

# RECORD OF PROCEEDINGS

Minutes of

Meeting

## SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

DECEMBER 23, 2013

20

The Reorganizational Meeting of the Saybrook Township Trustees was called to order at 3:15 pm by Fiscal Officer Joyce Crease with Trustees Jane Hawn-Jackson, Robert Brobst, and Norman Jepson, Fire Chief John Jyurovat and public Larry Johnson and Garrett Ormiston 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 227).

The Fiscal Officer stated that the meeting was being recorded for records purposes only, if anyone else is recording, please so state for the record. No one stated they were recording.

The Fiscal Officer opened the floor for nominations for Chairperson for 2014. Jane Hawn-Jackson nominated Norman Jepson for Chairperson. Fiscal Officer Crease asked if there were any other nominations, there were none. The nominations were closed.

#1 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to elect Norman Jepson Chairperson of Saybrook Township Trustees for 2014.

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

The Fiscal Officer thereupon turned the meeting over to Chairperson Jepson who called for nominations for Vice-Chairperson for 2014. Norman Jepson nominated Robert Brobst for Vice-Chairperson. Chairperson Jepson asked if there were any other nominations, there were none. The nominations were closed.

#2 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to elect Robert Brobst Vice-Chairperson of Saybrook Township Trustees for 2014.

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

#3 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson re-hiring Salary Employee Marc Pope, as Cemetery Sexton at the current salary rate of \$225.00 per pay period, as of 01-01-14.

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

#4 Norman Jepson moved resolution, seconded by Robert Brobst re-hiring Salary Employee Marc Pope, as Full-Time Road Superintendent at the current salary rate of \$2480.77 per pay period, based on approximately 41 hours per week, as of 01-01-14.

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

#5 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson re-hiring Salary Employee Lori Zebrasky, as Full-Time Office Manager at the current salary of \$1288.46 per pay period, as of 01-01-14.

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

#6 Norman Jepson moved resolution, seconded by Robert Brobst re-hiring all current Road Department and Office employees with pay per current CWA Bargaining Agreement, as of 01-01-14, list of employees and rates as follows:

Road Department:  
Steve Coach - \$21.54/hour Peter Davis - \$21.34/hour  
Doug Jones - \$21.02/hour Robert Mead - \$21.54/hour  
Shane Shetler - \$21.02/hour Justin Stark - \$21.02/hour

Office Staff:

Renee Kirk - Full-time Secretary, Rate: \$15.84/hour  
Lori Punkar - Part-time Secretary, Rate: \$13.38/hour

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

#7 Norman Jepson moved resolution, seconded by Robert Brobst re-hiring Salary Employee John Jyurovat as Part-time Fire Chief at the current salary rate of \$1732.69 per pay period, based on approximately 30 hours per week, as of 01-01-14.

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

#8 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson re-hiring Salary Employee Robert Vaughn as Part-time Zoning Inspector at the salary rate of \$880.00 per pay period, based on approximately 22 hours per week, as of 01-01-14.

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

#9 Norman Jepson moved resolution, seconded by Robert Brobst re-hiring all current Full-time Firefighters/Medics with pay per current IAFF Bargaining Agreement, as of 01-01-14, list of employees and rates as follows:

FT FF/MEDICS:  
Michael Cliff - \$18.76/hour (Captain) James Krenisky - \$17.26/hour  
Benjamin Paxton - \$17.26/hour Thomas Ricker - \$21.60/hour (Captain)  
Gary Van Norman - \$20.66/hour David Whitaker II - \$21.20/hour (Captain)

Non-Captains receive an additional 25 cents per hour when they are the senior person (no Captain on duty)

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

#10 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson re-hiring all

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current Part-time Firefighters/EMT & Medics and Part-time Dispatchers with pay per current Part Time Employees of Saybrook Township Fire Department Bargaining Agreement, as of 01-01-14, list of employees and rates as follows:

PT FF/EMT PROBATIONARY, Rate: \$10.74 regular rate -24 cents, for a rate \$10.50/hour per Contract:

William Ebersole	Casey Lilac	Harold Loudermilk
Shane Turner		

PT FF/EMT, Rate \$10.74/hour:

