

RECORD OF PROCEEDINGS

SAYBROOK TOWNSHIP TRUSTEES

Held

February 7, 2012

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The Special Meeting of the Saybrook Township Board of Trustees to discuss the August 2011 Loss Control Survey items and the CWA Bargaining Agreement and hiring personnel was called to order at 6:40 P.M. by Chairperson Norman Jepson, with Trustees Robert Brobst and Office Manager Joyce Crease and Fire Chief John Jyurovat arrived later with no members of the public 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 #110) or, upon request; it can be copied onto a CD at the current cost of the CD.

Chairperson Norm Jepson 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.

The list of recommendations that was sent to us by KLA Risk Consulting was discussed:

Obtain Certificate of Liability Insurance:

We are doing this already. The Road Superintendent maintains the file with Saybrook Township being named as additional insured, also road bonds are kept for any contractor working in the cutting or boring in our right of way. We also keep a copy of their current workers compensations papers and they are also kept in the Road Superintendent's Office.

Document Road and Sign Inspections:

We have a form that we use however the Trustees want any sign showing "poor" in our records will be replaced ASAP and in future each sign shall be inspected on a yearly basis and the date of inspections shall be recorded on said form.

1 Robert Brobst moved resolution, seconded by Norman Jepson to add to our current street sign form a line item for date of inspections, which must be done on an annually basis and the date of inspections shall be recorded on said form. Also, any sign showing "poor" in our records will be replaced immediately.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

Document Pre-trip Vehicle Inspections:

Already are and copies of these can be found in the Road Superintendent's Office.

Implement Fire Department Diving Training:

We have just completed a list of monthly training for the entire County Dive Team and we will do our training along with theirs. All members of Saybrook Township Water Rescue Services will be required to attend no less than four of these training each year.

Originate Standard Operating Procedures for the Dive Team:

Chief Jyurovat will retype the Water Rescue Protocols and give to the Board for our review and approval at our next regular meeting.

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20

Perform Water Rescue Department Equipment Testing, Inspections and Maintenance:

We are working on this form and should have it in the next few weeks.

Implement Citizen Complaint Procedure:

Our Department Heads will be using the suggested form for any messages or calls they receive. Each Form will be attached to the phone log and when completed, file in the binder in the middle office for Trustee or public viewing. We will work on a written Policy/Procedure on this.

- 2 Robert Brobst moved resolution, seconded by Norman Jepson to go into Executive Session at approximately 7:20 pm, to discuss the CWA Contract and the Office Manager's position.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

- 3 Robert Brobst moved resolution, seconded by Norman Jepson to return to regular session at approximately 7:40 pm.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

- 4 Robert Brobst moved resolution, seconded by Norman Jepson to agree to the 3% raise for the members of the CWA Bargaining Group beginning the first pay received in February 2012. There will be no wage increase in 2013. The rest of the agreement will be reviewed and voted on as soon as the contract can be presented to the Trustees by the CWA and our legal council – Mark Andrews.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

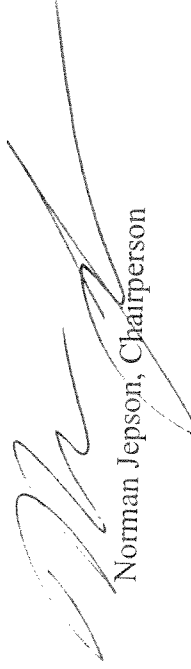
- 5 Robert Brobst moved resolution, seconded by Norman Jepson to remove the Office Manager's position from the CWA Bargaining Group and to re-hire Joyce Crease as Office Manager at the current rate. This will be reviewed when all Trustees and Fiscal Officer Pope can meet with Crease to discuss duties and wages.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

- 6 Robert Brobst moved resolution, seconded by Norman Jepson to adjourn the meeting at approximately 8:00 pm.

Roll Call Voting:	Robert Brobst	Yes
	Norman Jepson	Yes

The meeting was adjourned.



Norman Jepson, Chairperson