

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

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

NOVEMBER 27, 2012

Held

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, Office Manager Lori Zebrasky and members of the public: Manette Robinson and Dean Moore 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 (job 158).

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

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

November 13, 2012, Regular Meeting
November 20, 2012, Safety Committee Meeting

Roll Call Voting:

| | |
|-------------------|-----|
| Robert Brobst | Yes |
| Jane Hawn-Jackson | Yes |
| Norman Jepson | Yes |

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the November 13, 2012, Regular Meeting Minutes.

Roll Call Voting:

| | |
|-------------------|-----|
| Robert Brobst | Yes |
| Jane Hawn-Jackson | Yes |
| Norman Jepson | Yes |

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to receive for record purposes only the November 20, 2012, Safety Committee Meeting Minutes.

Roll Call Voting:

| | |
|-------------------|-----|
| Robert Brobst | Yes |
| Jane Hawn-Jackson | Yes |
| Norman Jepson | Yes |

FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#4 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants: 57796 – 57896 (Check #57893 voided)

Roll Call Voting:

| | |
|-------------------|-----|
| Robert Brobst | Yes |
| Jane Hawn-Jackson | Yes |
| Norman Jepson | Yes |

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Then and Now Certificates over \$3,0000.00:
Ohio Treasurer, OPWC 9900.00

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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:

| | | | |
|----------------------|---------|-----------------------|---------|
| Ohio Treasurer, OPWC | 9900.00 | Warren Fire Equipment | 365.00 |
| VISA | 1222.90 | Medical Mutual | 2189.82 |

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

#7 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following additional Blanket Certificates:

| | |
|----------|---------|
| 04-A-07 | 1000.00 |
| 04-A-05 | 1000.00 |
| 10-A-15 | 1000.00 |
| 21-A-02A | 250.00 |

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 to the Trustees for their review.

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

| | |
|------------------------------|-----------------|
| Total Cash Balance: | \$ 1,504,012.69 |
| Current Investment Accounts: | \$ 1,041,495.23 |
| Current Checking Account: | \$ 462,517.46 |

#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

There is no written report. Road Superintendent Marc Pope is not present at tonight's meeting.

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

A noise resolution will be discussed at the December 11, 2012 Open Special Meeting at which will start at 6:30 pm.

#9 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive the Zoning

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Report, a copy of which can be found in the Addendum.

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

FIRE REPORT

There is no written Fire Report. The Township received a letter from Saybrook IAFF Union regarding the fill-in procedures and qualifications and was discussed.

#10 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to change the fill in procedures as follows:

In the event of a call off less than 12 hours prior to the start of their shift, the fill shall be run in five minute intervals to ensure the shift is filled prior to the start of the shift. This is to be a standard procedure and there is no reason to get approval prior to starting the fill. Notification of this event will be given to the Fire Chief and Officer in charge at the earliest convenience.

Hours worked will be as follows: eight, twelve, sixteen, and twenty-four. In the event someone takes eight hours 0700-1500 the rest of the day shall be in eight hour increments; 1500-2300, 2300-0700, 1500-0700. Also for example if someone takes the back half 1900-0700, the only shift available will be the front half 0700-1900. No longer will you be able to come in late or leave early for a fill-in shift. This will also prevent one person from taking eight hours and the next person taking twelve hours and leaving four hours unfilled on the schedule.

The new fill-in procedure will read call the first time to make contact with the individual and on the second attempt, to contact them via page.

Fill-in driver qualifications: Level 2 Firefighter/Paramedic. All the individuals currently on the fill-in list will remain on the list. Said changes are only being applied to employees wishing to become fill-in qualified.

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

SAFETY

The Office Manager and Fiscal Officer completed the Accident Analysis Training on line on 11/21/12 which is a requirement for BWC Drug Free Safety Program. A copy of the Certificate can be found in the Addendum.

PUBLIC

Mrs. Robinson of Forman Road set up a meeting here for the residents to talk with ODOT regarding the plans for widening of Route 90 bridges which will affect Forman Road residents and the Township.

A resident reported the smell of sewer in Hallwood from the storm sewer. The Acting Road Superintendent inspected it and could smell a strong odor. It was reported to the Health Department and the County Sanitary Engineer is working on this.

