

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10-1048

SEPTEMBER 11, 2012

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Held

The Special Meeting of the Saybrook Township Board of Trustees to discuss personnel policy on Workplace Violence, painting of cemetery garage and job descriptions was called to order at approximately 7:00 pm by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer 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 142) or, upon request; it can be copied onto a CD at the current cost of the CD.

#1 Norman Jepson moved resolution, seconded by Robert Brobst to contract with Melvin Mitchell of 3063 State Route 167, Jefferson, Ohio to paint the exterior of the cemetery garage at a cost of \$900.00 for labor only and Purchase Order. The Township will purchase primer and paint.

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

#2 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to adopt the Draft Workplace Violence Policy 2003/B as part of the Township Policy with additional language at the end of the last sentence to say, "as well as successful completion of individual anger management counseling". A copy of the entire Policy can be found in the Addendum.

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

#3 Jane Hawn-Jackson moved resolution, seconded by Robert Brobst to add to the Part-Time Office Secretary's Job Description under Qualifications and Abilities that the "Part-Time Secretary must have a valid Drivers License considered in good standing per Township's Driving Policy" and to abide by Policy 2151 - Permission to Request a Driver Abstract.

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

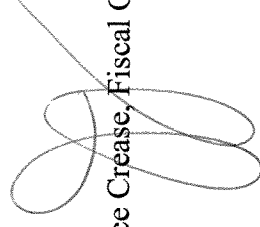
#4 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 7:10 pm.

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

The meeting was adjourned.



Norman Jepson, Chairperson



Joyce Crease, Fiscal Officer