

RECORD OF PROCEEDINGS

MINUTES OF THE

WORK SESSION

XENIA TOWNSHIP TRUSTEES:

May 3, 2012 6:00 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 on May 3, 2012, with the following members present: Jim Reed, Chair, Amy Lewis and Scott Miller. Also present were Barbara Miller, Fiscal Officer and Alan Stock, Interim Administrator.

Jim Reed opened the meeting @ 6:05 P.M.

- Alan Stock informed the Trustees that a mower for the Road Dept. broke and needed repairs in the amount of \$745.00. He and Barbara Miller, Fiscal Officer approved the expenditure over the \$500.00 limit as an emergency expenditure so the equipment could be back in service quickly.
- Discussion was held concerning the keys for the buildings. Steve Fletcher, IT, has a master key to get into both Stations. Discussion followed as to who should have keys and should the person be bonded. It was decided that Alan request an opinion from Stephanie Hayden, Assistant Prosecutor, regarding the necessity of a bond for IT managers and a CBI check.
- Discussed the responsibility of management of the IT person, assign to, Alan Stock, access to the file server and outside access from remote. It was determined that the previous IT manager no longer has access. Scott Miller has remote access. Keys to the server room were discussed. The Fire Chief has a key at this time. More than one person should have a key. There was discussion concerning more than one person having remote access in case of an emergency.
- Discussed the telephones and cell phones. We will no longer have Verizon cell phones. AT&T could not provide internet service & cable TV at this time. We will stay with Time Warner and our current phone provider.
- The Xenia Daily Gazette requested public records concerning an ethics letter and Dayton Daily News has requested public records concerning the CSU fire service contract bid.
- Alan requested the Trustees consider placing a minimum value on equipment to be placed on the inventory such as expendable items that are not tagged. A Resolution had been made in 2010 in the amount of \$300.00.
- Bureau of Workmen's Compensation contract with Franks Gates and Care Works were discussed as to the cost, etc. and how much we saved by attending the Safety Classes. A decision needs to be made whether to use Care Works or Franks Gates as our Administrator of Workmen's Comp. claims. Alan is checking our history of claims.
- Nuisance Administration Fees were discussed.
- Fire Chief gave an update on NIMS responsibilities and classes needed.
- The Fire Chief, Daryl Meyers told the Trustees he had not had a response from Central State University about the proposed Fire & EMS contract.

Jim Reed made a motion to adjourn the meeting, seconded by Amy Lewis, all voting aye. Meeting adjourned @ 6:55 P.M.

XENIA TOWNSHIP BOARD OF TRUSTEES

Jim Reed, Chair

ATTEST:

Amy Lewis

Barbara Miller, Fiscal Officer

Scott Miller