

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

SAYBROOK TOWNSHIP TRUSTEES

Held

DECEMBER 27, 2011

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The Regular Meeting of the Saybrook Township Board of Trustees was called to order at 7:00 P.M. by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Marc D. Pope, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat and members of the public: Dean Moore, Sarah Jackson, Bob Loudermilk and William Davis 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 105) or, upon request, it can be copied onto a CD at the current cost of the CD.

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

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

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

December 13, 2011, Regular Meeting
December 20, 2011, Safety Committee

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 December 13, 2011, Regular Meeting Minutes.

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

#3 Robert Brobst moved, seconded by Jane Hawn-Jackson to receive for record purposes only the December 20, 2011, Safety Committee Minutes.

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

Two cemetery deeds were signed.

#4 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to recognize Ohio State Highway Patrol Trooper Christopher T. Thayne on being selected "2011 Trooper of the Year" at the Saybrook Township Post of the Ohio State Highway Patrol and to recognize Ohio State Highway Patrol Dispatcher Lisa M. Talladino on being chosen "2011 Dispatcher of the Year" at the Saybrook Post of the Ohio State Highway Patrol. Resolutions will be presented at a future meeting.

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

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FISCAL REPORT

Fiscal Officer Marc Pope presented the Fiscal Report.

#5 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve the following Warrants: 55527 – 55624 & 55521 (Brobst Enterprises)

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

#6 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the additional Blanket Certificate: 04A10A \$100.00

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:

Medical Mutual HRA	1262.85	Ziegler Heating Co.	835.00
Newman Signs	1084.60	State Rd. Occ. Health	1763.00
Visa	1527.40	Burnham & Flower	882.00

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

#8 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve Brobst Enterprises Purchase Order for \$1100.00.

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

Fiscal Officer Marc Pope sent a letter to the Court of Common Pleas to move the following Intra-fund Transfers from the Fire Fund (10):
21A02 for \$50,000.00 (Station 1 addition)
21A02E for \$75,000.00 (New Engine/Pumper)

#9 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to send a letter to the County Auditor to increase the appropriation in the Cemetery Fund (05) by \$2,000.00.

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

For the Record: No Part-time Union Dues have been deducted due to the Union's not providing the necessary information to do this deduction.

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.

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

Total Cash Balance: \$1,669,188.05
Current Investment Accounts: \$ 910,729.78
Current Checking Account: \$ 758,458.27

#10 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive the Fiscal Officer's 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.

ZONING REPORT

No written report.

FIRE REPORT

Chief Jyurovat presented the Fire Report.

#11 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to purchase a Custom 2012 Shield Pumper/Engine from Sutphen of Amlin, Ohio at a cost not to exceed \$400,000. This purchase would be made through State Cooperative Purchasing and would be delivered in approximately 8 – 10 months after the approval of the contract. Payment will be a combination of cash and financing, amount to finance will be determined closer to the delivery date.

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

#12 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to purchase a Erie Pro Under Carriage Washer along with Calcium Chloride neutralizer at a cost not to exceed \$900.00 along with a RIDGID 3000 PSI 2.6 GPM Subaru Engine Cat Pump Gas Pressure Washer to be used with the undercarriage vehicle washer from Home Depot at a cost not to exceed \$500.00, along with the required corresponding Purchase Orders.

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

#13 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to hire Shaun Finley as a Probationary Part-time Firefighter at a rate of \$10.06 per hour per Bargaining Agreement based on him providing the required paperwork and passing the Township physical which includes a drug test.

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

#14 Jane Hawn-Jackson move resolution, seconded by Robert Brobst to accept Part-time Firefighter/EMT Jeff Tilton as approved to work "Fill-in" based on his

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having passed the Qualification Test (attached to Fire Report) and when working said "Fill-in", will be paid at the current rate of \$12.36 per hour per Bargaining Agreement.

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

#15 Robert Brobst moved, seconded by Jane Hawn-Jackson to accept the Fire Report, a copy of which can be found in the Addendum.

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

WATER RESCUE REPORT

Chief Jyurovat presented the Water Rescue Report.

