

RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

20

DECEMBER 13, 2011

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 7:30 P.M. by Vice Chairperson Robert Brobst and Trustee Jane Hawn-Jackson, Fiscal Officer Marc D. Pope, Fire Chief John Jyurovat and members of the public: Andrew Branik, Kathleen Kennedy and Dawn Cragon were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Chairperson Norman Jepson was not present at tonight's meeting and therefore no vote will be reflected for him.

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 104) or, upon request; it can be copied onto a CD at the current cost of the CD.

Vice Chairperson Robert Brobst led the assembly in saying "The Pledge of Allegiance".

Fiscal Officer Marc Pope 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 dispense with the reading of the following Minutes:
November 22, 2011, Work Session
November 22, 2011, Regular Meeting

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

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

November 22, 2011, Work Session
November 22, 2011, Regular Meeting

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

Two cemetery deeds were signed.

FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#3 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Warrants: 55424 – 55526 (excluding check #55521 to Brobst Enterprises for \$1100.00)

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

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

Medical Mutual HRA	3774.31	Illuminating Company	15000.00
Kinder Morgan	5053.02	Pipelines Inc.	6203.00
Koski Construction	16975.00	Lake Truck Sales	5188.04

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

#5 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve all the following Purchase Orders except Brobst Enterprises for \$1100.00:

Medical Mutual HRA	3774.31	Illuminating Company	15000.00
Kinder Morgan	5053.02	Pipelines Inc.	6203.00
Koski Construction	16975.00	Lake Truck Sales	5188.04
Security Technologies	416.20	Ziegler Heating Co.	1170.00
Truckmen Truck Services	1274.35	PennOhio Corp.	1748.45
Dave Palinkas	2853.00	Melzer's Fuel	2288.69
Huntington Insurance	100.00	Dias Spring Service	817.24
Dalin Auto Service	2298.57	Burnham & Flower	2650.00
Andrews & Pontius	2000.00		

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

#6 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following additional Blanket Certificate: 01-J-01 \$300.00

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

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to accept the Amended Official Certificate of Estimated Resources for the Township of Saybrook for the Fiscal Year beginning January 1, 2011 by the amounts and rates as determined by the Budget Commission and authorizing the necessary Tax Levies and certifying them to the County Auditor as follows:

<u>FUND</u>	<u>TOTAL</u>
General Fund	\$ 732,224.44
Special Rev. Fund	\$3,301,533.03
Debt Service Fund	\$ 0
Capital Projects	\$ 361,700.00
Special Assess.	\$ 73,800.00
Enterprise	\$ 0
Internal Service	\$ 0
Fiduciary Funds	\$ 6,470.00
Total	<u>\$4,475,727.47</u>

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

#8 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to send a letter to the County auditor requesting he increase appropriations in the Cemetery Fund (Fund 5) by \$3,000.00 due to increase in revenues in that fund.

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

#9 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the purchase of a Fire Department Command Vehicle which will be paid out of Fire Funds not to exceed \$32,000.00 through the State Cooperative Purchasing Dealer

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Taylor Chevrolet in Lancaster, Ohio for a 2012 Chevy Tahoe Model CC10706. This price does not include any of the extras for lettering, radios, lights, etc.

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

FYI: No Part Time Union Dues have been deducted since we have not received the required paper work.

As recommended by the State Auditors, a copy of the System Status, Appropriation Status, Receipt Account Status, Fund Status and Pending Warrants can be found in the Addendum. The previous Month End was passed out earlier for the Trustee's review.

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

Total Cash Balance:	\$1,694,926.70
Current Investment Accounts:	\$ 898,719.06
Current Checking Account:	\$ 796,207.64

#10 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

ROAD REPORT

Road Superintendent Marc Pope presented the Road Report.

#11 Jane Hawn-Jackson moved, 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

ZONING REPORT

Trustee Jane Hawn-Jackson presented the Zoning Report because Zoning Inspector Robert Vaughn was not present at tonight's meeting.

#12 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

FIRE REPORT

Fire Chief John Jyurovat presented the Fire Report.

#13 Jane Hawn-Jackson 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

**RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES**

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Held DECEMBER 13, 2011

20

COMMUNICATION/CORRESPONDENCE (Continued)

- Certificate of Membership of Ohio Wine Producers Association (County Tourism Ad for hotels paid with bed tax monies)
- Cole Safety Consulting e-mail confirming the Employee Safety Committee Meeting will be on December 20, 2011 at 7:30 am at the Administrative Office, Committee Members have been notified
- Miscellaneous newsletters

NEW BUSINESS

#16 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go with the new PEBA 1250 Dental Plan 2012 at a cost to the Township per month of \$25.89 for single employee, \$50.03 for employee and one dependent and \$89.07 for employee and two or more dependents.

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

#17 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve payment of \$2,853.00 to Dave Palinkas at 6250 Sanborn Road for roof repairs from tree in our right-of-way falling on his house, along with corresponding Purchase Order. The Township will submit a claim to our insurance company.

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

#18 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve Atech (Vo-Ed) storing their Engine Pumper in Station 3, with a signed Hold Harmless signed by their Superintendent.

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

For the Record – The Trustees took no action to modify our protocol on contractors to excavate and working in Township right-of-ways per OTARMA’s recommendation.

For the Record - Bond Renewal Forms for Fiscal Officer and one Trustee were e-mailed to OTARMA on 12-9-11. Both need to be sworn in prior to beginning of their next term.

For the Record - OTARMA Liability Insurance Renewal Questionnaire was given to the Fiscal Officer and Chief on 12-9-11 and needs to be completed ASAP.

#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to carry-over to 2012 paid time off of approximately 8 hours for Full-time Secretary and 65 hours for Office Manager, due to extended medical leave being unable to take in 2011.

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

For the Record - New Federal Regulations for CDLs - CDL Self-Certification must be done by Road Department Employees beginning January 30, 2012. The Road Superintendent has notified employees.

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ANNOUNCEMENTS FOR THE RECORD

- 12-26-11, Holiday, Office Closed
- 12-27-11, 6:45 pm, Firefighters Dependents Fund Annual Meeting
- 12-27-11, 6:50 pm, Records Committee Meeting
- 12-27-11, 7:00 pm, Regular Meeting, immediately followed by the Trustee's Reorganizational Meeting

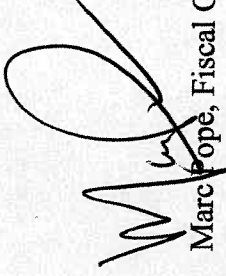
#20 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 8:55 pm.

Voting:	Jane Hawn-Jackson	Yes
	Robert Brobst	Yes

The meeting was adjourned.



Robert Brobst, Vice Chairperson



Marc Pope, Fiscal Officer