

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION  
MARCH 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.

Chair 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:**

There were no bills held from the last meeting.

### **FISCAL OFFICER/FINANCE:**

Mrs. Miller designed a form for the purchase orders. She has asked other townships about their credit card policy. She gave the Trustees a form asking them what they wanted to see in a policy. She spoke about the Township policy not being followed. Mr. Miller asked if employees use a vendor and apply it toward a blanket certificate, do they still need a purchase order. Mrs. Miller said blanket certificates should be used for utilities, not for capital purchases. Mr. Miller asked her to delineate when to use purchase orders and blanket certificates. A blanket certificate should be specific for what it is used for. A purchase order would be for a non-routine purchase. Mrs. Miller said the way it is now the POs are good for a year. She said the down-side is if a purchase order is more than the amount of the item, the excess money cannot be touched until the end of the year—it won't be released. Mr. Miller and Mr. O'Callaghan said the excess money should revert back into the budget. Mrs. Spradlin asked what needs to be done for the next meeting and asked if the Trustees need to write a policy. Mrs. Miller asked the Trustees to add to a list of what they would like to see on a purchase order form.

Mrs. Spradlin asked about the volunteers for snow plowing. The two people suggested at a prior meeting never finished the required paperwork and did not do any plowing. Rick and Barb Miller donated their time by snow plowing one day and did not want to be paid. Deputy Chief Beegle said Josh VanDyne did not want paid for plowing either. Chief Fox said there are other people within the Township who would be willing to help out. Mrs. Spradlin said an emergency snow called for an emergency meeting and there were only two names at that time. Mr. Miller said there could be a problem with employees plowing since hours for the Township would add into the 1500 hours rule. Mrs. Spradlin said they would be contractors, not employees. Mr. O'Callaghan said Stephanie Hayden had some issues with them being contractors. Mr. Stock said an employee of the Township has to either be a 1099 contract or a W-2 in the same calendar year. If paying as a W-2 employee, there is some precedence for employees working for a different department at a different pay rate. They will have to delve into this. Mrs. Miller said it was also brought to her attention that firefighters were used for snow removal and they were paid their firefighter rate. She said as a taxpayer she would not want someone to plow snow for \$15 per hour when the Township could have it done for free. She said the Trustees need to look at into that. There was discussion about a firefighter covering for a secretary in the Admin office and the wage they would get. The Trustees wanted answers to several questions: 1) Does the time worked at another department count against the 1500 hours rule; 2) Can they be paid at a different wage scale since they are operating in a different capacity; and 3) Would the firefighter go on a call if the tones drop while working for a different department. Mrs. Spradlin said she was unaware a firefighter was filling in for a secretary once the position was filled. Mr. Stock said it does happen once in a while. Mrs. Spradlin said she was paid her same rate of pay when she switched to other jobs doing different things.

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Mrs. Miller asked if Mr. Miller had looked over the 2012 minutes. Mrs. Miller said it had been a very difficult job to do the minutes. Mr. Miller said he is going to ask Sheryl to check the format of these minutes. Mrs. James (from the audience) said she wrote everything down verbatim then she put topics together as speakers changed topics so frequently in the meetings.

Credit Card Policy—Mrs. Miller asked the Trustees to look at the policy. Current policy states there are not to be any personal charges on the Township credit card even if reimbursed. Chief Fox said the Deputy Chief charged his and his wife's ticket to FDIC because it was cheaper as a family package, then the Deputy Chief gave a \$20 check to the Fiscal Officer for repayment. Mr. Miller said the better option would be to put the charge on a personal credit card and have the Township reimburse the employee portion. Chief Fox said they will do this in the future. Mrs. Miller gave an example of Mr. Miller using the Township credit card to go to OTA several years ago and he received points. She contacted the Ohio Ethics Board about it, and they said there was no violation doing it that way but the correct way would be to pay it yourself and ask for reimbursement. Mrs. Spradlin said the Ethics Board said to her that actually there was a violation when you use your employment or appointment as an official and you gain something from it.

Mrs. Miller said the employees are still not following the bill paying procedure. She cited a Civitas bill that needed publication back-up.

**FIRE DEPT:**

Chief Fox spoke about purchasing Life Pacs. The oldest one is nine years old. They would like to purchase two for the front-line medics. The Township owns three. The newest one was purchased in 2008. Deputy Chief Beegle explained the deal they could get with the State bid pricing. The Life Pac 12 is no longer being produced, but they will still be supported for a period of time. The price is \$47,307.20 for two Life Pacs which includes a credit for the two old ones. Mrs. Spradlin asked if there were grants for these. Chief Fox and Deputy Chief Beegle answered there are not any grants available for these. Mr. Stock said there is a service contract for \$5,712 for each Life Pac for a five-year period. Deputy Chief Beegle said they would take this out of the Contracted Services account. He said there may be some opportunities to get a break on the service agreement since the Township has service agreements for the other Life Pac and the five AEDs with the same company (Physio-Control). It costs \$124 an hour if we don't have a contract. Mr. Miller wanted to hold off on the purchase of the Life Pacs until trying to get the service contract negotiated to a lower price.

Chief Fox said he would like to buy three new sets of firefighter gear. Gear lasts about ten years. He tries to keep a rotation of five sets a year, but only needs three at this time. Each set costs \$1,800.

Deputy Chief Beegle said they would like to apply for an OBWC Grant for Stryker cots. He spoke about the cots being battery operated to raise and lower which could cut down on back injuries for employees. There is a 700 pound weight limit. He has not applied yet as he will need financial information in place before it can be sent. The Township percentage is 37%. They are unit specific. Chief Fox said there is an extra \$1,500 charge to install. Stryker would finance the cots, and the Township would pay \$12,333 yearly for three years for a total of \$37,000 to Stryker. (The cost for two cots plus installation is \$77,000 and the OBWC is offering a grant up to \$40,000.) Mrs. Miller said they need to talk to her, not to the Administrator about this as the Administrator does not have anything to do with this money. Deputy Chief Beegle said they planned on talking to her after the Trustees gave their approval. He said the reason Mr. Stock was in the equation is because he is the OBWC Coordinator for the Township and he helps them align their accounts. Mrs. Miller said this was the first she had heard of it. Chief Fox said he was in Mrs. Miller's office two nights ago and spoke to her about it. The Fire Department will not be able to purchase the cots without the OBWC grant.

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**TOWNSHIP ADMINISTRATOR:**

Regarding the Township hosting the Greene County Township Association Meeting-- Tim Spradlin said he was sure the Greene County Veterans would pay for the meal, whether on-site or off. He said one reason they want it on-site is because they have artifacts to show at their facility. Mr. Stock has left messages with the Apple Orchard but they are not in every day and have not called him back yet.

Mr. Stock said the contract from W.S. Electronics is for five tornado sirens. It is for the radio contract and repeaters for the radio. The cost would be \$1,850. On January 22 the Trustees approved the contract with Federal for the mechanical portion of the sirens. Mr. Stock said this is the other component. Mr. Stock talked to Federal about the radio portion of the sirens and they said they could do it but the Township would have to buy new receivers from them at their price. Mr. Stock said it would be ten years before the Township would even break even with that cost. Mr. Miller said in a recent meeting with Greene County Emergency Management he asked them to look into a better pricing structure for the sirens.

For information only Mr. Stock provided wages saved by not having a Road Superintendent for six months.

Mr. Stock provided information for water softeners and iron filters for Stations 51 and 52. He said the ice machine at Station 52 has not operated since September 2014— before that it was cleaned and repaired twice within 15 months. He said the water softener at Station 51 is working too hard, and both vendors believe it won't last much longer. Both ice machines are about eight years old. The water softener at Station 52 stopped working about seven months ago. There is a very high iron count in the water which has caused the problems with the ice maker. Both vendors suggest iron filters. There would be some consumables. Discussion ensued.

**ROAD DEPT:**

Mr. Stock said the grant for signs for up to \$50,000 is a non-payable grant. They have put about 35 hours into checking curves. He requests the Trustees' approval to apply for the grant.

Mr. Miller said before having more generator discussion there is a potential of getting grant money for a generator through Greene County Emergency Management. He should know by the April meeting. Mr. Stock said the quotes they have are good for thirty days. Two quotes use Generac, one uses Kohler. All vendors submitting quotes said the Township would have to get the propane dealer to hook up to the propane tank. Mr. Stock provided a spreadsheet of comparison.

**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 7:03 p.m.

XENIA TOWNSHIP BOARD OF TRUSTEES

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

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

ATTEST:

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Barbara Miller, Fiscal Officer

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Susan Spradlin, Chair

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Daniel O'Callaghan

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