

## RECORD OF PROCEEDINGS

### MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING  
JANUARY 3, 2013 7:00 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: Jim Reed, Chairman; Scott Miller, Trustee; Amy Lewis, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Meeting was called to order at 7:00 P.M. and pledge to the American Flag was given. This was a Regular Trustees Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Mr. Stock discussed a Commendation for the Road Department. The Road Department handled the first snow of 7 inches with less than 21 hours of overtime.

Mr. Stock discussed items in the read file. He also discussed the Patriot Award presented to the Xenia Township Fire Department by the Greene County Veterans Service Commission regarding their support of the Greene County American Veterans Traveling Tribute, October 10–14, 2012.

### FISCAL OFFICER/FINANCE:

- Approval of bills/payroll as presented. Motion was made by Mrs. Lewis and seconded by Mr. Miller. Motion PASSED by a roll call vote of 3-0.

#### RESOLUTION NO. 2013-33

- Motion was made by Mrs. Lewis, seconded by Mr. Reed to approve use of electronic signatures for payroll only. Motion PASSED by a roll call vote of 3-0.

#### RESOLUTION NO. 2013-28

### TOWNSHIP ADMINISTRATOR:

There was a discussion of the Tecumseh JEDD 2013-2016 representative appointment. Mr. Montgomery will continue in this role.

### TRUSTEES' BUSINESS:

A discussion was held regarding the use of a mailer for the January 16<sup>th</sup> Future Land Use Meeting. It was decided that the mailer would be sent in order to reach and inform all residents that may be interested. This method will include even those who do not have internet access. There was a discussion of the location of future meetings and discussion of what objections people may have.

The OTA Conference and registration was discussed. The Fire Chief expressed interest in attending several classes. The Road Superintendent and Fiscal Officer also would like to attend several classes. The Fiscal Officer has already registered for classes she is interested in. The Administrator will attend as many classes as possible.

Daryl Meyers credit card account has been closed. There were multiple fees associated with the open account with the bank that issued this credit card and that account has been closed also.

### FIRE DEPARTMENT:

- Discussion of the resignation of Bryan Sturgeon. Motion to accept resignation was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

#### RESOLUTION NO. 2013-29

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, JANUARY 3, 2013**

- Discussion of appointment of Rachel Surls as POC, EMT, Basic Fire Fighter. Motion was made by Mr. Miller, seconded by Mrs. Lewis to approve. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2013-30**

- Mr. Reed made a motion to go into executive session to discuss personnel issues regarding a Fire Fighter. The motion was seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2013-31**

- Motion was made by Mr. Miller, seconded by Mrs. Lewis to return from executive session. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2013-32**

There was a discussion of Greg Beegle's status change. Mr. Beegle will now be Deputy Fire Chief, Chief 51. This will change Mr. Fox's title to Fire Chief, Chief 50.

There was also a discussion of the updating of Job Descriptions. This issue will be placed on the agenda for the next meeting.

- There being no further business, Motion was made to adjourn by Mrs. Lewis, seconded by Mr. Miller. Motion PASSED by a roll call vote of 3-0. Meeting was adjourned at 9:20 pm.

**RESOLUTION NO: 2013-34**

**XENIA TOWNSHIP BOARD OF TRUSTEES**

\_\_\_\_\_  
Resolution Number

\_\_\_\_\_  
Amy Lewis, Chair

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

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

ATTEST:

\_\_\_\_\_  
Jim Reed

\_\_\_\_\_  
Barbara Miller, Fiscal Officer