

## RECORD OF PROCEEDINGS

### MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

WORK SESSION  
SEPTEMBER 19, 2013 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: Amy Lewis, Trustee; Jim Reed, Trustee; Scott Miller, Trustee; Alan Stock, Administrator; Barbara Miller, Fiscal Officer

#### ROAD DEPT:

Mr. Stock gave an update of the purchase of the new dump truck. Several other parts for the truck must be purchased. Dave Shuey is waiting for the total cost to present invoices. He discussed the need to dispose of a plus 30-year-old hand grinder. There was a discussion about a new price lock agreement with Trupointe for propane. It would cost \$49.99 to lock in the current propane price with Trupointe. If a new company is chosen, the propane remaining in the current tank would be lost. Mr. Miller and Mr. Reed would like to explore prices from other vendors such as Collett Propane before any decisions are made.

#### TOWNSHIP ADMINISTRATOR:

Mr. Stock discussed the need to sign minutes and the Resolution of Zoning Map for the Rt. 235 property. He also discussed a sign that was requested to be placed on Wilberforce-Switch Road regarding the CSU 1960-66 track team. The sign would commemorate the site used for training resulting in many championships during those years. It would say something like "Site of CSU Track Training 1960-66, Produced Seven NCAA Championships, Two Indoor World Records, Multiple Nationally Ranked Teams". Dave Shuey believes the cost would be under \$100 total.

There was a discussion of Orchard Trust. Two employees currently participate in this program. OTA still endorses this program. This is a 457 plan which is a government retirement plan. This program does take additional time for the Fiscal Officer. If it is decided to use a payroll company, they could take over this duty also. The Fiscal Officer mentioned H.R. Butler and Paycor as two possibilities. Mr. Reed suggested looking at other local Townships and checking into who they use. The Trustees feel that due to the requirements of the UAN system, the Township should use someone who is familiar with these standards. It is the desire of the Trustees to make the process easier and more efficient for the Fiscal Officer.

Mr. Stock presented a list of duties of the Administrator and Fiscal Officer to the Trustees so that they can examine the list and make suggestions. This issue will be discussed later for possible points that need to be clarified. Alan Stock will attend a UAN class. Mr. Stock hopes to gain some level of expertise in UAN so that he will be able to find necessary data and do reports.

There was a discussion of the budget process. The Fiscal Officer would like to see a budget for 100% of revenues instead of 85% in the future. Mr. Miller explained the advantages of carryover when using an 85% budgeting process. He stated that the carryover helps get through the first part of the year before revenues start to come in. This gives the 15% cushion. The Fiscal Officer feels that the 100% budget would force department heads to be more conscious of the amount available in each fund.

Mr. Stock discussed who should be authorized to sign off on contracts. He stated that all contracts need a current Resolution number provided to show that Trustees have approved the contract. Mr. Stock had a question about placing an advertisement in the Xenia High School yearbook. He went over the charges. Mrs. Lewis stated that she would rather put any money allocated toward a scholarship. This issue will be discussed further.

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Mr. Stock then gave an update on the Affordable Care Act and Full Time Employees. Mr. Stock plans on sending a letter to all employees on October (1) regarding the new insurance coverage and costs. He states that he is on track to make all the deadlines.

Due to time constraints, other items on the agenda were tabled until a later date.

**FIRE DEPARTMENT:**

Chief Fox and Mr. Stock discussed the Paramedic Hire Timelines and the revision of the Job Description. The Job Description was made more concise but nothing was left out. The changes that were made were approved by Stephanie Hayden of the Prosecutors Office. Mr. Miller would like to see this be made part of the handbook.

There was an accident between Xenia Township Fire Department and the New Jasper Fire Department tankers. The side mirror and some paint were damaged. The cost of the repair for the New Jasper tanker will be \$1,851.51 plus approximately \$300.00 for striping. The cost to repair the Xenia Township tanker is \$470.76. Chief Fox stated he takes complete responsibility for the accident. The New Jasper tanker was running on an emergency and Xenia Township was not. The Xenia Township tanker should not have been moving at all since New Jasper was running with lights and sirens. The employee who was driving the Township tanker has received a write-up. According to the Deputy Sheriff who took the report, it was a no fault accident.

**FISCAL OFFICER:**

Because of the long nature of the meeting, the Fiscal Officer did not present bill and payroll amounts. She also did not discuss time clock written procedures.

The Fiscal Officer stated that the 941 taxes were not paid for the correct quarter. A penalty has been charged. She is working to resolve this problem.

Social Security withholding changed in January. Barbara Miller will catch up the correct amount on the next paycheck. She will be sending out a letter to employees regarding changes in the amount to be withheld.

There being no further business, motion to adjourn was made by Mr. Reed, seconded by Mrs. Lewis. All voted aye. Meeting adjourned at 6:58 pm.

XENIA TOWNSHIP BOARD OF TRUSTEES

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Resolution Number

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Amy Lewis, Chair

\_\_\_\_\_  
Date Approved

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Scott Miller, Trustee

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Jim Reed, Trustee

ATTEST:

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Barbara Miller, Fiscal Officer