

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
FEBRUARY 19, 2015 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: Susan Spradlin, Chair; Daniel O'Callaghan, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Chairman Susan Spradlin welcomed everyone and called the meeting to order at 5:00 pm. This was a Work Session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

TRUSTEES' BUSINESS:

Temporary snow drivers are in place in case of snow emergencies but have not been needed yet. They will need to submit a W-9.

Bills from the last meeting were reviewed. There were several questions which were answered.

Xenia Township will host the Greene County Township meeting in June. There was discussion about finalizing a speaker and a location. It was suggested to contact Veteran's Services first to see what they can do. Mr. Stock will get information for the Trustees.

Mr. Stock and HCST have domain administrator rights to xeniatownship.org. Mrs. Spradlin said when Mr. O'Callaghan recently tried to log onto the computer, they waited for 45 minutes and still could not log on. She said there is something wrong that needs to be addressed and she would like to also give Mr. O'Callaghan administrator rights. Mr. O'Callaghan asked if HCST did the walk-through to look at the network architecture and if there was a document to look at. Mr. Stock said HCST did the assessment but did not give us a written document. He will ask HCST for the assessment. Mr. O'Callaghan said there is something wrong with the configuration of the network and said what we are paying for band width is not what we are getting internally. He would like to do an audit of the Township technology. Mrs. Spradlin said she had asked for the HCST contract but did not receive it. Mr. Stock said he sent it to the Trustees, and the other two Trustees said they did receive it. This seemed to be another example of a problem with the computers. There was discussion about the length of the contract with HCST. Mr. Miller likes the possibility of working collectively with other townships for IT support. Mr. O'Callaghan said he is exploring Ornet Services which is supposed to be provided by Local Government Services. He said their fiber runs along the bike path (originally put in by Quest Communications). Mr. Stock said he would call HCST to request administrator rights for Mr. O'Callaghan.

FISCAL OFFICER/FINANCE:

Mrs. Miller said there was a bill for BWC "train the trainer" safety training classes. Two people are sent each year. Part of the review process for some grants is looking at safety standard documents.

Mr. O'Callaghan commented that there was confusion with his registration at the Ohio Township Association Conference. It had already been paid, and he wanted to make sure they did not pay again.

Mrs. Miller ordered a "Credit Card" stamp for the back-up receipts to items ordered on a credit card.

Mr. Miller asked about the email requesting the Township to go on direct deposit. Mrs. Miller filled out the form and sent it back to them. A confirmation was sent back. Property taxes won't come as checks anymore—they will be directly deposited into the Township's account.

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Mrs. Miller said since Monday was a holiday, she hopes the payroll will be in employees' accounts on time.

Mr. Miller asked that the 2012 minutes be put on the next agenda to be approved. He said he still needed to listen to a couple of the recordings. Mrs. Miller said it was very difficult for the lady who transcribed the minutes without knowing voices. The Trustees and Fiscal Officer suggested doing roll call at each meeting and having a person state his/her own name for voice recognition. Mrs. Spradlin said there will be nine sets of 2012 minutes to be approved at the next meeting. Mr. Miller will be the only one that can approve them. The other two Trustees will have to abstain as they were not in office at the time.

Mrs. Miller spoke about the supplemental appropriations. She transferred money from operating supplies into a line item (318) for training services for the Road Department. The Fire Department purchased a laryngoscope camera which she considered a capital purchase. She moved \$4,000 from contingencies into a capital purchase line item in the EMS Fund. Mrs. Spradlin said this was a grant. Deputy Chief Beegle said at the last meeting they had discussed setting up a grant account. Mrs. Miller agreed but said this was a capital purchase and, if done this way, it will not have to be moved again. She said it would also be easier to track. Mr. Stock said he thought Mrs. Miller was still going to do a grant line item for both for expendables. He said when doing the budget he and Mrs. Miller wanted to improve on the 700 accounts. All 760 accounts are capital purchases. That would all go into the fiscal assets and it would be helpful to turn into the insurance company if there was a claim because of a loss. He said the other was going to be for the consumables. Mrs. Miller said she is adding the cost center to the line item numbers. She set up some numbers for a special fund set aside for capital and retirement. Chief Fox asked if the \$4,000 taken out of contingencies was before she emptied out the account for payback. Mrs. Miller answered yes. She said if she hadn't they would have been in the negative. Mrs. Miller said they were over appropriated in the funds—the \$150,000 borrowed by the Fire Department from the General Fund in 2013. She found out that legally an advance must be paid back in the year it is taken. In this situation the Fire Department did not receive the grant money until the next year. They received the money after the Trustees had appropriated the money. In this year's budget the \$150,000 was budgeted again which is not allowed. The money needs paid back as soon as possible. She asked the Trustees to approve the transfer of \$150,000 from Fire Department back into the General Fund. This will bring her back into compliance. She can override compliance violations but she was told not to override them anymore.

