

**RECORD OF PROCEEDINGS**

Minutes of \_\_\_\_\_

SAYBROOK TOWNSHIP TRUSTEES

Meeting \_\_\_\_\_

BARRETT BROTHERS - DAYTON, OHIO

Special Meeting

Form 6101

May 14, 2021

Held \_\_\_\_\_

The Special Meeting of the Saybrook Township Board of Trustees was called to order at 9:00 am by Chairperson Gloria Baum, along with Trustees Robert Brobst, Norman Jepson and Fiscal Officer Larry Johnson. No members of the public 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 # 05142021)

Chairperson Gloria Baum led the assembly in "The Pledge of Allegiance".

Trustee Robert Brobst led us in prayer.

Chairperson Baum stated that the meeting was being recorded for record purposes, if anyone else is recording, please state so for the record. No one stated they were recording.

Chairperson Baum requested everyone please turn off their cell phones.

#1 Norman Jepson moved resolution to hire Michelle Halman as Administrative Assistant with a starting pay of \$17.50 an hour, seconded by Robert Brobst.

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

**EXECUTIVE SESSION**

#2 Norman Jepson moved resolution to go into "Executive Session" to discuss personnel issues at 9:02 am, seconded by Robert Brobst.

Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

#3 Norman Jepson moved resolution to come out of "Executive Session" at 9:24 am, seconded by Robert Brobst.


Roll Call Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes

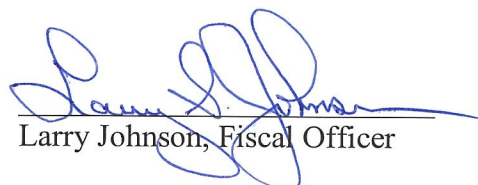
A letter was given to the employee and a copy to their personnel file.

**ADJOURNMENT**

#4 Norman Jepson moved to adjourn the meeting at 9:25 am, seconded by Robert Brobst.

The meeting was adjourned.

  
Gloria Baum, Chairperson

  
Larry Johnson, Fiscal Officer