Gregory Best	Joshua Blasko	Todd Dutton
Brian Kaiser	Keith Stewart	Wade Stitt
Jeff Tilton	William Wilms	

PT FF/EMT-I, Rate: \$10.74/hour:

David Shumate

PT FF/MEDIC PROBATIONARY, Rate: \$10.74 regular rate -24 cents, for a rate \$10.50/hour per Contract:

Timothy Hall

Jonathon Richardson

PT FF/MEDIC, Rate: \$10.74/hour:

Shaun Buehner  
Mike Ferron  
Thomas Lucas

Jason Coy  
Aaron Gilmer  
Justin McNeil

Joseph Edison  
Robert Lapuh  
Dan Tilton

These rates will include PT FILL-IN RATE: \$12.90/hour for those who qualify for Fill-In Duty.

PT DISPATCHER PROBATIONARY, Rate: \$10.10 regular rate -24 cents, for a rate \$9.86/hour per Contract:

Diana Adkins

Joseph Robinson

David Zeller

PT DISPATCHERS, Rate: \$10.10/hour:

Pete Bean  
Kathryn Davis  
Rachel Hardy  
Jeff Mussig

Sharon Bradley  
William Dingleline  
Lindsay Harting

Christine Cusano  
Jodi Forbes  
Cheryl Kent

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#11 Norman Jepson moved resolution, seconded by Robert Brobst accepting William Olin as Commander, and Robert Fortune as Vice-Commander, both volunteers of the Saybrook Township Water Rescue Services personnel as of 01-01-14.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#12 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson accepting all current volunteers on the Saybrook Township Water Rescue Services as of 01-01-14, list of members as follows:

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Joseph Chiacchiero  
Kevin Hogan  
Joseph Phillips  
Mark Vosburg

Irene Fiala  
Lora Morris  
Dan Riddell

Michael Harth  
William Morrissey  
Jordan Vosburg

Roll Call Voting:

Jane Hawn-Jackson Yes  
Robert Brobst Yes  
Norman Jepson Yes

#13 Norman Jepson moved resolution, seconded by Robert Brobst to pay the Zoning Commission Members and the Board of Zoning Appeals Members a stipend of \$10.00 for each date they attend meetings. The following are Members and amounts to be paid for 2013:

Gloria Baum	6 Appeal Mtgs./Trainings	=	\$60.00
Jeff Freeman	4 Appeal Mtgs./Trainings	=	\$40.00
Kathleen Kennedy	7 Appeal Mtgs./Trainings	=	\$70.00
Gilda McQuoid	8 Appeal Mtgs./Trainings	=	\$80.00
Dean Moore	7 Appeal Mtgs./Trainings	=	\$70.00
Greg Strnisa	6 Appeal Mtgs./Trainings	=	\$60.00

Roll Call Voting:

Jane Hawn-Jackson Yes  
Robert Brobst Yes  
Norman Jepson Yes

For the Record: Newly elected Trustee Norman Jepson was sworn in on the 2<sup>nd</sup> day of December, 2013 by Judge Albert Campese and newly elected Trustee Robert Brobst was sworn in on the third day of December, 2013 by Judge Albert Campese. Both are bonded by Ohio Township Association Risk Management Authority, copies are on file in the Administrative Office.

#14 Norman Jepson moved resolution, seconded by Robert Brobst designating the second Tuesday of every month at 10:00 AM and the fourth Tuesday of every month at 6:30 PM as "Regular" meetings of this Board for 2014, said meetings will be held at 7247 Center Road, Saybrook Township Administrative Offices. Special meetings will have a date, time, location and list of items to be discussed released to the news media as required by the Sunshine Laws.

