

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
JULY 2 , 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 5:00 p.m.

Roll Call: Susan Spradlin, Trustee Chair; Daniel O'Callaghan, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Township Administrator.

EXECUTIVE SESSION:

Mrs. Spradlin made a motion to go into Executive Session in accordance with ORC Section 121.22 (G)(1) to consider the appointment, employment of a public employee; seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Those included in the Executive Session were Mrs. Spradlin, Mr. O'Callaghan, Mr. Miller, Mr. Stock, Chief Fox and Deputy Chief Beegle. Executive Session began at 5:02 p.m.

Mrs. Spradlin made a motion to exit the Executive Session and return to Work Session, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session ended at 5:33 p.m.

TRUSTEES' BUSINESS:

Mr. Stock requested clarification of the procedure for purchasing goods or services without prior approval from the Trustees just because the money has been appropriated. Mr. O'Callaghan said there still needs to be purchase orders—they are the encumbrance of the money appropriated. He said they still need approved by the Trustees. Mr. O'Callaghan said at the last meeting the Trustees were told they did not need a resolution to buy the asphalt because there was already a super blanket in place for that. He said Mrs. Miller does not need a resolution for her part, but the department heads need a resolution because there is a Township policy in place that says anything over \$2,500 needs a resolution from the Trustees. Local Government Services told Mrs. Miller that Trustees do not have to sign purchase orders. Mrs. Spradlin said the department heads are asking to encumber the money. Mrs. Miller asked why the Trustees do not put money for asphalt in a super blanket at the beginning of the year so the Road Superintendent does not have to keep coming back to ask for money. Mrs. Spradlin said with a super blanket you can have a certain amount of money for projects but the Trustees still want to know what projects are being done which gives them checks and balances so they can watch the budget and know what is being spent. She said the Trustees may want something else done later and want to see how much money is left. Mr. Stock referenced the Financial Transaction Voucher Worksheet. He said they want to create in the Trustees the confidence that the department heads understand what is reasonable and necessary and if not, the Trustees can help frame that. Mrs. Miller said at the first of year she would like the Trustees to see purchase orders created for the whole year for certain things. She said she needs to take what she learned from Local Government Services, what she learned from UAN and what the Board has already adopted, put it all together and work within it. She said with the new year there could be a whole new Board and new Fiscal Officer and there could be new issues to deal with. Mr. O'Callaghan said the Township has to meet the minimum standards set forth in the Ohio Revised Code but the Trustees can restrict it further to have more control. He said he received the list of the purchase orders, blankets and supers that are in place. Mrs. Miller said she is trying to follow Local Government Services to do things the right way.

Mr. Stock showed the letter that was sent to the residents of Wilberforce communicating the upcoming Active Shooter Exercise. He gave an update about the Exercise which will be held at the Central State University campus on July 17.

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ROAD DEPT:

Mr. Stock said Xenia Township paid \$100-\$110 a ton for salt last year and had been told the salt company was only going to make one delivery for the year. That would mean the Engineer could not store salt for the Township. This week Mr. Stock learned since the Township is part of a coalition of municipalities they can buy from a different company named Compass at \$17 cheaper than last year. The cost would be \$67.23 a ton. Bob Geyer said since Compass will do multiple deliveries, the County can again store salt for the Township for a \$2.00 per ton loading fee. Mr. Stock and Mrs. Miller discussed that the Township will order 200 tons at a time and will be billed from the County for the beet juice and the loading fee. Mr. O'Callaghan said they still want to explore options for salt storage.

Mrs. Spradlin said for the record Mr. Miller had to leave for another engagement at 6:05 p.m.

FIRE DEPT:

Chief Fox asked to hire Rodney Beam as a part-time FFII/Paramedic. Chief Fox said there was a problem with him passing stress tests by as little as fifteen to twenty seconds. He said Mr. Beam was able to pass the stress test at Miami Township. Chief Fox asked about Mr. Stock's meeting regarding testing standards. Mr. Stock spoke about the meeting with Deputy Chief Beegle and Greene Works. They talked about pre-employment testing; testing of employees after accidents (Greene Works could have the Township \$60 per test); Greene Works if OBWC approved; no contract is needed to be signed. Mr. Stock said they have a different pre-employment test for full-time employees and part-time employees. Mrs. Spradlin asked for the test results on Rodney Beam. Chief Fox provided the results to the Trustees.

