

**RECORD OF PROCEEDINGS  
SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BANK, INC., FORM NO. 10148

Held DECEMBER 14, 2010

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The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 7:30 P.M. by Chairperson Robert Brobst; with Trustees Norman Jepson, Fiscal Officer Marc D. Pope, Fire Chief John Jyurovat, Zoning Inspector Robert Vaughn and members of the public Rosalie Keller, Tony Korzun, Dawn Cragon, Mark Astorino and Kevin Cragon 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 the Saybrook Township Administrative Office (file #55) or, upon request; it can be copied onto a CD at the current cost of the CD.

Chairperson Robert Brobst led the assembly in the Pledge of Allegiance to the Flag.

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 Norman Jepson moved resolution, seconded by Robert Brobst to dispense with the reading of the following Minutes:  
November 23, 2010, Special Meeting  
November 23, 2010, Regular Meeting

Roll Call Voting:      Norman Jepson      Yes  
                                 Robert Brobst      Yes

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

November 23, 2010, Special Meeting  
November 23, 2010, Regular Meeting

Roll Call Voting:      Norman Jepson      Yes  
                                 Robert Brobst      Yes

There was one cemetery deed on the table to be signed.

**FISCAL REPORT**

Marc Pope read the Fiscal Officer's Report.

#3 Norman Jepson moved resolution, seconded by Robert Brobst to approve the following warrants: 52902 – 53015

Roll Call Voting:      Norman Jepson      Yes  
                                 Robert Brobst      Yes

#4 Norman Jepson moved resolution, seconded by Robert Brobst to approve the following Then and Now Certificate over \$3000.00:  
Medical Mutual                              11000.00  
PennOhio Corp.                                17000.00  
Andrews & Pontius                            10000.00

Roll Call Voting:      Norman Jepson      Yes  
                                 Robert Brobst      Yes

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

|                    |          |                 |         |
|--------------------|----------|-----------------|---------|
| Medical Mutual     | 11000.00 | Melzer's Fuel   | 2000.00 |
| PennOhio Corp.     | 17000.00 | Ceridian        | 100.00  |
| Andrews & Pontius  | 10000.00 | OTARMA          | 128.00  |
| Truckmen Truck     | 1600.00  | Ziegler Heating | 660.00  |
| Dalin Auto Service | 700.00   |                 |         |

Roll Call Voting: Norman Jepson Yes  
Robert Brobst Yes

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

|          |        |
|----------|--------|
| 04-A-05  | 865.49 |
| 04-A-07  | 317.28 |
| 10-A-10E | 280.40 |
| 10-A-10V | 535.81 |

Roll Call Voting: Norman Jepson Yes  
Robert Brobst Yes

## FOR THE RECORD

As recommended by the State Auditors, a copy of the System Status, Appropriations Status, Receipt Account Status, Fund Status and Pending Warrants are attached to this report. The previous Month End was passed out earlier for your review.

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

|                              |              |
|------------------------------|--------------|
| Total Cash Balance:          | 1,423,536.55 |
| Current Investment Accounts: | 1,384,315.56 |
| Current Checking Account:    | 39,220.99    |

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

Voting: Norman Jepson Yes  
Robert Brobst Yes

## ROAD REPORT

Road Superintendent Marc Pope read the Road Report.

#8 Norman Jepson moved resolution, seconded by Robert Brobst to authorize retroactive payment of \$61.10 to Road Department employee Doug Jones effective 8-31-10 for his 5 year anniversary rate increase, (the rate increase was already approved - resolution #10081009).

Roll Call Voting: Norman Jepson Yes  
Robert Brobst Yes

#9 Norman Jepson moved resolution, seconded by Robert Brobst to increase Road Department employee Justin Stark's hourly rate from \$20.30 to \$20.40 per bargaining agreement for 5 year anniversary effective 12-5-10.

Roll Call Voting: Norman Jepson Yes  
Robert Brobst Yes

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

Voting: Norman Jepson Yes  
Robert Brobst Yes

**ZONING REPORT**

Robert Vaughn presented the Zoning Report.

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

Voting: Norman Jepson Yes  
Robert Brobst Yes

**FIRE REPORT**

Chief John Jyurovat read the Fire Report.

#12 Norman Jepson moved resolution, seconded by Robert Brobst to raise Part-time Dispatcher Hailey Burns from \$7.98 per hour to Probationary status regular rate of \$9.06 less .24 cents = \$8.82 per hour since she has completed her training and can sign up on 12-20-10 for January shifts.

Roll Call Voting: Norman Jepson Yes  
Robert Brobst Yes

#13 Norman Jepson moved resolution, seconded by Robert Brobst to raise Part-time Dispatcher Erica Miles from \$7.98 per hour to Probationary status regular rate of \$9.06 less .24 cents = \$8.82 per hour since she has completed her training and can sign up on 12-20-10 for January shifts.

Roll Call Voting: Norman Jepson Yes  
Robert Brobst Yes

#14 Norman Jepson moved resolution, seconded by Robert Brobst to raise Part time Firefighter Brandon Sundman from \$7.98 per hour to Probationary status regular rate of \$9.60 less .24 cents = \$9.36 per hour since he has completed his training and begin to take shifts effective 12-16-10 and can sign up on 12-22-10 for January shifts.

Roll Call Voting: Norman Jepson Yes  
Robert Brobst Yes

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

Voting: Norman Jepson Yes  
Robert Brobst Yes

**WATER RESCUE REPORT**

Chief John Jyurovat read the Water Rescue Report.

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

Voting: Norman Jepson Yes  
Robert Brobst Yes

# RECORD OF TOWNSHIP RUNGERS

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## SAFETY

For the record:

- One incident Report, PT Firefighter while backing up Squad 719 scraped yellow post outside bay, minor damage to 719's trim, no physical injuries
- Scott Cole is reviewing BWC and CDL Drug Free Compliance

#17 Norman Jepson moved, seconded by Robert Brobst to receive the Safety Report.

|         |               |     |
|---------|---------------|-----|
| Voting: | Norman Jepson | Yes |
|         | Robert Brobst | Yes |

## PUBLIC

Dawn Cragon inquired as to the status of the police protection contract.

Mark Astorino asked for an update on the Township acquiring the Stonegate retention pond.

John Mead inquired if it's the Township's intent to put a levy on the ballot in May for police protection.

## OLD BUSINESS

For the record - Stonegate Detention Pond – we have received a response from Prosecutor's office and we are waiting for a reply from insurance company.

For the record - The Township received the required paperwork for the transfer of ownership for the PBR Boat to Gamewardens of Vietnam Association – the boat needs to be removed from inventory.

#18 Norman Jepson moved resolution, seconded by Robert Brobst to remove the Water Rescue PBR Boat from inventory.

|                   |               |     |
|-------------------|---------------|-----|
| Roll Call Voting: | Norman Jepson | Yes |
|                   | Robert Brobst | Yes |

## COMMITTEE REPORTS

Fire Station Rehab Committee, rehab of Fire Station 1 is still moving along.

## COMMUNICATION/CORRESPONDENCE FOR THE RECORD (All of which can be found in the Addendum)

- Private Organization - Fund for Our Economic Future is requesting suggestions and projects
- Updated BWC screening thresholds for drug testing was faxed to State Road Medical
- SERB Notice of Election for PT Firefighters and Dispatchers was posted in the Office and Station 1
- Letter sent to County Engineer concerning off road ditching of private property
- News Release - the Zoning Commission will hold two Special Meetings regarding the draft Zoning Text and Map on December 13<sup>th</sup> and December 14<sup>th</sup> at 10:00 am. The December 14<sup>th</sup> meeting has been rescheduled due to the bad weather to December 20<sup>th</sup> at 10:00 am.
- 911 requested information since October and still have not received it from the Fire Chief
- Letter sent to the County Engineer regarding the Township's right of way on

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New London, used for turn-around

- NOPEC, we have established a separate account for grant or other source of funding as required
- Benefit Management Services of OH would like to review and quote us on BWC Group Rating Program
- Star Beacon article about Dean Hood of Saybrook who was inducted into the Ashtabula County Football Hall of Fame
- Leadership Ashtabula County letter requesting a donation
- County Engineer Road Opening Report–Austinburg Road from Munson Hill to Forman Road now open
- Fair Housing Resource Center, free Fair Housing Seminar on 1-21-11 at 12:30 pm was posted in the Administrative Office
- OPERS Employer Notice, 2011 IRS Compensation and Contribution Limits
- Miscellaneous newsletters

#### NEW BUSINESS

#19 Norman Jepson moved resolution, seconded by Robert Brobst not to renew the computer service contract at Station 1 with Dell when it expires on 1-22-11.

Roll Call Voting:      Norman Jepson      Yes  
                                 Robert Brobst      Yes

#20 Norman Jepson moved resolution, seconded by Robert Brobst to rescind Resolutions 10112302 and 10112303 regarding changes to the Zoning Inspector's Job Description, (changes were already passed in January, 2010).

Roll Call Voting:      Norman Jepson      Yes  
                                 Robert Brobst      Yes

#21 Norman Jepson moved resolution, seconded by Robert Brobst to enter into a contract with Northeast Xerox to lease a WC3550X Copy, Print, Fax and Scan machine for Fire Station 1 at a cost of \$62.13 per month for 60 months.

Roll Call Voting:      Norman Jepson      Yes  
                                 Robert Brobst      Yes

Chief Jyurovat will work with the County Building Department and County Health Department in getting the open and unsecured Ninevah Road houses secured.

For the record – We received the ballot to vote for the OTARMA Board of Directors. No action was taken.

#22 Norman Jepson moved resolution, seconded by Robert Brobst to renew full-time employee's dental coverage with Delta Dental at the new rates of \$25.89 per month for employee only coverage and \$69.17 per month for employee with one or more dependents coverage, (will renew automatically by making payment of new rates), a copy of which can be found in the Addendum.

Roll Call Voting:      Norman Jepson      Yes  
                                 Robert Brobst      Yes

#### ANNOUNCEMENTS FOR THE RECORD:

- 12-20-10, 10:00 AM, Zoning Commission Meeting, Zoning Text & Map  
(This replaces the 12-14-10 meeting)

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- 12-21-10, 7:30 AM, Employee Safety Committee Meeting
- 12-24-10, Christmas Eve Holiday – Office Closed
- 12-28-10, 6:45 PM, FF Dependents Fund Annual Meeting  
6:50 PM, Records Committee  
7:00 PM, Regular Meeting, Reorganizational Meeting to follow

#23 Norman Jepson moved resolution, seconded by Robert Brobst to go into Executive Session at 8:11 pm to discuss compensation of Full-time Firefighters contract, no action will be taken.

Roll Call Voting:      Norman Jepson      Yes  
                                 Robert Brobst      Yes

#24 Norman Jepson moved resolution, seconded by Robert Brobst to return to Regular Session at 8:30 pm.

Roll Call Voting:      Norman Jepson      Yes  
                                 Robert Brobst      Yes

#25 Norman Jepson moved, seconded by Robert Brobst to adjourn the meeting at 8:31 pm.

Voting:                  Norman Jepson      Yes  
                                 Robert Brobst      Yes

The meeting was adjourned.



Robert Brobst, Chairperson



Marc D. Pope, Fiscal Officer