

## RECORD OF PROCEEDINGS

### MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

WORK SESSION  
OCTOBER 3, 2013 5:00 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: Amy Lewis, Trustee; Jim Reed, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Work Session was called to order at 5:00 p.m. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

### ROAD DEPARTMENT:

Dave Shuey discussed the purchase of a new dump truck. This will be the final purchase from a capital funds budget that was set up nine years ago. He presented all specifications for the new truck. He explained the options that will be required. The final purchase price will be \$135,054.00. This truck will be replacing a sixteen-year-old truck. The time frame for delivery is unknown at present, but it is expected to be ready early next spring.

### TOWNSHIP ADMINISTRATOR:

Mr. Stock presented one of the signs to be placed on Wilberforce Switch Road commemorating the 1960-66 Central State University track team. He asked the Trustees to sign a certificate of recognition for Coach Youngblade. Mr. Stock will frame this certificate and present it to Coach Youngblade.

Mr. Stock discussed who is authorized to spend up to \$500.00 without approval. After some discussion, it was decided that the personnel handbook should be revised to clearly explain who is authorized to spend the \$500.00 and how these funds may be spent. The issues of handbook revision will be placed on a future work session agenda.

Mr. Stock discussed clarification regarding who is authorized to sign all new, renewed, and modified contracts. All contracts must have a current Resolution number signifying Trustee approval before they may be signed.

There was a discussion of using a third party vendor for payroll. Mr. Stock stated that he has been researching two possible companies--HR Butler and Paycor. Mr. Stock and the Fiscal Officer will continue to examine these companies to determine which would best meet the needs of the Township.

### ZONING DEPARTMENT:

There was a discussion regarding nuisance mowing of 1295 Brush Row Road. Mr. Stock has spoken to the bank regarding a deadline to complete the mowing of this property to Township specifications. Mr. Stock would like a Resolution to declare this property a nuisance. If this property is not mowed to Township specifications by Monday at noon, it will be mowed at the owner's expense on Tuesday by Township contractors.

### TRUSTEE BUSINESS:

Mr. Stock discussed renewal of the contract for property and liability insurance with the Hylant Group. There is an increase in the premium partially due to the purchase of a new medic. This price will decrease once the old medic is sold. It was discussed that reducing the coverage on the old medic is a possibility. The old medic is currently insured for \$180,000.00. The Trustees will extend the current coverage for thirty days in order to obtain a quote from Montgomery Insurance to compare prices.

### FIRE DEPARTMENT:

Deputy Chief Beegle discussed his membership in the Greene County Safety Program. He would be interested in creating a Safety Committee for the Township that would

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consist of Alan Stock, a Road Department representative and a representative from the Fire Department to establish Standard Operating Procedures for the Township. Megan Burrell has extensive training in this area.

Motion to go into Executive Session at 6:35 pm for the purpose of addressing a conditional offer to a candidate for full-time firefighter/paramedic was made by Mrs. Lewis, seconded by Mr. Reed. All voted AYE.

Motion to come out of Executive Session at 7:02 pm was made by Mrs. Lewis, seconded by Mr. Reed. All voted AYE.

Motion to adjourn was made by Mrs. Lewis, seconded by Mr. Reed. All voted AYE  
Meeting adjourned at 7:02 pm.

XENIA TOWNSHIP BOARD OF TRUSTEES

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

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

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

\_\_\_\_\_  
Scott Miller, Trustee

ATTEST:

\_\_\_\_\_  
Jim Reed, Trustee

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