

# RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

December 22, 2014

Held

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 2:00 pm by Chairperson Norman Jepson, along with Trustees Robert Brobst a Jane Hawn-Jackson, Fiscal Officer Larry Johnson, Office Manager Lori Zebrasky, Fire Chief John Jyurovat, and Zoning Inspector Robert Vaughn 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 12222014).

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 state so for the record. No one recording.

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

- a. December 9, 2014, Reorganization Meeting
- b. December 9, 2014, Regular 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 approve the following Minutes:

- a. December 9, 2014, Reorganization Meeting
- b. December 9, 2014, Regular Meeting

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

## SAFETY REPORT

No written report at this time.

## FISCAL REPORT

Fiscal Officer Larry Johnson, presented the Fiscal Report.

#3 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve Warrants 62941 thru 63025.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Regular and then and now purchase orders 119-2014 thru 127-2014

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

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#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Super Blanket Certificate: 95-2014 thru 97-2014

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

As recommended by the State Auditors, a copy of the Bank Reconciliation Summary, Appropriation Summary, Revenue Summary, Payment Listing and Payroll Listing are in the report binder for your review and signature.

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

Total Cash Balance:	\$ 1,403,135.75
Current Investment Accounts:	\$ 1,040,588.89
Current Checking Account:	\$ 362,546.86

#6 Norman Jepson moved, seconded by Jane Hawn-Jackson to accept 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

No written report at this time.

## ZONING REPORT

Zoning Inspector Robert Vaughn presented the Zoning Report

#7 Norman Jepson moved resolution, seconded by Robert Brobst to update the Application for Conditional Use Permit with a user friendly application that was presented to the board, the zoning department request that it be implemented.

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

#8 Norman Jepson moved, seconded by Jane Hawn-Jackson to accept 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

No written report at this time

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**WATER RESCUE REPORT**

No report at this time

**PUBLIC**

No members of the public spoke.

**OLD BUSINESS**

No report at this time.

**COMMITTEE REPORTS**

No reports at this time.

**COMMUNICATION/CORRESPONDENCE**

- Austinburg News Letter

**NEW BUSINESS**

#9 Norman Jepson moved resolution, seconded by Robert Brobst to remove a paragraph in the Policies and Procedures book, Personnel 2900/page 1 under Termination (thirty percent 30% unused accumulated sick leave shall be paid to a member upon retirement.) this paragraph is addressed in Personnel Sick Time: Accumulation & Use, 2310 page 3.

Roll Call Voting:

Jane Hawn-Jackson Yes  
Robert Brobst Yes  
Norman Jepson Yes

#10 Norm Jepson moved resolution, seconded by Jane Hawn-Jackson to renew the Lease agreement of a house located at 5036 Lake Road West, Ashtabula, Ohio, between Saybrook Township and Robert Fortune for \$700.00 per month from February 1, 2015 to January 31, 2016 for the purpose of housing firefighters while on duty at Station 2.

Roll Call Voting:

Jane Hawn-Jackson Yes  
Robert Brobst Yes  
Norman Jepson Yes

#11 Norm Jepson moved resolution, seconded by Jane Hawn-Jackson to allow Renee Kirk to carry over one (1) day of vacation into the New Year 2015, Which she will use January 2, 2015.

Roll Call Voting:

Jane Hawn-Jackson Yes  
Robert Brobst Yes  
Norman Jepson Yes

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with the Firm of Andrews & Pontius LLC for employee related issues at a rate of \$160.00 per hour.

Roll Call Voting:

Jane Hawn-Jackson Yes  
Robert Brobst Yes  
Norman Jepson Yes

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#13 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with the Firm of Brosius, Johnson & Griggs, LLC (Loveland & Brosius, LLC) for Zoning legal matters for 2015 at the following rates: \$210.00 per hour partner attorney time; \$185.00 per hour senior associate time; \$160.00 per hour associate time; \$90.00 per hour law clerk time; and \$75.00 per hour legal assistant time.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#14 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to enter into an agreement by and between the Ashtabula County Board of Commissioners and Saybrook Township regarding Emergency Management Services commencing January 1, 2015 and expiring on January 1, 2017.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

## ACCOUNCEMENTS FOR THE RECORD

- December 25, 2014 Closed for the Holiday (Christmas Day)
- December 26, 2014, Administrative office closed
- January 1, 2015, closed for the Holiday (New Year's Day)

#15 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to go into Executive Session to interview James Krenisky and Gary VanNorman for the open Fire Captain's position at approximately 2:55 pm. The three Trustees, Fire Chief John Jyurovat and James Krenisky went into Executive Session. At approximately 3:15 pm James Krenisky came out of Executive Session and Gary VanNorman went in. Action may be taken after resuming the Regular Meeting.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#16 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to return to Regular Session at approximately 3:35pm

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#17 Norman Jepson moved resolution, seconded by Robert Brobst to appoint Full-time Firefighter James Krenisky to fill the Captain's position at a rate of pay of \$19.10 per hour starting December 25, 2014 which is the start of the pay period. He will be on probation for six months and then have a review at the end of his probationary period as a Captain.

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Roll Call Voting:

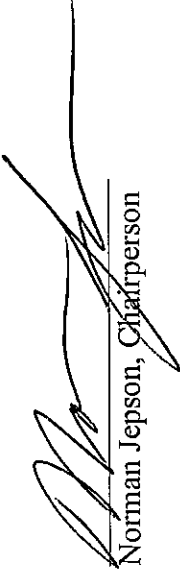
Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

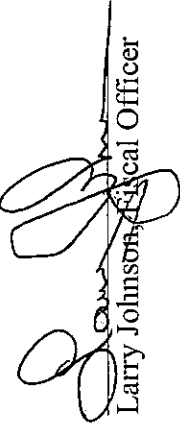
#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to adjourn the meeting at 3:36 pm

Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

The meeting was adjourned.

  
Norman Jepson, Chairperson

  
Larry Johnson, Fiscal Officer

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