

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION  
APRIL 2, 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 5:00 pm. Roll Call: Susan Spradlin, Chair; Daniel O'Callaghan, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator. 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.

### **FIRE DEPT:**

Chief Fox asked if the Trustees had reviewed the four SOPs provided. He would like the Trustees to get back to him in ten (10) days with their revisions so the Fire Department can make changes and have them ready for the next meeting. Mrs. Spradlin had looked at all of them and suggested only minor changes. Mr. Miller said he would not be at the next meeting but he will talk to him later. Mr. O'Callaghan questioned whether the EMS Manager was software. Mrs. Spradlin and Mr. Miller suggested adding the word EMS Manager Program so everyone would know it was software. Employees can enter their availability into the program for scheduling purposes.

Mrs. Spradlin asked for clarification of the payment of the Service Agreement with Physio Control for Life Packs. Chief Fox answered it is two-year contract but paid annually. The annual payment is \$4,496.98 per year--for a total of \$8,993.97 for the two-year period. Mr. Miller asked about the old Life Packs still being on the schedule. Chief Fox said they will be on the schedule until they are replaced and they plan to replace them with disposable. Mr. Miller requested having Physio Control list the amount for each unit in the agreement. The AEDs carry the Life Pack brand. Mr. Stock said they will put it on the budget for 2016.

Chief Fox said repairs are getting close to the internal parts of the Engine 52 pump.

Chief Fox said FDIC is at the end of the month. He, Deputy Chief Beegle, Scott Miller and Alan Stock will be attending.

### **ROAD DEPT:**

The Road Department is planning to purchase crack seal material for the season from DJL Material & Supply in the amount of \$3,560.00. This will be for two pallets of material. DJL also allows use of their machine. Mr. Pile said they are the only vendor who does this and maintenance on this kind of machine is very expensive.

The Annual Road Ride was set for Friday, May 8, at 7:30 a.m. This will include the three Trustees, Road Superintendent and Township Administrator.

Washington Road Project—Mr. Pile and Mr. Stock met with four residents for discussions. Notes were taken and will be sent to Shawn, Greene County Engineer's Office, and the Trustees. Telephone poles may need to be moved as part of the project.

Water softeners for Station 51 and Station 52 were discussed. There was discussion about chlorine in the water at Station 51. The Reverse Osmosis system takes care of the chlorine in the drinking water. Mr. Pile and Mr. Stock suggested purchasing a water softener instead of renting one. There was a question about size of brine tank. Mrs. Spradlin asked about charge per hour for maintenance. No one had an answer. She said that was one reason she suggested renting. Mr. O'Callaghan asked about warranties. There were warranties attached to some of the quotes. Mr. Miller asked the

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difference between 40,000/50,000 and 60,000 grain units and if it was substantial enough. Mr. Pile said the grains have to do with how long you go between regenerations. He said the larger the tank the fewer regenerations but it takes more water during the regeneration. Mr. Stock said they were given a quote for heavier duty but not for commercial as the vendors did not think it was needed. Chief Fox said the fire bays are connected to the water softeners.

Mr. Miller knows about a 75% grant toward park land and asked if there was any interest in pursuing it, possibly to purchase land adjacent to the Township building. Mrs. Miller reported she has talked to the owner and they cannot legally sell the property.

Generator Grant—Mr. Miller said the EMA has looked at it and the way the funds are set up it would typically go for this type of project but because it is not tied directly in with the EMA, the Township cannot get a grant for it.

Mrs. Miller spoke about attending a seminar given by an FBI agent on Cyber-Attacks. She said she has not allowed UAN to be put on the server because of the worry of a cyber-attack. The agent told them the way attackers hacked into Sony was through the IT people they had contracted with. Mrs. Miller has his contact information. Mrs. Spradlin would like to get something set up for them to speak in our area.

Mr. O'Callaghan spoke about the Regional Planning and Coordinating Commission Open Spacke Project. He said they are doing an inventory of open spacke that is publicly accessible land, including colleges, universities, well fields and recreation. Mr. O'Callaghan has started to go through the spreadsheet. Mrs. Spradlin asked the purpose. Mr. O'Callaghan said it has to do with a grant that Miami Valley Regional Planning Commission has. He said it is partly related to water quality. He will coordinate this.

Mrs. Spradlin said after discussion about the water softeners the Trustees decided there is more information they want to look over so will hopefully make a decision at the next meeting.

Mrs. Spradlin said they will further discuss the generator in the regular meeting.

**FISCAL OFFICER/FINANCE:**

Mrs. Miller is waiting to hear back from Hartley Oil about filling a tank right after another vendor. The check has not been mailed yet.

Mr. Stock checked on an extra charge from HCST for updating the server—it was confirmed the charge should be reversed.

Mrs. Miller found out in a recent conference that purchase orders are needed for credit card purchases. A blanket certificate does not suffice. She said POs are needed for every purchase. Mrs. Spradlin asked Mrs. Miller to put the procedure in writing.

Mrs. Miller reported there were nine sets of 2012 minutes ready for approval. Mr. Miller has not had a chance to review all of the minutes yet so will not be approving them tonight. She said there are minutes from the March 19, 2015 Work Session that are also ready for approval.

Mrs. Miller said when she was trying to put money approved in the Budget into UAN it did not work. She said she had not talked to Mr. Stock about this. She saw money appropriated they did not have. The Washington Road Project was unexplainable. She said David Graham, the Greene County Auditor, sends her a certificate stating the amount of money the Township has and they cannot go over it. The appropriations the Trustees agreed to went over the amount. She said she could not make payroll until the permanent appropriation was put in. What the Trustees approved went to the Greene County Auditor, and he will say we are over-appropriated in these funds. She had to turn it in because it was due April 1. Mr. Stock said the over-appropriation comes from the \$525,000 grant which is the "on behalf of" grant as well as the sign grant. He gave Mrs. Miller a sheet of paper which told how to enter it into UAN. He said they won't see

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the money but they have to record the money. He said the appropriations as the Trustees approved them are accurate. Mrs. Miller said what she took to David Graham did not come out of UAN and thinks it should to avoid errors. Mrs. Spradlin asked if this could be fixed tonight. Mrs. Miller answered no. Mr. O'Callaghan said he thought they could not use UAN numbers in doing the Budget. Mrs. Miller said if she does not understand the numbers, she will not do it anymore. She said the Trustees might have given the Administrator the ability to do the Budget but they don't tell her what to put in UAN. She said it all has to work together. Mrs. Spradlin said with this year's budget they all agreed on the numbers because they had all worked on it, but they all agreed on what they were given and it looked like the numbers would work. Mrs. Miller said Mr. Stock said it could be done and there was a special process to do it in UAN. Mrs. Spradlin asked how Mr. Stock knew it and not Mrs. Miller. Mr. Stock said he was blindsided by this because every number in front of the Trustees had been reviewed by Mrs. Miller, Kitty Crockett (visiting clerk) and himself. He said he specifically asked how she wanted to show revenue for the "on behalf of" grant and how she would like it stated. He said he also gave her a bulletin from the Auditor of State on how to enter it in UAN. He said he gave her the documentation on March 23, knowing she had eight (8) days to enter it into UAN. He said he was surprised for her to say they didn't work together when they all sat together many times and were in agreement. Mr. Stock said when he and Ronnie Shaw went to the sign grant meeting they were given information on how to enter it into UAN and told it has to be done. He found out the Washington Road grant would be the same kind. He thought they had been working together very well for the last few months. He said they had talked about where all the numbers had come from. Mr. O'Callaghan asked if the new process worked. Mrs. Miller said she did not get a chance to implement it before getting everything else done and going to a conference. Mrs. Miller questioned why they have to run the money through UAN when the Township will never see the money. Mr. O'Callaghan answered because we are receiving the value—that is the way a grant like that works. Mr. O'Callaghan said if Mrs. Miller is confident the over-appropriation is from the "on behalf of" grant money, this could be considered an accounting issue. Mr. Miller suggested allowing the Administrator the ability to view UAN. Then they could work together on numbers that are not correct. Mr. O'Callaghan offered to work with Mrs. Miller on replicating UAN for "read only" in order to keep it off the server.

Mrs. Miller reported on the Open Check Book Project with Josh Mandell's office. She said the Township 2013 and 2014 books will be going online on April 6.

**TOWNSHIP ADMINISTRATOR:**

Mr. Stock said Lisa Dawn with the City Water Treatment Plant has taken a job in Florida so will be leaving soon. He has already worked with her interim.

Mr. Stock reported about the Active Shooter Exercise at CSU. The Ohio State Patrol, Xenia City Police, Xenia City Fire and Xenia Township will be involved.

Greene County is no longer going to pick up recyclables. The Township will have to collect its own and take it to the County dumping site.

There has been a delay in the Bob Evans Enterprise Zone. They have gone through the review process. They have had a change in leadership and would like to change dates to reflect the new expected expansion dates.

Discussion of salt storage options was tabled.

Discussion of properties located at Foust and E. Main were tabled.

A form for seasonal Snow Plow Driver for Xenia Township was tabled.

**ADJOURNMENT:**

A motion was made by Mr. O'Callaghan to adjourn the Work Session, seconded by Mrs. Spradlin. Roll Call vote: All voted Aye. Work Session adjourned at 7:03 p.m.

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XENIA TOWNSHIP BOARD OF TRUSTEES

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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

slb