

# RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

DECEMBER 23, 2013

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 2:15 pm by Chairperson Norman Jepson, along with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Joyce Crease, Fire Chief John Jyurovat and members of the public Larry Johnson and Garrett Ormiston 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 226).

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

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, seconded by Jane Hawn-Jackson to dispense with the reading of the December 10, 2013, Regular Meeting Minutes.

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

#2 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the December 10, 2013, Regular Meeting Minutes.

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

## SAFETY REPORT

Trustee Brobst read the Safety Report.

#3 Norman Jepson moved, seconded by Jane Hawn-Jackson to receive the Safety Report, a copy of which can be found in the Addendum.

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

## FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve Warrants 60454 through 60547.

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

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

04A07 \$2,000.00 10A08 \$1,500.00

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

#6 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Then and Now's over \$3000.00:

Morton Salt	3120.43	Koski Construction	36,430.43
Morton Salt	4001.53	Koski Construction	16,064.00
Atwell's Police & Fire Equip.	8067.63		

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

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve the following Purchase Orders:

Morton Salt	3120.43	Huntington Insurance	100.00
Koski Construction	36,430.43	State Road Occupational	161.00
Morton Salt	4001.53	Northeast Xerox	32.00
Koski Construction	16064.00	Melzer's Fuel	1757.41
Visa	951.27	GCR Tire	2035.52
Morton Salt	2750.00	Burnham & Flower	2709.00
Wholesale Imprints	164.00	Delta Dental	1284.94
Melzer Fuel	1617.78	Atwell's Police & Fire Equip.	8067.63

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

#8 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to send a request to the County Auditor to increase the Road Fund (04) by \$120,000.00 (received from Andover Bank for loan for truck) and also an additional \$10,000.00 in the Special Assessments (Street Lighting 07) due to receiving more than anticipated.

Roll Call Voting: Jane Hawn-Jackson Yes  
Robert Brobst 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 to the Trustees for their review.

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

Total Cash Balance:	1,615,662.33
Current Investment Accounts:	1,177,695.07
Current Checking Account:	437,967.26

#9 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  
Norman Jepson Yes

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## ROAD REPORT

No report.

## ZONING REPORT

No report.

## FIRE REPORT

Chief Jyurovat presented the Fire Report.

#10 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to purchase from Warren Fire Equipment four Morning Pride coats and one Morning Pride pants with standard suspenders for a total cost of \$5045.00 and expense to Fire Fund, along with the required corresponding purchase order.

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

#11 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to accept Part-time Firefighter Mike Ferron's letter of resignation effective January 6, 2014.

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

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to accept Part-time Firefighter Dan Goodale's voluntary resignation due to the fact that he did not contact Chief Jyurovat in writing of his desire to return to work one week before the last day of his leave of absence per Policy #2321, which was December 10, 2013. Saybrook Township paid for a Paramedic Class for him in the amount of \$4,200.00. As required by the contract which he signed on July 15, 2011, he agreed to remain in good standing and substantially maintaining the level of participation with Saybrook Township Fire Department for two years after becoming Paramedic Certified (which was May 21, 2012). He agreed to repay the Township 50% of the cost of the paramedic class which would be \$2,100.00 if he worked more than one year but less than two years, within 90 days upon his voluntary resignation of employment. A letter was sent to him dated September 23, 2013 and he did not respond to it. A letter will be sent via Certified mail that the \$2,100.00 needs to be repaid in full to the Township before March 10, 2014. (this date is 90 days from expiration of his leave of absence). A copy of said contract and letters can be found in the addendum.

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

#13 Norman Jepson moved resolution, seconded by Robert Brobst to carry one holiday over into 2014 for Full-time Firefighter Gary Van Norman due to an employee error, however, if this should happen again to any employee, they will lose their time per the Bargaining Agreement. The carried over holiday must be taken within the first quarter of 2014.

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

#14 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive the Fire

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

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

Status of the requested maintenance on the house located at 5036 Lake Road West (across from Station 2) owned by Robert Fortune was discussed and is almost complete. Saybrook Township plans to rent it for \$700.0 per month for the purpose of housing firefighters when on duty. The lease will be sent to the County Prosecutor for approval and will be approved by the Trustees when ready.

**WATER RESCUE REPORT**

No report.

#15 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to temporarily store water rescue vehicles and equipment at Ashtabula Gas and Oil located at 3701 North Ridge West, Ashtabula, Ohio at no charge and to notify our insurance company. There is no written agreement on this.

