

RECORD OF PROCEEDINGS

**MINUTES OF THE XENIA TOWNSHIP TRUSTEES:
HELD ON: April 3, 2012**

**SPECIAL MEETING
6:00 pm**

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, Ohio. This was a regularly scheduled meeting on a date established during the reorganization meeting. No additional notices were given.

Jim Reed called the meeting to order at 6:15 pm. All participated in the Pledge of Allegiance.

PRESENT: Amy Lewis, Trustee; Scott Miller, Trustee; Jim Reed, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Assistant to the Fiscal Officer.

GUESTS: Harold Snyder, 1353 Foust Road

PUBLIC COMMENT: None

MINUTES: Jim Reed discussed the fact that the Minutes for the last meeting had contained the letter of resignation as submitted by the previous Fiscal Officer, John Faulkner. He did not think the full contents of the letter needed to be included. Alan Stock stated that the full contents of the letter were to be included in the minutes at the request of John Faulkner.

FISCAL OFFICER/FINANCE:

Fiscal Officer, Barbara Miller offered information regarding signatures on the checks. Steve Fletcher, IT, has devised a way to automatically sign the checks on the computer and run them through the printer. This system is being used in other entities. Makes getting the payroll and bills paid without having to wait for the Trustees to come in the office and sign checks. She also informed the Trustees that all funds are now deposited with Security National Bank and no longer at Key Bank. All checks will be written on Security now.

Scott Miller moved to approve payroll and bills in the amount of \$26,225.95, Jim Reed seconded the motion. Roll call vote: Lewis-Aye; Miller-Aye; Reed-Aye. Motion passed.

RESOLUTION #2012-177

COMMENDATIONS:

Letter was received from Lenny Ledbetter regarding a zoning permit he had been issued for property located on Hook Road, praising the treatment in the Office he received from Sheryl, Leona & Alan. He related that this is not his normal experience at other offices when he applies for a permit. He thanked them for being the kind of public servant we can admire and relate to.

Franz Seiter, of the Road Department was praised for his communication to the Administrative Office during the absence of the Superintendent, Dave Shuey, while Dave was on vacation.

CORRESPONDENCE:

Letter was received from Greene County Regional Planning & Coordinating Commission regarding the Flood Plain Overlay District Map and new Flood Plain regulations as being revised by the County. The new regulations would only apply to properties that lie within the boundaries of the Little Miami River.

Letter was received from Jobs & Services of Ohio. There is a request for a manufacturing site containing approximately 200,000 to 250,000 square feet of floor space with access to sewer & water.

ROAD DEPARTMENT:

The Board of Trustees discussed the mowing for the two fire stations and office. It costs \$35.00 per hour, including benefits, for a road department employee to mow the properties. Need to put out bids for outside contract. There was discussion concerning the nuisance mowing for properties in the Township which have high grass and noxious weeds. Costs are charged against the property and assessed on their taxes. There was discussion about the Firefighters performing the mowing duties. Need to talk to the Chief. Then there was a discussion regarding taking bids for the services, including the mowing of the cemeteries.

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Motion was made by Jim Reed to hire SamVan Hoose of Union Road to mow the Fire Department locations once a week for a month @ \$35.00 per site; to advertise for the mowing with a request for bids in the Gazette and place the information on the Website. Seconded by Amy Lewis.

Vote as follows: Jim Reed – aye; Scott Miller-aye; Amy Lewis-aye. **Resolution # 2012-178**

ZONING DEPARTMENT:

Permits issued: Fence & Pole Barn on Hedges Road and Pole Barn on Hook Road.

FIRE DEPARTMENT: Chief Daryl Meyers

Discussion was held concerning the contract with Caesarscreek Township to maintain Fire & EMS services.

Jim Reed made a motion to wave CPI for the 2012 year. Seconded by Amy Lewis.

Vote as follows: Jim Reed-aye; Scott Miller-nay; Amy Lewis-aye. **Resolution # 2012-179**

TRUSTEES NEW BUSINESS:

Alan Stock reported that all personnel files and financial records are in order and all in one place. Discussion was held concerning use of computers by the employees, feel that there is a need for equipment use agreements. Also discussion was held concerning compensation of the employees and job descriptions and work schedules. Holding work sessions at 4:00 or 5:00 and then a meeting at 7:00, then the Department heads are here for long hours.

Jim Reed made a motion that all employees are to work 8:00 A.M. to 4:00 P.M., 40 hours per week, Monday through Friday and any additional hours as needed in management and administration (Salaried). Amy discussed the fact the Trustees need them to attend so they can answer questions about items. That is a long day for them. Jim Reed suggested that they could prepare information as needed to be submitted before the meeting for the Trustees to consider then the discussion would not be necessary and maybe their presence would not be necessary. The Trustees will work to limit the time the management will have to attend the meetings. Then discussion was held concerning the agendas, need those by Monday 4:00 P.M. before the meeting date. Motion made regarding the hours worked by salaried employees is seconded by Amy Lewis.

