

**RECORD OF PROCEEDINGS  
SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC. - FORM NO. 10148

DECEMBER 27, 2011

Held

20

The Reorganizational Meeting of the Saybrook Township Trustees was called to order at approximately 8:05 pm by Fiscal Officer Marc Pope, with Trustees Robert Brobst, Jane-Hawn Jackson and Norman Jepson Fire Chief John Jyurovat, Zoning Inspector Robert Vaughn and public William Davis, Bob Loudermilk and Dean Moore in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

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 2012. Jane Hawn-Jackson nominated Norman Jepson for Chairperson. Fiscal Officer Pope 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 2012.

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

The Fiscal Officer thereupon turned the meeting over to Chairperson Norman Jepson who called for nominations for Vice-Chairperson for 2012. Robert Brobst nominated Jane Hawn-Jackson for Vice-Chairperson. Chairperson Norman Jepson asked if there were any other nominations, there were none. The nominations were closed.

#2 Robert Brobst moved resolution, seconded by Norman Jepson to elect Jane Hawn-Jackson Vice-Chairperson of Saybrook Township Trustees for 2012.

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

#3 Jane Hawn-Jackson 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 01-01-12.

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

#4 Jane Hawn-Jackson 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 01-01-12.

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

#5 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to re-hire all current Road Department and Office employees with pay per current CWA Bargaining Agreement, as of 01-01-12, list of employees and rates as follows:

Road Department:  
Steve Coach - \$20.72/hour Pete Davis - \$20.72/hour  
Robert Mead - \$20.72/hour Shane Shetler - \$20.40/hour  
Doug Jones - \$20.40/hour Justin Stark - \$20.40/hour

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## Office Staff:

Joyce Crease - Full-time Office Manager, Rate: \$16.74/hour.

Renee Kirk - Full-time Secretary, Rate: \$15.38/hour.

Lori Punkar - Part-time Secretary, Rate: \$12.98/hour.

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

#6 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to re-hire Part-time Fire Chief John Jyurovat at the current salary rate of \$42,000.00 per year, based on approximately 30 hours per week, as of 01-01-12.

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

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst 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 01-01-12.

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

#8 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to re-hire all current Full-time Firefighters/EMT's with pay per current IAFF Bargaining Agreement, as of 01-01-12, list of employees as follows:

## EMT-B:

James Berg - \$20.90/hour (Captain)

## EMT/MEDICS:

Michael Cliff - \$16.66/hour      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 |
|                   | Jane Hawn-Jackson | Yes |
|                   | Norman Jepson     | Yes |

#9 Jane Hawn-Jackson 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 01-01-12, list of employees as follows:

PT FF/EMT PROBATIONARY, Rate: \$10.30 regular rate -24 cents, for a rate \$10.06/hour per Contract: none

## PT FF/EMT, Rate \$10.30/hour:

Gregory Best  
Daniel Goodale  
Wade Stitt  
Jeff Tilton

Joshua Blasko  
Brian Kaiser  
Brandon Sundman  
William Wilms

Todd Dutton  
Justin McNeil  
Dan Tilton

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PT FF/EMT-I, Rate: \$10.30/hour:  
David Shumate

PT FF/MEDIC PROBATIONARY, Rate: \$10.30 regular rate -24 cents, for a rate  
\$10.06/hour per Contract:  
None

|                                  |                      |              |
|----------------------------------|----------------------|--------------|
| PT FF/MEDIC, Rate: \$10.30/hour: |                      |              |
| Broyles, Anthony                 | Shaun Buehner        | Jason Coy    |
| Mike Ferron                      | Christopher Gardener | Aaron Gilmer |
| James Krenisky                   | Robert Lapuh         | Thomas Lucas |
| Ben Paxton                       |                      |              |

These rates will include PT FILL-IN RATE: \$12.36/hour for those who qualify for Fill-In Duty.

