

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

**SPECIAL FINANCE MEETING
MAY 7, 2013 6:03 PM.**

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.

PRESENT: Amy Lewis, Chairman; Jim Reed, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator; Scott Miller, Absent.

This was a Special Finance Meeting called to address issues that were not discussed during the Regular Trustees' Meeting due to time constraints.

FISCAL OFFICER:

- Motion to accept minutes from Trustees Work Session dated June 7, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-120

- Motion to accept minutes from Trustees Regular Trustees Meeting dated June 7, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-121

- Motion to accept minutes from Trustees Emergency Meeting dated June 18, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-122

- Motion to accept minutes from Trustees Work Session Meeting dated June 21, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-123

- Motion to accept minutes from Regular Trustees Meeting dated June 21, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-124

- Motion to accept minutes from Regular Trustees Meeting dated July 5, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-125

- Motion to accept minutes from Regular Trustees Meeting dated July 17, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-126

- Motion to accept minutes from Trustees Work Session dated August 9, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-127

- Motion to accept minutes from Trustees Work Session dated August 16, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-128

XENIA TOWNSHIP TRUSTEES
SPECIAL FINANCE MEETING, MAY 7, 2013

- Motion to accept minutes from Regular Trustees Meeting dated August 16, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-129

- Motion to accept minutes from Special Trustees Meeting dated August 24, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-130

- Motion to accept minutes from Trustees Work Session dated September 6, 2012 was made by Mrs. Lewis, seconded by Mr. Miller. Motion PASSED by a roll call vote of 2-0. Mr. Miller was absent.

RESOLUTION NO. 2013-131

The Fiscal Officer discussed the appropriations status. She explained how she broke them down into categories. Department heads and the Administrator must appropriate amounts for each line item. There was a discussion regarding how to best estimate the amounts to be allocated for each line item. Mr. Stock discussed the collaborative effort to find a resolution to this issue.

Mrs. Lewis discussed her desire to keep the meetings running smoothly. In an effort to accomplish this, she would like to limit guest speakers to 3 minutes. Mr. Reed stated he would like to limit those who could speak at the meetings to Township residents or those who own property in the Township. However some people who are affected by Township decisions, even if they do not own property or live in the Township, may like to have their voice heard also. Stephanie Hayden of the Prosecutors office will check the legality of this issue to make sure that no one's first amendment rights are violated.

The Fiscal Officer discussed the pension programs. She has spoken to Ohio Deferred Compensation and to Orchard Trust. Both of these programs are options and it is not mandatory that she submit contributions to them for employees. She stated that Ohio Deferred Compensation is over now. She will continue to make contributions to Orchard Trust for the two employees who currently use it. However, she will not start contributions to this program for any other employee. She stated that it is not mandatory for her to take city taxes out of paychecks. She also has questions regarding OPERS and plans to discuss this further with the traveling clerk when she comes in to help.

There was a discussion regarding the traveling clerk and her rate of pay. She has been of great benefit to the Fiscal Officer. The issue of her pay rate will be explored.

The Fiscal Officer would like employees to use a charge system where possible. This would eliminate the double payment of bills which has happened. The Trustees discussed the policy for credit card use as it is currently. Mr. Stock stated that there was a new credit card use policy that was approved by Resolution.

Mr. Reed discussed the need to revise the Personnel Handbook. Stephanie Hayden suggested using the Beaver Creek Township handbook as a guide. It has been updated within the last year and would be a very good guideline to follow. Mr. Reed suggested the need to set a date for completion of the Personnel Handbook. The Fire Department is working on SOP's for that department. The date of September 30, 2013 was set as the target completion date for the new Personnel Handbook.

Chief Fox discussed the desire of employees to utilize direct deposit for paychecks. Barbara Miller, Fiscal Officer, explained the delay but stated she would continue to work on direct deposit.

XENIA TOWNSHIP TRUSTEES
SPECIAL FINANCE MEETING, MAY 7, 2013

There being no further business, Motion to adjourn was made by Mrs. Lewis, seconded by Mr. Reed. All voted AYE. Meeting adjourned at 7:04 pm.

XENIA TOWNSHIP BOARD OF TRUSTEES

Resolution Number

Amy Lewis, Chair

Date Approved

Scott Miller, Trustee

ATTEST:

Jim Reed, Trustee

Barbara Miller, Fiscal Officer