

# RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 101-58

DECEMBER 28, 2010

Held

20

The Reorganizational Meeting of the Saybrook Township Trustees was called to order at 7:52 PM by Fiscal Officer Marc Pope, with Trustees Robert Brobst, Norman Jepson and public Robert Vaughn, John Jyurovat, Tony Korzun and Rosalie Keller 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 #58) or, upon request, it can be copied onto a CD at the current cost of the CD.

The Fiscal Officer stated in the previous meeting 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. No new people were in attendance.

The Fiscal Officer opened the floor for nominations for Chairperson for 2011. Robert Brobst nominated Norman Jepson for Chairperson. Fiscal Officer Pope asked if there were any other nominations, there were none. The nominations were closed.

#1 Robert Brobst moved resolution, seconded by Norman Jepson to elect Norman Jepson Chairperson of Saybrook Township Trustees for 2011.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

The Fiscal Officer thereupon turned the meeting over to Chairperson Norman Jepson who called for nominations for Vice-Chairperson for 2011. Norman Jepson nominated Robert Brobst for Vice-Chairperson. Chairperson Norman Jepson asked if there were any other nominations, there were none. The nominations were closed.

#2 Norman Jepson moved resolution, seconded by Robert Brobst to elect Robert Brobst Vice-Chairperson of Saybrook Township Trustees for 2011.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

#3 Norman Jepson moved resolution, seconded by Robert Brobst to re-hire Marc Pope, as Cemetery Sexton at the current salary rate of \$225.00 per pay period, as of 01-01-11.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

#4 Norman Jepson moved resolution, seconded by Robert Brobst to re-hire Marc Pope, as Full-Time Road Superintendent at the current salary rate of \$1700.00 per pay period, based on approximately 35 hours per week, as of 01-01-11.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

#5 Norman Jepson moved resolution, seconded by Robert Brobst to re-hire all current Road Department and Office employees with pay per current CWA Bargaining Agreement, as of 01-01-11, list of employees and rates as follows:

Road Department:	
Steve Coach	- \$20.72/hour
Pete Davis	- \$20.62/hour

# RESOLUTIONS

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Robert Mead - \$20.72/hour      Shane Shetler - \$20.40/hour  
Doug Jones - \$20.40/hour      Justin Stark - \$20.40/hour

Office Staff:

Joyce Crease - Full-time Office Manager, Rate: \$13.74/hour.  
Renee Kirk - Full-time Secretary, Rate: \$12.88/hour.  
Lori Punkar - Part-time Secretary, Rate: \$10.98/hour.

Roll Call Voting:      Robert Brobst      Yes      Yes  
   Norman Jepson

#6 Robert Brobst moved resolution, seconded by Norman Jepson to re-hire John Jyurovat Part-time Fire Chief at the current salary rate of \$42,000.00 per year, based on approximately 30 hours per week, as of 01-01-11.

Roll Call Voting:      Robert Brobst      Yes      Yes  
   Norman Jepson

#7 Robert Brobst moved resolution, seconded by Norman Jepson to re-hire Part-time Zoning Inspector Robert Vaughn at the salary rate of \$22,880.00 per year, based on approximately 22 hours per week, as of 01-01-11.

Roll Call Voting:      Robert Brobst      Yes      Yes  
   Norman Jepson

#8 Robert Brobst moved resolution, seconded by Norman Jepson to re-hire all current Full-time Firefighters/EMT's with pay per current IAFF Bargaining Agreement, as of 01-01-11, list of employees as follows:

EMT-B:

James Berg - \$20.90/hour (Captain)

EMT/MEDICS:

Michael Cliff - \$16.66/hour      Gary Nahrstedt - \$20.86/hour (Captain)  
Thomas Ricker - \$19.10/hour      Gary Van Norman - \$19.76/hour  
David Whitaker II - \$20.46/hour (Captain)

