

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

MAY 13, 2013

Held

20

The Open Special Meeting of the Saybrook Township Board of Trustees to discuss employee job descriptions was called to order at approximately 6:30 pm by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson (no members of the public) in attendance at the Saybrook Township Road Building, 7247 Center Road, Saybrook Township, Ohio 44004.

The following minutes reflect action taken by this Board.


#1 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to revise the Officer Manger's Job Description, a copy of which can be found in the Addendum and changed in the Policy Manual.

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

#2 Norm Jepson moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 6:46 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson