

# RECORD OF PROCEEDINGS

Minutes of

Meeting

## SAYBROOK TOWNSHIP TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

NOVEMBER 22, 2011

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The Open Work Session of the Saybrook Township Board of Trustees to discuss the Cemetery Buildings, standard uniforms, uniforms in public and safety requirement of Tool Box Talks was called to order at 6:30 P.M. by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson, Township Secretary Renee Kirk and no members of the public were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Fiscal Officer Marc Pope was not present at tonight's meeting, Township Secretary Renee Kirk will record the minutes of this meeting.

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 101) or, upon request, it can be copied onto a CD at the current cost of the CD.

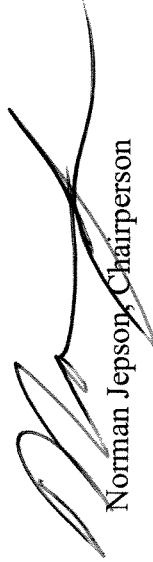
The Cemetery buildings were discussed. Both buildings are very old and in need of repairs. One roof is leaking and one building is dry. It was discussed whether to tear one down and keep one, possibly side the old one and build a pole barn. After the first of the year the Trustees would like to have a workshop on a Saturday with Road Superintendent Marc Pope to look at the buildings and discuss the Cemetery needs, the salt building, pricing for having things done and budgeting for the Cemetery.

Discussion was held regarding standard uniforms. The main concern about taking uniforms home and washing them is contamination from blood born pathogens. Also when an employee is no longer employed by Saybrook Township, they must return uniforms and equipment.

Wearing Saybrook Township uniforms in public was discussed and the Trustee stated that while employees are wearing our uniforms they should refrain from immoral and unprofessional conduct. When an employee wears a uniform, wear it with pride, they (the employees) are a reflection of Saybrook Township.

Tool Box Talks and the extra cost of them were discussed. We will look to see if BWC has anything similar that we could get at no charge.

The meeting was adjourned at approximately 7:05 pm.



Norman Jepson, Chairperson



Renee Kirk, Township Secretary