

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
JULY 17, 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.

Chairman Scott Miller called the work session to order at 5:00 pm. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

TRUSTEES' BUSINESS:

Trustees were given the July 15, 2014 amended 2014 Budget. Several changes were made after the July 3, 2014 meeting. Medicare changed in General Fund, Road and Bridge and Fire District and fund was doubled. Another \$6,500.00 was put into Road and Bridge. Cell phone fund was increased. Mrs. Spradlin asked about the two numbers for postage being in the Budget. Mrs. Miller answered she loads postage on meter in \$300 increments and postage is subtracted from the amount. The second postage is for Zoning. Mrs. Miller said she is getting things set up correctly now as a lot of things were not set up right. She could even break down utilities for each fire station. Mrs. Spradlin questioned the difference in money shown in Improvement of Sites under General Fund. Mr. Stock said there were changes in the appropriation amount in other areas to balance and not exceed revenue. She also asked about a line item number for Contingencies under General Fund. The line item number will be corrected to 1000-930-930-000 for Contingencies. Mrs. Spradlin asked if they need to report on the amended resolution the money already spent. Mrs. Miller said it does not have to be shown on the amendment—it was already shown on appropriations report from UAN that was previously submitted to the Auditor.

Mr. Stock gave an overview of the proposed 2015 Tax Budget. There will be a correction of line item number 2031-330-559-0121 to 2031-330-599-0121. Mrs. Miller went back to the amended 2014 Budget to ask about carry over amounts being different in UAN than those of Mr. Stock. Mr. Stock answered when Mrs. Miller does the supplemental appropriation and certificate total they will match. Mr. Miller asked Mrs. Miller to print carry over in all funds. Mrs. Miller said she would and everything matches except those in several funds (Road and Bridge, Fire and EMS).

FIRE DEPARTMENT:

Mr. Miller moved on to Fire Department while Mrs. Miller was printing reports.

Chief Fox asked Trustees to appoint Rusty Cross as Firefighter 2/EMT-I to Xenia Township Fire Department. The Chief said there are three levels of EMT now—EMT-B Basic, EMT-I Intermediate and EMT-P Paramedic.

Chief Fox reported the new Durango is in but it will take about a month to finish all the decals and light packages in order to be road ready. (The Suburban is the only hail damaged vehicle not replaced yet. Chief Fox has had some things done to it recently such as tinted windows to protect the interior as it sits outside all the time and several new decals.)

TRUSTEES' BUSINESS CONTINUED:

Mr. Stock said the Trustees received a copy of a letter from Greene County Auditor stating in 2031, 2111 and 2282 amounts shown have exceeded. There was also a note written by Mrs. Miller verifying a conversation with Teresa (Auditor's Office) on June 12, 2014. Mrs. Miller then asked Mr. Stock to look at it and fix. Documents that Alan provided tonight are the corrected amounts that need to be approved tonight. Expected revenue for fire was on a separate sheet. The new printouts from Mrs.

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Miller were compared to the spreadsheets from Mr. Stock. There was discussion about carry over. Mr. Miller asked whether encumbrances were paid out of 2013 or 2014. Mrs. Miller answered she pays it in the year the PO is opened. She said the Auditor wants the Certificate of Budget and Appropriation—he doesn't want the spreadsheet. She said the spreadsheet will not match what is in UAN. Mr. Stock said this document went to the Greene County Auditor's Office for review. He asked them if this would rectify errors in the temporary budget and assure we would not be over-appropriated for 2015. They answered yes and they are now waiting on the amended tax, the supplemental and the Certificate of Amount from Sources Available. Mr. Stock said when preparing the original budget he had not asked for any withholdings that had not been paid, therefore were not shown on the spreadsheet. Mrs. Miller asked Mr. Stock when they sat down to talk about this. Mr. Stock answered he had emailed her and the Trustees to invite any of them to meet with him on the Budget. He also asked her to sit down with him. Mrs. Miller said she would not sign anything she does not understand. Mr. Stock asked Mrs. Miller how much time she spent looking at the Budget from last Trustees' meeting to this Trustees' meeting. She answered none. Mrs. Lewis questioned the penalty if it is not turned in on time. Mr. Stock asked Mrs. Miller if she would sign the 2015 Appropriations. Mrs. Miller asked the Trustees if they were going to put their name on something they don't understand and were never a part of. Mrs. Lewis said Mr. Stock gave everyone the opportunity to talk to him about the budget; she spoke to Mr. Stock and he explained things to her satisfaction. Mr. Stock said he had spoken on the phone to two Trustees several times and Mrs. Spradlin gave her questions in writing. He said Mrs. Miller knew the July 20 deadline for turning in the Budget, and knew the Trustees had questions and she spent zero time trying to understand it, and is now holding the Trustees hostage by not signing it. Mrs. Miller said this is a legal document and unless she understands it, she will not put her name on it. Mr. Stock said it sounds very good except she didn't spend any time in the last two weeks trying to understand it or ask questions about it. Mr. Miller called for a ten minute break. After the break Mr. Miller asked if there were any other comments. Mrs. Spradlin commented about her email asking to be included in any type of budget process and she was not included. She does not understand it either. There are three Trustees and a Fiscal Officer who are elected and responsible. She has questions about this and she has to trust the elected official and the tools she has to work with. She thinks the auditor who was in here, Mrs. Miller, Mr. Stock and Mr. Graham (Greene County Auditor) should have spoken with each other as communication is the key. She said Mrs. Miller has tools and access to things that Mr. Stock does not. If unable to communicate then there is a problem. She said she had many questions, made suggestions and thought they could talk about them at this meeting--that is why she wanted to be included in the meetings.

FISCAL OFFICER/FINANCE:

Mrs. Miller said the bills were ready for signature on Tuesday, but she only has two signatures. Mr. Miller said he did not receive a text on it so he did not come in to sign. Mrs. Miller said she would automatically have the bills ready the Tuesday before meetings. If there is an emergency bill, she will text the Trustees.

Mrs. Miller presented a bill that had the wrong fund number so the Trustees would be aware. She corrected it and the bill was paid.

ROAD DEPARTMENT:

The OPWC application for grant money needs to be submitted by July 18. If money is received, it will be used for the Washington Road project.

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 6:47 p.m.

**XENIA TOWNSHIP TRUSTEES
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Xenia Township Board of Trustees

Date Approved: _____

Resolution # _____

Attest:

Barbara Miller, Fiscal Officer

Scott Miller, Chair

Amy Lewis

Susan Spradlin