

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**SPECIAL MEETING #3 FOR BUDGET
JANUARY 5, 2015 5:30 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.

PRESENT: Susan Spradlin, Trustee; Daniel O'Callaghan, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Meeting was called to order at 5:30 p.m. This was a Special Meeting to discuss the Budget for the third time. All participated in the Pledge of Allegiance. This was a Special Trustees' Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

TRUSTEES' BUSINESS:

Mrs. Spradlin asked Mr. Stock for updates. He said he had updated Salaries in the budget. He said the only thing going into EMS changed expenditures for the Fire Department so part is in Set-aside and part is in Projects. Topics of discussion were a salt structure, a beet heat trailer, more insulation above the ceiling in the Back Bay, a cascade system, and a generator. The Fire Department's top priorities are Life packs and a cascade system. There was discussion about nothing being in set-aside for sick and retirement payout for the three full-time firefighters. There was discussion about where the Road Department should be paid from when mowing the cemeteries. If they are paid out of the Road and Bridge Fund, it is not allowed as that fund is tax levy money. They can be paid out of the General Fund.

Mr. Miller left the meeting at this time to go to another meeting (5:47 p.m.).

Mrs. Miller said LGF will contact her about what fund to put retirement money into. Mr. O'Callaghan said the Road Department could keep track of how many hours are spent mowing the cemeteries on their time sheets. Mr. Stock said they currently track whether they are doing work for Road, Fire or Admin. Mrs. Spradlin said it creates a lot of paperwork and heartache for employees to track hour by hour, and it makes the day so long. She said if they could work their day and when they change jobs they could that time down. The Road Department only mows the cemeteries three to four times a year. Mrs. Spradlin suggested hiring a mowing contractor to mow the cemeteries. There was a discussion about the plots in the cemeteries and the fee schedule. Presently a plot at Stevenson Cemetery or Friends Cemetery is \$300, opening a grave is \$150 and closing a grave is \$150, for a total of \$600. The Trustees would like to revisit the fee schedule and the mowing of the cemeteries after the new Road Superintendent is hired.

Mrs. Miller changed several line items. She would like to split Insurance into hazard, vehicle, and liability. After looking at the policy, Mr. O'Callaghan said the insurance policy is a blanket policy on everything owned by the Township with limits. He said the insurance is not broken up. The Township has health insurance to cover personnel, bonding insurance, and risk insurance to cover everything else. It would be hard to split the insurance with the policy they have been provided. Mr. Stock himself has broken it down. The Trustees would like to see the insurance company give a detailed breakdown. Mrs. Spradlin said they will get to talk to the insurance company at OTA on Saturday. Mr. O'Callaghan suggested keeping the line items as they are for now for budget purposes but said they will address the line items later.

Mr. Stock said they had to change hazard insurance to EMS. He also took the bonding to General and Road.

There was discussion about funds for Capital Projects. There is still \$13,578.07 in Fund 4901 which was designated for the new dump trucks. These trucks have been purchased. A suggestion was made to close out Fund 4901 and move any excess money from 4901 back into the General Fund where it came from. After this it would go to David Graham for his okay. Then they would set up Fund 4902 for Capital Projects General and Fund 4903 for Capital Projects Fire.

Mr. Miller rejoined the meeting.

There was discussion about line item amounts. Mrs. Miller said she needs to open a fund number for separation pay-outs. This subject will be added to the next Work Session Agenda. Mr. Stock said extra is being put into Contingencies and some is being put into Building Maintenance. Mrs. Miller said she would like to see all of it put into Contingencies. Mrs. Miller said it needs to be more defined in the Appropriation Status Report out of UAN. Mr. O'Callaghan said the Trustees could say they are going to fund a certain fund number and authorize the Fiscal Officer to assign the last four digit codes and create them as needed. Mrs. Spradlin said the numbers would show up on a printed report to show them where funds are standing. Mr. Stock suggested using the purchase orders for tracking, because with other cost center number there is less history. He said it would be nice every month to have by vendor or by line item what was expended out of that. Mr. Miller said if it is an ongoing expense a cost center number is feasible.

Mr. Stock took all training money out of Fire and put it in EMS. He added some money in Technology. He said he also took out of EMS the \$25,000 repayment that was supposed to go back to the General Fund. Mrs. Miller said this amount needed to come out of Fire not out of EMS. Mrs. Miller said transfers are non-payable and advances are payable. Mr. Miller suggested transferring \$25,000 from EMS into Fire, then advancing out from Fire into General for tracking to take place.

Mr. Stock said more time needs to be spent on 700 numbers (capital expenditures) which ties into inventory and depreciation.

Mr. Miller wanted to make sure the EMS training, Fire training and Hazmat training were being tracked. He would like to see cost center numbers for these.

Mr. Miller preferred the insurance not to be taken out of the EMS Fund in case something should happen to the EMS fund in the future. Mr. Stock said that was done as there was not enough money in the Fire Fund. Mr. O'Callaghan suggested leaving it as it is and if the fund goes away there is an emergency strategy that can be used. A three to five year projection for each budget will be done in April. Mrs. Miller will de-activate the number that was used for the Insurance and Bonding in the Fire Fund as the money has been moved out of it. Mrs. Spradlin asked Mr. Stock to change a line to medical/hospitalization to be consistent. Mr. Miller said that when going into discussions about salaries and potential raises, they need to go into Executive Session. Mrs. Spradlin said they have not approved any raises. Mrs. Miller is looking into the encumbrances that have rolled over from a past year. Mrs. Miller will add cost center numbers for EMS Training, Fire Training, Hazmat Training, Professional Services and Technical Services. Mrs. Spradlin asked if something would be ready for Thursday's meeting. Mrs. Miller answered yes. Mrs. Spradlin said the temporary budget must be in by the end of January. Mr. Miller requested a capital improvement schedule (further out than this year) at some point in time.

Mr. Miller asked that Union Road be put on the Work Session Agenda.

Mr. Stock gave a reminder about the recognition for the Road Scholars at the next Trustees' meeting.

Mrs. Spradlin asked if there was any additional information that would warrant an Executive Session. Mr. O'Callaghan said they need to go into Executive Session to discuss the Road Superintendent. Mr. Stock provided the background checks and references. He asked Mr. Stock to send him the job description electronically.

EXECUTIVE SESSION:

Mr. O'Callaghan made a motion to go into an Executive Session to discuss the hiring, firing, demotion promotion or discipline of a Township Employee in accordance with section 121.22 in the ORC, Mr. Miller seconded. Present were the three Trustees. Roll Call: Mrs. Spradlin- Aye, Mr. O'Callaghan- Aye, Mr. Miller- Aye. Executive Session began at 8:36 p.m.

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Mr. Miller made a motion to exit Executive Session, Mr. O'Callaghan seconded. All voted Aye. Executive Session ended at 9:03 p.m.

ADJOURN:

Mr. Miller made a motion to adjourn the Budgetary Meeting, Mrs. Spradlin seconded. All voted Aye. Meeting adjourned at 9:04 p.m.

Resolution # _____

XENIA TOWNSHIP BOARD OF TRUSTEES

Date Approved: _____

Susan Spradlin, Chair

ATTEST:

Scott Miller

Barbara Miller, Fiscal Officer

Daniel O'Callaghan

slb