

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held SAYBROOK TOWNSHIP RECORDS COMMITTEE 20

December 22, 2014

The Saybrook Township Record Committee was opened at 3:43 pm with Committee Members Trustee Chairperson Norman Jepson and Fiscal Officer Larry Johnson, along with non-committee attendees Robert Brobst, Jane Hawn-Jackson, John Jyurovat and Lori Zebrasky in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

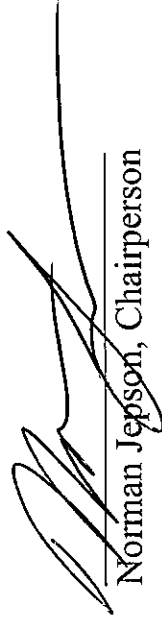
The recording of this meeting is on file at the Administrative Office. More information can be obtained by listening to it at our office (Job 122314R)

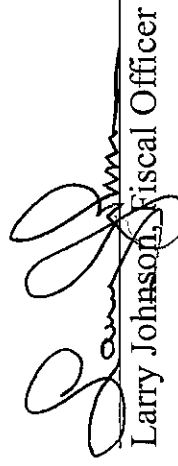
There is a video workshop "Local Government Records - Just the Basics" from the Ohio Historical Society. A workshop will be scheduled in 2015 for all three Trustees, Fiscal Officer and office manager to view this training tape.

A discussion was held on what records to either retain or destroy.

At this time, the committee will recommend to the Trustees that no Township records be disposed of, but take action to move forward to establish a retention schedule and schedule an independent review of documents.

The meeting was adjourned at 3:48 pm.


Norman Jepson, Chairperson


Larry Johnson, Fiscal Officer

RECORD OF PROCEEDINGS

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SAYBROOK VOLUNTEER FIRE FIGHTERS' DEPENDENTS FUND

DAYTON LEGAL BANK INC. FORM NO. 10-10-01

Held DECEMBER 22, 2014 _____ 20____

The Special Meeting of the Saybrook Township Volunteer Fire Fighters' Dependents Fund was called to order at 3:37 pm. Those in attendance were Legislative Authority Members Trustees Norman Jepson and Robert Brobst, Fire Department Members Wade Stitt, Stephen Thom and public Jane Hawn-Jackson, Larry Johnson, John Jyurovat and Lori Zebrasky at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

This Board is required to meet once a year and elect a fifth member.

#1 Robert Brobst moved resolution, seconded by Stephen Thom to appoint Norman Jepson as the Chairperson of this Board for the 2015 year.

Roll Call Voting: Robert Brobst Yes
Norman Jepson Yes
Wade Stitt Yes
Stephen Thom Yes

#2 Norman Jepson moved resolution, seconded by Robert Brobst to appoint Wade Stitt as Secretary of this Board for 2015.

Roll Call Voting: Norman Jepson Yes
Robert Brobst Yes
Wade Stitt Yes
Stephen Thom Yes

#3 Norman Jepson moved resolution, seconded by Wade Stitt to appoint Saybrook Township Resident Randy Cook as the fifth member of this Board for 2015.

Roll Call Voting: Norman Jepson Yes
Robert Brobst Yes
Wade Stitt Yes
Stephen Thom Yes

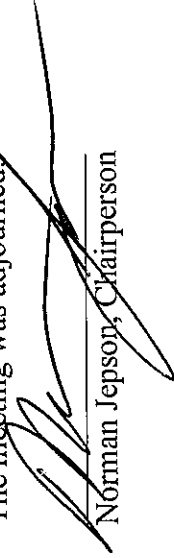
For the Record: The members of the Volunteer Fire Fighters' Dependents Fund Board to serve a one-year term commencing on January 1, 2015 are as follows:

Chairperson: Norman Jepson
Secretary: Wade Stitt
Legislative Authority Members: Robert Brobst and Stephen Thom
Fire Department Members: Wade Stitt and Stephen Thom
Elected Member: Randy Cook

#4 Norman Jepson moved, seconded by Wade Stitt to adjourn the meeting at 3:42 pm.

Voting: Norman Jepson Yes
Wade Stitt Yes
Robert Brobst Yes
Stephen Thom Yes

The meeting was adjourned.


Norman Jepson, Chairperson

Wade Stitt, Secretary