

RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK INC., FORM NO. 10148

Held _____ DECEMBER 11, 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, Fiscal Officer Joyce Crease, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat, Road Superintendent Marc Pope, Office Manager Lori Zebrasky and member of the public Kathleen Kennedy were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Trustee Jane Hawn-Jackson was not present, therefore no vote will be reflected for her.

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 (job162).

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 Norman Jepson to dispense with the reading of the following Minutes:

November 13, 2012, Special Meeting
November 27, 2012, Special Meeting
November 27, 2012, Regular Meeting

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#2 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Minutes:

November 13, 2012, Special Meeting
November 27, 2012, Special Meeting
November 27, 2012, Regular Meeting

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

One cemetery deed was signed.

FISCAL REPORT

Norman Jepson read the Fiscal Report.

#3 Robert Brobst moved resolution, seconded by Norman Jepson to pass a resolution approving the following Warrants: 57901-58006 (Checks #57897-57900 voided).

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#4 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Then and Now Certificate over \$3,0000.00: Melzers Fuel \$4167.92

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

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#5 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Purchase Orders:

Melzers Fuel	4167.92	Loveland & Brosius, LLC	1782.00
Lakeshore Auto Parts	1427.02	Medical Mutual HRA	2218.85
Dalin Auto Service	1178.62	Illuminating Co.	1200.00

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#6 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following additional Blanket Certificates:

10A07 1377.80 10A10V 1000.00

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

For the Record: we received the notice from Ohio Public Works Commission that Koski Construction Company received a check for \$85,060.47 for Wade Avenue Improvements Project CGV20. This amount was received as a memo receipt showing it received and expended by the Township for record purposes.

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:	\$ 1,417,439.57
Current Investment Accounts:	\$ 1,041,495.23
Current Checking Account:	\$ 375,944.34

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

Voting: Robert Brobst Yes
Norman Jepson Yes

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

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

Voting: Robert Brobst Yes
Norman Jepson Yes

ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report.

Discussion took place to possibly ask the Chairpersons on both the Zoning Commission and Board of Zoning Appeals to send letters to their Board Members stating if they do not want to attend meetings or trainings to resign so that the Township could recruit members who would be active members.

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#9 Norman Jepson moved resolution, seconded by Robert Brobst to ask the Chairpersons on both the Zoning Commission and Board of Zoning Appeals to send letters to their Board Members stating if they do not want to attend meetings or trainings to resign so that the Township could recruit members who would be active members.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

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

Voting: Robert Brobst Yes
Norman Jepson Yes

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

#11 Norman Jepson moved resolution, seconded by Robert Brobst to contract with Grainger Auto Body and Frame, Inc. to repair Squad 719, after it was struck by two deer on December 7, 2012 on Munson Hill Road, at a cost of \$2,826.78, along with the required corresponding purchase order. We have received a check from OTARMA in the amount \$2,576.78 (the \$250.00 deductible was deducted) for this repair.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#12 Norman Jepson moved resolution, seconded by Robert Brobst to approve Part-time Firefighter Justin McNeil, who has completed the qualifications for the fill-in list, to take fill-in shifts at a rate of \$12.90 per hour per Bargaining Agreement effective December 13, 2012.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#13 Norman Jepson moved resolution, seconded by Robert Brobst to approve Full-time Firefighter Gary VanNorman, who has completed 20 years of service as a Full-time Firefighter, 72 hours additional vacation and a rate increase from \$20.36 to \$20.66 per hour per Bargaining Agreement, effective October 23, 2012 and to pay a 30 cent increase retroactive to October 23, 2012 in the amount of \$109.26.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#14 Norman Jepson moved resolution, seconded by Robert Brobst to offer employment to Diana Adkins and Connie Busch as Probationary Part-time Dispatchers at a rate of \$9.86 per hour per Bargaining Agreement based on their providing the required paperwork and then passing the physical which includes a drug screen.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

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

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

WATER RESCUE SERVICES

Received Activity Reports for Sept. thru Nov. 2012 as follows:

- September 10, 2012, Public Safety Demo, 2 attended
- September 22, 2012, Drill Roaming Shores, 4 attended
- October 2, 2012, Return jet skis to service, 2 attended
- October 4, 2012, Drill – dive/shore support/sonar, 4 attended
- November 17, 2012, practice, 6 attended

SAFETY

Received two Incident Reports:

- Deer hit squad, no other vehicle involved, no injuries
- Resident fell coming into the Administrative Office, no injuries

PUBLIC

The Health Department ran a rabies test on a raccoon from the Hallwood/Billow Beach area which was negative.

OLD BUSINESS

The Water Rescue Inventory for 2012 has been completed by the Chief.

The Township received the last of Abstract Driver's Records; all employees are in compliance with the Township Policy.

