

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
September 20, 2012 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: Jim Reed, Chairman; Amy Lewis, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Chairman Jim Reed called the work session to order at 5:13 pm. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

FISCAL OFFICER:

Mrs. Miller began the discussion on the time clocks that were installed. She said that, by law, an employer has the right to dock an employee by 15 minutes if they are late. That would have to be set up manually in the clocks. Mrs. Miller wanted the employees to continue to use the paper timecards so she would be able to compare the two on times. Mr. Reed then mentioned that with these time clocks, the firefighters and paramedics would need some extra leeway for when they get calls and have to leave immediately without having to worry about taking the time to clock out and also when they are coming from another job. Mrs. Miller would like Chief Fox to approve the timesheets to make sure the hours the firefighters work are accurate and for him to let her know what he thinks would work best for the fire department.

ROAD DEPARTMENT:

Mr. Stock said that Mr. Shuey has been working with the new Central State University Head of Maintenance and the President to talk about the safety of the kids. Mr. Reed asked what our part of the change would be. Mr. Stock said that all we would be doing is moving several signs for the cross walk and heat shrink wrapping the white lines which last up to three (3) years.

TOWNSHIP ADMINISTRATOR:

Mr. Stock asked if the night of October 18th would be okay for the firefighter/paramedic "oath" and "pinning" ceremony. It would be held during the Regular Trustees' Meeting and Mr. Reed would present the certificates.

Mr. Stock announced that he found a website host for free. He said that he had received an email stating that they only work with non-profits; i.e. schools, churches and government agencies. They would create the site for free and have multiple designs and they would also transfer all information. Mr. Reed and Mr. Stock held a discussion on the company and the details behind it and its customers. Mr. Stock said that with this company, the new website will be up and ready in two (2) weeks. Mrs. Miller made a statement that she used Wix as her website designer and she was very pleased. She said that she paid \$238 to keep the name, and she is able to update it herself.

EXECUTIVE SESSION:

Mr. Reed made a motion to go into Executive Session for the JEDD Update. Mrs. Lewis seconded. Executive session began at 6:38 p.m.

ADJOURNMENT:

A motion was made to adjourn the Work Session. Roll Call vote: All voted Aye. Work Session adjourned at 7:08 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Jim Reed, Chair

Resolution # _____

Attest:

Amy Lewis

Barbara Miller, Fiscal Officer

Scott Miller