Roll Call Voting:

Jane Hawn-Jackson Yes  
Robert Brobst Yes  
Norman Jepson Yes

#15 Norman Jepson moved resolution, seconded by Robert Brobst designating the liaisons for the Departments as follows for 2014:

Fire Department: Norman Jepson

Road Department: Robert Brobst

Zoning, General Office & Human Resources: Jane Hawn-Jackson

Drug Free Workplace Program Administrator: Norman Jepson

Safety Committee Representative: Robert Brobst

Roll Call Voting:

Jane Hawn-Jackson Yes  
Robert Brobst Yes  
Norman Jepson Yes

#16 Norman Jepson moved resolution, seconded by Robert Brobst to compensate the

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Fiscal Officer and the Trustees the highest allowable rate under the ORC for 2014 and to allocate their salaries and benefits from the funds as follows due to the work (time) required by each Elected Official in their respective Departments (Funds):

Trustee – Office Liaison	100% General Fund
Trustee – Fire Liaison	50% General Fund, 50% Fire Fund
Trustee – Road Liaison	50% General Fund, 50% Road Fund
Fiscal Officer	25% General Fund, 25% Road Fund, 50% Fire Fund

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#17 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to allocate the Office Manager's, Full Time and Part Time Secretary's wages and benefits as follows due to the work (time) required by each Department (Fund):

Office Manager	25% General Fund, 25% Road Fund, 50% Fire Fund
Full Time Secretary	Based on hours worked in each Fund per pay period
Part Time Secretary	Based on hours worked in each Fund per pay period

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#18 Norman Jepson moved resolution, seconded by Robert Brobst accepting the recommendation of the Records Committee not to dispose of any records of the Township at this time, but take action to move forward once reviewing documents then taking the required steps should disposal be elected for any records.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#19 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with the Firm of Newhouse, Prophater, Letcher & Moots, LLC for legal matters including those relating to annexations of Township territory for 2014, at the following rates: \$220.00 per hour senior attorney time, \$175.00 per hour associate attorney time and \$75.00 per hour law clerk or legal assistant time. Rate is fixed for six months but subject to increase thereafter, with a maximum increase of 6% every six months.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#20 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

#21 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

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matters for 2014 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

#22 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to contract with the Firm of Hennig/Szeman/Klammer Attorneys at Law for Zoning legal matters for 2014 at an hourly rate of \$150.00 per hour.

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

#23 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson approving the following *Temporary Appropriations* for 2014 as recommended by the Fiscal Officer:

01-A-01	Salaries - Trustees	22,000.00
01-A-02	Salary - Clerk	22,000.00
01-A-03	Travel & Other - Officials	1,000.00
01-A-04	Supplies - Administration	3,000.00
01-A-05	Equipment - Administration	3,500.00
01-A-06	Insurance, Liability	6,000.00
01-A-06A	Insurance, Health & Life	110,000.00
01-A-07	Burial Expense	1,000.00
01-A-10	Legal Counsel (Annual & Other)	5,000.00
01-A-11	Memorial Day Expenses	2,000.00
01-A-12	Employer's Retirement System	20,000.00
01-A-13	Assessments and Contributions	500.00
01-A-15	Workmen's Comp & Unemployment Comp	5,000.00
01-A-16	General Health District	85,000.00
01-A-17	Auditor's and Treasurer's Fees	4,000.00
01-A-18	Advertising Delinquent Lands	500.00
01-A-19	State Examiners' Charges	10,000.00
01-A-21	Election Expense	5,000.00
01-A-26	Other Expenses	26,500.00
01-A-26A	Other Expenses - Extra Clerical	60,000.00
01-A-26F	Other- Fees Charged	2,000.00
01-A-27	Transfers	0.00
01-A-28	Contractual Services	0.00
01-B-01	Salaries	0.00
01-B-02	Improvement of Sites	3,000.00
01-B-02A	Loan Payments for Property, General Fund	0.00
01-B-03	New Buildings and Additions	6,000.00
01-B-04	Utilities	9,000.00
01-B-05	Maintenance Supplies and Materials	1,000.00
01-B-06	Equipment Purchases & Replacement	1,000.00
01-B-07	Repairs	5,000.00
01-B-08	Other Expenses	6,000.00
01-C-01	Salaries	0.00

