

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
JUNE 4, 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 5:05 p.m.

Roll Call: Susan Spradlin, Trustee Chair; Daniel O'Callaghan, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator. Also present was Dean Fox, Fire Chief.

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

EXECUTIVE SESSION:

Mrs. Spradlin made a motion to go into an Executive Session for pending or imminent court action according to ORC 121.22.G3, Mr. O'Callaghan seconded. Roll Call: All voted Aye. Present were Mr. Miller, Mr. O'Callaghan, Mrs. Spradlin, Mrs. Miller, Mr. Stock Stephanie Hayden and Steve Pronai. Mrs. Miller was called into the Executive Session but upon legal counsel advice did not attend. Executive Session began at 5:03 p.m.

Mrs. Spradlin made a motion to exit the Executive Session, Mr. O'Callaghan seconded. All voted Aye. Executive Session ended at 5:37 p.m.

ROAD DEPT:

There was nothing to report for the Road Department at this time.

FIRE DEPT:

Chief Fox said they made minor changes to SOP 100-009.

Chief Fox said he would like the Trustees to approve Doug Cope as POC. Doug Cope used to work for the Township, retired from the City and plans to keep up his standing orders. Chief Fox said he would be a tremendous asset.

Mrs. Spradlin asked if Chief Fox had read the application from Mark Murphy—she put it in his box in December. Chief Fox said it is being worked on. Mrs. Spradlin asked that a letter go to him to tell of the Chief's intention. Chief Fox asked why he had not contacted the Fire Department directly. Mrs. Spradlin replied that Mr. Murphy had turned in an application prior to this one several months ago and never heard back anything. She said he filled out a second one and asked that she get it to Chief Fox.

Mrs. Spradlin asked about a windshield repair. Chief Fox said it was totally replaced.

Chief Fox reported on the engine repair—they have one thing left to do which is a minor motor and the parts are on order.

Mrs. Spradlin excused Chief Fox at this time.

TRUSTEES' BUSINESS:

The proposed Credit Card Policy was tabled in order for all to have a chance to review it. Mrs. Spradlin spoke about a resolution that said prior to travel, seminars or training must be approved by the Board—she did not see it in the proposed Credit Card Policy. She said a credit card had been used to pay a routine bill and thought that should be addressed in the policy. Mr. O'Callaghan did not address that because in one of the

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, JUNE 4, 2015**

meetings Mrs. Miller had said it would be better to have paid the bill with a credit card. He said he wants to meet with Mrs. Miller about some of these things. Mrs. Spradlin

asked Mrs. Miller if she could think of any routine bill that would be better to pay with a credit card. Mrs. Miller said not a routine bill, maybe some others. They discussed a bill for 911 that was paid by a credit card. Mr. Stock gave an example of the company Blue Host that can only be paid by credit card. Mr. O'Callaghan said that is becoming a lot more prevalent. Mr. Stock asked Mrs. Miller how they should handle that. Mrs. Miller said she did not do the appropriations in the Budget so she could not answer that. Mrs. Miller said if they read what the Credit Card Policy stands for with the State Auditor that is not what is intended for the credit card use. Mr. O'Callaghan asked Mrs. Miller if she had access to that information because he could not find anything about a credit card policy with the Auditor. Mrs. Miller said Local Government Services shared that the State Auditor says a credit card is only to be used for travel and meals. Mr. O'Callaghan asked for this in a statute or in writing. Stephanie Hayden said there is no statute that covers that. Mr. Stock said he could send 50564 authorizing the use of a township credit card, the Ohio Handbook, the Ohio Township Handbook, Dave Yost, Auditor of State, March 2015; in there is an AG opinion stated 80-50. This says it can be used for other expenses than just travel. Mr. O'Callaghan said somehow there is a disconnect from what is said from different entities. There was discussion about if a credit card is misused and if the money can be deducted from an employee's paycheck. The proposed policy was tabled until Mr. O'Callaghan can meet with Mrs. Miller.

Mr. Miller has been trying to get all the information needed to sort out the credit union fund issue. He wants to see the last pay stubs for 2012, a report that shows all funds paid to the Credit Union, and bank reconciliations for 2012. He said this will show it was cashed and it cleared. Mrs. Miller said since the 2012 audit is finished and she provided what came out of UAN, she thinks Mr. Miller needs to go through the bank statements. Mrs. Miller stopped taking the money out in April 2012 and showed a check sent to them for the money taken out and that check did clear. Mr. Miller said according to the State Audit it says the Township still owes funds for the two employees. He said they can go with the State Auditor's report and make a motion to pay those two individuals what the State Audit says. Mr. O'Callaghan said the only thing they have is the report from UAN but they don't have anything from the Credit Union to show that it matches up—that the execution actually occurred whether by check or electronic transfer. Mr. Stock said the Credit Union deposits from 2011 matched up but in 2012 from January 2012 there was only one payment instead of two and in February 2012 there was only one payment instead of two. The amount taken out of the check stubs does not match what the Credit Union gave for deposits. Mr. Miller wanted to see Rhonda Painter's amounts taken out for the credit union also. Mr. Stock said he will contact Mrs. Painter.

