

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**BUDGET MEETING #2
DECEMBER 14, 2015 6:30 P.M.**

NOTE: These minutes are a summary of the discussion and are not a word for word account of the discussions. The proceedings were electronically recorded. The meeting place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

Chair Susan Spradlin welcomed everyone and called the Budget Meeting to order at 6:30 p.m. This was a Budget Meeting advertised on the Xenia Township website within 24 hours of scheduling the meeting.

ROLL CALL: Susan Spradlin, Chair; Scott Miller, Trustee; Daniel O'Callaghan, Trustee; Sheila Seiter, Fiscal Officer; Alan Stock, Administrator, Dean Fox, Fire Chief.

TOWNSHIP ADMINISTRATOR/FISCAL OFFICER:

Mr. Stock said Mrs. Seiter found a reminder about the renewal of the Road Levy that needed to be put on the ballot. He checked with David Graham (Greene County Auditor) about the process--first the Trustees need to approve a "vote of necessity" to show the money is needed; this would go to David Graham who would tell the Township how much they would get and would approve the money is needed; the Trustees then vote to put it on the ballot. Mr. Stock did the paperwork and asked the Trustees for a resolution to put it on the ballot in March 2016. The levy would bring in around \$410,000 a year. Mr. Miller made a motion to place the .9 mil road levy renewal on the ballot on March 15, 2016 as presented in the documents, seconded by Mr. O'Callaghan. Mrs. Spradlin asked about the "vote of necessity" being included in the motion. Mr. Stock suggested calling the renewal language Exhibit A and the Board of Election Exhibit B. Roll Call: Mrs. Spradlin-Aye; Mr. Miller-Aye; Mr. O'Callaghan-Aye. Motion PASSED by roll call vote of 3-0.

RESOLUTION 2015-271

Mr. Stock said there have been some revisions in expected revenue sources. He said two worksheets need specific attention in Executive Session because they deal with potential raises and insurance coverage. He said about 40% of the total budget goes to salaries and benefits. Mr. Miller would like to look at the 3-5 years projection, where the budget likely will be and what income levels will be. Mr. Stock put in about a 6% increase for the hazard insurance. Mrs. Spradlin asked if the Trustees' salaries were according to the new increase. Mr. Stock answered they were. Mr. Stock said for the Road Department they did not have training or travel expense line items so these have been added. He said Jim Pile was satisfied with the line items they have. Chief Fox has not seen the final line items for Fire. Mr. Stock said they will have to look at the payout for vacation and sick for employees that may retire and capital outlay for future improvements. One question from the last meeting was what to do with the Sign Grant--it will still go into the Motor Vehicle License Tax. Another question was where to put the Washington Road money--this was put in Road and Bridge. Mrs. Seiter explained they need to reduce the projected revenue on this as the money was not actually received this year, and she will have to do a "memo receipt in and out". There was discussion about the Fire Department salaries. Mr. Stock said for the past few years they have added more line items in order to keep history; however, Mrs. Seiter can process reports from UAN that keep the history intact so they have been able to delete 12-15 line items. There was discussion about different reports that can be generated from UAN. Mrs. Seiter informed the Trustees the cost of an election is spread out according to who has something on the ballot. She said since the Road Levy will be on the ballot in the Spring it may cost more. She said this money is deducted from the two semi-annual apportionment payments from the County Auditor's Office. She added she usually took this out of the line Payment to Another Political Subdivision. There was discussion about the Fire Department wish list, having I-Pads for fire inspections, the possibility of charging for the inspections, money needed for future purchases of apparatus for the Fire Department and the Road Department wish list. Mr. Stock reported that the Fire Department is transporting more people but less have the ability to pay. Mr. Miller made the point there needs to be a good program for servicing equipment to extend the lifespan of equipment. Mrs. Spradlin said the Township is known for taking care

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of its equipment. Mrs. Spradlin cautioned that any contracts need to be reviewed so maintenance is not performed on something that is scheduled for replacement.

A ten-minute break was taken at 7:12 p.m.
The Budget Meeting resumed at 7:20 p.m.

EXECUTIVE SESSION:

Mrs. Spradlin made a motion to go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, or compensation of a public employee or official under ORC 121.22 (G)(1), those in attendance were the three Trustees, the Administrator, the Fire Chief, Steve Combs, Trustee-elect, and the Fiscal Officer, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Mrs. Spradlin made a motion during the Executive Session under ORC 121.22(2) to consider the purchase of property for public purposes or for the sale of property at competitive bidding, those in attendance were the same as above, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session began at 7:22 p.m.

Mr. Miller made a motion to exit the Executive Session, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session ended at 9:00 p.m.

TRUSTEE BUSINESS:

Mr. Miller suggested addressing salt purchase and salt storage, maintenance software for all departments and a phone system. Mr. O'Callaghan said something needs done to increase the bandwidth—the Township is only getting 3 megabits per second business class which was the standard in 1996. Mr. Stock said the small business server will no longer be supported after this year. An option is going to a cloud base, but connectivity and speed are the problems. Mr. O'Callaghan said with Time Warner Cable the minimum needed would be 26 megabits per second for the connectivity. He said there is a need to move ahead with technology and it should not be done a piece at a time. He said outside consultant help would be needed. He said the Township has fiber optics so the infrastructure is here. Mrs. Spradlin said the HVAC is also a priority. Mrs. Spradlin asked that pictures on the website banner be updated.

ADJOURNMENT:

A motion was made by Mrs. Spradlin to adjourn the Budget Meeting, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Budget Meeting adjourned at 9:15 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Susan Spradlin, Chair

Resolution # _____

Scott Miller, Trustee

Attest:

Sheila J. Seiter, Fiscal Officer

Daniel O'Callaghan, Trustee