The Project Agreement for School Zone Flashing Signals on Sanborn Road was reviewed but the Trustees feel some changes still need to be made to it before signing/approval.

The Township received a letter from a resident interested in filling the open Board of Zoning Appeals seat.

The problem with the Alltel invoice (who it's addressed to) has not yet been resolved even though we have made several attempts to get it changed.

Annual reviews are completed for two office staff, have not received any reviews from the Road and Fire Department.

#16 Norman Jepson moved resolution, seconded by Robert Brobst to rescind Resolution #12112707 Special Meeting regarding boot reimbursement. The Trustees will approve the Township to pay \$150.00 over a three year period for boots. Employees who spend more than the allowed amount will be responsible for the difference; they cannot use money out of the uniform allowance to cover boot expenses over \$150.00 in that three year period. If an employee purchases boots over \$150.00, they must reimburse the Township any boot expenses over \$150.00 in that three year period if it was purchased through one of our approved vendors. If the employee purchases boots through another vendor, the Township will reimburse them up to \$150.00 in that three year period.

Roll Call Voting: Robert Brobst Yes

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Norman Jepson Yes

#17 Norman Jepson moved resolution, seconded by Robert Brobst to modify Resolution 12112710 to add that the new "Fill-in Procedures and Qualifications" would only apply to employees hired after November 27, 2012.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

The Fire Chief is working on scrapping Engine 721 and getting quotes for scrapping the old squad.

The Township received an e-mail from ODOT regarding the Rt. 90 and Forman Road bridge project which includes a gas line relocation. We are still waiting to hear when or if they will meet with Trustees and residents about the project.

COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Second notice regarding license, proof of insurance, annual PFT and sign off for Employee Safety Manual was put in the 11-29-12 paychecks and mailed to employees who did not receive a check. A list was given to the Unions on 12-11-12 of employees who we have not received license and or insurance copies – 1 Road, 9 PT Firefighters, 1 Full-time Firefighter and 7 Water Rescue. We have not received 17 employees sign offs for Employee Safety Manuals – 1 Road, 9 PT Firefighters, 2 Dispatchers and 5 Water Rescue.
- Township Full time Employees Report of Sick Time Hours Use and Earned 3rd Quarter 2012 were posted at Administration, Road and Station
- 1. Vaughn and Jyurovat will need to be added effective January 1, 2012.
- Received Dominion East Ohio notification of possible increase in rates.
- Notice was posted on 12-7-12, Drug Free Training will be 12-14-12, 19 employees still need to do the training before year end.
- Received a copy of a letter from County Department of Environmental Services to Saybrook Landings Retirement regarding a violation.
- Miscellaneous newsletters

NEW BUSINESS

The elimination of the Special Monthly Meetings and to change the Regular Meetings starting at 6:30 pm will be addressed at the year-end Reorganizational Meeting.

#18 Norman Jepson moved resolution, seconded by Robert Brobst to have the Fire Department track annual PFT, insurance coverage and license renewal for all Fire personnel using their software that is capable of doing it.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

For the Record: Norman Jepson and Robert Brobst will be the two legislative representatives for the Trustees at the Firefighters Dependents Annual Meeting (12-27-12 at 6:00 pm).

ANNOUNCEMENTS FOR THE RECORD

December 25, 2012, Closed for Holiday

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

- 6:00 pm, Firefighter's Dependents Fund Annual Meeting

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- 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

#19 Robert Brobst moved resolution, seconded by Norman Jepson to go into Executive Session at 8:15 pm to discuss possible employee discipline. Two Trustees and the Road Superintendent went into Executive Session.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#20 Robert Brobst moved resolution, seconded by Norman Jepson to return to the Regular Session at 8:25 pm.

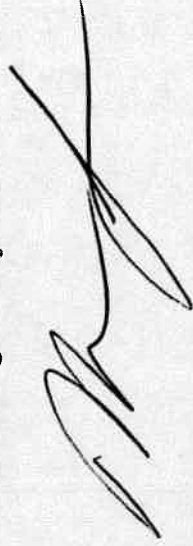
Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

Not action was taken after returning to Regular Session.

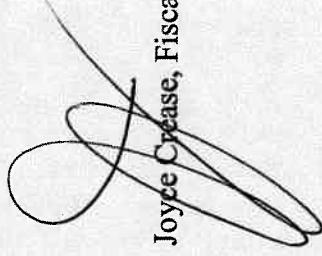
#21 Robert Brobst moved, seconded by Norman Jepson to adjourn the meeting at 8:25 pm.

Voting: Robert Brobst Yes
Norman Jepson Yes

The meeting was adjourned.



Norman Jepson, Chairperson



Joyce Crease, Fiscal Officer