

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
AUGUST 21, 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.

FIRE DEPT:

Scott Henry has given his resignation due to his lack of time.

The Fire Department would like to donate the Engine 51 Intake valve to another department.

The Fire Department would like to dispose of the Plectron Alerting Equipment as it is so old. It was not listed on the Inventory database.

Several unoccupied Wilberforce University dorms, Askew, Jackson, Valentine and Wright, are no longer going to be inspected by Xenia Township Fire Department due to black mold, dripping water and debris. A letter has been sent to Mr. Kennedy, Director of Building and Maintenance, informing him of this fact. He understands the health safety factor. The Xenia Township Fire Department will meet Wilberforce University personnel at the site if a fire alarm sounds. If there is a fire, the Fire Department will fight it defensively and if rescue is needed they will go in immediately. There was a question of whether the buildings would be torn down. Chief Fox notified Mr. Stock about the situation since Wilberforce is doing a ½ million dollar renovation on their dining commons area and did not get any permits. Chief Fox also called the Greene County Health Department and Greene County Building Regulations to come out. A Cease and Desist Order was placed on the renovation. Work is being done to move ahead with the proper permits.

FISCAL OFFICER:

Mrs. Miller reported that more bills were received today and some would be late by the next Trustees' meeting. Mrs. Miller read the resolution passed by the Trustees on November 21, 2013. She said this was not followed. She later sent an email changing the process. The secretaries do not open mail addressed to Mrs. Miller or to the Fiscal Office. Mrs. Miller gives these bills to secretaries for recording purposes. Mr. Miller asked Mrs. Miller to work with Mr. Stock to work out a process that will work. Mrs. Miller said her responsibility is to pay the bills in a timely manner. Mrs. Miller feels the next step is insubordination if people are not following the policy. Mr. Miller asked for suggestions. Mrs. Spradlin suggested the employee handbook be finished—she feels strict policies need to be in place so people have direction. She also suggested some kind of reminders about getting receipts to secretaries immediately after purchases. Mrs. Lewis said anytime there is a receipt they could say it must be turned into department head within so many days. Mrs. Lewis originally had said when a bill comes in, it should be recorded with the date, date due, amount and which department it belongs to—this is already being done. Mr. Miller asked if receipts were usually turned in within the same day or the next day. Mr. Stock said yes. Chief Fox said the fuel bill comes in later in the month. Mrs. Miller's biggest concerns are the bills with due dates. She wants to see back-up to the policies in the handbook.

TOWNSHIP ADMINISTRATOR:

IT providers were discussed. Quanexus and HCST were two companies being considered. Other entities in Greene County were contacted about their IT providers and a spreadsheet was compiled for the Trustees. Mr. Stock said every IT person

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has told him a Dell small business server does not allow back-up easily without a piece of software that costs between \$500-\$600. They also said our computer system is about as simple as you can get. Both companies being considered do a lot of the work off-site. HCST seems to be more cost effective for the Township. It was suggested to do a one-year contract instead of three or four months at a time.

ROAD DEPARTMENT:

Salt prices are almost doubling this year—it will be just over \$100 per ton. The last five years we have averaged 700 tons a year. David Shuey is working with the Greene County Engineer to give his projection in salt needed this year, and he has been told we may only be able to get 2/3 the amount.

EXECUTIVE SESSION:

Mr. Miller made a motion to go into Executive Session to discuss Township owned property, Mrs. Lewis seconded. All voted aye. Executive Session began at 5:55 p.m.

Mr. Miller made a motion to come out of Executive Session, Mrs. Lewis seconded. All voted aye. Executive Session ended at 6:23 p.m.

Mr. Miller made a motion to go into Executive Session to discuss contract negotiations, Mrs. Lewis seconded. All voted aye. Executive Session began at 6:24 p.m.

Mrs. Lewis made a motion to come out of Executive Session, Mrs. Spradlin seconded. All voted aye. Executive Session ended at 6:57 p.m.

ADJOURNMENT:

As it was time for the regular Trustees' meeting 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 6:58 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # _____

Amy Lewis

Attest:

Susan Spradlin

Barbara Miller, Fiscal Officer