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

Roll Call Voting:      Robert Brobst      Yes      Yes  
   Norman Jepson

#9 Norman Jepson moved resolution, seconded by Robert Brobst to re-hire all current Part-time Firefighters/EMT & Medics and Part-time Dispatchers with the current pay, as of 01-01-11, list of employees as follows:

PT FF/EMT PROBATIONARY, Rate: \$7.98/hour:

none

PT FF/EMT, \$9.60 regular rate -24 cents, for a rate \$9.36/hour, per Contract:

Benjamin Paxton      Wade Stitt      Brandon Sundman

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PT FF/EMT, Rate: \$9.60/hour:

Gregory Best  
Jason Coy  
Daniel Goodale  
Justin McNeil  
William Wilms

Joshua Blasko  
Todd Dutton  
Brian Kaiser  
Dan Tilton

Anthony Broyles  
Aaron Gilmer  
James Krenisky  
Jeff Tilton

PT FF/EMT-I, Rate: \$9.68/hour:

David Shumate

PT FF/MEDIC, \$9.80 -24 cents per Contract, paid at a rate of \$9.56/hour: per contract  
Robert Lapuh

PT FF/MEDIC, Rate: \$9.80/hour:

Jason Benton  
Christopher Gardener

Shaun Buehner  
Thomas Lucas

Mike Ferron

These rates will include PT FILL-IN RATE: \$11.64/hour for those who qualify for Fill-In Duty.

PT DISPATCHER PROBATIONARY, Rate: \$7.98/hour:

Nicole Bisbee  
Lindsay Harting

PT DISPATCHER, \$9.06 -24 cents per Contract, paid at a rate of: \$8.82/hour:  
Hailey Burns  
Erica Miles

Antonio Feralo  
Jeff Mussig

PT DISPATCHERS, Rate: \$9.06/hour:

Pete Bean  
Christine Johnson  
Ellen Teston

Donna Blake  
Stacy Millberg  
Devon Yates

Jodi Forbes  
Shana Peer  
Carolyn York

Roll Call Voting:

Robert Brobst Yes  
Norman Jepson Yes

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

Roll Call Voting:

Robert Brobst Yes  
Norman Jepson Yes

#11 Robert Brobst moved resolution, seconded by Norman Jepson to accept all current volunteers on the Saybrook Township Water Rescue Services as of 01-01-11, list of members as follows:

Lynn Stright  
Mark Vosburg

William Morrissey  
Irene Fiala

Joseph Phillips  
Kevin Hogan

Roll Call Voting:

Robert Brobst Yes  
Norman Jepson Yes

#12 Norman Jepson moved resolution, seconded by Robert Brobst to designate the second and fourth Tuesdays of every month at 7:30 PM as "Regular" meetings of this Board for 2011 and the first Tuesday as "Regular" Special Meetings at 7:00 PM, said meetings will be

# RECORD OF TOWNSHIP BUSINESS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10158

DECEMBER 28, 2010

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held at 7247 Center Road, Saybrook Township Administrative Offices.

Roll Call Voting: Robert Brobst Yes  
Norman Jepson Yes

#13 Norman Jepson moved resolution, seconded by Robert Brobst to designate the liaisons for the Departments as follows for 2011:

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: Robert Brobst Yes  
Norman Jepson Yes

#14 Norman Jepson moved resolution, seconded by Robert Brobst to compensate the Fiscal Officer and the Trustees the highest allowable rate under the ORC for 2011 and the Liaisons for Road and Fire Departments will have their salaries paid from 1/3 General Fund and 2/3 corresponding Department Funds.

Roll Call Voting: Robert Brobst Yes  
Norman Jepson Yes

#15 Norman Jepson moved resolution, seconded by Robert Brobst to accept the recommendation of the Records Committee not to dispose of any records of the Township at this time, but take action to move forward with the required independent review of documents and request from the State Auditor's a suggested retention schedule.

