

RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

NOVEMBER 22, 2011

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, Township Secretary Renee Kirk, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat and members of the public: William Davis, Bob Loudermilk and Jennifer Brough were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Fiscal Officer Marc Pope was not present at this meeting.

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 102 and 103) 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".

Township Secretary Renee Kirk 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 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to appoint Township Secretary Renee Kirk as Pro-tem for tonight's 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 dispense with the reading of the following Minutes:

October 25, 2011, Regular Meeting
November 1, 2011, Regular Meeting
November 15, 2011, Safety Committee Meeting

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 October 25, 2011, Regular Meeting Minutes.

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

#4 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the November 1, 2011, Regular Meeting Minutes.

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

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to receive for record purposes only the November 15, 2011, Employee Safety Committee Meeting Minutes.

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

FISCAL REPORT

Trustee Jepson presented the Fiscal Report since Fiscal Officer Marc Pope was not present at tonight's meeting.

#6 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants: 55191-55423

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Abstained (Due to one was for Brobst Enterprises)
Norman Jepson Yes

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then and Now Certificates over \$3000.00:

Koski Construction Co.	19918.89	Koski Construction Co.	60517.28
Medical Mutual of Ohio	54000.00	Melzers Fuel Service	3171.92
Hull & Associates, Inc.	74474.38	Dalin Auto Service	3245.38

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

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

Koski Construction Co.	19918.89	Koski Construction Co.	60517.28
Medical Mutual of Ohio	54000.00	Melzers Fuel Service	3171.92
Hull & Associates, Inc.	74474.38	Dalin Auto Service	3245.38
Warren Fire Equipment	310.75	Brobst Enterprises Inc.	2900.00
Truckmen Truck Services	1198.63	Cardiac Science Corp	1358.00
Dias Spring Service	1054.96	Tire Distribution Systems Inc.	1084.20
Melzer's Fuel Service Inc.	2712.71	M Tech	1894.00
Andrews & Pontious, LLC	2492.00	Napa Auto Parts	1067.99
Lakeshore Auto Parts	1060.06	Medical Mutual HRA	2730.48
Lake Truck Sales	1734.19		

Roll Call Voting: Jane Hawn-Jackson Yes
Robert Brobst Abstained (Due to Brobst Enterprises Purchase Order)
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 this report. The previous Month End was passed out earlier to the Trustees for their review.

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

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Total Cash Balance: \$1,687,747.68
Current Investment Accounts: \$ 898,719.06
Current Checking Account: \$ 789,028.62

#9 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

Trustee Jepson presented the Road Report since Road Superintendent Marc Pope was not present at tonight's meeting.

#10 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to modify Resolution 11100401 to state that the Koski Construction bid for paving of various roads in the amount of \$60,606.40 was received and approved once the County Engineer's office has reviewed and approved it and the County Prosecutor has approved as to form, along with required corresponding Purchase Order.

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

#11 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to contract with Koski Construction Company to do spot paving on Merchants Avenue, not to exceed \$20,000.00, along with the required corresponding Purchase Order.

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

#12 Jane Hawn-Jackson moved resolution, 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.

#13 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.

#14 Norman Jepson moved resolution, seconded by Robert Brobst to declare Unit 718 and two generators at Station 3 obsolete equipment and to sell them at auction.

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

#15 Norman Jepson moved resolution, seconded by Robert Brobst to hire Sharon Bradley and Kathryn Davis as Probationary Part-time Dispatchers at a rate of \$9.32 per hour per bargaining agreement (regular rate of \$9.56 minus 24 cents) based on their providing the required paperwork and then passing the Township's physical which includes a drug test.

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

#16 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to hire Joseph Edison and Keith Stewart as Probationary Part-time Firefighters at a rate of \$10.06 per hour per bargaining agreement (regular rate of \$10.30 minus 24 cents) based on their providing the required paperwork and then passing the Township's physical for firefighters which includes a drug test.

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

#17 Norman Jepson 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

Fire Chief John Jyurovat presented the Water Rescue Report.

#18 Norman Jepson moved, seconded by Jane Hawn-Jackson 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

Trustee Brobst told Chief Jyurovat that he is doing a good job.

PUBLIC

Jennifer Brough thanked the Trustees for passing the Land Property Maintenance Code.

For the record – A Conley Road resident called the Sheriff regarding loud noises and truck backup alarms going off at Dahlkempers at 4:00 am.

OLD BUSINESS

#19 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to modify Resolution #11100419 by approving the change to 13.3 of the Saybrook Township Fire Department Part-Timers Union Bargaining Agreement to state: If a firefighter is mandated to stay past the time of their shift, they will be compensated at time and one

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For the record: Office is waiting for required information from Part-time Union to allow for set up of the deduction of union dues for Saybrook Township Fire Department Part-Timers Union.

Trustee Jepson will meet with the IAFF Union and Robert Brobst will meet with the CWA Union regarding negotiations of contracts.

The Supervisors need to get the Employee Evaluations done which should have been done in October per Policy 2500.

Copies of License and Proof of Insurance from employees who drive for the Township are due. A notice was posted at the Road, Station 1 & 2, Office and the Trustees, they must be turned into office by 12-16-11.

It was announced that there will be no Open Special Monthly Meeting on December 6, 2011. The next Regular Trustee Meeting will be December 13, 2011. Trustee Jepson stated he will not be there.

#21 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the Zoning Inspector Robert Vaughn to continue working and being paid for extra hours as needed through December 31, 2011.

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

Norman Jepson read a letter from a City of Geneva Wastewater Treatment Plant employee regarding a grant the City of Geneva received to recycle fluorescent light bulbs and would like to meet with Trustees to make a presentation about the program.

#22 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following schedule for year-end meetings on December 27, 2011:

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

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

#23 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to appoint Robert Brobst and Norman Jepson to be the representatives for the Trustees on the Volunteer Firefighters Dependents Fund Annual Meeting.

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

ANNOUNCEMENTS FOR THE RECORD:

11-24-11, Holiday, Office Closed

11-25-11, Holiday, Office Closed

12-6-11, There will be no Special Monthly Meeting

#24 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session to discuss personnel issues at approximately 8:10 pm.

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Chairperson Jepson said there will be no action taken when they return to Regular Session. The three Trustees and Chief Jyurovat went into Executive Session.

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

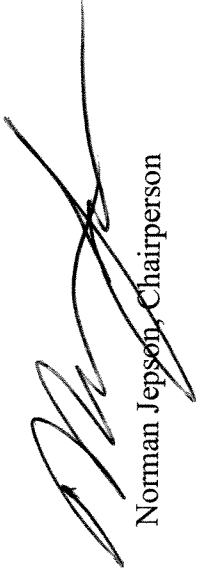
#25 Norman Jepson moved resolution, seconded by Robert Brobst to return to Regular Session at approximately 9:10 pm.


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

#26 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 9:10 pm.

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

The meeting was adjourned.


Norman Jepson, Chairperson


Renee Kirk, Township Secretary