Chief Fox said firefighters had asked for a new treadmill for \$2,469.30 and, in turn, the Association would buy another one just like it so the firefighters would have two. He said they would like to have the stair step and elliptical put in the service contract for the first year. The Chief reported it takes a 20 amp dedicated circuit for each one and we do not have that at this time. He would like to wait until the generator and electric upgrades are finished. Mrs. Spradlin asked if Chief Fox had looked into grants. Chief Fox answered he had not. Mrs. Spradlin said when the grant was applied for and received for the past equipment, the Trustees had asked what happens when the equipment breaks, who replaces it, who services it. She asked: 1) Is the money going to continually be taken out of the Fire budget to service it; 2) When it breaks will they be asking the Trustees for a new one; and 3) She cannot remember seeing anyone using the equipment and wonders if it is good use of taxpayers' money. Chief Fox answered they use the treadmill a lot in the winter months. He said when they received the grant it had a fitness program tied to it, and they had to spend a lot of money to send people for medical exams. Mrs. Spradlin asked Chief Fox to look into grants for the treadmill. Mr. Stock asked Chief Fox to think about how much more electrical might be needed. Mrs. Spradlin asked what fund the treadmill would come out of and to consider service costs in his budget for next year.

Chief Fox said Brett McNamara had asked for a leave of absence until September 1. He had already turned in his gear and will turn in his key on the weekend. Mr. Stock will suspend his electronic capability.

Mrs. Spradlin asked about repairs to vehicles. Chief Fox answered Engine 52 had a transmission filter leak and hydraulic hose that needed fixed. He said Medic 53 has a slow leak and they have to recharge it every year.

FISCAL OFFICER/FINANCE:

Mrs. Miller provided bills and payroll for approval. No comment was made.

Mrs. Miller said there would be two sets of minutes for approval.

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Mrs. Miller said Kitty Crockett was in the office the other day and they were showing Mr. Stock what UAN is supposed to do. In doing bank reconciliations she has 25-30 outstanding checks from 2011 through 2014. She explained what it was going to take to get a clean set of numbers.

The credit union issue is still being researched. Mrs. Spradlin suggested that Mrs. Miller call the Auditor to ask where they found the credit union had not been paid so it could save her time in resolving the issue.

Mrs. Spradlin asked about the budget which is due in July. Mr. Stock answered it is the last 2 years of expenditures vs. what you expect to spend the following year to make sure you have been responsible in your spending. The purpose of the tax budget is to see if the Township has sufficient need for a tax draw for the following year. Mrs. Spradlin asked if everyone saw the new House Bill about taxes and how it will impact the Township. She said there are about 20 different changes. She said they will need to adjust their budget to it.

Mr. O'Callaghan asked who the agent for the cell phone agreement was. It seemed that David Shuey set it up. Mr. O'Callaghan asked that Mr. Stock be given copies of the bills so he could review and determine if the Township is getting service they are paying for. He said some are being charged for texts and others are not. Mrs. Spradlin said she wanted to know who to contact when there is a problem with the phone box in the office, the cell phones, the Medic phones, whoever we use for dispatch, the cable and the internet. She said the Township is paying so much to communicate. Mrs. Miller said there was a cooperative bidding process for businesses that could be used. Chief Fox said it may not be for government entities as that puts you in a different bracket. Mr. O'Callaghan said they could look at the cooperative purchasing program for technology. He did not know if cell phones were part of it but bandwidth and Time Warner are. Mr. O'Callaghan said the Township is getting what it pays for with Time Warner Cable. The Township has a point-to-point fiber connection between Station 51, Dispatch and Station 52--that is where the expense is. The Township is only paying for three megabits per second internet—that is not DSL these days. It was state-of-the-art in the 1990s. He said the Township really needs to increase the bandwidth. He thinks the prices will be very reasonable if going through the State's cooperative purchasing program as opposed to going directly to Time Warner. There is no need to change the fiber. Mr. O'Callaghan said Xenia Township is a member of the co-op. Mrs. Spradlin said at one time Xenia Township did not supply cell phones. Her husband used his personal phone and ported it over when the Township started supplying phones. She said that is why Chief Fox received a personal call for the Spradlins at the holidays.

The supplemental appropriation was to be given to Mr. Stock at the regular meeting.

ADJOURNMENT:

A motion was made by Mr. O'Callaghan to adjourn the Work Session, seconded by Mrs. Spradlin. 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

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