

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
JULY 18, 2013 5:17 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; Scott Miller, Trustee; Alan Stock, Administrator; Barbara Miller, Fiscal Officer; Jim Reed, Absent

FISCAL OFFICER:

The Fiscal Officer stated that payroll was done with the exception of five (5) checks that need to be signed. These are checks for the retroactive raise. She then presented bills for approval.

Mr. Miller asked about the problem with two (2) employees' deferred compensation accounts. The Fiscal Officer stated she had not had time to address the issue yet. Mr. Miller offered his help to the Fiscal Officer to try and remedy the problem. The Fiscal Officer explained problems that she is having making the contributions to the deferred compensation accounts work within the UAN program.

Mrs. Lewis suggested that perhaps the Fiscal Officer could benefit from more help than the traveling clerk can offer since she is only here one (1) time a week. The Fiscal Officer stated that she would prefer that Mr. Miller come in to help since there is a substantial cost involved with using a second traveling clerk.

There was a discussion of the process that should be used for handling bills as they come in. The Fiscal Officer has not had the opportunity to examine the proposed process. Mrs. Lewis suggested the Fiscal Officer put in writing a procedure that she believes would work for her. If necessary the Trustees could make a resolution outlining the process to handle bills in order to be sure it is consistently followed by all departments.

The ODOT cooperative purchasing resolution needs to be signed by the Trustees. The form was prepared by Dave Shuey.

TOWNSHIP ADMINISTRATOR:

Mr. Stock discussed updated information regarding when to declare property a nuisance. Stephanie Hayden is looking into the timeline for this process.

Mr. Stock also discussed the JEDD. He and Jim Percival from the City of Xenia have a meeting scheduled with Central State University on Tuesday at 11:00. The Township's lawyer is working on a petition regarding the process of finding a partner for the JEDD. Mr. Stock discussed the steps necessary to proceed.

ZONING DEPARTMENT:

The Zoning Commission has a meeting scheduled for July 23 to consider the rezoning of 2291 St. Rt. 235 from Mineral to R-1 or A. The family would like to expand the property with the addition of a front porch. Any addition is prohibited under current zoning.

The Board of Zoning Appeals has a meeting scheduled for August 6 at 7:00 pm regarding a request for a Conditional Use. This is for the school for autistic children that the Sprowl's would like to open on their property.

Mr. Stock spoke about Donna Randall's request to be a second alternate on the Zoning Commission. This issue will be up for a vote during the Trustees' Meeting.

There was a discussion regarding sending the Zoning Commission a text amendment about blasting set back. Mr. Stock suggested the review of current text to see if it is appropriate or if it needs revision. Mr. Miller stated that he needed more time to study the issue. Mr. Stock will place this item on a future agenda.

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Mr. Stock brought up the issue of tent, vending and trailer fees for 2014. Currently the tent fees are \$25.00, \$50.00 for sales tents/trailers, and \$1.00 for each additional tent. Currently there is no charge for non-profits. Mr. Miller voiced some concern with the no charge for non-profits since these tents require inspection also. A flat fee of \$25.00 per tent across the board was suggested.

TRUSTEES' BUSINESS:

Mr. Stock discussed the further restoration of Station 52. They are seeking bids on some additional work that was not included in the initial bid. This would include removing the office wall, adding tempered glass, and some glazing. The project is under budget at present. No decision will be made until the bids are received.

- Motion to move to Executive Session to discuss a personnel matter was made by Mrs. Lewis, seconded by Mr. Miller. Motion PASSED by a roll call vote of 2-0. Mr. Reed was absent.
- Motion to come out of Executive Session was made by Mrs. Lewis, seconded by Mr. Miller. Motion PASSED by a roll call vote of 2-0. Mr. Reed was absent.
- Motion to adjourn the Work Session was made by Mrs. Lewis, seconded by Mr. Miller. All voted AYE. Meeting adjourned at 7:16 pm.

XENIA TOWNSHIP BOARD OF
TRUSTEES

Resolution Number

Amy Lewis, Chair

Date Approved

Scott Miller, Trustee

Absent

Jim Reed, Trustee

ATTEST:

Barbara Miller, Fiscal Officer