

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

WORK SESSION
April 26, 2012 4:00 P.M.

These minutes are a summary of the work session 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.

The Xenia Township Trustees met with the following members present: Jim Reed, Chair, Amy Lewis and Scott Miller. Also present were Barbara Miller, Fiscal Officer, and Alan Stock, Assistant Fiscal Officer.

Barbara Miller, Fiscal Officer, presented copies of the checks and bills from the last meeting for the Trustees information.

Discussion was held concerning the following topics:

- Closing down the Verizon Cell phones to switch to A T & T and Direct TV Installation. Alan explained that the Fire Chief is not going to be involved in the process. Dave Shuey, Road/Public Works Supt. and Steve Fletcher, IT, will manage the transition in the future. The Trustees agreed to the change.
- Cleaning & Mowing contracts were discussed. Dennis Cain (PC Cleaning) is still doing the cleaning and VanHoose is mowing and has an agreement for the next four weeks for the mowing. The RFP's are not completed. Alan Stock stated they would be displayed on the website when completed.
- Local Government Services was discussed concerning the corrections for the UAN system necessary for the changeover from the old Fiscal Officer to the new Fiscal Officer. Visiting State Clerks will be coming in to assist with the changeover. There will be a cost to the Township, but Barbara does not know how much yet.
- IRS payments for payroll taxes, etc. have not been paid since the end of December, 2011 due to the change in passwords for UAN. With the first three months of 2012 not paid, we are behind around \$12,000.00. Barbara is working with UAN to make the changes, so she can pay on line.
- Discussion concerning the Fire Dept. employees attending the Trade Show in Indianapolis and the \$75.00 that was approved for gas money. There was a misunderstanding, so some employees thought the Township was paying for motel rooms for 2 nights. It was clarified that only gas money was approved for the two employees that were attending. Motel rooms were not approved, only the travel to and from there.
- Dave Shuey discussed the Township's Collective Bidding Asphalt Program in conjunction with the County Engineer. The agreement has been signed by the Trustees with the Greene County Engineer.
- Alan Stock related that the mowing for the Fire Departments, the cemeteries and the nuisance mowing would be combined in the RFP's. When we bill for the nuisance mowing it should also include the administrative costs.
- The Harner property next door to the Administrative Office/Station No. 1 on U. S. 68 North was discussed as to the possibility of purchasing 5 acres beside the Office to facilitate the construction of a new garage for the Road Department and Administrative Offices.
- Alan shared that Rhonda Painter (former Zoning Inspector/Office Manager) had come to the Office to pick up her check for payout of vacation time accrued. She was satisfied with the amount and offered to assist any time if needed regarding any issues. She wanted to make certain her accumulated sick leave would stay on her record for future combination in case she obtained another position with those benefits.
- Alan also informed the Trustees that he had prepared an organizational chart to include the Administrative Position for the Township. Trustees received a copy of same.

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- A long discussion occurred concerning the issue of an Administrator and what authority he/she would have in directing the employees, particularly the department heads.

At 7:10 P. M. motion was made by Scott Miller to recess to Executive Session, seconded by Amy Lewis, a purpose was not named, all voting aye. At 7:10 P.M. the session was ended with Amy Lewis making the motion and seconded by Scott Miller, all voting aye.

There being no further business, at 7:13 P.M., Amy Lewis made a motion to end the Work Session, seconded by Scott Miller, all voting aye.

XENIA TOWNSHIP BOARD OF TRUSTEES

Jim Reed, Chair

Amy Lewis

Scott Miller

ATTEST:

Barbara Miller, Fiscal Officer