

## RECORD OF PROCEEDINGS

### MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

WORK SESSION  
SEPTEMBER 5, 2013 5:05 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; Jim Reed, Trustee; Scott Miller, Trustee; Alan Stock, Administrator; Barbara Miller, Fiscal Officer

Discussion was held concerning the following topics:

- Mr. Stock stated the lowest state bid for the dump truck is Rush Truck Centers. He said the Trustees will need to pass a resolution during the regular meeting selecting Rush Truck Centers as the vendor. Mr. Stock discussed the type of dump truck that will be purchased.
- Mr. Stock said the General Attorney accepted the Township's request and will be writing an opinion on the Central State University inspections. He explained the response should take approximately three weeks.
- Alan Stock explained the Township was put on the Greene County Fair Board agenda for October 21, 2013 at 7:00 p.m. to discuss the potential raise in tent fees for 2014.
- Mr. Stock said he had two sets of minutes for the Trustee's to review from the emergency session held on August 7, 2013 and one for the public hearing held last night.
- He said there will be a resolution at the regular meeting tonight so he can forward the list to the Auditor for the liens on nuisance mowing. He said the list consists of five properties.
- Mr. Stock said CJ Keene is taking a medical leave but it was not for a work related injury.
- Mr. Stock stated \$4,426.52 has been spent so far on Station 52's renovation, and discussed how the work was progressing. Mr. Fox estimated between 40 and 70 hours of volunteer time has been donated so far during the renovation.
- Mr. Fox said they are still considering replacing the old medic. He said the value was estimated between \$7,000 and \$15,000. Mr. Fox stated he would like to put a sealed bid on it and see what the minimum bid would be. Mr. Reed thought the consensus was to keep the vehicle around as a rehab vehicle. Mr. Fox explained it was discussed at the meeting between the Township and the City of Xenia, and if it was turned into a rehab vehicle the City of Xenia would house the vehicle. Mrs. Lewis asked how many miles a medic typically has before they are replaced. Mr. Fox stated it is normally around 100,000 miles, and said he was in no hurry to get rid of it. Mr. Miller said he would like to see a list of things that would need to be done to it, and if it was stored in the Xenia where that would be. Mr. Fox said they were talking about storing it at the City Garage.
- Dean Fox said the status of Kelly Hines and Elizabeth Bean need to change from full-time probationary to full-time active since they are both over their year. He stated they both had great reviews on their evaluations, and would be his recommendation at the regular meeting to change them full time active status as a full time paramedic/fire fighter.
- Mr. Fox said David Raynor has been with the Township for about 3.5 years, and has turned in his letter of resignation. He said that will need to be passed by resolution at the regular meeting.
- Dean Fox stated Brian Simpson has asked for an extension to his leave of absence. He said he has been with Xenia Township for approximately 4 years, and left to go to Dayton the first of the year. He explained he asked for a 60 day extension because he has been hired with the Sheriff's Department, and said he would like to see that granted.
- Mr. Fox said he will be requesting a step raise for Garrett Beam and Alex Wallace since they have completed their new certification.

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- There was a discussion regarding the Township participation in the Deferred Compensation program. Mrs. Miller did not feel it was necessary for the Township to participate in a Deferred Compensation program because there was no ORC that required it. Mr. Miller said Township employees are offered different programs and they can choose to be part of a Deferred Compensation program or be part of the Credit Union. He stated it was offered to employees well before any one of them sitting there tonight, and to remove the programs offered did not make any sense to him when they have people participating in it to better themselves and their families. Mr. Miller was inclined to formally by resolution to put the Deferred Compensation program in place for employees so it was a set program that would be offered. Stephanie Hayden stated Deferred Compensation and taxes are all part of payroll which she thought was specifically listed in the statute. She thought if it was an employee program the Trustees want to institute then they could that by resolution. Mr. Reed discussed what Deferred Compensation was, and could not see how the Township could take that away from the employees that had been receiving it up to this point. He thought the direction that needed to be taken was for the Township to look at several payroll companies, and asked Mr. Stock to look into the possibilities. He said if they hire a payroll company then they could come in and handle the whole thing. The Trustees discussed the company's proposal who spoke at the last meeting, and it was determined they should look into a couple other companies. Mrs. Lewis said she would like to look into maintaining the Deferred Compensation program and thought it was a good benefit to offer.
- There was a discussion about a special audit being performed, and it was determined it would not get the books where they need to be. Mrs. Lewis and Mrs. Miller discussed bringing in a traveling clerk more than once or twice a week to get the problem resolved. Mr. Miller suggested having the City Manager of Bellbrook, Mark Schlagheck, come in and see if it is something he can get involved in and to help fix the books. Mr. Reed discussed hiring a payroll company so she could spend more time on getting the books correct, and thought the payroll company's proposal of \$6,500.00 was a bargain if that meant getting the payroll and fiscal officer in shape. Mr. Miller thought they needed to look into other payroll companies so they can select a payroll company to use. Mrs. Lewis said the issues are more than just payroll. Mr. Reed agreed, but that would take some of the burden off Mrs. Miller so she could focus more on the books. Mrs. Miller discussed several issues she had with paying the bills including not getting the prior attachments and the time frame of getting the Trustees approval of the bill and when it is due. Mr. Stock felt there were two issues, the payroll side and the daily expenditures. He stated he had no ability to look at UAN program. Mr. Reed thought Mr. Stock should have read only rights and report rights, and thought that would take some of the burden off Mrs. Miller. Mrs. Lewis thought a traveling clerk who would be available five days a week should be hired.
- Barb Miller said the employees got an email on the written process she wants for handling bills and what she will accept and what she will not.
- Mrs. Miller stated the Trustees are going to have to decide if they are going to implement written procedures for the time clocks.
- Mrs. Miller said she receives an abundant amount of bills from Office Depot, Quill, and Staples. She said a local office supplier is here at the meeting tonight, and questioned why people could not use him instead of the other companies. She suggested having one person responsible for ordering supplies for their department because it would be so much easier for her to track. Mr. Fox said he authorizes every purchase that is made by the Fire Department and there would not be a problem with it if he authorizes it. Mrs. Lewis asked if this topic be put on the schedule at the next work session to see if a plan could be created.

Ron Geyer, Geyer Office Supplies, said he was there to ask for the Township's business. He felt their company was very competitive and could match most prices that the other stores offered. Mr. Geyer said they have free next day delivers. Mrs. Lewis asked if he could provide a letter to the Township so it could be distributed to the department heads.

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- Mrs. Miller said she received a refund check from OPERS. She said her and Melanie worked on it, and said the money will be put back in UAN where it is needed.

**ADJOURNMENT:**

There being no further business, motion was made by Amy Lewis to adjourn the meeting at 6:55 P.M., seconded by Scott Miller. Motion PASSED by a roll call vote of 3-0.

XENIA TOWNSHIP BOARD OF TRUSTEES

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Amy Lewis, Chair

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Scott Miller

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Jim Reed

ATTEST:

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Barbara Miller, Fiscal Officer