PT DISPATCHER PROBATIONARY, Rate: \$9.56 regular rate -24 cents, for a rate  
\$9.32/hour per Contract:  
Cheryl Kent

|                                    |                    |                   |
|------------------------------------|--------------------|-------------------|
|                                    | Jennifer Mochoskay |                   |
| PT DISPATCHERS, Rate: \$9.56/hour: |                    |                   |
| Pete Bean                          | Donna Blake        | Antonio Feralo    |
| Jodi Forbes                        | Lindsay Harting    | Christine Johnson |
| Erica Miles                        | Stacy Millberg     | Jeff Mussig       |

Roll Call Voting:

|                   |     |
|-------------------|-----|
| Robert Brobst     | Yes |
| Jane Hawn-Jackson | Yes |
| Norman Jepson     | Yes |

#10 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson accepting William Olin as Commander, and Robert Fortune as Vice-Commander, both volunteers of the Saybrook Township Water Rescue Services personnel as of 01-01-12 only after the Township Office receives from them the Acknowledgement of Receipt of the BWC Drug-Free Workplace Policy.

Roll Call Voting:

|                   |     |
|-------------------|-----|
| Robert Brobst     | Yes |
| Jane Hawn-Jackson | Yes |
| Norman Jepson     | Yes |

#11 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson accepting all current volunteers on the Saybrook Township Water Rescue Services as of 01-01-12, list of members as follows:  
Kevin Hogan  
Jordan Vosburg

|                   |             |
|-------------------|-------------|
| William Morrissey | Dan Riddell |
|-------------------|-------------|

The following current volunteers will be accepted as of 01-01-12 only after the Township Office receives from them the Acknowledgement of Receipt of the BWC Drug-Free Workplace Policy:

|             |                 |              |
|-------------|-----------------|--------------|
| Irene Fiala | Joseph Phillips | Mark Vosburg |
|-------------|-----------------|--------------|

Roll Call Voting:

|                   |     |
|-------------------|-----|
| Robert Brobst     | Yes |
| Jane Hawn-Jackson | Yes |
| Norman Jepson     | Yes |

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For the Record – Resolutions were passed in 2011 to hire Michael Harth as a Volunteer on the Water Rescue Services, Kathy Davis and Sharon Bradley as Part-time Probationary Dispatchers, and Joseph Edison, Keith Stewart and Shaun Finley as Part-time Probationary Firefighters/EMTs based on their completing the required paperwork and passing the Township physical which includes a drug test. These people are not listed in the above resolution, however, their hiring still stands.

#12 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst designating the second and fourth Tuesdays of every month at 7:30 PM as “Regular” meetings of this Board for 2012 and the first Tuesday as “Regular” Special Meetings at 7:00 PM, said meetings will be held at 7247 Center Road, Saybrook Township Administrative Offices, unless the required notification is made to the news media. (Special Meetings will have a list of items to be discussed released to the public as required by the Sunshine Laws.)

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

#13 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst designating the liaisons for the Departments as follows for 2012:

Fire Department: Norman Jepson  
Road Department: Robert Brobst  
Zoning, General Office & Human Resources: Jane Hawn-Jackson  
Drug Free Workplace Program Administrator: (Has to be Chairperson) Norman Jepson  
Safety Committee Representative: Robert Brobst

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

#14 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to compensate the Fiscal Officer and the Trustees the highest allowable rate under the ORC for 2012 and the Liaisons for Road and Fire Departments will have their salaries paid from 1/3 General Fund and 2/3 corresponding Department Funds, due to the work (time) required by each Liaison in their respective Departments (Funds).

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

#15 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson 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: Robert Brobst Yes  
Jane Hawn-Jackson Yes  
Norman Jepson Yes

#16 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to enter into an Agreement on legal matters with the Firm of Newhouse, Prophater, Letcher & Moots, LLC for 2012, at the following rates: \$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. Rate is fixed for six months but subject to increase thereafter, with a maximum increase of 6% every six months. (The last invoice we paid was at a rate of \$231.00 per hour.)

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

#17 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following *Temporary Appropriations* for 2012 as recommended by the Fiscal Officer:

|          |                                    |            |
|----------|------------------------------------|------------|
| 01-A-01  | Salaries - Trustees                | 27,000.00  |
| 01-A-02  | Salary - Clerk                     | 17,334.00  |
| 01-A-03  | Travel & Other - Officials         | 2,500.00   |
| 01-A-04  | Supplies - Administration          | 700.00     |
| 01-A-05  | Equipment - Administration         | 5,000.00   |
| 01-A-06  | Insurance, Liability               | 90,000.00  |
| 01-A-06A | Insurance, Health & Life           | 100,000.00 |
| 01-A-07  | Burial Expense                     | 1,000.00   |
| 01-A-10  | Legal Counsel (Annual & Other)     | 100,000.00 |
| 01-A-11  | Memorial Day Expenses              | 1,000.00   |
| 01-A-12  | Employer's Retirement System       | 15,000.00  |
| 01-A-13  | Assessments and Contributions      | 1,000.00   |
| 01-A-15  | Workmen's Comp & Unemployment Comp | 4,000.00   |
| 01-A-16  | General Health District            | 65,000.00  |
| 01-A-17  | Auditor's and Treasurer's Fees     | 1,000.00   |
| 01-A-18  | Advertising Delinquent Lands       | 1,000.00   |
| 01-A-19  | State Examiners' Charges           | 7,000.00   |
| 01-A-21  | Election Expenses                  | 7,000.00   |
| 01-A-26  | Other Expenses                     | 25,000.00  |
| 01-A-26A | Other Expenses - Extra Clerical    | 30,000.00  |
| 01-B-02  | Improvement of Sites               | 1,500.00   |
| 01-B-03  | New Buildings and Additions        | 15,000.00  |
| 01-B-04  | Utilities                          | 6,000.00   |
| 01-B-05  | Maintenance Supplies and Materials | 2,000.00   |
| 01-B-06  | Equipment Purchases & Replacement  | 1,000.00   |
| 01-B-07  | Repairs                            | 500.00     |
| 01-B-08  | Other Expenses                     | 3,000.00   |
| 01-D-01  | Salaries, Cemetery                 | 7,000.00   |
| 01-E-01  | Contracts Street Lighting          | 10,000.00  |
| 01-J-01  | Salaries, Zoning                   | 32,000.00  |
| 01-J-02  | Supplies                           | 1,000.00   |
| 01-J-03  | Other Expenses                     | 2,000.00   |
|          | Sub-total                          | 581,534.00 |
| 02-B-02  | Material                           | 15,500.00  |
| 02-B-04  | Other Expenses                     | 550.00     |
|          | Sub-total                          | 16,050.00  |
| 03-B-02  | Material                           | 60,000.00  |
| 03-B-04  | Other Expenses                     | 500.00     |
|          | Sub-total                          | 60,500.00  |
| 04-A-01  | Salaries, Trustees                 | 9,000.00   |
| 04-A-02  | Employer's Retirement Contribution | 30,000.00  |