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

**PUBLIC**

Garret Ormiston with the Cleveland Museum of Natural History reviewed the Resolution of support that he discussed with the Trustees at the December 10, 2013 meeting endorsing the Cleveland Museum of Natural History' Geneva Swamp Protection Project proposal to protect all or a portion of tracks of wetlands in Saybrook.

**OLD BUSINESS**

#16 Norman Jepson moved resolution, seconded by Robert Brobst supporting the Geneva Swamp Protection Project (Phase II) in the Township of Saybrook, proposed for submission to NRAC District 7 Clean Ohio Fund by the Cleveland Museum of Natural History.

WHEREAS, The Geneva Swamp wetland complex contains a unique wetland type called the Lake Erie Lake Plain Swamp Forest Plant Community Type; AND

WHEREAS, The Geneva Swamp Protection Project (Phase II) will protect valuable wetland habitat and buffer land within the Geneva Swamp Wetland Complex; AND

WHEREAS, the Cleveland Museum of Natural History will issue permits to interested members of the public to utilize the properties for research, nature study, hiking, and hunting; AND

WHEREAS, the Museum will offer regular educational field trips at the Geneva Swamp site for the general public; AND

WHEREAS, the protection of high-quality natural sites, and noteworthy natural features within Ashtabula County will help to promote ecotourism within the County and within Saybrook Township.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Saybrook

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Township, Ashtabula County, Ohio, endorses the Cleveland Museum of Natural History's Geneva Swamp Protection Project (Phase II) proposal to protect all or a portion of the following tracts of land within Saybrook Township:

- A 72.55-acre tract of land described as a portion of PPN #48-017-00-005-00.
- A 25-acre tract of land described as PPN #48-007-00-001-00.
- A 55.34-acre tract of land described as PPN #48-003-00-091-01.
- A 77.8-acre tract of land described as PPN #48-007-00-006-00.

The resolution shall be in full force and effect from and immediately upon its adoption.

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

Township Dispatching Contract with Sheffield Township which starts January 1, 2014 has been approved by County Prosecutor. The Township will immediately bill Sheffield for the first quarter of 2014.

## COMMUNICATION/CORRESPONDENCE

(All of which can be found in the Addendum)

- Ashtabula County Health Department, Draft Home Sewage Treatment System Rules
- Profiles Breakfast will be at Kent State Ashtabula on 1-8-14, RSVP by 12-23-13
- Miscellaneous Newsletters

## NEW BUSINESS

Resolution for wages and benefits breakdown between funds for Full-time and Part-time Secretaries and pension breakdown between funds for Elected Officials, Office Manager, Full-time and Part-time Secretaries will be addressed in the Re-organizational meeting.

#17 Norman Jepson moved, seconded by Jane Hawn-Jackson to accept Fiscal Officer Joyce Crease's letter of retirement effective midnight on January 31, 2014.

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

(\*Note: No action was required as this is an elected position.)

#18 Norman Jepson moved resolution, seconded by Robert Brobst to place a ¼ page ad in the 2014 Ashtabula County Visitor's Guide for Township hotels at a cost of \$350.00 paid for with Lodging Tax received.

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

#19 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve payment to Loveland & Brosius, LLC in the amount of \$449.00 for Zoning legal services.

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

#20 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to sign up for the Employee Mandated Record Keeping Administration Plan through Burnham & Flower effective January 1, 2014. This will keep us compliant with all laws on employees at a cost of \$20.00 per employee per month and expense to be charged to the respective Departments Funds.

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

#21 Robert Brobst moved resolution, seconded by Norman Jepson to sign the Agreement with State Road Occupational Medical to be part of their DOT Consortium and to pay the administrative fee of \$15.00 per CDL employee (six CDL drivers in the pool) for a total cost of \$90.00 for 2014.

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

Trustee Hawn-Jackson inquired about a snow fence at Renko and Stow Roads, Trustee Brobst will follow up on it.

## ANNOUNCEMENTS FOR THE RECORD

- December 25, 2013, Holiday - Township Offices closed
- January 1, 2014, Holiday - Township Offices closed

#22 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to request the County Engineer prepare the plans for new water lines on the following streets north of 531: Locust, Orchard, Chestnut and Lakeview. The Township will pay 40 percent of the cost for up to four fire hydrants.

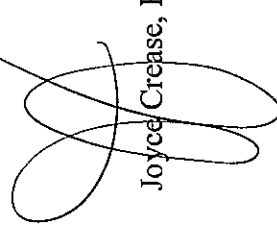
Roll Call Voting: Jane Hawn-Jackson Yes  
Robert Brobst Yes  
Norman Jepson Yes

#23 Norman Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at 3:10 pm.

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

The meeting was adjourned.

  
Norman Jepson, Chairperson

  
Joyce Crease, Fiscal Officer