FISCAL OFFICER/FINANCE:

Mrs. Miller asked if the Trustees saw the vouchers when they looked at the bills. Mrs. Miller said she understood the voucher was needed only if there is no pre-approved purchase order in place. She said it is not to be used for gas receipts as that is pre-approved. She said if parts are purchased there is already a purchase order in place for repairs and maintenance so a voucher is not needed. Mrs. Miller said employees are using them for other things. Mrs. Spradlin said they are doing extra work that doesn't need done. Mr. Stock said they are all trying to do the right thing and do not know which line items have purchase orders and how much they are for. Mr. O'Callaghan asked if they could have a list of all the blankets. Mrs. Miller said she supplied the Trustees with the rules for purchase orders, blanket certificates and super blanket certificates from the Township handbook. She said there were a lot of super blanket certificates open for all the wrong reasons. She said there are only fifteen (15) things a super blanket certificate can be opened for--utilities are not one of them. She said utilities should go under blanket certificates. Mrs. Miller opened a blanket certificate with a line item of utilities but the auditor said she was not allowed to have any blanket certificates open for over \$5,000 because of Township policy. She said it was brought to the Trustees and they never acted upon it. She said the reason she brought the issue of purchase orders to the Trustees in the first place was to get control over

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, JUNE 4, 2015**

spending. She said all her blanket certificates need to be reduced to \$5,000. Mr. O'Callaghan said they could appropriate all the money as long as only a \$5,000 blanket

is opened at a time. Mrs. Miller added only one blanket can be put on a line item at a time. Mr. O'Callaghan asked for a report from UAN showing what line items have blanket certificates so the department heads and Administrator can see them. Mrs. Miller said they need to see the appropriations report. She has shown Chief Fox activity reports for some of the line items to give him an idea of how much money he has left. Mr. O'Callaghan said it seems the department heads do not know when Mrs. Miller is using a then and now, when she is using a blanket or when she is using a super blanket without that information. Mrs. Miller said they could come to her. Mr. O'Callaghan asked what they do when the Fiscal Officer is not in the office. Mr. Stock said they do not know how much is left out of the \$5,000. Mrs. Miller answered the appropriation status report shows that. Mr. Stock asked how they know what is on each line item as there could be several purchase orders and a blanket certificate on the line item. Mr. Miller asked if Mrs. Miller had a book of purchase orders and blanket certificates. Mrs. Miller answered yes. Mr. Miller asked if it could be brought out where everyone can reference it. She said he could come into her office to look at it. Mr. Miller said they need a duplicate to have access to it at other times too. Mrs. Miller said if it was done correctly at the beginning of the year and purchase orders were set in place for the companies, you would not be dealing with this now. Mrs. Spradlin asked for a copy of who the Township has blanket certificates with. Mrs. Miller said after she reduces the blankets all down to \$5,000 she can do that, but it will only give a line item.

Mrs. Miller said she wants the Trustees to pay attention to the time sheets. She said some time sheets show no lunch being taken and there are mistakes on calculating hours on others. She said the time sheets will be put in the file cabinet on Tuesdays before meetings in order for Trustees to review and initial. Mr. Stock said they are starting to use a new time sheet that does calculations automatically. He said for the Fire Department they are also working on an automatic calculation of the hours working toward the 1500 hours. Mrs. Miller asked if employees are clocking in and out. The answer was no—employees are writing in their time. Mrs. Spradlin asked if the new time sheet will be a form with a number that needs adopted. They will talk about it in the future.

Mrs. Miller asked for the Trustees to rescind the resolutions made at the last meeting when she was absent. She had only needed signatures on the bills and payroll for May 7, 2015 but the Trustees had made resolutions to approve them again.

Mrs. Miller said she had minutes for approval. She asked where the 2012 minutes were. Mr. Miller said he had the originals and there was going to be some editing needed. He also said he needed to talk with Amy Lewis and Jim Reed to see what they recalled as some of the tapes were missing.

TOWNSHIP ADMINISTRATOR:

Mr. Stock said he talked to the Board of Elections regarding the Fire Department levies—he now has them going back to 1959. The ballot language was very generic and said “the renewal of a tax to benefit Xenia Township for the purpose of providing and maintaining fire apparatus, appliance, buildings or sites therefore or sources of water supply, etc.” He said the key was the levy was for providing and maintaining building sites. He is still checking a few more sources i.e. Ed Hawkins, former Fire Chief, Bob Benson, former Trustee, and the Firefighters' Association for old minutes.

Mr. Stock said they have two new nuisance properties. He said they have checked for foreclosure notices or if listed for sale with a realtor. He stated if property has been declared a nuisance the order is good for 365 days; then the Township is allowed to send a letter to the property owner to give four days to mow the property.

Mr. Stock said every October the hazard/risk insurance is up for renewal. The Township is currently with Hylant and there is a possibility of getting other bids.

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, JUNE 4, 2015**

ADJOURNMENT:

A motion was made by Mrs. Spradlin to adjourn the Work Session, seconded by Mr. O'Callaghan. All voted Aye. Work Session adjourned at 6:50 p.m.

XENIA TOWNSHIP BOARD OF TRUSTEES

Resolution #

Date Approved

Susan Spradlin, Chair

ATTEST:

Daniel O'Callaghan

Barbara Miller, Fiscal Officer

Scott Miller

slb