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|          |                                       |              |
|----------|---------------------------------------|--------------|
| 04-A-02A | Sick Time Buyout                      | 25,000.00    |
| 04-A-03  | Workmen's Compensation                | 12,000.00    |
| 04-A-04  | Tools & Equipment                     | 90,000.00    |
| 04-A-05  | Supplies                              | 30,000.00    |
| 04-A-06  | Repairs Equipment Outside Contractor  | 10,000.00    |
| 04-A-07  | Maintenance of Equipment, Internal    | 30,000.00    |
| 04-A-08  | Buildings, Additions & Repairs        | 3,000.00     |
| 04-A-08L | Buildings and Additions Loan Payments | 100,000.00   |
| 04-A-08S | Building Repairs                      | 500.00       |
| 04-A-09  | Utilities                             | 17,000.00    |
| 04-A-10  | Insurance, Liability                  | 80,000.00    |
| 04-A-10A | Insurance, Health & Life              | 140,000.00   |
| 04-A-13  | Other Expense                         | 25,000.00    |
| 04-B-01  | Salaries                              | 240,000.00   |
| 04-B-02  | Materials                             | 75,000.00    |
| 04-B-03  | Contracts                             | 150,000.00   |
| 04-B-03W | Contracts, Wade Avenue                | 144,710.48   |
| 04-B-04  | Other Expenses                        | 7,284.00     |
|          | Sub-total                             | 1,218,494.48 |
| 05-A-02  | Salaries                              | 17,000.00    |
| 05-A-03  | Employer's Retirement Contribution    | 1,500.00     |
| 05-A-09  | Supplies                              | 1,500.00     |
| 05-A-12  | Other Expenses                        | 762.00       |
|          | Sub-total                             | 20,762.00    |
| 06-A-03  | Cemetery Bequest Fund                 | 150.00       |
| 07-A-01  | Contracts                             | 55,000.00    |
| 07-A-02  | Other Expenses                        | 1,763.00     |
|          | Sub-total                             | 56,763.00    |
| 10-A-01  | Salaries                              | 148,000.00   |
| 10-A-01A | Salaries, Part Time, POC              | 160,000.00   |
| 10-A-01B | Salaries, Dispatchers                 | 70,000.00    |
| 10-A-01Q | Salaries, Money for Non Captains      | 2,000.00     |
| 10-A-02  | Employer's Retirement Contribution    | 95,000.00    |
| 10-A-03  | Workmen's Compensation                | 23,000.00    |
| 10-A-03A | Unemployment Compensation             | 1,000.00     |
| 10-A-03D | Workmen's Compensation, Water Rescue  | 100.00       |
| 10-A-04A | Sick Time Buy Out                     | 25,000.00    |
| 10-A-06  | New Buildings and Equipment           | 10,000.00    |
| 10-A-07  | Utilities                             | 30,000.00    |
| 10-A-08  | Tools and Equipment                   | 2,500.00     |
| 10-A-08D | Tools and Equipment, Water Rescue     | 5,000.00     |
| 10-A-08E | Tools and Equipment, EMS              | 140,000.00   |
| 10-A-08M | Tools and Equipment, Major Purchases  | 185,000.00   |
| 10-A-09  | Supplies                              | 30,000.00    |
| 10-A-09D | Supplies, Water Rescue                | 600.00       |
| 10-A-09E | Supplies, EMS                         | 20,000.00    |

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|----------|--------------------------------------|--------------|
| 10-A-09V | Supplies, Vehicles                   | 15,000.00    |
| 10-A-10  | Repairs - General Items              | 17,000.00    |
| 10-A-10B | Repairs - Buildings                  | 8,000.00     |
| 10-A-10D | Repairs, Water Rescue                | 5,000.00     |
| 10-A-10E | Repairs, EMS Equipment               | 8,000.00     |
| 10-A-10V | Repairs, Vehicles                    | 45,000.00    |
| 10-A-14  | Insurance, Liability                 | 99,294.00    |
| 10-A-14A | Insurance, Health & Life             | 150,000.00   |
| 10-A-15  | Other Expenses                       | 25,000.00    |
| 10-A-15A | Publications, Dues, Subscriptions    | 8,000.00     |
| 10-A-15D | Other, Water Rescue                  | 1,500.00     |
| 10-A-15T | Training and Training Expenses       | 15,000.00    |
|          | Sub-total                            | 1,343,994.00 |
| 21-A-02A | Capital Equipment Addition Station 1 | 50,000.00    |
| 21-A-02E | Capital Equipment Engine Pumper      | 75,000.00    |
|          | Sub-total                            | 125,000.00   |
| 23-B-02  | Supplies & Materials                 | 25,000.00    |
| 23-B-04  | Other Expenses                       | 3,140.00     |
|          | Sub-total                            | 28,140.00    |
| 27-A-09  | Other Expense Unclaimed Monies       | 6,090.00     |
| Total    |                                      | 3,457,477.48 |

Roll Call Voting:

|                   |     |
|-------------------|-----|
| Robert Brobst     | Yes |
| Jane Hawn-Jackson | Yes |
| Norman Jepson     | Yes |

#18 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Blanket Certificates for the first quarter of 2012, as requested by the Fiscal Officer:

| Appropriation Code | Amount  |
|--------------------|---------|
| 01-A-03            | 625.00  |
| 01-A-04            | 175.00  |
| 01-A-05            | 1250.00 |
| 01-A-10            | 2500.00 |
| 01-A-26            | 6250.00 |
| 01-B-02            | 375.00  |
| 01-B-03            | 3750.00 |
| 01-B-05            | 500.00  |
| 01-B-06            | 1000.00 |
| 01-B-07            | 125.00  |
| 01-B-08            | 600.00  |
| 01-J-02            | 250.00  |
| 01-J-03            | 500.00  |
| 02-B-02            | 3875.00 |
| 02-B-04            | 125.00  |

