

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
JUNE 20, 2013 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: Amy Lewis, Chairman; Jim Reed, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Sheryl Blackaby, Secretary

FISCAL OFFICER:

The Fiscal Officer spoke about problems she was having with getting all the receipts that she needs to pay bills appropriately. She also discussed problems with the meeting minutes. Mr. Reed stated he has the recordings from the meetings and he can make the necessary changes. Mr. Miller feels that the contract worker "Melissa" should make the changes. Mrs. Lewis will bring her laptop to the next meeting to see if she can record the minutes and run the meeting at the same time.

ZONING DEPARTMENT:

Sheryl Blackaby stood in for Alan Stock at this meeting. Sheryl Blackaby discussed the text amendment wording for the Conditional Use for the school for autistic children to be opened on Brush Row Road. The same language from Estate 401.4.3, "Private schools, institutions of higher learning" will be added.

Sheryl Blackaby discussed the nuisance mowing. She stated that there are (3) properties that need to be declared a nuisance at this time. Van Hoose will do the mowing of these properties.

TRUSTEES BUSINESS:

There was a discussion of damaged Public Entity items and what the Township policy should be. Mr. Miller would like the department heads to handle this problem. Mrs. Lewis suggested setting aside some time in the next work session to start on the personnel manual revisions to cover this and other issues. Xenia Township will use the Beaver Creek Township manual as a guideline.

Mr. Miller discussed second person access to accounts. The Fiscal Officer questioned why access was needed by the Administrator. Mr. Reed believes all employees should work under the direction of the Trustees and the Fiscal Officer. He would like to see anyone who needs account information go directly to the Fiscal Officer. Mrs. Lewis will ask Stephanie Hayden of the Prosecutors office for an opinion.

FIRE DEPARTMENT:

Chief Fox stated that the Fire Department has taken possession of the new Medic. It arrived on Wednesday, June 12.

Chief Fox discussed the MARC's radio conversion. These radios must be purchased so that all Fire Departments and Police Departments may communicate during an emergency. All these radios will be on the same frequency. Chief Fox also discussed the maintenance fees associated with these radios.

There was a discussion of which fund to use to purchase the radios. The Fire Department has a grant in the amount of \$100,000.00 that is interest free and may be paid back over the course of 11 years. However, the radios must be paid for before the cost can be reimbursed by the grant. Since the Fiscal Officer was unable to say exactly how much money was in the Fire Department budget, there was a concern of how to pay for the new radios.

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Mr. Miller contacted the City of Xenia regarding the status of the grant money to pay for the radio purchase. The City of Xenia is the Administrator of the money. The City has been awarded the grant but not yet received any money. Chief Fox and the Fiscal Officer will meet with the traveling clerk on Tuesday to determine the status of the Fire Department budget.

There was a discussion of a letter to the State Fire Marshall that had been prepared by Chief Fox and Deputy Chief Beegle. There is an issue with the fire inspections at Central State University. Mr. Miller would like the letter to state that although CSU is not in our fire district the inspections need to take place. Although we have no jurisdiction in this area, we could assist with inspections if asked. There is a question regarding what procedure should be followed to assure a safe atmosphere for everyone

There being no further business, Motion to adjourn was made by Mrs. Lewis, seconded by Mr. Reed. All voted AYE. Meeting adjourned at 6:30 pm.

XENIA TOWNSHIP BOARD OF
TRUSTEES

Resolution Number

Amy Lewis, Chair

Date Approved

Jim Reed, Trustee

ATTEST:

Scott Miller, Trustee

Barbara Miller, Fiscal Officer