Roll Call Voting: Robert Brobst Yes  
Norman Jepson Yes

#16 Robert Brobst moved resolution, seconded by Norman Jepson to enter into a Retainer Agreement on legal matters with the Firm of Newhouse, Prophater, Letcher & Moots, LLC for 2011 at the following fees: \$210.00 per hour senior attorney time, \$175.00 per hour associate attorney time and \$75.00 per hour law clerk or legal assistant time. (Note: after six months, rates may increase no more than 6 %.)

Roll Call Voting: Robert Brobst Yes  
Norman Jepson Yes

#17 Robert Brobst moved resolution, seconded by Norman Jepson to approve the following *Temporary Appropriations* for 2011 as recommended by the Fiscal Officer:

01-A-01	Salaries - Trustees	21,000.00
01-A-02	Salary - Clerk	22,000.00
01-A-03	Travel & Other - Officials	2,000.00
01-A-04	Supplies - Administration	3,500.00
01-A-05	Equipment - Administration	2,000.00
01-A-06	Insurance, Liability	10,000.00
01-A-06A	Insurance, Health & Life	108,000.00
01-A-07	Burial Expense	1,000.00
01-A-10	Legal Counsel (Annual & Other)	30,000.00
01-A-11	Memorial Day Expenses	1,000.00
01-A-12	Employer's Retirement System	16,000.00

# RECORD OF PROCEEDINGS

## SAYBROOK TOWNSHIP TRUSTEES

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Meeting

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01-A-13	Assessments and Contributions	500.00
01-A-15	Workmen's Comp & Unemployment Comp	9,000.00
01-A-16	General Health District	85,000.00
01-A-17	Auditor's and Treasurer's Fees	1,500.00
01-A-18	Advertising Delinquent Lands	100.00
01-A-19	State Examiners' Charges	7,500.00
01-A-21	Election Expense	2,000.00
01-A-26	Other Expenses	473,000.00
01-A-26A	Other Expenses - Extra Clerical	40,000.00
01-B-02	Improvement of Sites	10,000.00
01-B-03	New Buildings and Additions	5,000.00
01-B-04	Utilities	10,000.00
01-B-05	Maintenance Supplies and Materials	1,000.00
01-B-06	Equipment Purchases & Replacement	1,000.00
01-B-07	Repairs	3,000.00
01-B-08	Other Expenses	5,000.00
01-D-01	Salaries, Cemetary	1,000.00
01-D-06	Supplies	300.00
01-E-01	Contracts Street Lighting	4,500.00
01-J-01	Salaries, Zoning	25,000.00
01-J-02	Supplies	500.00
01-J-03	Other Expenses	39,700.00
	Sub-total	941,100.00
02-B-02	Material	22,800.00
02-B-04	Other Expenses	1,000.00
	Sub-total	23,800.00
03-B-02	Material	93,700.00
03-B-04	Other Expenses	1,000.00
	Sub-total	94,700.00
04-A-01	Salaries - Trustees	8,500.00
04-A-02	Employer's Retirement Contribution	50,000.00
04-A-02A	Sick Time Buyout	25,000.00
04-A-03	Workmen's Compensation	15,000.00
04-A-04	Tools & Equipment	10,000.00
04-A-05	Supplies	40,000.00
04-A-06	Repairs Equipment Outside Contractor	30,000.00
04-A-07	Maintenance of Equipment, Internal	15,000.00
04-A-08	Buildings, Additions & Repairs	4,000.00
04-A-08L	Buildings and Additions Loan Payments	66,000.00
04-A-09	Utilities	18,000.00
04-A-10	Insurance, Liability	25,000.00
04-A-10A	Insurance, Health & Life	130,000.00
04-A-13	Other Expense	30,000.00
04-B-01	Salaries	360,000.00
04-B-02	Materials	75,000.00
04-B-03	Contracts	292,000.00
04-B-04	Other Expenses	5,000.00
	Sub-total	1,198,500.00