#16 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve Michael Harth as a Volunteer on the Water Rescue Services based on his completing all required paperwork and passing the Township physical and drug screen.

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

#17 Jane Hawn-Jackson moved, seconded by Robert Brobst to receive the Water Rescue Report, a copy of which can be found in the Addendum.

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

SAFETY

For the Record: One Incident Investigation Report was submitted, minor damage to 711 and no injuries.

For the Record: Safety Action Plan, most Action Items have been completed, several for Water Rescue still needs to be done.

The best rate we can find for one monthly safety subject, each with four sections for weekly Break-room Safety discussions, will cost \$225.00 per year. Robert Brobst wants the Township to keep looking for free safety material.

PUBLIC

Bill Davis asked about the crossing at Brown Road, there is a big drop off and it needs attention. Road Superintendent Marc Pope stated that the Township has done what it can do. Marc Pope will write a letter to Norfolk and Southern Railroad asking them to correct the crossing.

OLD BUSINESS

For the Record: Drug Free Workplace Policy Sign Offs - still need one Road, two Fire and five Water Rescue.

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COMMUNICATION/CORRESPONDENCE FOR THE RECORD

(All of which can be found in the Addendum)

- Thank you to Firefighters Dave Whitaker and Dan Goodale for donating their time to work at Lights on the Lake at Lake Shore Park in the name of Saybrook Township Firefighters
- Medical Mutual Notification, Insurance companies offering mastectomy coverage must also provide coverage for reconstructive surgery
- ODOT requesting entries for Build a Better Mousetrap Competition (innovative tool built or developed an improved way to do a job) by January 31, 2012
- The Star Beacon article regarding the Linwood Drive sewer improvement project is NOT a Township project, this is a County project.
- All Public record requests must go through Township Office, a notice was posted at Station 1 and put in the Fire Department employee's pay checks (December 15, 2011)
- Ashtabula Schools invitation to levy campaign kickoff on January 5, 2012 at 6:00 pm
- Ohio has NEW Photo ID cards for kids, cost \$8.50, for more information visit www.bmv.ohio.gov
- Miscellaneous newsletters

NEW BUSINESS

#18 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to not request a hearing with Ohio Division of Liquor Control regarding the Big Lots Stores liquor license application, copy of application can be found in the Addendum.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

“No Thru Truck” signs have been installed on Crawford, Conley and Gordon Roads.

#19 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to approve and sign the Memorandum of Understanding with the Saybrook Township Fire Department Part-Timers Union regarding the Collective Bargaining Agreement which is effective from October 1, 2011 through September 30, 2014 stating the employee must be actively employed by the Township on September 30th to be eligible for the sign-up bonus.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#20 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to send a letter to the Township employee with four points on his driving record stating that he is now in jeopardy of becoming an unacceptable driver per our Policy 2151.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Robert Brobst	Yes
Norman Jepson	Yes

#21 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to place an ad for Saybrook hotels in the Ashtabula Living Magazine at a cost of \$350.00 for one

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time in April, 2012 (paid for with Bed Tax Money).

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

Norman Jepson or Robert Brobst will open and close the Administrative Office for the Commissioner's Public Hearing on the Linwood Sewer Project on January 31, 2012 at 6:30 pm.

Chief Jyurovat is looking into whether to pay the County Water Rescue Support Fund fee of \$100.00 on the County Fire Chief's Association invoice since we have our own Water Rescue Team. (See Hazmat, if you have four members on the team you don't have to pay the Hazmat fee.)

For the Record: Letter from VSP stating that beginning January 1, 2012, the VSP vision plan network is changing from the VSP Signature Plan Network to the VSP Choice Plan Network, this was put in the December 29, 2011 payroll for all covered employees.

#22 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to continue to place our legal ads in the Star Beacon for this year.

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

#23 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to install "No Thru Trucks" signs on Conley, Crawford and Gordon Roads.

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

ANNOUNCEMENTS FOR THE RECORD:

- 1-2-2012, Holiday, Office Closed
- 1-3-2012, Open Special Monthly Meeting, 6:30 pm


#24 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 8:00 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer