

RECORD OF PROCEEDINGS

**MINUTES OF THE XENIA TOWNSHIP TRUSTEES
MEETING HELD ON:**

**REORGANIZATIONAL
JANUARY 2, 2014 5:47 PM**

Amy Lewis called the re-organizational meeting to order at 5:30 p.m. Board Members present were Amy Lewis, Scott Miller, and Susan Spradlin. Also in attendance were Fiscal Officer Barbara Miller, Township Administrator Alan Stock, Road Superintendent Dave Shuey, and Fire Chief Dean Fox.

All in attendance participated in the Pledge of allegiance.

TRUSTEE AFFIRMATION:

Fiscal Officer Barb Miller confirmed that Scott Miller and Susan Spradlin have presented to her an Oath of Office and that the Fiscal Office has received Bonds for both Trustees.

BOARD APPOINTMENT:

Amy Lewis moved to nominate Scott Miller as the Chair for 2014. Susan Spradlin seconded the motion. Scott Miller accepted the appointment.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-001

Amy Lewis moved to nominate Susan Spradlin as the vice chair for 2014. Scott Miller seconded the motion. Susan Spradlin accepted the appointment.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-002

MEETINGS:

Trustees and staff discussed the date and times for the 2014 regular Board of Trustees meetings. Amy Lewis moved to hold the regular meetings on the 1st and 3rd Thursdays of each month at 7:00 pm and work sessions the same evenings at 5:00 pm. Motion seconded by Susan Spradlin.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-003

HOLIDAY SCHEDULE:

Full time staff provided the 2014 holiday day off schedule. The Fire Department has a few differences. After review, Scott Miller moved to approve the request as provided. Motion was seconded by Amy Lewis.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-004

COMMITTEE APPOINTMENTS:

Trustees discussed the committee appointments for 2014. Amy Lewis moved to make the following committee appointments for 2014. Motion was seconded by Susan Spradlin.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-005

Ad Hoc Warning Committee	Rep. Dean Fox, Dave Shuey, Greg Beegle, Alan Stock
Chamber of Commerce:	Rep. Alan Stock Alt. Amy Lewis
Chamber Safety Committee:	Rep. Dean Fox/Greg Beegle Alt. Alan Stock
Combined Health District: (District Advisory Council)	Rep. Susan Spradlin Alt. Amy Lewis
Greene County Regional PCC:	Rep. Susan Spradlin Alt. Alan Stock
Greene Co. Communications (911):	Rep. Dean Fox, Greg Beegle, Amy Lewis, Alan Stock
Public Records Retention:	Rep. Chair, Fiscal Officer w/help of Secretary

Source Water: Rep. Amy Lewis, Scott Miller, Susan Spradlin
Alt. Alan Stock
Water/Wastewater Advisory: Rep. Dave Shuey Alt. Alan Stock

VOLUNTEER FIRE FIGHTERS' DEPENDENTS FUND (VFFDF):

Amy Lewis moved to appoint the five individuals as provided on the State Fire Marshal's form to the VFFDF Board to serve one-year terms commencing on January 1, 2014. Kenneth Penewit, Christopher Seiter, Elizabeth Beam (Secretary), Roy Colbrunn (Chair), Ronnie Shaw (elected by other four members). Motion was seconded by Susan Spradlin.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.
Resolution No. 2014-006

ZONING BOARDS:

Alan Stock commended both zoning boards for their diligence and careful deliberations. He recognized the following sitting members and recommended that Charles Bingamon be appointed to the BZA for an additional five (5) year term. Scott Miller moved to appoint Mr. Bingamon until December 31, 2018.

Stock recognized the following members who were previously appointed:

Zoning Commission	Term Expires	Board of Zoning Appeals	Term Expires
Alan King, Chair	12/31/16	Charles Bingamon	12/31/18
Willie Washington	12/31/15	Kenneth Penewit	12/31/15
Kent Harbison	12/31/14	Philip Jacobson, Chair	12/31/14
Virgil Ferguson	12/31/17	Don Harner	12/31/16
Jeffery Zweber	12/31/18	Joe Mullikin	12/31/17

Alternates

Donna Randall
Harold Snyder

Alternates

Elaine Conley

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.
Resolution No. 2014-007

Amy Lewis moved to pay both Zoning Board Members' at a rate of \$20.00 per meeting attended (same as in 2013) payable in December at the end of the year. A member could still wish to be an unpaid volunteer. This rate shall be established until further notice.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.
Resolution No. 2014-008

TAX SETTLEMENT DRAWS:

Scott Miller requested a resolution be approved providing for the Fiscal Officer the ability to request early draws from the County Auditor's Office on the semi-annual property tax settlements if she sees an upcoming need during 2014. Amy Lewis moved to approve said request.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.
Resolution No. 2014-009

TRAVEL AND MILEAGE REIMBURSEMENT:

Amy Lewis moved to reimburse Township elected officials and employees for mileage expenses in private vehicles for Township business at the IRS approved rate per mile at the time the expense is incurred. GSA rates by region will apply for meals, expenses, and hotels when on Township business.

Motion seconded by Scott Miller.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.
Resolution No. 2014-010

STATE AND NATIONAL CONVENTION AND CONFERENCES:

Amy Lewis moved to allow for expenses for the Trustees, Fiscal Officer, and Township Administrator to attend State Conventions and Conferences and for the same to be paid from the General Funds. Motion seconded by Susan Spradlin.

Roll Call: Lewis-Aye; Miller-Nay; Spradlin-Aye. Motion passed 2-1.

Resolution No. 2014-011

Scott Miller moved to allow Trustees to attend National conventions paid for from the General Fund. Motion died for lack of second.

BENEFITS:

The Township provides, if needed, life, health (including the Health Reimbursement Account) and dental insurance to all full-time Township employees and elected officials. The Township pays all premiums at this time. The following proposal is being considered: Starting in 2014, employees will contribute \$600 a year toward their annual premiums and within a certain amount of years, full-time employees will pay a certain % of their annual insurance premiums. This proposal was tabled until the next meeting.

TRUSTEES COMPENSATION:

Amy Lewis moved to pay the Trustees and Fiscal Officer according to the statute (ORC 505.24 and 507.09) and the cost of living increases altered by the General Assembly in 2000. Based upon this and a 2014 annual budget of less than \$3,500,000, Trustees will be compensated \$11,318.00 and the Fiscal Officer \$19,806.00. Susan Spradlin seconded the motion.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-012

TOWNSHIP PERSONNEL:

The Trustees recognized the fine, dedicated employees at the Township and moved to re-appoint the following employees:

Scott Miller moved to re-appoint Alan Stock as the full time Township Administrator and Zoning Inspector and to allocate his salary 70% to the general Fund, 20% to Fire District Fund, and 10% to the Road and Bridge Fund. Motion seconded by Amy Lewis.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-013

Scott Miller moved to re-appoint David Shuey as the full-time Road/Public Works Superintendent . Motion seconded by Amy Lewis

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-014

Scott Miller moved to re-appoint Dean Fox as the Fire Chief. Motion seconded by Amy Lewis.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-015

Scott Miller moved to re-appoint Greg Beegle as the Deputy Fire Chief. Motion seconded by Amy Lewis.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-016

Scott Miller moved to re-appoint:

Part-Time Secretary - Sheryl Blackaby
Part-Time Secretary - Sandy Morrison

Motion seconded by Amy Lewis.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-017

It was then decided by the Trustees that ongoing they would only re-appoint Department Heads.

SEASONAL ROAD DRIVER:

Scott Miller moved to allow the Road Superintendent to hire temporary/seasonal road drivers as employees at a rate neither to exceed \$15.00 per hour nor to exceed yearly budgetary amounts. Amy Lewis seconded the motion.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-018

OTHER BUSINESS:

Amy Lewis moved to hire Plattenburg as the Transactional Consulting Firm with Fiscal Officer Barb Miller providing the day to day data interaction and Township Administrator Alan Stock providing the scope of work outcome completion, and the ability to sign the contractual agreement with Plattenburg. A reminder was given not to exceed the original \$5,000.00 previously approved limit unless another vote of the Trustees is taken. Susan Spradlin seconded the motion.

Roll Call: Lewis-Aye; Miller-Aye; Spradlin-Aye. Motion passed 3-0.

Resolution No. 2014-019

Scott Miller lead a discussion of several IRS notifications the Trustees received. Barb will be working with the traveling clerk to bring more clarification on this matter at the next meeting.

Barb Miller began a discussion of the matter of indigent burial fees. Alan Stock will continue to work on the policy to bring to the Trustees for their approval.

Tim Spradlin spoke as a guest regarding Veterans' indigent burial, meal reimbursement, and the \$500.00 limit of Trustees.

Amy Lewis requested a date be set for the Annual Road Ride at the next meeting.

ADJOURN: 7:07 pm

Amy Lewis moved to adjourn the meeting, Scott Miller seconded the motion.

XENIA TOWNSHIP BOARD OF TRUSTEES

Attest:

Scott Miller, Chair

Barbara Miller, Fiscal Officer

Amy Lewis

Susan Spradlin