

RECORD OF PROCEEDINGS

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

**WORK SESSION
JANUARY 21, 2010 8:00 AM**

NOTES: These minutes are a mixture of summary and detail comments of the meeting and are not a word for word account of the discussions which took place.

Board Members present were Scott Miller, John Faulkner and Jim Reed. Also in attendance was Fiscal Officer Seiter, Public Works Super. Shuey, Chief Meyers and Inspector/Office Manager Painter.

Note: The change of the monthly work session schedule for 2010 was advertised in the Xenia Daily Gazette on January 15, 2010.

Chair Miller called the work session to order at 8:10 advising the topics scheduled for discussion are 2010 Budget and fire levy renewal for spring.

The following items were discussed and/or planned for the budget: All figures are estimates.

Fire Department:

- Station 51 kitchen remodeling at estimates up to \$18,000 per quotes with appliances.
- Range hood and suppression system for up to estimated \$6,000 for all plus approximately \$1,000 for electrical work. (total estimated kitchen needs budget \$25,000 Fire Funds if available, if not, assist with General Funds.)
- Air packs in a year or two, up to \$100,000, plan partial over next two years if possible.
- Radio-Nextel Sprint upgrades \$5,000
- Need more hose
- Computer reporting system \$10,000. Currently using Firehouse Software. The previously initiated program was not working well and has been discontinued.
- Pager and radio continual upgrade change out.
- Continue to save for next replacement SUV, \$12,000 plus as available
- Continue to save for next replacement medic in EMS Billing 2282 Fund, prior \$60,000 plus next \$60,000 for total 2010 of \$120,000 if possible.
- Annual radio maintenance agreement with WS Electronics \$13,000
- Tanker/tender truck replacement: unit plus one radio \$5-6,000, estimated delivery in July for total up to original \$222,000.
- Sale of old tanker truck # 51 1998 Ford via advertisement bids first or auction in fall. Get updated regulations on advertisement of sale of property.
- Revise apparatus chart in near future and discuss at future work session.
- Fire levy for May election, resolution due Feb 18th

Road Department:

- Computer equipment and software for Shuey. \$1,600 General Fund like all other last year.
- Chair and desk estimated up to \$3,000
- Storage racks for old records and small tools and minor equipment storage off floor in back heated garage, \$2,200+
- Plan for all above up to total of \$7,000 out of machinery, equipment and furniture
- Remodel by adding a wall and door for Shuey individual office, \$830, he will build on own.
- Minor hand tools: i.e. meter, sprayer, etc.
- Shuey recommended spray of foam insulation on wall in back garage, get quotes, and hold for later
- Storage barn rental: continue thru at least April, prior to that re-organize and clean garage and pole barn further. Place on February agenda for review.
- Old street sweeper tractor attachment to be updated (\$500) for use in conjunction with Sugarcreek's large unit's assistance.
- Shuey provided a report and documents recommended purchase of three calcium spreader attachments for the trucks. Total \$5,700, calcium \$1 per gallon from County Engineer. Trustees advised to budget. This should decrease salt usage and over time/truck time.

General Fund:

- Detailed discussions on adding walls and doors real offices for Fiscal Officer, Zoning and third for various users and files. This was a follow up to prior requests by ladies in the office and prepared plans. Seiter pointed out the simplicity of such a job like the one previously accepted for the road office. Miller advised again that he did not feel it is needed in the administrative office. Seiter explained again about the interruptions by the variety guests/employees in and out of the office to see the various employees including group meetings while other staff is trying to work or have a phone conversation. Attendees analyzed the light fixtures, fans, needs of the fire department when they take over the space in a few years and the option of moving the Trustee's meetings and desk to the fire house meeting room. Attendees discussed possible costs and arrived at an estimate up to \$5,000.

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- Budget up to \$20,000 in contract services for a consultant for a possible water sewer district per ORC 6119 and quoted by Frank Leon. The costs could be reimbursed to the township if/when a district has been established.
- Budget up to \$3,000 in contract services for economic development, and possible consultant, for the township business community.
- Budget up to \$25,000 in contract services for a consultant for two areas of the land use plan process. (\$10,450 quoted each)
- Budget up to \$5,000 in contract services for a consultant for zoning resolution revisions.
- Painter requested funds be set aside to be ready when needed as matching funds for grants, especially the shovel ready type. Attendees discussed grants and needs in detail. Seiter is to check with the State Auditor's Officer where (line item codes) to save such funds. Trustees agreed to set aside \$15,000 to start.
- Painter requested a person be hired to only do minutes for zoning, trustees, land use, etc. She and Seiter reported on current conditions and time commitments. Attendees discussed types of electronic recorders and possible use of a Manpower temp or contract labor. Painter and Seiter to work on quotes. Reed recommended a college student. Seiter noted the need for commitment in the evening hours. Miller said the person could use the tape/recording and would not need to attend meetings. Attendees talked about the lack of the ability of the recorder to provide the quality needed and information when there is a room full talking. Attendees agreed the meetings need organized to prevent such confusing discussions anyway.
- Miller talked about setting aside funds for consult fees for the Bickett Road and Rt. 42 project areas to make them shovel ready. The project area is not directly ours, but we could provide support. Attendees discussed in detail and advised to set aside up to \$15,000 in contract services.

ADJOURNED: 12:55 pm

Faulkner moved to adjourn. Reed seconded.

Scott W. Miller, Chair

Attest:

John D. Faulkner

Sheila J. Seiter, Fiscal Officer

Jim Reed