

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BANK, INC., FORM NO. 10148

Held

DECEMBER 27, 2012

20

The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 6:15 PM 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 members of the public: Kathleen Kennedy and Sharen Lyons 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 (job 163).

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

Fiscal Officer Joyce Crease 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:

- December 11, 2012, Open Special Meeting
- December 11, 2012, Regular Meeting
- December 18, 2012, Safety Committee Meeting

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#2 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Minutes: December 11, 2012, Open Special Meeting
December 11, 2012, Regular Meeting

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#3 Robert Brobst moved, seconded by Norman Jepson to receive for record purposes only the December 18, 2012, Safety Committee Meeting Minutes.

Voting: Robert Brobst Yes
Norman Jepson Yes

Three cemetery deeds were signed.

FISCAL REPORT

Chairperson Jepson read the Fiscal Report.

#4 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Warrants: 58007 – 58167

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes

#5 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Then and Now Certificates over \$3,0000.00:

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Medical Mutual	5000.00	CIS	10600.00
Roll Call Voting:	Robert Brobst	Yes	
	Norman Jepson	Yes	

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

Medical Mutual	5000.00	CIS	10600.00
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Roll Call Voting:

Robert Brobst	Yes
Norman Jepson	Yes

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

01-A-04	50.00	01-A-05	1111.25
01-A-07	1000.00	01-A-26	1000.00
01-B-04	1000.00	01-J-03	1000.00
04-A-05	1000.00	04-A-07	1000.00
04-A-09	1000.00	04-A-13	50.00
05-A-12	25.00	10-A-07	350.00
10-A-08	1000.00	10-A-09	250.00
10-A-09E	250.00	10-A-09V	500.00
10-A-10V	750.00	10-A-15	100.72
10-A-15T	100.72	10-A-15	500.00

Roll Call Voting:

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 earlier for their review.

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

Total Cash Balance:	\$ 1,384,459.96
Current Investment Accounts:	\$ 1,055,219.71
Current Checking Account:	\$ 329,240.25

#8 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

There was no written report. The Road Superintendent stated that they have been plowing and salting our roads.

ZONING REPORT

No written report.

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FIRE REPORT

Chief John Jyurovat presented the Fire Report.

#9 Norman Jepson moved resolution, seconded by Robert Brobst to approve 72 hours vacation to be carried over into the first quarter of 2013 for Full-time Firefighter Gary VanNorman, who completed 20 years of service as of October 23, 2012. This 72 hours must be taken in the first quarter of 2013 or lose it.

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

#10 Norman Jepson moved resolution, seconded by Robert Brobst to accept as “Regular Part-Time Status” Part-Time Dispatcher Kathy Davis and to raise her rate from the regular rate less 24 cents of \$9.86 to the regular status rate of \$10.10 per hour effective December 22, 2012 removing her from “Probationary Status” since she has completed one year per Bargaining Agreement.

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

#11 Norman Jepson moved resolution, seconded by Robert Brobst to accept as “Regular Part-Time Status” Part-Time Dispatcher Sharon Bradley and to raise her rate from the regular rate less 24 cents of \$9.86 to the regular status rate of \$10.10 per hour effective January 13, 2013 removing her from “Probationary Status” since she will have completed one year per Bargaining Agreement.

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

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

Voting: Robert Brobst Yes
 Norman Jepson Yes

WATER RESCUE REPORT

No written report. Chief Jyurovat reported that Water Rescue has approximately \$5,000.00 unused balance for 2012.

#13 Norman Jepson moved resolution, seconded by Robert Brobst to carryover approximately \$5,000.00 unused balance for Water Rescue for 2012 into 2013 for a total budget of \$15,000.00 in 2013.

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

SAFETY

As of 12-26-12 we have two employees who have not done the 2012 Mandatory BWC Drug Free Work Place Training.

The Township received a check for FY12 from Safety Council Rebate Program in the amount of \$476.14 and was received proportionately amongst funds.

BWC Video Library for safety education programs can be accessed on ohioabc.com.

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PUBLIC

Kathleen Kennedy wished everyone a Happy New Year.

OLD BUSINESS

#14 Norman Jepson moved resolution, seconded by Robert Brobst to send a letter to the Ashtabula Board of Education explaining why we cannot accept the Project Agreement for School Zone Flashing Signals on Sanborn Road as they changed it.

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

For the record: Trustee Jepson stated that Saybrook has spent thousands of dollars and agreed to the annexation of the school property on Wade Avenue to Ashtabula City. Trustee Brobst has also talked to some of the school Board Members reminding them of what Saybrook has done for the schools. The Township does not want to take on any additional ongoing expenses regarding the School Zone Flashing Signals.

The Township has received two letters from residents interested in filling the open Board of Zoning Appeals seat. No action will be taken until Trustee Hawn-Jackson is present as she is the liaison for Zoning.

#15 Norman Jepson moved resolution, seconded by Robert Brobst to modify Resolution 12111319 to adopt the Model Roadway Use and Maintenance Agreement for Horizontal Drilling Projects and Infrastructure allowing the County Engineer to be in control of this.

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

The Township has not received copies of license and/or proof of insurance from four employees.

The Township has not received Employee Safety Manual sign off sheets from five employees.

Several Firefighters have not done the required annual PFT testing as of 12-26-12.

#16 Norman Jepson moved resolution, seconded by Robert that any employee/volunteer for Saybrook Township cannot work or respond to a call effective January 1, 2013 if they have not turned in the Employee Safety Manual Sign Off, a copy of their driver's license and proof of insurance and have done the BWC Drug Free Work Place Training by December 31, 2012. Also, Firefighters cannot work effective January 1, 2013 if they have not had a PFT done by December 31, 2012.

Roll Call Voting: Robert Brobst Yes
 Norman Jepson Yes

The Township still has not received evaluations for 16 Fire Department employees and 6 Road Department employees - Department Supervisors have been advised to get them done, they were due October 31, 2012.

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COMMUNICATION/CORRESPONDENCE

(All of which can be found in the Addendum)

- OTARMA will distribute "our portion" of their \$1,000,000.00 Reserve Fund on the Township's Anniversary Renewal Date
- Medical Mutual's annual notification of Women's Health and Cancer Rights -- all employees should have received
- OPERS Employer Notice -- 2013 IRS Compensation & Contribution Limits

NEW BUSINESS

Several residents on Brown Road south of Rt. 84 along with residents on Rt. 45 are interested in having Dominion East Ohio Gas install a gas line for which the residents would have to pay all costs. The Township is willing to host a meeting regarding this if the residents are interested.

Trustee Norman Jepson and Chief John Jyurovat will meet with the ten Full-Time Firefighter applicants on January 3, 2013.

ANNOUNCEMENT FOR THE RECORD

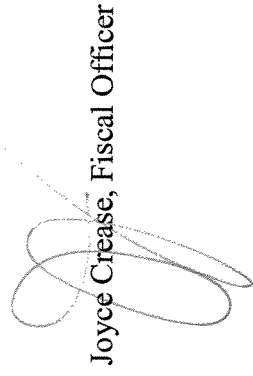
- January 1, 2013, Closed for Holiday
- #17 Robert Brobst moved, seconded by Norman Jepson to adjourn the meeting at approximately 6:43 pm.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

The meeting was adjourned.



Norman Jepson, Chairperson



Joyce Crease, Fiscal Officer