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05-A-02	Salaries	26,000.00
05-A-03	Employer's Retirement Contribution	1,500.00
05-A-08	Tools and Equipment	2,500.00
05-A-09	Supplies	500.00
05-A-12	Other Expenses	8,000.00
	Sub-total	38,500.00
07-A-01	Contracts	81,000.00
07-A-02	Other Expenses	900.00
	Sub-total	81,900.00
10-A-01	Salaries	460,000.00
10-A-01A	Salaries, Part Time, POC	220,000.00
10-A-01B	Salaries, Dispatchers	90,000.00
10-A-01Q	Salaries, Money for Non Captains	500.00
10-A-02	Employer's Retirement Contribution	140,000.00
10-A-03	Workmen's Compensation	28,000.00
10-A-03A	Unemployment Compensation	1,000.00
10-A-03D	Workmen's Compensation, Water Rescue	1,500.00
10-A-04A	Sick Time Buy Out	25,000.00
10-A-06	New Buildings and Equipment	65,000.00
10-A-06G	New Buildings and Equipment Grant	35,000.00
10-A-07	Utilities	30,000.00
10-A-07D	Utilities, Water Rescue	3,000.00
10-A-08	Tools and Equipment	5,000.00
10-A-08D	Tools and Equipment, Water Rescue	3,500.00
10-A-08E	Tools and Equipment, EMS	50,000.00
10-A-08M	Tools and Equipment Major Purchases	250,000.00
10-A-09	Supplies	15,000.00
10-A-09D	Supplies, Water Rescue	1,000.00
10-A-09E	Supplies, EMS	20,000.00
10-A-09V	Supplies, Vehicles	15,000.00
10-A-10	Repairs - General Items	30,000.00
10-A-10B	Repairs - Buildings	2,000.00
10-A-10D	Repairs, Water Rescue	1,500.00
10-A-10E	Repairs, EMS Equipment	2,000.00
10-A-10V	Repairs, Vehicles	20,000.00
10-A-14	Insurance, Liability	30,000.00
10-A-14A	Insurance, Health & Life	120,000.00
10-A-15	Other Expenses	50,000.00
10-A-15A	Education, Conventions, Study Materials, Dues	6,500.00
10-A-15D	Other, Water Rescue	2,500.00
	Sub-total	1,723,000.00
23-B-02	Supplies & Materials	27,000.00
23-B-04	Other Expenses	1,000.00
	Sub-total	28,000.00
27-A-09	Other Expense Unclaimed Monies	6,219.68
	TOTAL APPROPRIATIONS	4,135,719.68

# RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BANK, INC., FORM NO. 10146

DECEMBER 28, 2010

Held \_\_\_\_\_ 20\_\_

**Roll Call Voting:**

Robert Brobst                      Yes  
Norman Jepson                      Yes

#18    Robert Brobst moved resolution, seconded by Norman Jepson to approve the following Blanket Certificates for the first quarter of 2011, as requested by the Fiscal Officer:

01-A-03	500.00
01-A-04	875.00
01-A-05	500.00
01-A-10	1000.00
01-A-26	2500.00
01-B-02	2500.00
01-B-03	1250.00
01-B-05	250.00
01-B-06	250.00
01-B-07	750.00
01-B-08	1250.00
01-J-02	125.00
01-J-03	1000.00
02-B-02	1000.00
02-B-04	250.00
03-B-02	1000.00
03-B-04	250.00
04-A-04	1000.00
04-A-05	2000.00
04-A-06	2500.00
04-A-07	2500.00
04-A-08	1000.00
04-B-02	2500.00
04-B-03	2500.00
04-B-04	1250.00
05-A-08	625.00
05-A-09	125.00
05-A-12	2000.00
10-A-06	2500.00
10-A-08	1250.00
10-A-08D	875.00
10-A-08E	2500.00
10-A-09	375.00
10-A-09D	250.00
10-A-09E	500.00
10-A-09V	375.00
10-A-10	2500.00
10-A-10D	375.00
10-A-10E	1250.00
10-A-10V	3000.00
10-A-15	2500.00
10-A-15A	1625.00
10-A-15D	625.00
23-B-02	2000.00
23-B-04	250.00

# RECORD OF PROCEEDINGS

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Roll Call Voting:

Robert Brobst Yes  
Norman Jepson Yes

#19 Norman Jepson moved resolution, seconded by Robert Brobst to authorize the Fiscal Officer to make all needed Intra-fund Transfers for the entire year 2011, they need not be listed in the minutes.

