

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

JULY 10, 2012

20

The open Special Meeting of the Saybrook Township Board of Trustees to discuss job descriptions and the generator was called to order at 6:45 pm by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Marc D. Pope and Office Manager Joyce Crease and 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 130) or, upon request, it can be copied onto a CD at the current cost of the CD.

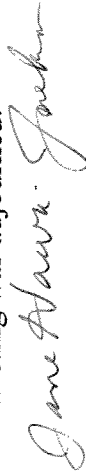
The Office Managers and Township Secretary's (both full-time and part-time) job descriptions were discussed.

Installation of the generator at the Administrative Office was discussed. The Township received one quote for this installation. No action will be taken at this time.

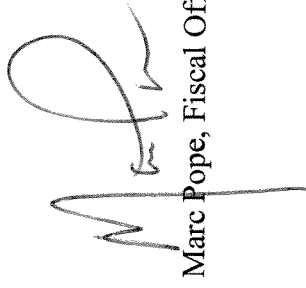
#1 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 7:05 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer