

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION  
FEBRUARY 5, 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.

### **EXECUTIVE SESSION:**

Mrs. Spradlin made a motion to go into Executive session to discuss the hiring, firing, demotion, promotion or discipline of Township employees in accordance to Section 121.22 of the ORC. In attendance was Susan Spradlin, Daniel O'Callaghan, Scott Miller, Stephanie Hayden and Barbara. Miller. Mr. O'Callaghan seconded. Roll Call: Mrs. Spradlin- Aye, Mr. O'Callaghan- Aye, Mr. Miller- Aye. Executive session began at 5:02 p.m.

Mr. O'Callaghan made a motion to exit the Executive Session, Mr. Miller seconded. Roll Call: Mrs. Spradlin- Aye, Mr. O'Callaghan- Aye, Mr. Miller- Aye. Executive Session ended at 6:11 p.m.

Mrs. Spradlin resumed the Work Session at 6:12 p.m.

### **TRUSTEES' BUSINESS:**

Mrs. Miller reported she will take the Derrick contract to Mr. Derrick along with the check once the check is signed by the Trustees.

Mrs. Miller had started a draft of a new credit card policy to show the Trustees. Mr. O'Callaghan asked Mr. Stock to do some research in minutes of 2012 to see if a 2012 policy had a resolution attached to it. Mr. Miller asked if there was any mention of department heads carrying cards. Mr. O'Callaghan said there is a book that is supposed to be official policy and there is a piece of paper that some think is policy so they need to resolve which one and work from there. He said they can also review Mrs. Miller's draft. The Trustees will address a credit card policy at the next Work Session.

Mrs. Spradlin asked if there was an update on a receipt/bill policy. Mrs. Miller said she is working on it. Mr. O'Callaghan suggested making one copy of any documentation that requires follow-up or to be filed. Stamp the original with an "Original" stamp and the copy with a "Copy" stamp. The "Original" will go to the Fiscal Officer. Mrs. Spradlin said she would like the copy to be made in black and white and the two stamps should be a red "Copy" and a blue or black "Original" stamp. Mr. O'Callaghan said this could be written up as a policy to be addressed at the next Work Session. The plan is to have only one original.

Bills held from the last meeting were reviewed. A bill for septic system inspection was discussed—septic system inspection is now mandated by the State. There was a question about money being taken from Admin as well as Fire for this bill. There was a question about a monthly charge of \$75 from HCST. HCST charges for working on the server and per computer to be on their system in order to remote-in to fix viruses. Mr. O'Callaghan said there seemed to be a configuration problem with one of the computers which needs to be addressed. A bill for storage containers was discussed. There was a need for new containers as the cardboard boxes were falling apart. Two bills for Xenia Glass were discussed--one for two exterior doors and one for windows.

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Chief Fox reported that Ehmans Garage does not do pump tests but will fix valves. Ehmans does more of the mechanical aspect of working on apparatus. Chief Fox said he would rather not have two separate people working on the trucks at the same time. Chief said his main priority is to get the pumps fixed first and then worry about the inspections later. It was agreed to have Bob Jones fix the apparatus.

Mrs. Spradlin reported that the Trustees were told by a Chief Attorney at the OTA Winter Conference that the Township is not allowed to perform random drug testing because it is a violation of the Fourth Amendment. The only time drug tests are allowed is for CDL drivers. The results were reported to Stephanie Hayden who said the Township can perform them. Mr. Miller stated that further information should be discussed in an Executive Session because of Attorney/Client Privilege. No Executive Session was held to discuss that matter at this time. It was decided to temporarily suspend random drug testing until further clarification.

**FISCAL OFFICER:**

Mrs. Miller asked Mr. Miller if he had received the 2012 minutes she had emailed. Mr. Miller replied he had not had a chance to open them.

Mrs. Miller said when doing the appropriations they had not certified the 4901 and 3901 fund numbers the Trustees elected to transfer money out of into General Fund and into the Fire Fund. She had to do a supplemental appropriation for the Trustees to sign to certify the money.

Mrs. Miller expressed again that the credit card issue needs to be handled as soon as possible. She said she will have a new policy for the Trustees at the next meeting.

Mrs. Miller said the County Engineer's highway mileage certification form is ready for the Trustees to review.

The revised Zoning Resolution is ready with the check to go to the County Recorder.

Chief Fox asked if the check for the drug license had been mailed. He said it was supposed to have an application included with it or it would get lost. Mrs. Miller had included a form with it.

Mr. Stock asked to go back to the Ohio DAS topic and said it allows us as a government entity to get State bid. When purchasing the Fire Chief's vehicle the State bid was automatically given because of it.

**ADJOURNMENT:**

A motion was made by Mrs. Spradlin to adjourn the Work Session, seconded by Mr. O'Callaghan. Roll Call vote: All voted Aye. Work Session adjourned at 7:04 p.m.

XENIA TOWNSHIP BOARD OF TRUSTEES

Resolution # \_\_\_\_\_

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Susan Spradlin, Chair

ATTEST:

\_\_\_\_\_  
Daniel O'Callaghan

\_\_\_\_\_  
Barbara Miller, Fiscal Officer

\_\_\_\_\_  
Scott Miller

slb