

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
MARCH 3, 2016**

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.

Scott Miller called the Work Session to order at 5:04 p.m. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

ROLL CALL: Scott Miller, Trustee Chair; Susan Spradlin, Trustee; Steve Combs, Trustee; Sheila Seiter, Fiscal Officer; and Alan Stock, Administrator.

EXECUTIVE SESSION:

Mr. Miller made a motion to go into Executive Session in accordance with ORC 121.22(G)(8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance and Executive Session in accordance with ORC 121.22(G)(4) preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Mr. Combs seconded the motion. Roll Call: Mr. Miller-Aye, Mr. Combs-Aye, Mrs. Spradlin-Aye. Motion **PASSED**. Those in attendance for the Executive Session were Mr. Miller, Mrs. Spradlin, Mr. Combs, Mrs. Seiter and Mr. Stock. Executive Session began at 5:05 p.m.

Mr. Miller made a motion to exit the Executive Session, seconded by Mrs. Spradlin. Roll Call: Mr. Miller-Aye, Mr. Combs-Aye, Mrs. Spradlin-Aye. Motion **PASSED**. Executive Session ended at 6:19 p.m.

TOWNSHIP ADMINISTRATOR:

Mrs. Seiter said she had two invoices from Beaver Creek for shared services and needs a PO for \$2,500.00 to cover upcoming services.

Mr. Stock reported that Ohio Public Works Commission District 11 sent a request for nominations for an open township vacancy on the committee. Mr. Miller said it has to be someone from a different county. Mrs. Spradlin suggested getting input from the Greene County Township Association at the upcoming meeting and pooling votes together for a nominee.

Mr. Stock said there is already County-wide mutual aid support, but the new Sugar Creek Township Fire Chief would like to get a specific MOU (Memo of Understanding) with Xenia Township to help garner points for a grant he is trying to get. Chief Fox said the Sugar Creek Township Fire Chief is trying to get swift-water equipment. Mr. Stock said Stephanie Hayden is reviewing the MOU at this time. Chief Fox said the MOU is being sent to several other entities. No action was needed at this meeting. Mrs. Spradlin noted concerns about the wording of the MOU.

Mr. Miller talked about major Trustee items to be discussed in 2016 including JEDD restart; internet speed/server/telephones; employee handbook, salt facility; cemeteries fee schedule; Work-flow software; selling property; shared costs of benefit package; website refresh; and tornado sirens. Mr. Combs ranked his top five in importance as 1) JEDD restart, 2) salt facility, 3) selling property, 4) shared costs of benefit package and 5) employee handbook. Mrs. Spradlin ranked her top list as 1) cemeteries fee schedule, 2) employee handbook, 3) JEDD restart, 4) selling property, 5) salt facility and 6) shared costs of benefit package. Mr. Miller ranked his list as 1) JEDD restart, 2) salt facility, 3) cemeteries fee schedule, 4) employee handbook, 5) shared costs of benefit package and 6) sirens. Mrs. Seiter ranked her list as 1) cemeteries fees and 2) shared costs of benefit package. Mr. Miller asked Mr. Pile to come up with ideas about cemetery restoration.

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FISCAL OFFICER/FINANCE:

Mrs. Seiter said the Township received a duplicate payment from EMS billing and she will have to send a reimbursement. Mrs. Spradlin questioned the fee deducted for duplicate processing by the EMS billing company. She said as time goes on the amount can add up. Mrs. Spradlin provided a contact from OTA that does EMS billing. The Township will check into their rates.

Mrs. Spradlin reminded everyone about making black and white copies instead of color copies when possible because of expense. The Township is charged approximately four times as much for color copies.

Mrs. Seiter explained payment to the Treasurer of State for CIPM (Center for Public Investment Management tracking). It is related to the Fiscal Officer taking the required classes and the tracking mechanism in place for it. There is an exemption for not doing investments. It does not matter if the Township does investments or not, there is still the \$100 fee.

Mrs. Seiter will need a Then and Now for Compass for \$20,936.11 to cover salt. She said there had been super blanket certificates in the past for \$100,000, but that is not a good safe way of purchasing. Any purchase above the Administrator's approved limit should be approved by a purchase order and action taken by the Board at a meeting.

ADJOURNMENT:

A motion was made by Mr. Miller to adjourn the Work Session, seconded by Mr. Combs. Roll Call: Mr. Miller-Aye, Mrs. Spradlin-Aye, Mr. Combs-Aye. Work Session adjourned at 7:07 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # _____

Attest:

Susan Spradlin

Sheila J. Seiter, Fiscal Officer

L. Stephen Combs

slb