Mrs. Miller suggested getting a fleet card for fuel in order to get better prices than the County at times. Discussion followed. The Trustees want more information.

Mrs. Miller took the Derrick contract and check to Mr. Derrick and he told her they had talked last year about increasing the price from \$705 to \$800. The Trustees will amend the contract and re-issue a check for \$800.

The Wanda Carter Contract was approved and now needed to be signed by the Trustees.

Mrs. Miller said the speakers in the meeting room can be elevated on tripods. She ordered two tripods at \$50 each.

TOWNSHIP ADMINISTRATOR:

Mr. Stock provided prices for #2 fuel oil. On October 7, 2014 the Trustees approved an amount not to exceed \$6,000. There is less than 25% in both tanks and the Township will probably need around 1,500 gallons at Station 51 and 375 gallons at Station 52. R D Holder had the lowest price at \$2.40 per gallon. He suggested topping off both tanks. The Trustees will make a resolution to top off two tanks.

Mr. Stock said Cox (Civitas) has a "Newspapers in Education Project" which provides newspapers to schools in the Miami Valley to help with literacy and current events.

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They asked for \$250 to help defray the cost. Mr. Stock said with the JEDD money we have not done much economic development. We have also not put back into the school system by purchasing any educational material or entering into any kind of partnership. Cox also gives two ads of thanks a year in the Dayton Daily mentioning the partnership in the project.

Mr. Stock informed the Trustees about a death in the Township that the Fire Department responded to. Assessments were made to make sure all protocols were followed.

Mr. Stock spoke about indigent burial research. There was a change in the law about who is responsible for transporting a body. For a natural death the Coroner's Office will no longer remove the body--they did this up to a year ago. Mr. Stock said the Township does not have the responsibility of an indigent burial until it can be verified--this can take 24-36 hours. The Township needs to know where a body can be taken to be stored in a climate controlled area. Mr. Stock will be doing more research on this.

Mr. Stock said they had been advised there had been a data breach at Anthem. Anthem is supposed to be sending an email that can be forwarded to the employees. Mr. O'Callaghan said he would work with Mr. Stock as there could be an issue with the email and its links.

ROAD DEPT:

Mr. Stock said there will be two Collective Bidding projects with the Greene County Engineer—one on Charleton Mill Rd. and one on Hawkins-Schoolhouse Road. These are well within the budget.

Mr. Stock provided an update on generators. He had bids for the price of the generator, materials, transfer switch material and for installation. He is waiting for one more bid.

Mr. Stock said he and Ronnie Shaw went to a meeting in Columbus last week and found that Xenia Township is eligible to up to a \$50,000 grant. (The Township is in the top 100 townships that have had enough accidents and have not asked for a grant in the last five years.) The money is to be used for promoting safety at crash roads. If there is money left, other signs can be replaced. Several curves have been re-evaluated to see if speed limit signs should be changed. ODOT said it averages \$21,000-\$23,000 for people who are eligible for the \$50,000. The Township cannot stock anything that is not put up in one year. This is called an "On Behalf Of" Grant. If the application is approved, the Trustees would make a resolution to enter into a contract for the grant money and the Fiscal Officer would need to appropriate the money even though she would not be writing a check. Mr. Stock will check to see if the grant for Washington Road is an "On Behalf Of" Grant.

FIRE DEPT:

Deputy Chief Beegle said they broke down the tuition cost for Jason Evans' schooling into two-year increments. They split it like Cory Schrier's to have more cash flow.

Chief Fox asked for approval of hiring Brandon Strunk and Danny Schrand. They have both passed the polygraph and background checks.

Chief Fox asked to discuss a potential candidate, Rodney Beam, in Executive Session.

The Annual 2014 Fire Report will be presented at the Trustees' meeting.

There was discussion of the potential impact of \$150,000 being transferred out of the Fire Budget. Chief Fox requested money be transferred into the Fire Fund. Mr. O'Callaghan suggested having more time to think about this and not to transfer money into the Fire Fund tonight.

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ADJOURNMENT:

A motion was made by Mr. O'Callaghan to adjourn the Work Session, seconded by Mr. Miller. Roll Call vote: All voted Aye. Work Session adjourned at 7:06 p.m.

XENIA TOWNSHIP BOARD OF TRUSTEES

Resolution # _____

Date Approved: _____

Susan Spradlin, Chair

ATTEST:

Daniel O'Callaghan

Barbara Miller, Fiscal Officer

Scott Miller

slb