

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
DECEMBER 4, 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; Daniel O'Callaghan, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Chairman Scott Miller called the work session to order at 5:08 pm. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

TRUSTEES' BUSINESS:

Mr. Miller welcomed new Trustee, Daniel O'Callaghan, who was appointed by Probate Judge Thomas O'Diam.

A date for adopting the Temporary 2015 Budget was discussed. Mrs. Miller said they will still be working with funds from 2014 in January 2015. She said all transactions--bills and payroll will be 2014. Payroll will be dealt with a little differently because of pay periods which will be in 2015. Mrs. Miller said for UAN reports are due the first part of April. Mr. Miller said in the past they dealt with the temporary 2015 budget in December so it was available January 1. Mrs. Miller said it was not done that way last year. Mr. O'Callaghan said he will familiarize himself with the budget and felt he would be ready for a meeting for the Temporary 2015 Budget on December 29 at 9:00 a.m. Mr. Miller asked for a meeting to go over the budget together before then—he would also like to have the Fire Chief and Deputy Chief present at the meeting. The Trustees set up a meeting for the Temporary 2015 Budget on December 22 at 8:00 a.m. before the Reorganizational meeting. They tentatively set a meeting for January 5, 2015 at 5:30 p.m. to adopt the budget if needed.

Mrs. Spradlin will be out of town for the next Trustees' meeting on December 18 but Mr. O'Callaghan will be available so the meeting remained on December 18.

The Trustees' meetings in January were moved to January 8 and 22 because of the New Years' Day holiday. Mr. Stock said he will be on vacation from January 17 to January 31 and will miss the Trustees' meeting on January 22. He reminded the Trustees that the Ohio Township Association Winter Conference is January 27 through 29.

The Christmas luncheon (December 22, 11:30 a.m.) details were discussed. Trustees provide the meat. Employees bring in a covered dish. Mrs. Spradlin will get the ham for the meal.

FISCAL OFFICER:

Mrs. Miller told Mr. O'Callaghan about the process requested by the Trustees to have the bills available for the Trustees to review on Tuesdays before the Thursday meetings. She noted that Mrs. Spradlin is the only one who initials the bills. Mrs. Miller would like to see all Trustees' initials on the bills so she knows they have been reviewed. She said she sent out an email the other day with a cut-off date of December 4 for purchasing. Mr. Miller said there might need to be some flexibility for emergencies. Mrs. Miller said the Greene County Auditor had told her credit cards should only to be used for travel expenses, not to pay bills. Mr. O'Callaghan would like to see the documentation they use. Mrs. Miller asked how employees could open an account without the Fiscal Officer's approval. She needs information to set up this vendor in the UAN system. Mr. Miller said in the past employees could purchase from a new vendor. Mrs. Miller said Mrs. Seiter, previous Fiscal Officer, never allowed it. Mr. Miller said he understands her needing the W-9 and going through the process, it is just a matter of communicating. Mrs. Spradlin again spoke of needing purchase orders for purchases. Mr. Miller said if trying to get something done quickly you do not request a purchase order before approval. Some things do not need a purchase order; department heads can approve certain things. Mrs. Miller disagreed

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and said when they have the audit meeting she will make a note of what Mr. Miller said. Mrs. Spradlin said if working with the same vendors you do not have to, but these are new vendors that Mrs. Miller has to put in the computer. Department Heads have up to \$500 without Trustee approval and the Administrator has up to \$2,500 without Trustee approval. Mr. O'Callaghan asked if Mr. Stock would be the one that would approve and he said yes. Mrs. Miller said not necessarily--when money is in line item that encumbers any vendor you use and does not necessarily need a purchase order or approval. As long as that line item has that number and that amount of money in it, legally she can pay it. Mr. O'Callaghan asked if it would be acceptable if they submitted paperwork for a new vendor with a W-9 attached. Mrs. Miller answered yes. This procedure needs to be addressed in the revised handbook. Mr. Stock asked Mrs. Miller for a list of all vendors. Mrs. Spradlin asked about the bill for renewal of the bonds for Zoning Inspector and for Road Superintendent. Mr. Stock said it is a minimum bond and if person leaves mid-year it is not prorated.

Mr. Miller asked to table until next meeting the discussion of Xenia Township using the Orchard Lane Banquet Center for hosting the Greene County Township Association meeting next year.

Mr. Stock talked about the proposed Kennel Text Amendment packet given to the Trustees. They need to schedule a Public Hearing for the proposed amendment.

FIRE DEPARTMENT:

Chief Fox requested approval of the 2015 Howell Rescue maintenance contract for maintenance of all hydraulic tools, cutters, spreaders and power units in the amount not to exceed \$900. It is a yearly maintenance contract. Mr. Stock added only Trustees can approve contracts.

Chief Fox requested approval of Jason Evans to go through paramedic school. Jason would pay for the first semester, and then the Township would pay for the next three (3) semesters. After he passes the course, the Township reimburses him for the first semester. The total cost would be \$3,984.12. He also would enter into a three (3) year agreement to stay with Xenia Township or he would have to pay the money back. Mr. Miller asked that they put a clause in the contract about how the Township will be paid back if necessary, including a timeline. Mrs. Spradlin wanted to include their responsibility for repayment of legal fees if necessary. Mr. O'Callaghan asked if that would be prorated. Chief Fox said yes. Chief Fox said they have a year to test over if they don't pass the first time.

Chief Fox said Franz Seiter has done the Fire Department's pump testing many years in the past. At this time their schedules are not meeting up. To get a pump certified they really should get a certified person to test them. Franz is an EVT Tech but Chief Fox does not know if he is a pump tech. Franz takes three (3) days for pump testing, whereas they could get pump testing done in a day. The cost would be \$780.

ADJOURNMENT:

Work Session adjourned at 6:17 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # _____

Attest:

Susan Spradlin, Trustee

Barbara Miller, Fiscal Officer

Daniel O'Callaghan, Trustee