

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
FEBRUARY 6, 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; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Chair Scott Miller called the work session to order at 5:21 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:

Payment of bills. Fiscal Officer has concerns about Department Heads not turning in receipts in a timely manner. The Administrator was asked to work with Department Heads on this matter.

Long distance calls made on the land lines. The Administrator will look into land line charges and encourage employees to use cell phones for long-distance calls.

Mrs. Spradlin had concerns about an emergency monitor for the Fire Department being broken and not reported.

Mrs. Spradlin questioned whether a coffee maker could be purchased with Township funds. Mr. Miller and Chief Fox defended the purchase as part of kitchen needs of a fire house. Mrs. Spradlin referenced the Ohio Township Association's recent article about what was allowed to be reimbursed for medical supplies which caused her to question the legality of purchases for living quarters. Mr. Stock will check with the Prosecutors' Office.

Barb Miller stated she can do the payroll instead of hiring HR Butler. She has concerns about whether the bank will deposit into two different accounts for those employees who have money taken out of their check for deposit into the credit union. There was discussion about fees on transactions for direct deposit.

The Caesarscreek Township agreement will need to be signed at the regular session.

There will be six sets of minutes to approve at the Trustees' regular session. There was discussion of catching up minutes from past meetings. Mrs. Spradlin called the Greene County Career Center and Manpower regarding secretarial services for catching up the minutes and/or as a replacement temporary secretary. A suggestion was made to contact Sandy Morrison to see if she would be interested in transcribing the minutes from past meetings.

Discussion about time clocks for non-salaried employees. With Fire Department employees responding from home, they would have to give their hours to the Fire Chief and he would sign off on them. There was a question about secretaries being paid overtime if they worked over 40 hours in a week. Then Chief Fox asked about paying the firefighters overtime if they go over 40 hours in one week. It is a State law. The Administrator will look into this. Mr. Miller said there needs to be a clear-cut written policy for everyone to follow.

TRUSTEES' BUSINESS:

The Stevenson Cemetery deed is now being reviewed by one person who inherited it and hopefully the Township will get their signature in the near future. It has been an ongoing issue that was dropped for a period of time and now being worked on again.

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, FEBRUARY 6, 2014**

Mrs. Spradlin asked for bills and warrants to be available for Trustees' review ahead of the meetings. Mrs. Miller can put the checks in a folder by the Trustees' mailboxes so they can review ahead of time. She will have these ready by the end of work day Tuesdays before meetings.

ROAD DEPARTMENT:

There have been several snow plow incidents in the last few weeks. Mr. Stock gave an overview of the accidents. No one was seriously hurt and neither was the fault of Township employees. Drug testing was done per Township policy. USA Mobile (from Cincinnati) administered the drug test at the hospital as the testing had to be done after business hours of our usual facility. This process provides substantiation if any legal matters occur. Mr. Stock will check other possibilities of places to get drug testing done when usual facility is closed.

Every few weeks Dave Shuey provides an analysis of cost of salt, calcium and beet juice for each snowfall. The Greene County Engineer began a 50/50 program a few weeks ago. The County has also rationed some. Mr. Shuey does not think safety has been compromised.

FIRE DEPARTMENT:

Chief Fox wants to start proceedings for dismissal of two firefighters for their lack of participation.

TOWNSHIP ADMINISTRATOR:

JEDD update--All Central State University petitions were received with signatures. Eleven (11) more parcels need to be added to the petitions. These properties are owned or controlled by Central State University. Mr. Stock will meet with Daarel Burnette (Central State) tomorrow. Mr. Stock provided information from the Ohio Township Association about proposed updated legislation about JEDDs and JEDDZs—it is significantly different than the first bill. At the OTA Winter Conference there will be a session on JEDDs and JEDDZs.

Federal Field Services does the tornado alerting system. The 2014 contract is for \$2,375 which is divided between the five sirens in the Township. Chief Fox and Mr. Stock checked with WS Electronics because they do all the radios. Federal does the receiving and maintenance of actual moving parts. WS Electronics looked at it for several weeks but said they could not do it locally. The siren at the Greene County Career Center sometimes does not work—there are eight different switches that can be turned off from seven different places. They are pursuing fixing the problem. Mr. Miller said there are other jurisdictions within a two-county area considering entering into a joint contract and the Township might want to do the same.

Speedway Pricing Agreement—Mr. Stock signed the agreement as there is no commitment to minimum amount of gallons or price fixed at a certain amount. Speedway is just providing a structure to customers. There was a question about paying state taxes on gas. David Shuey will research this.

Mr. Stock would like the Trustees to approve disposal of an Apollo Eclipse Overhead Projector, Tag #1411. The value is only \$5.00.

CLOUT 2014 membership dues of \$200. CLOUT is part of the Ohio Township Association that tries to improve things for larger townships.

The Trustees asked at the last meeting what the Land Grant would mean to Central State University. There was an article in the newspaper on January 30, 2014 which provided more information about it. This was given to the Trustees.

Mrs. Miller passed on praise from Melanie (the visiting clerk) about the state of Xenia Township roads.

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, FEBRUARY 6, 2014**

ADJOURNMENT:

There being no further business, a motion was made by Mrs. Lewis to adjourn the meeting, seconded by Mr. Miller. Meeting adjourned at 6:54 p.m.

Xenia Township Board of Trustees

Scott W. Miller, Chair

Amy Lewis

Attest:

Barbara J. Miller
Fiscal Officer

Susan Spradlin

Resolution # _____

Date Approved: _____