

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**SPECIAL MEETING  
July 6, 2017**

**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 was held at the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio. This was a Regular Trustee Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Chair Steve Combs called the Special Meeting for July Tax Budget for 2018 to order at 5:30 p.m.

ROLL CALL: Scott Miller, Trustee; Steve Combs Trustee, Chair; Susan Spradlin, Trustee; Sheila Seiter, Fiscal Officer; Alan Stock, Township Administrator.

Mr. Stock advised that he gave the Trustees a copy of the agenda for the July 13 meeting for review and went over the purpose the meeting. He advised that this budget is to show a snapshot in time of what the Township is expecting for next year Mr. Stock explained that he and the Fiscal Office have worked on this and agree on the tax amounts; they have tried to budget high in expenditures and low in revenue. Mr. Stock stated an example was Hazard Insurance had increased less than 6% but had budgeted for a 10% increase. He advised that Personal Health Insurance was originally budgeted for 15% because of national conversation regarding health care, so they have budgeted for 25%. Mr. Miller asked about the increase and wanted to know if the information was coming from the Township's Insurance carrier and if Mr. Stock was told to expect a large increase or was it something else. Mr. Stock stated that most health care in the last three years had increased from 25 to 40% on average. Mr. Stock stated that they had 15% last year but then we had a 10% recovery which made it 25%. He advised that this was why they are continuing with the 25%. Mr. Miller thanked him for the explanation. Mr. Stock advised that because of the potential raise in Insurance premium all employees portion of 10% will reduce the take home amount in 2018 in this budget. He advised the overtime for fulltime firefighters increased under the current Collective Bargaining Agreement. Mr. Stock advised that there would be no projected increase in revenue for additional employee contribution for their personal health care. However, revenue from other sources was adjusted upon projected amounts collected for this year and was increased to reflect Hamvention and potential storage income at 125 Fairground Road. Mr. Stock advised that some heavy research and a decision must be made this year regarding the Fire, Rescue, Ambulance & EMS Billing Fund. Mr. Stock discussed the spreadsheet that showed the revenue and expenditures. Mr. Miller asked if he could have a copy of the spreadsheet and Mr. Stock stated that he could do that for him. Mrs. Spradlin questioned that they put in enough money for a possible retirement or two, from the Road Department. She stated that this was a possibility and maybe the Fire Department as well, so that the Township is not cut short for this. Mrs. Spradlin stated that they need to remember they changed the Secretary position, they increased her pay and hired her fulltime which gives her benefits, so she wanted to be sure there was enough money to cover that and the Administrator's pay is divided into three departments. She also saw a software bill for EMS and Fire billing for \$5,000. She wanted to be sure that those funds are there to cover that and also for further discussion to possibly changing things. Mrs. Seiter stated that some things are based on pay, like for Worker's Comp, from the prior year so this may be something they need to look at closer. Mr. Stock stated that they do not have to finalize now. Mr. Combs stated that he recently heard that the Bureau of Worker's Compensation is going to have refund, so maybe the Township will not owe anything and maybe get some money back. Mrs. Spradlin stated that she would like to know about people putting in requests for refunds, and she thinks they should set it up so that everyone knows what they have to have turned in for purchase orders, this would help get them done in time for next year. Mrs. Seiter agreed and Mrs. Spradlin stated that this way, come November, they could project if a department would need something before the new year starts.

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SPECIAL MEETING, JULY 6, 2017**

Mr. Stock advised the Trustees that he would print off anything they wanted to review from this meeting. Mrs. Spradlin stated that she would use the disc provided. Mr. Stock reminded them that the information on the disc is about the final product. Mr. Stock advised that they can bring any questions to Mrs. Seiter or himself before next week's public hearing. Mrs. Seiter stated that what they see at next Thursday's meeting will just have the two years on it that the County requests and stated that if the Trustees wanted to see any prior years to let her know and she would print separate pages for that. Mrs. Seiter offered to sit down with anyone that would like it explained in more depth.

**ADJOURNMENT:**

Mr. Combs moved to adjourn, Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion PASSED by a roll call of 3-0. The regular meeting was adjourned at 5:52 p.m.

**Xenia Township Board of Trustees**

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
L. Stephen Combs, Chair

Resolution # \_\_\_\_\_

Attest:

\_\_\_\_\_  
Scott Miller

\_\_\_\_\_  
Sheila J. Seiter, Fiscal Officer

\_\_\_\_\_  
Susan Spradlin

MEH