

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
DECEMBER 5, 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, Chairman; Scott Miller, Trustee; Jim Reed, Trustee; Alan Stock, Administrator; Barbara Miller, Fiscal Officer.

Chair Amy Lewis called the meeting to order at 5:27 p.m.

Discussion was held concerning the following topics:

FISCAL OFFICER/FINANCE:

- Bills and payroll amounts. The Fiscal Officer suggested not putting the bills and payroll amount in the resolution at Trustees' meetings in order to be able to pay bills between meetings. In the future the Trustees should approve bills "as presented".
- Bills and receipts. The warrants were given to the Trustees.
- Budget number discussion. Fiscal Officer and Administrator are going to streamline budget numbers. Trustee Miller wanted to make sure the funds can still be tracked. Fund reports can be seen at any time by the Trustees. Budget meeting will be January 2, 2014 at 4:00 p.m. Everything will have to be in place at that time. There was a question about how to account for set-aside money in the 2014 Budget.
- State Auditor suggested getting a transactional CPA who does transaction-by-transaction, line-by-line audits. The Trustees will need to make a resolution to get the audit done and will need to allocate funds for this audit. Trustee Reed suggested starting with \$5,000 as there will be another meeting in two weeks. (When State Auditor did audit for 2010/2011, the charge was around \$10,000.) Stephanie Hayden, Greene County Prosecutors' Office, said depending on how audit turns out, the Township could be placed "Under Watch" which would mean various levels of State oversight. Different levels of oversight were discussed. It was suggested that a consultant be used for addressing the audit goals.
- Transferring money between funds. Trustees will need to approve each transfer in arrears for year 2013.
- Access to records. Fiscal Officer would like a key to be able to access all areas with records.
- Memo on spending. The Fiscal Officer sent out a memo advising November 27 as the last day to make purchases until next year when she authorizes it. There will be cases that are unavoidable where spending will take place, such as vehicle repairs, fuel, salt, etc.
- Book of Township Roads needed for fiscal office records per ORC 507.05. Fiscal Officer requested book.
- Employee asked Fiscal Officer for payout of vacation. Trustees referred issue to Administrator.
- Fiscal Officer asked Trustees for a resolution and employee policy that no vacations can be taken until earned. Trustees responded this is in the Xenia Township personnel book so will be addressed when the manual is reworked.

TOWNSHIP ADMINISTRATOR:

- Caesarscreek EMS/Fire Contract. There have been several edits already approved by Caesarscreek Township and Stephanie Hayden.
- Disposal of 2500, Dell 1710dn printer to Toward Independence. The value was \$75.

ADJOURNMENT:

There being no further business, a motion was made by Scott Miller to adjourn the meeting, seconded by Jim Reed. Meeting adjourned at 6:57 p.m.

XENIA TOWNSHIP BOARD OF
TRUSTEES

Amy Lewis, Chair

Scott Miller

Jim Reed

ATTEST:

Barbara Miller, Fiscal Officer