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01-C-09	Other Expenses	0.00
01-D-01	Cemetery Salaries	1,000.00
01-D-01T	Salaries - Cemetery Temp Services	4,000.00
01-D-05	Cemetery Tools & Equipment	0.00
01-D-06	Cemetery Supplies	0.00
01-D-07	Cemetery Repairs to Equipment	1,000.00
01-D-09	Cemetery, Other	0.00
01-E-01	Contracts Street Lighting	5,000.00
01-E-02	Other Expenses	0.00
01-J-01	Salaries, Zoning	33,000.00
01-J-01B	Salaries Appeals & Commission	2,000.00
01-J-02	Supplies	1,000.00
01-J-03	Other Expenses	12,000.00
01-K-04	Equipment & Replacements, Highways	0.00
01-K-10	Insurance, Highways	0.00
01-M-02	Material, Highways	0.00
01-M-03	Contracts, Highways	0.00
01-M-04	Other Expenses	0.00
01-N-01	Advances - Out	0.00
	Sub-total	484,000.00
02-A-04	Tools & Equipment	0.00
02-A-05	Supplies	0.00
02-B-02	Material	20,000.00
02-B-03	Contracts	0.00
02-B-04	Other Expenses	1,500.00
	Sub-total	21,500.00
03-A-05	Supplies	0.00
03-B-02	Material	70,000.00
03-B-03	Contracts	50,000.00
03-B-04	Other Expenses	1,500.00
	Sub-total	121,500.00
04-A-01	Salaries - Trustees	10,000.00
04-A-02	Employer's Retirement Contribution	53,000.00
04-A-02A	Sick Time Buyout	25,000.00
04-A-03	Workmen's Compensation	10,500.00
04-A-04	Tools & Equipment	75,000.00
04-A-05	Supplies	50,000.00
04-A-06	Repairs Equipment Outside Contractor	15,000.00
04-A-07	Maintenance of Equipment, Internal	40,000.00
04-A-08	Buildings, Additions & Repairs	5,000.00
04-A-08L	Buildings and Additions Loan Payments	60,000.00
04-A-08S	Buildings Services	1,000.00
04-A-09	Utilities	17,000.00
04-A-10	Insurance, Liability	22,000.00
04-A-10A	Insurance, Health & Life	165,000.00
04-A-13	Other Expense	30,000.00
04-A-13F	Other Fees Charged	10,000.00

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04-A-14	Transfers	0.00
04-B-01	Salaries	375,000.00
04-B-02	Materials	25,000.00
04-B-03	Contracts	350,000.00
04-B-03G	Contracts, Grants -Wade Avenue	0.00
04-B-03W	Contracts, Wade Ave. Ashtabula City Portion	0.00
04-B-04	Other Expenses	0.00
	Sub-total	1,338,500.00
05-A-02	Salaries	5,000.00
05-A-02T	Salaries - Temp Services	15,000.00
05-A-03	Employer's Retirement Contribution	1,500.00
05-A-04	Workers Comp	500.00
05-A-05	Improvement of Sites	0.00
05-A-08	Tools and Equipment	0.00
05-A-09	Supplies	1,000.00
05-A-10	Repairs to Building or Equipment	1,000.00
05-A-11	Contracts	0.00
05-A-12	Other Expenses	1,000.00
05-A-14	Transfer - Out	0.00
05-A-17	Transfers - Out	0.00
	Sub-total	25,000.00
06-A-03	Supplies and Materials	0.00
06-A-05	Transfer - Out	0.00
	Sub-total	0.00
07-A-01	Contracts	66,500.00
07-A-02	Other Expenses	500.00
07-A-03	Advances - Out	0.00
07-A-17	Transfers - Out	0.00
	Sub-total	67,000.00
08-A-09	Other Expenses	0.00
08-A-11	Solid Waste Grant Money, see Rec. 12515	0.00
	Sub-total	0.00
10-A-01	Salaries	390,000.00
10-A-01A	Salaries, Part Time, POC	240,000.00
10-A-01B	Salaries, Dispatchers	100,000.00
10-A-01O	Salaries FT Over-time	50,000.00
10-A-01Q	Salaries, Money for Non Captains	500.00
10-A-02	Employer's Retirement Contribution	150,000.00
10-A-03	Workmen's Compensation	25,000.00
10-A-03A	Unemployment Compensation	1,000.00
10-A-03D	Workmen's Compensation, Water Rescue	1,000.00
10-A-04	Assessments, Dependents Fund	500.00
10-A-04A	Sick Time Buy Out	25,000.00
10-A-06	New Buildings and Equipment	2,500.00
10-A-06D	New Buildings and Equipment, Water Rescue	0.00



