

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BANK, INC., FORM NO. 10148

Held

JULY 17, 2012

20

The Special Meeting of the Saybrook Township Board of Trustees was called to order at 7:00 P.M. (to discuss personnel issues including hiring and firing) by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Marc D. Pope, 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 132) or, upon request; it can be copied onto a CD at the current cost of the CD.

Fiscal Officer Marc Pope 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.

#1 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to go into Executive Session at approximately 7:00 pm to discuss personnel issues, possible hiring and firing. Three Trustees, Fiscal Officer and Office Manager went into this session.

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

#2 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to return to regular session at approximately 7:30 pm.

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

#3 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to accept Marc Pope's resignation as Fiscal Officer as of tonight at 11:00 pm, this based on the recommendation by the County Prosecutor due to changes created by ORC 2921.42(a)(4) and 505.254.

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

#4 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to make Marc Pope a Full-Time Road Superintendent (based on approximately 41 hour per week) with salary of \$64,500.00 per year beginning July 18, 2012, plus the current salary of the Cemetery Sexton of \$5,850 per year.

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

#5 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to accept Joyce Crease's resignation as Office Manager as of July 17, 2012 close of business.

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

#6 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to authorize payment to Office Manager Joyce Crease for her unused hours of vacation which was earned as of January 1, 2012 per Policy 2330 of 159 hours @ \$17.76 per hour totaling \$2823.84 on the July 26, 2012 payroll. (Note that unused sick time will not be paid because she did not qualify for retirement as required in Policy 2310)

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

#7 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to appoint Joyce Crease as Fiscal Office of Saybrook Township to finish the unexpired term meeting all requirements per the Ohio Revised Code effective July 17, 2012 at 11:01 pm.

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

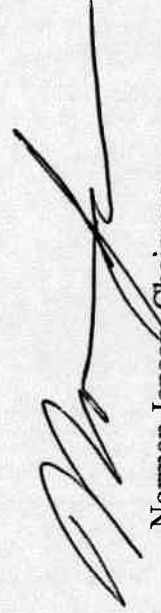
#8 Robert Brobst moved resolution, seconded by Jane Hawn-Jackson to advertise the Office Manager's open position based on the current job description which was approved on July 10, 2012.

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

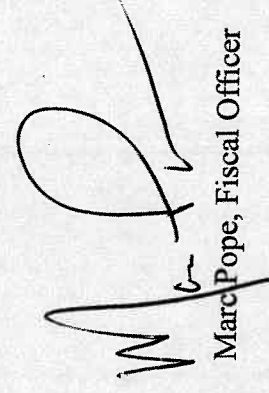
#9 Robert Brobst moved, seconded by Jane Hawn-Jackson to adjourn the meeting at approximately 7:35 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer