

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
APRIL 16, 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.

Chair Susan Spradlin welcomed everyone and called the meeting to order at 5:02 p.m. Roll Call: Susan Spradlin, Trustee Chair; Daniel O'Callaghan, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator. Mrs. Spradlin said Mr. Miller is absent from the meetings tonight. Also present were Dean Fox, Fire Chief, and Jim Pile, Road/Public Works Superintendent.

This was a Work Session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

ROAD DEPT:

Water softeners and iron filters—The recommendation from Mr. Pile and Mr. Stock was for the purchase of two water softeners from Simply Water and an iron filter for Station 52. There was no new information. Mr. O'Callaghan asked why the cost from Simply Water was \$600+ more. Mr. Pile answered the cost included 300 lbs. of salt and a larger brine tank.

Generator—Mr. Stock said Mr. Hagler would install a Kohler generator for the same price as a Generac. Mr. Hagler looked at the electrical panel again and will do some research about the size needed for an upgrade. He planned to send a price for the electrical work by the early part of the week. Mr. Pile previously brought up the point of putting on a sound deadening panel after the purchase of the generator. They found out the part is an integral part of a generator while being built so it would have to be part of the generator purchase. Chief Fox asked if the Township would be doing maintenance on the generator. Mr. Pile answered yes and he plans to have a maintenance schedule. Mrs. Spradlin asked Mr. Pile if he preferred a Kohler and he answered yes and explained why. Mr. Stock answered several questions the Trustees previously had—Mr. Hagler does have four workers--3 full-time and 1 part-time and his price does not include drawings or permits. Mr. Hagler said it should not be over \$750 for permits and for drawings from an electrical engineer.

FIRE DEPT:

SOPs--Chief Fox said he received an email from Mr. O'Callaghan with his okay and have made the corrections given by Mrs. Spradlin. The Chief will be asking for approval of the SOPs tonight.

Chief Fox informed the Trustees he is sending three people to Norwalk for Heavy Rescue 101 training this weekend—the class is free but the cost for a motel room and two meals will be under \$500.

TRUSTEES' BUSINESS:

Mr. O'Callaghan had no update on the Greene County Regional Planning and Coordinating Commission Open Space Project at this time.

Ohio Public Works District 11 Representatives—Mr. Stock provided the form for nominations for representatives. He said the Township is part of the OPWC District 11 and received a grant for the \$525,000 from them. When a project goes to the County Engineer it is based on a huge point system which is reviewed by the representatives. These nominations will be voted on. It was suggested that Scott Miller be nominated as representative and Carrie Smith (Spring Valley Township) nominated as alternate. Mrs. Spradlin said Mr. Miller has done this for a long time and he helped in getting the grant. She said this will need a resolution at the regular meeting.

The Public Records topic was moved into Fiscal Officer/Finance discussion.

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, APRIL 16, 2015**

1333 E. Main St. property discussion—Mr. Stock said the Township’s lawn mowing contractor for nuisance mowing notified us about the condition of the property last year. Mr. Stock has talked to Chief Dean Fox about the structure. Mr. Stock has also spoken to the Health Department, the Greene County Department of Development, and Greene County Building Regulations. The house would be a good candidate for demolition. If the Township declares and wants to move forward with demolition, they would have to include Stephanie Hayden (Greene County Prosecutor’s Office), Al Kuzma (Greene County Building Regulations), and the Greene County Combined Health District in the process. Once that happens the Township is responsible for 100% of the demolition costs. Mr. Stock said the owner of property to the south has expressed an interest in buying the property. Stephanie Hayden reported there was a tax foreclosure on the house, it was up for public auction twice and received no bidders. She said the attorney that does tax foreclosures for their office has asked if they should forfeit the property to Xenia Township. Ms. Hayden said they could put it up for auction again. Mr. Stock will call Mark Isaacson (Greene County Combined Health Department) to ask about the property owner who was interested in buying the property. Ms. Hayden asked if there was asbestos in the house--if so, asbestos abatement would triple the cost of demolition. Mrs. Spradlin said if the property sold and no one demolished the house it could still be a problem. Mrs. Spradlin asked if the Chief could use the house for training. Chief Fox said he would not want to send his people in since there is no foundation. The cost for demolition could be from \$8,000 to \$10,000. Mrs. Spradlin said if they took it on, could it be demolished and offered for a Habitat for Humanity site. Chief Fox said it could be made into green space and garden plots could be offered. Mr. Stock asked if the Trustees would like him to do anything other than contact Mark Isaacson about the property. Ms. Hayden said she could send over information with the mechanics if the Township decides to get the property. Mrs. Spradlin suggested asking Mark Isaacson if he had any information about what they found in the ground, such as any contaminants. She said there could be fuel tanks under the ground that would be an additional cost to remove.

Mrs. Spradlin said the Trustees recently approved a purchase order for \$20,000 for fire engine repair, but in looking at Resolution 08-115 it limits a blanket certificate to \$5,000. She said they need to increase the maximum amount. Ms. Hayden asked if it applied to standard purchase orders or to blankets. Mrs. Miller answered blanket certificates. Ms. Hayden said she would do a standard purchase order for what they already have, rescind that resolution, and from this day forward do a blanket with whatever limit is wanted or no limit at all. Mrs. Miller said a limit protects the Township. Mrs. Miller said just because you have appropriations it doesn’t have anything to do with purchase orders—they cannot spend anything without a purchase order. Ms. Hayden said that depends--if you have a blanket on office supplies that covers purchases. If no blanket is in place in the office supply line item, the employee has to get a purchase order or buy it and get a then and now. Mrs. Miller said from her understanding a then and now is only for emergency purposes. Ms. Hayden said the statute covering a purchase order does not require then and nows to be for emergency—that may be a management thing. Ms. Hayden asked Mrs. Miller if she had blankets in place for office supplies, utilities and other things you pay over and over again. Mrs. Miller answered she does for utilities. She was advised by Local Government to have utilities as a purchase order. Ms. Hayden said you can only have one blanket per line item, you can have more than one super blanket and purchase orders can have multiple line items. Ms. Hayden said it is Township management decision whether they want to require a separate piece of paper every time an employee spends over \$5,000 or to let it run on auto pilot. Mr. O’Callaghan asked if we are fine on the resolution saying up to \$20,000 for repair of the fire truck as long as a standard purchase order was done, which it was. He said when the bills come in up to \$20,000, Mrs. Miller pays the bill using the purchase order and any money left over can be unencumbered and put back in the General Fund after the purchase order is closed out. Mrs. Miller said the purchase order is encumbered for the rest of the year. Mr. O’Callaghan said he understood from the accounting manual that after the purchase is complete, the purchase order would be closed out and the excess money would be unencumbered and returned to the fund it came from. Mrs. Spradlin said Local Government Services wants as much accuracy as possible. She said the process is making sure we are telling the public what we need, what we have allotted, what we are going to spend, where it will be taken from, and

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, APRIL 16, 2015**

what we can expect to have to spend. She said if you don't spend it or you have a large amount that is over, you have to plan better next year. Mrs. Spradlin revisited and read Resolution 08-115 which set a maximum blanket certificate limit of \$5,000 and asked for input from Stephanie Hayden. Ms. Hayden said the Township is fine with the purchase order they had for fire truck repair. Mrs. Miller thought Mr. Miller had asked for a super blanket. Others did not think he asked for that. Mrs. Spradlin said Mr. Miller had wanted to approve up to \$20,000 for repairs of the fire truck—it was just to approve funds. It was not stated as a purchase order, super or blanket certificate. Mrs. Spradlin said they need to revise the blanket certificate limit to \$10,000. Mr. O'Callaghan said the auditor had made the suggestion when Resolution 08-115 was made and questioned if it would be acceptable with the auditor to raise the limit. Ms. Hayden answered the auditors are usually happy if there is some limit in place. Mr. O'Callaghan asked Mrs. Miller for her opinion. Mrs. Miller suggested leaving the limit at \$5,000. Mrs. Miller said once you use the \$5,000, you can open up another blanket. She thinks they would lose control if they increase the limit. Mrs. Miller said everything has to have a purchase order. Ms. Hayden asked Mrs. Miller if she had any open purchase orders anywhere—Mrs. Miller answered Handyman, Wal-Mart and Lowes. Ms. Hayden suggested if making a big purchase, it should be done as a standard purchase order because of not wanting to tie up blanket money with a one-time large purchase. Ms. Hayden said right now with department heads anything over \$500 requires Trustee approval because a resolution is in place anyway. She said if there is blanket for Office Supplies that is the purchase order—the blanket and super blanket are types of purchase orders. Chief Fox asked how they would know if a blanket certificate is in place. Mr. Stock asked how to do the day-to-day business more efficiently with fiscal control as everyone wants to do the right thing. Ms. Hayden asked if blankets were noted on the Budget print out—they were not. She asked Mrs. Miller if she had blankets on all line items. Mrs. Miller answered she does not.

FISCAL OFFICER/FINANCE:

Mrs. Miller said new cell phones were purchased without approval. Mrs. Spradlin questioned the cell phone purchase and the bill. She said she understands Mr. Stock is the only one on the list to talk to AT&T as Mrs. Miller had tried to get information from AT&T and they would not give it to her. Mr. Stock said he, Barb Miller and David Shuey are the ones on the list. He will be taking David Shuey off the list and adding Jim Pile. Mrs. Miller said she had asked AT&T for a copy of the recording of who requested the cell phones without a purchase order. AT&T said they would not give one without a subpoena. Mr. Stock said they are following current policy and procedure about the purchase and when Mrs. Miller wants to change current policy and procedure, it is not an illegal purchase. The purchase was under \$500. Mrs. Spradlin asked if the purchase of new cell phones entered us into another contract. She said she had mentioned over and over about looking into other phone service because of the amount being charged and service we are getting and not getting. Mr. Stock asked AT&T if the Township was eligible for upgrades and the answer was yes and the upgrade price was \$199. Mrs. Spradlin asked if AT&T said this was extending our contract. She has suggested different options to decrease the bill. She said everyone except Chief Fox is being charged twenty cents per text. Mrs. Spradlin said anything provided or purchased with taxpayer money by the Township is never to be used for personal use, including phones. Brett McNamara suggested having employees purchase their own phones and the Township give them a stipend. Mrs. Spradlin said it might be a possibility. Mr. O'Callaghan asked for copies of the contract and resolutions for \$500 limit for department heads and \$2,500 limit for administrator. He wanted to get a better handle on policies. Chief Fox said it is so hard not to get personal calls on the phones and gave examples. Mrs. Miller said she is responsible for bills, but she does not know anything about the contract. Mr. Stock said the Trustees and the Fiscal Officer were aware of the contract and the Trustees approved the contract. It was supposed to be a 25% reduction of the bill and texts were supposed to be free. Mrs. Spradlin said Mr. Stock needs to see that Mrs. Miller can get information about the account and one of them needs to check into these charges. Mr. Stock has not seen the bills from AT&T. Mr. O'Callaghan asked about the procedure put in place several meetings ago where a copy of the bill was supposed to be made, then original stamped ORIGINAL (to stay

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, APRIL 16, 2015**

with the Fiscal Officer) and the copy stamped COPY (goes to the department heads) and if the procedure was being followed. Chief Fox answered no; he does not see the bills. The Fire Department is turning in the receipts in a timely manner and Mrs. Miller matches them to the bill. Mrs. Miller asked why department heads need to see the bill if they signed the receipts. Since some bills do not have receipts, Mr. O'Callaghan asked how are people who have information about a bill going to see the bill. There was exchange back and forth between Chief Fox and Mrs. Miller. Chief Fox said there needs to be something in writing so it is not a different way each day. Mrs. Spradlin said they are not here to argue or point fingers--they are trying to do the Township's business. Mrs. Spradlin said Mrs. Miller is trying to go by the resolution passed by request of Mr. Miller to have bills ready for Trustees' review by Tuesdays (on weeks of meetings) by 5:00 pm.

Mrs. Miller is waiting on one payroll check at the moment. It will be discussed in Executive Session.

Mrs. Miller has minutes for approval tonight.

Mrs. Miller said she turned in the Budget without the Trustees signature and asked for them to sign it. Mr. O'Callaghan asked if Mrs. Miller had heard anything about being over appropriated. Mrs. Miller said she had received an email from the Auditor but has not done anything about it yet.

Mrs. Spradlin asked about entering the "on behalf of" grant. Mrs. Miller has the information and has also talked to UAN about it. Mrs. Miller said she will need more information about the "on behalf of" grants (where it started and how it followed through) from Mr. Stock.

Fund adjustments for 2014 were done by Mrs. Miller. The before and after were sent to the auditor. Mrs. Miller said it affected everything and they will have to adjust the 2015 Budget.

Mrs. Miller provided credit card information to everyone. Mrs. Miller said the class she attended said not to use credit cards except for travel and hotels, but the County Auditor asked how you can do business without one so she has had differing input.

TOWNSHIP ADMINISTRATOR:

Mr. Stock showed a spreadsheet showing mutual aid agreements that the Township had with other townships for road work. Mr. Stock sent an agreement to Greg Hennecke with Risk Management and to Stephanie Hayden to make sure everything was covered.

Mr. Stock said all township revenue is shrinking so they have been taking a look at shared services agreements to save money by sharing resources. He gave them a copy of a Shared Services Agreement from Alex Zaharieff, Administrator for Beaver Creek Township. This agreement has gone through their legal. Mr. Stock would like to see the Trustees approve the form. Stephanie Hayden wanted to make sure there was an "approved as to form" signature line on the form. Mr. O'Callaghan requested that a spreadsheet be kept for shared agreements if they enter into them. Mr. O'Callaghan said the understanding is essentially the same as the Seasonal Snowplow Driver form which is not executed until it goes before the Trustees. Mr. Stock agreed and said the Trustees have to approve the rate, the person and the services provided.

Mr. Stock said there was a delay in the Bob Evans' Enterprise Zone because of changes in leadership. The original document dates need to be amended and Bob Evans hopes to provide the document to the Trustees next month. An Enterprise Zone is for 10 years from the date of approval.

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, APRIL 16, 2015**

Mr. Stock spoke about salt storage options for 2016. He and Mr. Pile will be visiting some potential sites.

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	_____ Absent Scott Miller

slb