





**RECORD OF PROCEEDINGS**

**MINUTES OF THE XENIA TOWNSHIP TRUSTEES:  
HELD ON:**

**REGULAR MEETING  
SEPTEMBER 9, 2010 7:00 PM**

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**COMMITTEE REPORTS:**

Miami Valley Reg. Plan. Com.: Faulkner reported on the September 2<sup>nd</sup> meeting. Report in file.  
---Technical Advisory Committee: Miller reported.  
Greene Co. Reg. Plan. Coordin. Com.: No Report  
District Advisory Council of Health District: No Report  
Water & Wastewater Adv. Committee: (quarterly, last Wednesday of Month) Next October 27  
Reed advised Xenia City is having a water meeting Friday per an e-mail. Faulkner advised it is internal.  
Source water: Next meeting October 26.  
Xenia Economic Growth Corp.: No Report  
County Managers and Officials: No Report  
Safety Council: Painter to report on the September 1 meeting re: work place violence at the next meeting. Faulkner will attend the annual meeting in October.

**CORRESPONDENCE IN FILE:**

-Seiter reported on form letters received from numerous staff requesting to be present when and if someone makes a public records request for their personnel file. Seiter noted the challenges with notification, timing and scheduling such meetings. She reminded per the laws, we cannot ask for the requester name, etc. She also reminded of the policy to note on the outside of the file when and who accessed it. Trustees agreed there is a concern for how to handle the request and recommended an opinion be obtained from the County Prosecutor’s Office.

- From Seiter, August bank reconciliation, balanced \$1,768,493.79.
- From Gr. Co. Emergency Management Agency, August 2010 newsletter.
- From MVRPC, Aug. 26, notice of cancellation of Sept. 2 Executive Committee meeting due to lack of agenda; Agenda for Sept. 2 Directors meeting and minutes of August 5 Directors meeting.
- From Seiter: Sept. 9 reports: Cash Summary by Fund, Revenue Status, and Appropriation. Status
- From Ohio Twp. Assoc, September monthly newsletter, Grassroots Clippings

Seiter left the meeting at 9:50 pm

EXECUTIVE SESSION: 9:10 pm

Faulkner moved to go into executive session for the purpose of a contract matter. Reed seconded the motion.

RETURN TO REGULAR SESSION: 10:02

Faulkner moved to adjourn the executive session and return to regular session. Reed seconded the motion.

**ADJOURN: 10:03 pm**

There being no further business, Faulkner moved to adjourn. Reed seconded the motion.

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SCOTT W. MILLER, CHAIR

ATTEST:

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JOHN D. FAULKNER

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SHEILA J. SEITER, FISCAL OFFICER

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JIM REED