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A resident would like a street light at the intersection of Austinburg Road and Old Austinburg Road. He stated there have been several accidents there, however, the State Highway Patrol records show only two accidents in last three years. The resident would also like a street light at Munson and Rt. 84. The Township will need to get information on the cost of streetlights and this will be discussed further at the Open Special Meeting on December 11, 2012 at 6:30 pm.

The Dog Warden contacted us about a North Bend property that has several animals not being treated properly. The Township contacted the Health Department regarding this. The Dog Warden will contact the Humane Society.

A Florence Avenue resident called to thank the Township Road Department for the great job they do on the roads.

OLD BUSINESS

NIMS training requirements were discussed. A meeting will be set up with Tim from EMA to discuss which employees must have NIMS training and what classes they are required to have.

#11 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to hire Robert Erb at a cost of \$350.00 to have a Drug Free Training at the Administrative Office before year end and to have a DVD made of it.

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

The Township has not received Employee Safety Manual Sign Off Forms from 5 Road, 19 Fire, 10 Water Rescue Employees, 2 Trustees and Fiscal Officer – Memo put in November 15, 2012 paychecks or mailed. Another reminder will be put in the November 29, 2012 paychecks.

The Water Rescue Inventory for 2012 still needs to be completed by the Fire Chief.

An e-mail was received from a Tuttle Road resident regarding the use of Waste Management's access gate. (Photographs taken by the Township of the sign he is referring to in his letter can be found in the Addendum.) A letter will be sent referring to previous correspondence.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Copy of Boiler Certificate of Operation for Station 1 – original sent to Station
- Request for donation from Hospice of the Western Reserve
- Oil & Gas Pipeline Easement Meeting is on 12-4-12 at 6:30 pm in Warren, OH – Zoning Inspector Vaughn will attend
- Unsigned letter from visitor to Saybrook regarding poor upkeep of properties in the Township
- List of Part Time Firefighters and Dispatchers who received a bonus on November 20, 2012 per the Bargaining Agreement
- Medicare Revalidation for EMS was emailed to Station 1 to do
- Medicare must have current Drug License to them by 12-15-12 – a notice was sent to Station 1 to do
- Miscellaneous newsletters

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NEW BUSINESS

Received OTARMA ballot for Board elections and biographies for each candidate, no action was taken.

The Open Special Meeting on December 4, 2012 has been rescheduled for December 11, 2012 at 6:30 pm; street lights, noise resolution and purchase of IT equipment will be discussed.

Twenty nine (29) employees have not turned in proof of insurance and/or their current license. The Supervisors have been notified and notices posted in Station 1, 2, Road and Administrative Buildings.

#12 Norman Jepson moved resolution, seconded by Robert Brobst to send a memo to all employees/volunteers stating that they will not be able to work if they have not provided the office with current copies of their drivers license and proof of insurance by December 14, 2012.

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

#13 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to send a letter to the City Manager requesting a meeting to discuss the redefining borders, that all incorporated parcels be annexed into Ashtabula City and then will be no “incorporated” areas of Saybrook Township.

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

ANNOUNCEMENTS FOR THE RECORD

Meeting times set for December 27, 2012 are as follows:

- 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

#14 Jane Hawn-Jackson moved resolution to go into Executive Session at 8:50 pm to discuss possible employee discipline, action may be taken after returning to the Regular Session. The three Trustees went into Executive Session.

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

#15 Jane Hawn-Jackson moved resolution to return to Regular Session at approximately 9:05 pm.

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

No action was taken.

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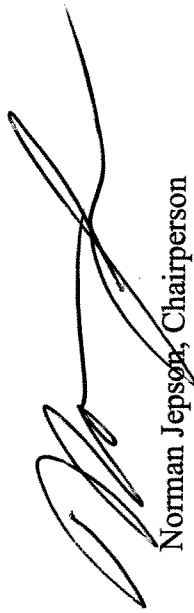
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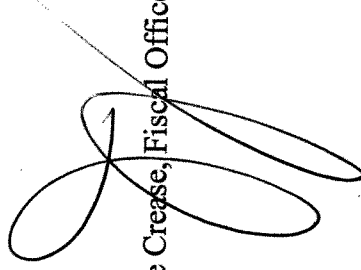
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The meeting was adjourned at approximately 9:05 pm.



Norman Jepson, Chairperson



Joyce Creese, Fiscal Officer