

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

WORK SESSION
NOVEMBER 20, 2014 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: Scott Miller, Chairman; Susan Spradlin, Trustee; Barbara Miller, Fiscal Officer.

Chairman Scott Miller called the work session to order at 5:03 pm. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

TRUSTEES' BUSINESS:

The Trustees did not have further information at this time to go into Executive Session for the vacant Road Superintendent position.

The Christmas luncheon is scheduled for December 22 at 11:30 a.m.

Mrs. Spradlin said she will be out of town on December 18 and asked Mr. Miller if he wanted to reschedule if a new Trustee has not been seated by then. Mrs. Miller said the Judge plans to appoint the new Trustee before December 4. Mr. Miller chose to leave meetings on December 18. If there is not a new Trustee by that time, they could move the meeting to December 22.

FISCAL OFFICER:

Mrs. Miller said there were two new accounts opened without the Fiscal Office being notified. One was for clothing for the Road Department and one was for reflectors for the guardrails.

Mrs. Miller spoke about the necessity for using purchase orders. S&S Tree Service and Collett Propane needed purchase orders. Department Heads are supposed to supply a purchase order to the Fiscal Officer before purchases. Mrs. Miller said the ORC says they are required before making a purchase. Chief Fox asked if there was a minimum. Mrs. Miller said no. Chief Fox said he had never been given a purchase order form to use and did not know the process.

Mrs. Miller said she has given information to Janis James who will be doing the 2012 minutes. Mrs. Miller suggested doing a roll call at the beginning of meetings.

TOWNSHIP ADMINISTRATOR:

An OPW consultant contract for survey, scope of work, bid process work was provided for review. Bob Geyer's office is using Jones/Warner to do the survey and drawings for the Washington Road project. Mrs. Miller asked for a Purchase Order before this begins.

A draft letter to Washington Road residents for rebuilding their road was reviewed. The Trustees wanted to make a few changes and chose to wait until the next meeting to approve it. The engineering company surveys the job and gives an estimated cost for the job. Then it will go out for bid to contractors, contractors submit bids and the low bid wins. The Township will hold a public meeting before road work begins.

Trustees were provided with a Road Department letter about the salt shortage on Township roads this winter.

Bill Goessl agreed to the net 10 on delivery of generator to the Township. Mr. Miller asked Mrs. Miller to issue a purchase order for the generator. Mr. Miller left a message with Mr. Goessl to ask if it is vapor driven or liquid driven. In talking to others he said it needs to be liquid driven for our needs. Mrs. Spradlin asked about pouring concrete in the winter and its stability. She said sometimes antifreeze is added in the winter but the concrete breaks down sooner (in about three years). She

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, NOVEMBER 20, 2014**

thought they should consider a pre-poured pad. Chief Fox said he could have someone who has done concrete work for years talk to them about the stability of concrete in the winter. There will be a purchase order to Bill's Electric for \$27,650 and money drawn from that.

Mr. Miller asked for clarification of who is doing minutes for the meetings. Mrs. Miller said Janis James will be transcribing the minutes for 2012 and Sheryl and Morgan will continue to do the current minutes. Mrs. Miller asked again for roll call at the beginning of meetings.

Mr. Miller said Department Heads and the Administrator have credit cards, and he asked that this remain the same. Mrs. Miller said in talking to the David Graham, County Auditor, he wants to see the credit cards used only for travel expenses, not everyday expenses. David Graham understands if purchases are made from the internet, a credit card is needed. Mr. Graham said they could buy debit cards for internet purchases. The Trustees were not in favor of the debit cards—for one thing they were not sure if purchases would be insured. Mrs. Spradlin said she has asked about use of credit cards for the last six months. She asked for a list of purchasers. Chief Fox has given a list of names of people he allows to make purchases for the Fire Department. Mr. Miller asked if at the beginning of the year we could send out to each vendor a list of those approved to purchase. Chief Fox asked if they would still be able to use their credit card. Mrs. Spradlin would like to weigh the pros and cons for the use of the cards. Mr. Miller thinks the department heads need the flexibility to be able to use them when it is required. At this time credit cards will remain with the Department Heads and Administrator.

FIRE DEPT:

Chief Fox asked that money for Howell Rescue Maintenance Contract be put on hold as he said he was not familiar with what the ORC says about the purchase order process.

Approval for Jason Evans to go to paramedic school--Chief Fox would like to put this on hold as he was not familiar with what the ORC says about purchase orders. Mrs. Spradlin cautioned there will only be a certain amount of time to get the requests in as the Fiscal Officer will be closing the books soon. Mrs. Miller will go to a meeting in Columbus on December 11 to close her books. The next Trustees' meeting will be December 4.

TRUSTEES' BUSINESS cont.:

Mr. Miller listed several things to be put on the table before the end of the year:

1. Filling Trustees' position
2. Budget for next year
3. Employee Handbook

ADJOURNMENT:

A motion was made by Mrs. Spradlin to adjourn the Work Session, seconded by Mr. Miller. Roll Call vote: All voted Aye. Work Session adjourned at 5:57 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # _____

Attest:

Susan Spradlin

Barbara Miller, Fiscal Officer