

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
JUNE 5, 2014**

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: Scott Miller, Chairman; Amy Lewis, Trustee; Susan Spradlin, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Chair Scott Miller called the work session to order at 5:18 pm. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

TRUSTEES BUSINESS:

Newsletter Update—Mr. Miller stated since there will be a Fire Levy on the ballot in November, he would like to see the newsletter go out in mid-August so residents receive the information well ahead of time. Mrs. Lewis will aim for that timeframe and would like to get pictures of the Fire Department at the Fair for the newsletter.

Township Tuesdays—Mr. Stock provided a draft web page of events for Township Tuesdays. Deputy Chief Beegle said the CPR class could accommodate up to 30 people per class. This class will be 6:30-8:30 p.m. The cards are \$3.00 each and will be provided by the Trustees. The Blood Drive would require a minimum of 30 donors and is scheduled for the day after Labor Day. Deputy Chief Beegle is finalizing details with the woman who will be doing car seat safety and installation. In December the topic will be how to protect your home and animals during the winter. This could include Christmas tree light safety, furnace maintenance, and winter safety packs for your car. Mrs. Lewis asked for Dr. Todd McManus to be scheduled in January for eye exams. Mr. Miller suggested getting a phone number or email when residents register in order to send them a reminder. Mr. Stock will look at the budget to identify where money will come from for the expenses incurred for the events.

Mr. Miller spoke to the Auditor about the \$50,000 owed to the General Fund from the Fire Fund. (This was an advance for radio purchases.) There was a suggestion to repay \$25,000 during the second quarter of 2015 and \$25,000 during the second quarter 2016. The Auditor said there are a couple of ways to do it: 1) A schedule of repayment can be set up or 2) Trustees can vote to forgive the amount owed from the Fire Fund to General Fund. Mrs. Spradlin said at the last meeting the Trustees asked for a letter from the Auditor's office stating that. They did not get a letter as Mr. Miller, Mr. Stock and Mrs. Miller had talked to the Auditor. Mrs. Miller said the money was done as an "Advance" and if done as an "Advance", it needs to be paid back.

There was discussion on the merits of reactivating the Cemetery Fund or keeping it under the Cemetery line item number in General Fund. \$50,000 is now under "Repairs and Maintenance", 1000-410-323-000. The money would need to be transferred. Mr. Stock cautioned this is now in a General Fund number with a cemetery project code so you can borrow from it to use it for a different project. If you create a Cemetery Fund you cannot use it for any other project without getting permission from the County Auditor. Mrs. Miller prefers having a separate fund for cemetery and said Road Superintendent, David Shuey, would like half of the money received for opening a grave to go to the Road and Bridge Fund #2031 and the other half to the Cemetery Fund. (This would be \$300 to each fund.) Mr. Miller said there were other caveats put on the \$50,000 originally such as for stone restoration. Mrs. Leona Fletcher from the audience said the money was originally donated by Dr. Ellis for upkeep of Friends Cemetery. She said the money used to be in a Cemetery Fund but the Fiscal Officer at that time did not want to have a separate Cemetery Fund so requested approval from the Trustees to add it to the General Fund.

At a previous meeting Mrs. Spradlin raised a question about having a contract with Fletcher Technology for IT. In looking at the contract it was found to be good for only one year and it has expired. Dan O'Callahan plans to look at our technology so Mr.

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Stock will check with him regarding a date he can come. Mr. Miller would like to continue with Fletcher Technology in the interim until a decision is made. He feels the Fletcher Technology rates are very fair for the industry. Mrs. Lewis agreed. Mrs. Spradlin asked for estimates from other companies. Mr. Stock has contacted two companies and one individual to give us quotes.

The Trustees would like to give a commendation to Dan Schroer, Greene County Career Center Superintendent. He is taking another job and moving to the northern Ohio area.

Mr. Stock will be working on the Employee Handbook next week. Once he finishes his portion he will give it to the Trustees for review, then to the department heads. Attorney Mark Fishel said the start of the handbook looked very good and felt he could review what he was given for \$1,500-\$3,000. Stephanie Hayden felt she could review the handbook within two weeks once she is given the final product. It will be up to the Trustees as to the direction they want to go. Mr. Stock thinks it can be done in about two months.

Mrs. Lewis asked Mrs. Miller how long the visiting clerk has been helping her. Mrs. Miller answered since 2013. Mrs. Lewis asked if we can do without her help since we have so many new expenses. Mrs. Miller said the visiting clerk is not coming on a regular basis anymore; she is on an as-needed basis and Mrs. Miller would like to continue to have her help as needed.

TOWNSHIP ADMINISTRATOR:

A resolution of necessity was requested for putting the Fire Levy renewal on the ballot in November. Mr. Miller said David Graham, Greene County Auditor, has cautioned about being very specific in the language for the levy due to changes in State law. Mr. Stock said this verbiage has been approved through David Graham's office and the Board of Elections. There was discussion about having a booth at the Fair to promote the levy. The Fire Levy could not be promoted at a booth paid for by the Board of Trustees. There has to be a separation. They can only say vote, not who or what to vote for. A booth paid for by individuals or the Fire Association could promote the levy. Chief Fox said the Trustees could have their newsletter delivered along with the Xenia Township Firefighter & Community Association's newsletter. There was a suggestion to send a press release to local newspapers about the Trustees' resolution for the Fire Levy renewal. Another suggestion was to set up a booth on First Fridays.

Mr. Stock handed out information about the potential loss of Cemex taxes when they are annexed. Barry Tiffany, Sugarcreek Township Administrator, can attend the next work session to explain some of the annexation details. Mr. Stock is not yet sure what the type of annexation is. The Trustees' meeting may be rescheduled to June 23, 24 or 25 as Mrs. Lewis will be on vacation on June 19. Mr. Stock will check with Barry Tiffany for his availability.

Two older computers were donated to Toward Independence. They had an approximate value of \$100-\$150.

Mr. Stock reported on the well field inspection done on residences.

EXECUTIVE SESSION:

A motion was made by Mr. Miller to enter into executive session to discuss sale of real estate, seconded by Mrs. Lewis. All voted aye. Executive session began at 6:30 p.m.

A motion was made by Mr. Miller to exit the executive session, seconded by Mrs. Lewis. All voted aye. Executive session ended at 6:54 p.m.

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ADJOURNMENT:

A motion was made by Mr. Miller to adjourn the Work Session, seconded by Mrs. Lewis. Roll Call vote: All voted Aye. Work Session adjourned at 6:55 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # _____

Amy Lewis

Attest:

Susan Spradlin

Barbara Miller, Fiscal Officer