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|          |           |
|----------|-----------|
| 03-B-02  | 10000.00  |
| 03-B-04  | 125.00    |
| 04-A-04  | 10000.00  |
| 04-A-05  | 7500.00   |
| 04-A-06  | 2500.00   |
| 04-A-07  | 7500.00   |
| 04-A-08  | 600.00    |
| 04-A-08S | 100.00    |
| 04-A-13  | 6250.00   |
| 04-B-02  | 10000.00  |
| 04-B-03  | 10000.00  |
| 04-B-04  | 1800.00   |
| 05-A-09  | 100.00    |
| 05-A-12  | 185.00    |
| 10-A-06  | 2500.00   |
| 10-A-08  | 1000.00   |
| 10-A-08D | 500.00    |
| 10-A-08E | 1000.00   |
| 10-A-08M | 1000.00   |
| 10-A-09  | 5000.00   |
| 10-A-09D | 150.00    |
| 10-A-09E | 1000.00   |
| 10-A-09V | 3000.00   |
| 10-A-10  | 4250.00   |
| 10-A-10B | 1600.00   |
| 10-A-10D | 250.00    |
| 10-A-10E | 1600.00   |
| 10-A-10V | 9000.00   |
| 10-A-15  | 6250.00   |
| 10-A-15A | 2000.00   |
| 10-A-15D | 375.00    |
| 10-A-15T | 3000.00   |
| 23-B-02  | 6250.00   |
| 23-B-04  | 785.00    |
| Total    | 139070.00 |

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

#19 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson authorizing the Fiscal Officer to make all needed Intra-fund Transfers during the entire year 2012, they need not be listed in the minutes.

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



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#20 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to approve the following Purchase Orders for Carry-over from 2011 to 2012, as requested by the Fiscal Officer:

|                                  |         |
|----------------------------------|---------|
| Busy Beaver Building Centers     | 205.99  |
| Christopher Joslin Photography   | 350.00  |
| Delta Railroad Construction Inc. | 153.96  |
| Delta Railroad Construction Inc. | 127.04  |
| Dominion East Ohio               | 361.84  |
| Dominion East Ohio               | 5654.46 |
| Harrington Industrial Laundry    | 33.79   |
| Koski Construction Co.           | 500.00  |
| Lakeshore Auto Parts             | 515.73  |
| Lant Auto Parts                  | 13.23   |
| Napa Auto Parts                  | 27.82   |
| Outdoor Army/Navy Store          | 613.96  |
| Scott Cole                       | 2850.00 |
| Star Beacon                      | 120.57  |
| VISA                             | 189.17  |
| VISA                             | 365.15  |
| Welker Farm Equipment Inc.       | 11.39   |

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

#21 Robert Brobst 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, 2012 from 8:00 AM – 300 PM.

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

#22 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson approving the format for the Trustees Agendas and that the Agenda is closed at noon the day before the Regular Trustees Meeting. Agenda items can be added, deleted or modified at the Trustees Meeting with the Chairperson's approval.

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

#23 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson that we will not list the individual Warrants on the Minutes in 2012, but a copy can be found in each Meeting's Addendum.

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

#24 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson scheduling the third Tuesday of every month for Safety Committee Meetings to begin at 7:30 AM, locations to be determined. Additional Safety Committee Meetings may be scheduled on an as-needed

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basis during the year.

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

Department Heads are responsible to schedule the monthly toolbox talks (safety training) for their employees, along with a weekly safety notice.

How many and who, (if anyone) will attend the Ohio BWC Safety Congress in Columbus on March 27, 28 and 29, 2012 with the Township to pay costs will be discussed in January, 2012.

Who will attend the Trustees OTA Winter Conference from February 8 – 11, 2012 with the Township to pay costs will be discussed in January, 2012.

Who will attend the State Auditor's Conference/Training in Columbus on March 6, 7, and 8, 2012 with the Township to pay costs will be discussed in January, 2012.

#25 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson 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: | Robert Brobst     | Yes |
|                   | Jane Hawn-Jackson | 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 is currently 55.5 cents per mile. This will change as the IRS changes.

#26 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 8:20 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer