

RECORD OF PROCEEDINGS

**MINUTES OF THE XENA TOWNSHIP TRUSTEES
HELD ON: APRIL 12, 2012**

**REGULAR MEETING
7:00 P.M.**

NOTE: These minutes are a summary of the meeting and are not a word for word account of the discussion. The proceedings were electronically recorded on tape, but limited by the quality of the recording equipment. The meeting place was the Xenia Township Office, 8 Brush Row Road, Xenia, OH 45385. This was a regularly scheduled meeting on a date established during the reorganization meeting.

The Xenia Township Trustees opened the meeting at 7:00 P.M. Present were Jim Reed, Chairman; Amy Lewis, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer and Alan Stock, Assistant Fiscal Officer.

GUESTS: Harold Snyder, 1353 Foust Road; Brian Miller, 1483 Colorado Dr.; Dean Fox, XTFD; Austen Mellendorf, 1470 Deer Creek and Roy Colburn, 689 Wilson Dr.

PUBLIC COMMENTS: Harold Snyder spoke to the Trustees regarding the employees in the Road Dept. He thinks that the Trustees should lay off the men in the winter when we do not have snow & ice. We did not have any this past winter and he thinks they should have been out picking up trash and cutting tree limbs, but none of that was done. He thinks we should contract out the mowing, etc. then we would not need any road department employees. Also he maintains we do not need a superintendent of the road. We would save a lot of money. Other entities do that. Also suggested we have time clocks. But he commended the Trustees on their job performance.

Other Business:

Amy suggested that the Work Sessions be itemized in an agenda then check the items off as we complete them and move along to the next item. Maybe accomplish more.

Jim Reed says he needs to be updated on IT. He asked Alan to bring him up to date. Alan stated that three (3) Computers have been ordered. The computers will be delivered at three (3) different times. Barbara stated that she needs passwords reset for UAN to pay withholdings on line. She is trying to work it out with UAN. Amy said her W-2 is wrong for 2012, thinks it is too much since she did not work the full year, need to check the true amount. Discussed the fact that we need keys for the server area, Scott & Jeff Devoe each have a key, need to get a key to Steve Fletcher, IT.

FIRE DEPARTMENT:

Dean Fox related that seven (7) firefighters will be attending Heavy Rescue classes in Indianapolis. The class is free. The Township has paid for rooms & a meal in the past, but the Chief has not requested any funds so they plan to pay their own way. Jim asked what the Township could do to help? Dean stated he is not sure about the arrangements that were made, Tim Hines had made them and he is not here right now. The Board decided to wait until the next meeting for further information.

New Business:

The groundbreaking ceremony for University Center at Central State University will be held on April 19, 2012 at 3:00 P.M. Alan Stock, Assistant Fiscal Officer will attend.

There was discussion concerning the testing of the underground tanks. The agreement was made to test for \$450.00 per tank, but since the tanks were so old the vendor needed more money to test so the price went up to \$650.00 per tank. David Shuey Road/Public Works Supt. made the decision to go ahead with the testing at the higher price. The tanks passed the test and they are good for three more years, before testing again.

Letter received from Ohio Department of Development concerning Alternative Stormwater Projects.

FISCAL OFFICER:

Approval of Bills: Motion made by Jim Reed, Chair, to approve the bills as submitted in the amount of \$31,177.43 seconded by Amy Lewis. All voting aye, motion approved. **RESOLUTION NO. 2012-183**

Barbara Miller, Fiscal Officer, stated she needed a Resolution to close the account at PNC Bank and to close the account at Key Bank when applicable. Jim Reed made the motion to close the accounts as stated. Amy Lewis seconded. Then discussion ensued regarding the accounts and isn't the money in the Security Bank now? Barb stated that was approved earlier but I need a Resolution to close the other accounts. Barb explained that there is \$1,000.00 sitting in PNC Bank and she does not know why and there is another account and she cannot close the account at Key Bank until she reconciles the bank statement from the end of the year for 2011. But the Resolution is necessary to close the accounts. Jim

Reed made a motion to close the two accounts at PNC Bank and to close the account at Key Bank when applicable. Amy Lewis seconded. All voting aye, motion approved.

RESOLUTION NO. 2012-184

Discussion was held concerning the negotiated contracts. Some contracts are not re-negotiated, just go on year to year without new contract even if price increase. Barbara Miller contacted the trash collection companies and renegotiated a better price for both fire stations. There will be Dumpster at each site now. She also has informed the cleaning contractor that they will no longer be permitted in the building when the building is not open. Must clean during office hours and return the key which has been made available for them to enter the building whenever. The Office cleaning will be advertised for bids.

ROAD DEPT:

Motion was made by Jim Reed to increase the P.O. to DJL for crack sealant in the amount of \$1,863.00. Amy Lewis seconded. All voting aye, motion approved.

RESOLUTION NO. 2012-185

ZONING DEPT:

Alan Stock told the Trustees that Elaine Conley, Alternate member, will serve on the Board of Zoning Appeals as a regular member after she takes the test. Joe Mulligan, Alternate will resign since he has many other commitments and does not have the time to serve. Harold Snyder will serve as an alternate for a year and then become a regular member if there is an opening.

FIRE DEPT:

Motion was made by Jim Reed to approve a P.O. to Bound Tree Medical to purchase EMA supplies in the amount of \$3,492.34. This is grant money. Amy Lewis seconded. All voting aye, motion approved.

RESOLUTION NO. 2012-186

Motion was made by Jim Reed to purchase uniforms from Phoenix Fire Safety in the amount of \$4,300.00. Amy Lewis seconded. All voting aye, motion approved.

RESOLUTION NO. 2012-187

Motion made by Jim Reed to purchase Outer Jackets from Raven Rock in the amount of \$1,819.80. Amy Lewis seconded. All voting aye, motion approved.

RESOLUTION NO. 2012-188

Motion was made by Jim Reed to purchase tee shirts & turtle neck shirts from AD-Leap Productions in the amount of \$1,378.80. Amy Lewis seconded. All voting aye, motion approved.

RESOLUTION NO. 2012-189

Dean Fox spoke to the Trustees to complete the information needed for the Heavy Rescue classes in Indianapolis. Jim Reed made a motion to authorize expenditures up to \$500.00 to cover fuel, food and the Hotel room. They must bring all the receipts back. Amy Lewis seconded. All voting aye, motion approved.

RESOLUTION NO. 2012-190

Jim Reed made a motion to hire an intern for records retention to spend up to the amount of \$3,000.00. Amy Lewis seconded. All voting aye, motion approved.

RESOLUTION NO. 2012-191

OLD BUSINESS:

Motion was made by Amy Lewis to pay Rhonda Painter, former Zoning Inspector/Office Manager, the vacation time accrued on record. Per Barbara Miller, Fiscal Officer, the amount is \$1,382.84. Jim Reed seconded. All voting aye, motion approved.

RESOLUTION NO. 2012-192

Scott Miller made a motion to adjourn, Amy Lewis seconded. All voting aye. Meeting adjourned at 8:45 P.M.

XENIA TOWNSHIP BOARD OF TRUSTEES

Jim Reed, Chair

Amy Lewis

ATTEST:

Barbara Miller, Fiscal Officer

Scott Miller