Roll Call Voting:

Robert Brobst Yes  
Norman Jepson Yes

#20 Norman Jepson moved resolution, seconded by Robert Brobst to approve the following Purchase Orders for Carry-over from 2010 to 2011, as requested by the Fiscal Officer:

Medical Mutual	1000.00
Windstream	1000.00
Illuminating Co.	6500.00
Ziegler Heating	25000.00
Security Technologies	400.00
Andrews & Pontius	1500.00
Andover Bank	56000.00
JB's Cleaning Service	350.00
Scott Cole	2000.00
McKenns Assoc.	2500.00
Lant Auto Parts	91.22
Delta Railroad	101.68
Napa Auto Parts	78.15
Outdoor Army/Navy	669.84
Busy Beaver	306.59
Atwell's	4292.51
Alltel	23.46
Northeast Xerox	62.50
Waste Management	83.65
Medical Mutual	23951.52
Lakeshore Auto Parts	278.63
Lant Auto Parts	249.55
Kauffman Tire	128.00
Lake Truck Sales	107.65
Five Star International	102.37

Roll Call Voting:

Robert Brobst Yes  
Norman Jepson Yes

#21 Robert Brobst moved resolution, seconded by Norman Jepson to establish the Township Drop-off (Clean-up) Days will be held the third Saturday of May and October, 2011, 8:00 AM - 3:00 PM.

Roll Call Voting:

Robert Brobst Yes  
Norman Jepson Yes

#22 Robert Brobst moved resolution, seconded by Norman Jepson to approve the format for the Trustees Agendas, the Agenda be closed at Noon the day before the Regular Trustees Meeting. Agenda items can be modified at the Trustees Meeting with the Chairperson's approval.



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Roll Call Voting: Robert Brobst Yes  
Norman Jepson Yes

#23 Norman Jepson moved resolution, seconded by Robert Brobst that in 2011 we will not list the individual Warrants on the Minutes, but a copy can be found in the Meeting's Addendum.

Roll Call Voting: Robert Brobst Yes  
Norman Jepson Yes

#24 Norman Jepson moved resolution, seconded by Robert Brobst to schedule the third Tuesday of every month for Safety Committee Meetings to begin at 7:30 AM at the Township Administrative Offices. Additional Safety Committee Meetings may be scheduled on an as-needed basis during the year.

Roll Call Voting: Robert Brobst Yes  
Norman Jepson Yes

Schedule the toolbox talks (safety training) for all employees; this is to be reviewed at a later time.

The Trustees are not sure who will attend the Ohio BWC Safety Congress in Columbus in the spring, 2011 and the Township to pay all costs.

The Fiscal Officer may attend the OTA Winter Conference at the beginning of 2011 and the Township to pay all costs.

Two office employees, one Trustee and the Fiscal Officer may be attending the State Auditor's Conference/Training in Columbus on April 5 through April 8, 2011.

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

Roll Call Voting: Robert Brobst Yes  
Norman Jepson Yes

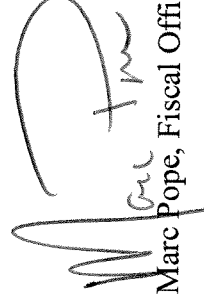
#26 Norman Jepson moved, seconded by Robert Brobst to adjourn the meeting at 8:08 PM.

Voting: Robert Brobst Yes  
Norman Jepson Yes

The meeting was adjourned.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer