended).
- Ohio BWC Experience and Premium Worksheet for Saybrook Township for year beginning January 1, 2012.

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- Copy of invoice from Ashtabula City for 1/3 payment for School Traffic Signalization – our cost \$4,224.00 which was paid 11-2-12.
- Copy of Code Red invoice for change in date and time for Trick or Treat at a cost of \$176.80, was paid 11-13-12.
- Local Government News Release to change Trick or Treat to 11-3-12 from 4 – 6 pm
- A2Z Field Services letter regarding Ketcham Avenue property - faxed to County Auditors for taxing questions on this property.
- Ashtabula School's response to Trustee's inquiry regarding how the failed levy will affect busing in Saybrook, only busing as required will continue.
- Miscellaneous newsletters

NEW BUSINESS

Abstracts from BMV have been received except one and we have requested it. One Part-Time Firefighter has four points and a warning letter is being sent to him that he is only two points from being classified as an unacceptable driver per Policy 2151.

County Coastal Management Plan Stakeholders Meeting is 11-19-12 at 1:30 pm which the Fiscal Officer is hoping to attend.

County Engineer's Office is requesting the Township's Inventory by 1-13-2013. We still have not submitted the 2012 inventory because we are still waiting on the Water Rescue inventory to be completed by the Chief. These need to be done each year per the Ohio Revised Code.

We need Accident Boxes for all equipment to be update in the office. Supervisors need to set a date to bring in the boxes so we can have the required information in each vehicle/equipment.

County Waste Management District's meeting for recycling infrastructure plan for the County was 11-13-12 at 1:30 pm in Jefferson.

The following meeting times have been set for December 27, 2012:

- 6:00 pm, Firefighter's Dependents Fund Annual Meeting
- 6:10 pm, Records Committee Annual Meeting
- 6:15 pm, Trustee's Regular Meeting
- Immediately following the Regular Meeting the Reorganizational Meeting will be held

Articles of interest in the Ohio Township Association Newsletter – Grass roots Clippings:

- The Trustees stated they do not want to participate in CLOUT membership which costs \$200.00.
- There was an important article "Role of Townships in Public Health" in this issue.
- We will order one book "Zoning 101: A Practical Introduction" for Trustees and Zoning Boards to read, cost \$25.95.

One Trustee and the Chief have had NIMS training. Training will be scheduled for the Road Superintendent, Fiscal Officer, Office Manager, two Trustees and anyone else required.

Article regarding "Public Forum: An Opportunity for Citizen Comment at Trustee Meetings" can be found in the Addendum.

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A memo was posted in all Township buildings and sent to Water Rescue volunteers for employees who drive for the Township - need updated proof of insurance and copy of both sides of license turned into the office by 12-14-12, will also need same from Trustees and Fiscal Officer.

Robert Brobst met with the County Engineer regarding widening of Gerald Road. The County Engineer will present three options to widen this and the Trustees will review it when ready. The Township may need to buy more right of way on the east side of Gerald for this project

A house on Sanborn Road was discussed concerning a blocked creek that could be a flooding issue if we get a lot of rain. The Township will send a letter to the property owners concerning this.

There will be a Special Meeting on November 27, 2012 to review applications for the open Full-Time Firefighters position starting at 6:30 pm, (this will be done in Executive Session).

ANNOUNCEMENTS FOR THE RECORD

- November 22 & 23, 2012 – Offices closed for Holiday

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session to discuss possible disciplinary action of an employee, the open full time Firefighters position and clarification of Bargaining Agreement at approximately 8:35 pm. The three Trustees and Road Superintendent went into Executive Session and when the Road Superintendent came out at approximately 8:45 pm the Fiscal Officer and Office Manager went in.

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 9:25 pm.

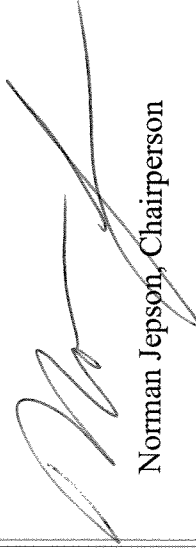
Roll Call Voting:	Robert Brobst	Yes
	Jane Hawn-Jackson	Yes
	Norman Jepson	Yes

No action was taken after returning to Regular Session.

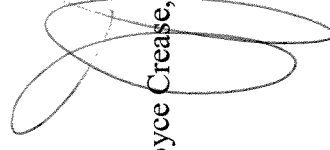
#22 Robert Brobst moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 9:25 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Joyce Crease, Fiscal Officer