

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
FEBRUARY 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; Amy Lewis, Trustee; Susan Spradlin, Trustee; Alan Stock, Administrator.

Chair Scott Miller called the work session to order at 5:07 pm. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

Discussion was held concerning the following topics:

FISCAL OFFICER/FINANCE:

Fiscal Officer has bills and payroll ready for approval.

Four sets of minutes were ready for approval by Trustees. Mr. Miller did not receive some of these ahead of time.

TRUSTEES' BUSINESS:

Fire Department outreach possibilities: Mrs. Lewis spoke to Chief Fox and Deputy Chief Beegle about good public relations ideas. There was discussion of ways to reach out to the community with home inspections of fire alarms and with inspections of car seats. The State Fire Marshal's office says Greene County has the highest incidents of youths involved in the court system because of starting fires and trying to blow things up—it would be good to come up with fire safety education program that they would be required to attend. The following ideas were mentioned for community safety classes: Tornado safety, protecting kids from strangers, identity theft, blood pressure screening, cyber-crimes, smoke detectors, car seats, CPR, estate planning, safety in the home, protecting yourself in the cold, hearing tests, tax services, kid's id, waste oil collection, used tire collection, and dumpster rentals several times a year.

ROAD DEPARTMENT:

Update on salt: We are at 68% of our budget salt, beet juice, and calcium costs. 135 hours of overtime are budgeted for each Road Department employee. They are getting close to that this year. Salt costs went down \$10 per ton since last year. It is \$56 per ton until we purchase all we bid for. Salt has been cut 50% and has been mixed with grit the last few weeks. Due to all the grit on the roads, Road Superintendent Shuey has a plan in place to remove the grit—this helps for safety of motorcycles and cars and keeps grit from causing drainage issues in catch basins. He does mutual aid with other townships to be cost effective throughout the Township. He is also getting prices from the County to do striping as grit grinds off the lines.

FIRE DEPARTMENT:

Radio disposal update: Deputy Chief Beegle has a list of radio equipment that has been replaced through the MARCs process. They will get an evaluation from Jim Simpson from P&R Communications. The bulk of the radios are in good shape and could be given to other fire departments that still use this kind of radio or could be sold on the internet (such as on govdeals.com). This is for the Trustees information and no action is needed at tonight's regular meeting.

Swift Water Rescue Training: Lt. Leach was tasked with revamping the rescue boat and trailer last year. It is not something used a lot but is a valuable tool to have. The problem now has been checking into the laws surrounding the use of the rescue boat.

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The boat has a 30 horsepower motor and in the State of Ohio you have to have a motor safety class if you have a motor over 10 horsepower. However, this class certification only allows you to drive the boat. Last year they did mutual aid for 3 water rescues. There are only 3 certified on the Xenia Township Fire Department at this time—Logan Surls, C.J. Keene and Jay Leach. Lt. Leach recommends the use of Michigan Rescue Concepts for training because of cost and past experience. New Jasper Fire Department has agreed to pay half of the \$2,947.62 bill if they can send 10 students to the class. The class maximum is 25 students. This cost does not include lodging. All Xenia Township Fire Department full-timers would take the class. They are also looking into costs of wet suits to be able to withstand cold water temperatures longer than 15 minutes.

TOWNSHIP ADMINISTRATOR:

Administrator will be out of the office on vacation for the next week.

There is an active indigent burial at this time. The cheapest price previously found was \$1,448.00. Mr. Stock attended a class on indigent burials at the Ohio Township Association Conference last week which gave insight into other sources. It was found that Anderson Funeral Home in Franklin, Ohio was the most cost effective with a cremation amount of \$500.00. They would charge \$245.00 to transport the body; however, Dayton Mortuary Service would charge \$150.00 to transport the body to Anderson Funeral Home. There will be an additional \$15 to \$20 for the death certificate and filing fees. The Township is also responsible for burial of the remains and for a marker. In this case, before the gentleman passed he made special boxes for family members and asked for his remains to be placed in the boxes. This reduced our cost for a metal marker and reduced our time for burial in one of our cemeteries. We have an affidavit of indigent status based on September 2013. The Township cannot set a limit on amount of burial—they have to pay total price. To be an indigent they must be a resident of the Township, the household has to be 150% of poverty level, and the family will not claim the body. The Township has three options with indigent burials: Bury, cremate, or donate. At this time donations are not being accepted as they have so many in the programs. In this case, we gave a hold harmless letter to the family for signature since they asked for the cremains. This removed the Township's responsibility for burial of cremains and the marker.

Department Heads have been notified about getting receipts to the Fiscal Officer once a week. There was discussion of Trustees' approval of bills and their accountability. A question was raised about spending funds on a picture for the office. There was a question about employees being allowed to spend \$500 without Trustees' approval. It was found a coffeepot could be provided but not the coffee. Questions were raised about the Time Warner Cable bill of \$500.00 per month—this covers internet, fiber optic 2 point-to-point connections, rip and run sheets, 911, and cable TV.

From the last work session there was a question about firefighters working over 40 hours a week getting time and a half. There is a 7,000 threshold rule for FLSA--for firefighters it is 53 hours a week before overtime. There has been a tracking of hours for the past few years to keep within the 1500 hours a year rule and the 53 hour a week rule.

Mr. Stock emailed employees to remind them to use cell phones for long distance calls. He received a new estimate from Earthlink as the contract is almost up—it is about \$63 higher. He and AT&T have been playing phone tag.

JEDD Update—Tawawa plans to sign off on petitions in the near future. Mr. Stock talked to president of Payne Theological Seminary and they seem interested.

ADJOURNMENT:

There being no further business, a motion was made by Mrs. Lewis to adjourn the meeting, seconded by Mrs. Spradlin. All voted aye. Meeting adjourned at 6:58 p.m.

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Xenia Township Board of Trustees

Scott W. Miller, Chair

Amy Lewis

Susan Spradlin

Attest:

Barbara J. Miller
Fiscal Officer

Resolution # _____

Date Approved: _____