

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**SPECIAL MEETING
SEPTEMBER 24, 2014 5:00 P.M.**

Chairman Miller called the Special Meeting to order at 5:05 p.m. This was a Special Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

PRESENT: Scott Miller, Chairman; Susan Spradlin, Trustee; Alan Stock, Administrator.

TRUSTEES' BUSINESS:

Mr. Miller said this meeting was called for discussion of Trustee Vacancy and Road Superintendent Vacancy.

Mr. Miller said they had received the resignation of Amy Lewis as Trustee. Mr. Miller made a motion to accept her resignation, seconded by Mrs. Spradlin. Roll Call Vote: Mrs. Spradlin-Aye; Mr. Miller-Aye. Motion PASSED by roll call of 2-0.

RESOLUTION 2014-243

Mr. Miller said there will be advertising to take place asking for resumes and letters of interest for the Trustee vacancy. He said the applicants will have to be Township residents. Mr. Stock read what was on the website and the shortened version which would be published in the newspaper. Mrs. Spradlin added that the Board of Elections has the criteria for campaigning for Trustee which would be what is needed for filling the vacancy. She said one of the criteria is being a resident of the Township for at least one year. Mr. Stock said he would verify the criteria with the Board of Elections. Mr. Miller said they could review the letters at the Work Session on October 2.

Mr. Miller asked about the Road Superintendent vacancy. Mr. Stock reported he had spoken to the Road Department about the Trustees looking outside to fill the position. He said he will be meeting with each of them to get their input about roads, what they want in the next supervisor, and where they personally want to go professionally. He plans to meet with them each week to find out what is scheduled and needed for the next week. Mr. Stock asked Bob Geyer, County Engineer, what he would like to see from the next Township road supervisor and if he would look at the list of road priorities when he gets it from the road crew. Mr. Geyer answered that he would. Mr. Geyer said wages of \$50,000 to \$55,000 were good, he did not think the Township is oversized as far as full-time employees per miles of road, he thought the Township roads are in decent shape and did not think there are any safety issues with the Township roads.

A payout for Dave Shuey was discussed. Mr. Stock said he has been waiting on a report, but his numbers are pretty close (within a few hours). As of Mr. Shuey's last pay stub he had 291 ½ sick hours accumulated and 34 ½ vacation hours. Mr. Stock said with the accrual of hours since that pay period the totals come out to 295.18 sick hours and 36.98 vacation hours. Mr. Shuey would like to use two vacation days in order to have full pay on September 27. Mr. Stock said the handbook states the Trustees decide at separation how much is paid out. The handbook says the payout for vacation hours is 100% and for sick hours is 25%. Mr. Shuey would like to take 100 sick hours with him to the City of Dayton. His annual salary was \$60,785.51 which Mr. Stock calculated to be \$30.27 per hour. Mrs. Spradlin asked why Mr. Stock did not have accurate numbers. Mr. Stock answered he had asked the Fiscal Officer on September 12 to give him a report for accurate numbers but had not yet received it. Mr. Stock said the Fiscal Officer had not given him Dave Shuey's contract either. Mr. Stock said he multiplied 195.18 (sick hours) by 30.27 (pay per hour), then multiplied by .25 to get 1,477. Mrs. Spradlin said they could take Mr. Shuey's last pay stub with hours and divide it by the amount to get the pay per hour. They did not have the pay stub at this time. Mr. Miller suggested crediting him the ten days instead of eight since he is on payroll until the end of the pay period. Mrs. Spradlin said the hourly rate will be determined based on gross divided by ten. She said he would be permitted to take 100 sick hours and 2 vacation days. Mrs. Spradlin made a motion to pay Dave Shuey vacation pay at 100%, sick pay at 25%, and also permit him to take 100 hours of sick leave with him and also permit him to use 2 vacation days, September 25 and September 26, for his last pay; all hours will be verified for balance remaining and all hours in employee bank will be paid; the hourly rate will be determined based on a current eighty hour gross dollar amount

divided by eighty. Mr. Miller seconded the motion. Roll call: Mrs. Spradlin-Aye; Mr. Miller-Aye. Motion PASSED by roll call vote of 2-0.

RESOLUTION 2014-244a

Mr. Stock said according to ORC 5571.02 the Trustees need to name an interim for the Road Superintendent vacancy, have one Trustee in charge or have all Trustees in charge. Mr. Miller suggested naming the Administrator as interim Road Superintendent. Mrs. Spradlin asked Mr. Stock how he felt about being the interim. Mr. Stock said he knew it would be more work but the Road Department has three employees who have a lot of years of experience with roads to help him. Mrs. Spradlin was concerned with the safety aspect and said she would understand if Mr. Stock did not feel comfortable doing it. Mr. Stock said if he had problems he would let the Trustees know. Mr. Miller made a motion to appoint the Township Administrator as the interim Road Superintendent until they are able to fill the position, seconded by Mrs. Spradlin. Roll call: Mrs. Spradlin-Aye; Mr. Miller-Aye. Motion PASSED by roll call vote of 2-0.

RESOLUTION 2014-245

Mr. Stock asked for a job description and a pay range before advertising the Road Superintendent position. There was discussion about the job description and changes were suggested as they talked. The Trustees decided to ask for a combined minimum of five years of experience in public roads and supervision. Mrs. Spradlin made a motion to accept the Xenia Township Road/Public Works Superintendent job description with the changes made, seconded by Mr. Miller. Roll call: Mrs. Spradlin-Aye; Mr. Miller-Aye. Motion PASSED by roll call vote of 2-0.

RESOLUTION 2014-246

Mr. Miller gave a range of \$50,000 to \$65,000 for the Road Superintendent. Mrs. Spradlin said from the start the rate will be the same whether the Road Superintendent takes the insurance or not. She said the insurance is part of the benefit package this year but may not be offered next year.

EXECUTIVE SESSION:

Mr. Miller made a motion to go into Executive Session for discussion of employee hiring, firing, promotion, demotion or compensation of an employee, Mrs. Spradlin seconded. Executive Session began at 6:52 p.m. Present were Mrs. Spradlin, Mr. Miller and Mr. Stock.

Mr. Miller made a motion to exit the Executive Session, Mrs. Spradlin seconded. All voted Aye. Executive Session ended at 7:06 p.m.

TRUSTEES' BUSINESS (continued):

Mr. Miller made a motion that the compensation range for the Road/Public Works Superintendent position be \$51,000 to \$58,000 based on knowledge and experience, seconded by Mrs. Spradlin. Roll call: Mrs. Spradlin-Aye; Mr. Miller-Aye. Motion PASSED by roll call vote of 2-0.

RESOLUTION 2014-247

ADJOURN:

Mr. Miller made a motion to adjourn the Special Meeting, Mrs. Spradlin seconded. All voted AYE. Meeting adjourned at 7:07 p.m.

XENIA TOWNSHIP BOARD OF TRUSTEES

Resolution # _____

Date Approved: _____

Scott Miller, Chair

ATTEST:

Susan Spradlin

Barbara Miller