

**RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP TRUSTEES**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 1014B

OCTOBER 4, 2011

Held

20

The Special Open Work Session of the Saybrook Township Board of Trustees to discuss Property Maintenance Code and OTARMA Loss Prevention issues was called to order at 6:10 P.M. by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Marc D. Pope, Zoning Inspector Robert Vaughn, Fire Chief John Jyurovat who arrived at approximately 6:45 pm 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 #94) or, upon request; it can be copied onto a CD at the current cost of the CD.

The Local Government News Release stated the following:
Saybrook Township Trustees will hold a Special Open Work Session, Tuesday, October 4, 2011 at 6:00 pm. Discussion will include Property Maintenance Code and OTARMA Loss Prevention issues.

Zoning Inspector Vaughn presented proposed changes to the Property Maintenance Code that he has been working on since the passage of said Property Maintenance Code and they were discussed by the Board.

OTARMA Loss Prevention recommendations were discussed and Road Superintendent Marc Pope addressed the following:

1. Obtain Certificate of Liability Insurance – Saybrook has always done this and we also ask contractors for a copy of their Workers Comp Certificate, copies of which can be found in the Road Superintendent's Office.
2. Document Road and Sign Inspections – The Road Department is working on this.
3. Document Pre-Trip Vehicle Inspections – We are currently doing this, copies of these can be found in the Road Superintendent's Office.

Fire Chief Jyurovat arrived at approximately 6:45 pm and addressed the OTARMA Loss Prevention recommendations #4, #5 and #6 as follows:

4. Implement Fire Department Diving Training – The Dive Team has training every month and it is documented but not everyone attends.
5. Originate Standard Operating Procedures for the Diving Team – We have this in place already, copies of which can be found at Fire Station 1 and Station 2.
6. Perform Diving Department Equipment Testing, Inspections and Maintenance – Chief Jyurovat and Water Rescue Services are currently working on this.
7. Implement Citizen Complaint Procedure – Jane Hawn-Jackson will work on this.

The meeting was adjourned at approximately 7:55 pm.



Norman Jepson, Chairperson



Marc D. Pope, Fiscal Officer