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10-A-06G	New Buildings and Equipment, Grant	0.00
10-A-07	Utilities	30,000.00
10-A-07D	Utilities, Water Rescue	0.00
10-A-07E	Utilities, EMS Only	3,000.00
10-A-08	Tools and Equipment	15,000.00
10-A-08C	Tools and Equipment, Dispatch	3,000.00
10-A-08D	Tools and Equipment, Water Rescue	10,000.00
10-A-08E	Tools and Equipment, EMS	17,000.00
10-A-08M	Tools and Equipment Major Purchases	500,000.00
10-A-09	Supplies	20,000.00
10-A-09C	Supplies, Dispatch	5,000.00
10-A-09D	Supplies, Water Rescue	1,600.00
10-A-09E	Supplies, EMS	10,000.00
10-A-09V	Supplies, Vehicles	17,000.00
10-A-10	Repairs - General Items	10,000.00
10-A-10B	Repairs, Buildings	4,000.00
10-A-10C	Repairs, Dispatch	1,000.00
10-A-10D	Repairs, Water Rescue	5,000.00
10-A-10E	Repairs, EMS Equipment	10,000.00
10-A-10V	Repairs, Vehicles	10,000.00
10-A-14	Insurance, Liability	25,000.00
10-A-14A	Insurance, Health & Life	150,000.00
10-A-15	Other Expenses	25,000.00
10-A-15A	Conventions & Dues	5,000.00
10-A-15C	Insurance, Demolition Fund	0.00
10-A-15D	Other, Water Rescue	1,500.00
10-A-15E	Other, EMS	1,500.00
10-A-15F	Other, Fees Charged	15,000.00
10-A-15T	Training & Education	10,000.00
10-A-16	Advances - Out	0.00
10-A-17	Transfers - Out	0.00
	Sub-total	1,890,100.00
12-A-08	Other Expenses	0.00
14-A-07	OPWC Issue 2 Contracts	0.00
14-A-08	Other Expenses OPWC	0.00
	Sub-total	0.00
15-A-01	Principal	0.00
15-A-03	Transfers	0.00
15-A-04	Interest	0.00
	Sub-total	0.00
16-A-01	Principal and Interest	0.00
16-A-02	Other Expenses	0.00
16-A-04	Interest	0.00
	Sub-total	0.00
21-A-02	Fire Equipment	0.00

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21-A-02A	Capital, Fire, Building Addition	0.00
21-A-02E	Capital, Fire, Vehicles	0.00
21-A-03	Road Equipment	0.00
21-A-04	ODOD Clean Ohio New York Central RR Property	0.00
	Sub-total	0.00
23-B-02	Supplies & Material	74,000.00
23-B-03	Contracts, Motor Vehicle License	0.00
23-B-04	Other Expenses	1,000.00
	Sub-total	75,000.00
26-A-06	Capital Improvements	0.00
26-A-08	Capital Improvements	0.00
26-A-12	Transfers - Out	0.00
	Sub-total	0.00
27-A-09	Other Expense Unclaimed Monies	6,239.86
30-A-04	Issue 2, Contractual	68,000.00
30-A-05	Supplies and Materials	0.00
	Sub-total	68,000.00
	TOTAL APPROPRIATIONS	4,096,839.86

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#24 Norman Jepson moved resolution, seconded by Robert Brobst approving the following Blanket Certificates for the first quarter of 2014, as requested by the Fiscal Officer:

01-A-03	250.00
01-A-04	750.00
01-A-05	875.00
01-A-13	125.00
01-A-15	1250.00
01-A-26	2000.00
01-A-26F	500.00
01-B-02	750.00
01-B-03	1500.00
01-B-05	250.00
01-B-06	250.00
01-B-07	1250.00
01-B-08	1500.00
01-D-01T	1000.00
01-D-07	250.00
01-J-01B	500.00
01-J-02	250.00
01-J-03	2000.00
02-B-02	2000.00

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02-B-04	375.00
03-B-02	2000.00
03-B-03	2000.00
03-B-04	375.00
04-A-04	2000.00
04-A-05	2000.00
04-A-06	2000.00
04-A-07	2000.00
04-A-08	1250.00
04-A-08S	250.00
04-A-13	2000.00
04-A-13F	2000.00
04-B-02	2000.00
04-B-03	2000.00
05-A-09	250.00
05-A-10	250.00
05-A-12	250.00
07-A-02	125.00
10-A-03A	250.00
10-A-04	500.00
10-A-06	625.00
10-A-08	2000.00
10-A-08C	750.00
10-A-08D	2000.00
10-A-08E	2000.00
10-A-08M	5000.00
10-A-09	2000.00
10-A-09C	1250.00
10-A-09D	400.00
10-A-09E	2000.00
10-A-09V	2000.00
10-A-10	2000.00
10-A-10B	1000.00
10-A-10C	250.00
10-A-10D	1250.00
10-A-10E	2000.00
10-A-10V	2000.00
10-A-15	2000.00
10-A-15A	1250.00
10-A-15D	375.00
10-A-15E	375.00
10-A-15F	2000.00
10-A-15T	2000.00
23-B-02	2000.00
23-B-04	250.00

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

#25 Norman Jepson moved resolution, seconded by Robert Brobst authorizing the Fiscal

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SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

DECEMBER 23, 2013

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Officer to make all needed Intra-fund Transfers during the entire year 2014, they need not be listed in the minutes.

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

#26 Norman Jepson moved resolution, seconded by Robert Brobst approving the following Purchase Orders for Carry-over from 2013 to 2014, as requested by the Fiscal Officer:

Loveland & Brosius, LLC	449.00	Susan Goodell & Assoc.	55.00
Delta Railroad Construction	103.95	Welker Farm Equipment	24.00
Outdoor Army/Navy Store	768.83	Dominion East Ohio	462.13
Royal Coffee & Supply	164.99	Time Warner Cable	43.03
Visa	112.46	Warren Fire Equipment	290.00
Verizon Wireless	205.76	Eastdale Overhead Door	217.60
Applied Maintenance Supplies	62.77	Renee Kirk	14.93
Rush Truck Centers of Ohio	86,080.55	Rush Truck Centers of OH 49,110.45	
Jones Equipment	1,077.69	Busy Beaver Building	163.69
Ohio Treasurer.OPWC	9,900.00	Morton Salt	3,834.60
Warren Fire Equipment	5,045.00	Lakeshore Auto Parts	658.61

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

#27 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson establishing the Township Drop-off (Clean-up) Days will be held the third Saturday of May and October, 2014 from 8:00 AM – 300 PM.

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

#28 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson that we will not list the individual Warrants on the Minutes in 2014, but a copy can be found in each Meeting's Addendum.

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

#29 Norman Jepson moved resolution, seconded by Robert Brobst to schedule quarterly Safety Committee Meetings (exact dates to be announced) to begin at 8:00 AM at 7247 Center Road, Saybrook Township Administrative Office. Additional Safety Committee Meetings may be scheduled on an as-needed basis during the year and news media will be notified as required by the Sunshine Laws.

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

#30 Norman Jepson moved resolution, seconded by Robert Brobst to authorize membership in the Ohio Township Association and to allow three Trustees and Fiscal Officer

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## SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held DECEMBER 23, 2013 at 20

to attend the Annual OTA Convention from February 12, 2014 to February 15, 2014 with the Township to pay costs.

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

#31 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to allow the Fiscal Officer and two office personnel to attend the State Auditor's Conference/Training in Columbus from March 5, 2014 to March 6, 2014 with the Township to pay costs.

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

#32 Norman Jepson moved resolution, seconded by Robert Brobst to require all employees and volunteers attend the mandatory Annual Drug Free Program here at Saybrook Township and that we will not accept any training from other employers. Any employee that does not attend this annual mandatory training will not continue their employment or voluntary services with the Township.

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

For the Record: Per Resolution 11022216, we are going to remain with the standard mileage rates established by the IRS which will be 56 cents per mile for 2014. This will change as the IRS changes.

#33 Norman Jepson moved, seconded by Robert Brobst to adjourn the meeting at 3:43 pm.

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

The meeting was adjourned.

*Robert Brobst*      *Chair.*

Norman Jepson, Chairperson

*Joyce Crease*  
Joyce Crease, Fiscal Officer

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DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

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