Vote as follows: Jim Reed-aye; Amy Lewis-aye; Scott Miller-nay. **Resolution # 2012-180**

OLD BUSINESS:

Jim Reed opened a discussion concerning Kelly Hines, Firefighter, regarding a reprimand in Hines personnel file. Kelly had requested that the reprimand be removed from his file. Jim Reed made a motion that the record be sealed from future inquiries regarding his employment with Xenia Township since the reprimand was minor. There was discussion concerning the fact that Kelly had been passed over for a full time position due to this reprimand in his file. Amy Lewis seconded the motion that the record be sealed.

Vote as follows: Jim Reed-aye; Scott Miller-aye; Amy Lewis-aye. **Resolution # 2012-181**

Discussion was held concerning payroll electronic transfers as opposed to checks. Some employees like to receive the actual check and others prefer the electronic transfer. They should be given a choice. Amy Lewis brought the fact that Rhonda Painter has not been paid the vacation time due her when she resigned. Need to address that issue when we meet next week. There was a question concerning the fact that she used vacation time during the week of a holiday and had resigned at the same time. Reed made a motion that employees must work the day before and the day after a holiday in order to be paid for the holiday. Then discussion ensued regarding filling positions in the fire department, need an incentive to fill the holidays. Then discussion ensued concerning a need for a new employee handbook. Also there was discussion concerning the changing of holidays from the regular date to allow a holiday the day after Thanksgiving and the day after Christmas, etc. Motion for holiday pay to work before and after, was not completed due to lack of second.

Jim Reed made a motion that part-time fire personnel will not be paid time and one-half for the following holidays: **Martin Luther King, Presidents Day and Veterans Day**. Seconded by Amy Lewis. Vote as follows: Jim Reed-aye; Amy Lewis-aye; Scott Miller-aye.

Resolution # 2012-182

Letter was read from Rhonda Painter, former Zoning Inspector, requesting her accumulated vacation time due her after she resigned. There was some discussion concerning who was responsible for her not receiving a check. The hours needed to be verified and originally she had requested accumulated sick leave, but is not entitled to that since she did not retire. Vacation hours are to be verified and she should be paid accordingly. She also needed \$120.00 deposited to the Countywide Credit Union since that amount has been deducted from her previous checks but not deposited with the Credit Union. This is an issue to be resolved by the current Fiscal Officer, the past Officer did not deposit the funds accordingly. Roger Morris of the Road Dept. has the same issue, funds have been deducted from his checks but not been deposited. Franz Seiter of the Road Dept. has the same issue. Barb says she has not found this in the system. Discussion followed regarding the need for an updated employee manual and which one we are using at this time. Scott Miller stated that all of this discussion should be in an executive session.

Barbara Miller then stated she has a letter received from Tim Spradlin, requesting to be reinstated as a volunteer Firefighter on the Xenia Township Fire Department. Amy Lewis stated she thought the request should be placed on the agenda for the next upcoming meeting and Fire Chief Daryl Myers should address the request. Scott Miller stated that the letter should have gone directly to the Fire Chief and not to the Fiscal Officer. Jim Reed said he had time stamped it and placed the letter in the read file. Amy Lewis said a letter for the same request had been received in 2010. Jim Reed discussed the fact that Tim would be an asset for training since he has the expertise and that would relieve the Chief from that responsibility.

ADJOURNMENT:

Having completed all of the regular business, Miller moved to adjourn at 8:37 P.M. Lewis seconded the motion, all Trustees voted aye and the meeting adjourned.

UPCOMING TRUSTEE MEETING DATES:

April 12, Thursday, 4:00 P.M. - Work Session – 7:00 P.M. – Regular Meeting
April 19, Thursday, 6:00 P.M. - Work Session – 7:00 P.M. – Regular Meeting
April 26, Thursday, 4:00 P.M. - Work Session – 7:00 P.M. – Regular Meeting

COMMITTEE REPORTS:

Miami Valley Regional Planning: Tech Advisory:	Please RSVP for the April 25 dinner
Greene Co Regional Planning Committee:	District Advisory Council of Health District
Water & Wastewater Advisory Committee:	(Quarterly, last Wednesday of month)
Source Water (1-2 per year):	
Chamber of Commerce:	1 st Wednesday of month

Jim Reed, Chairman

Amy Lewis, Trustee

ATTEST:

Scott Miller, Trustee

Barbara Miller, Fiscal Officer