

## RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:  
HELD ON:

WORK SESSION  
NOVEMBER 17, 2010 8:00 AM

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

Scott Miller, Chair, called the work session to order at 8:10 a.m. Present were Trustees John Faulkner, Jim Reed and Scott Miller. Fiscal Officer Seiter, Fire Chief Meyers and Road Superintendent Shuey were also in attendance. Zoning Inspector Painter attended later.

This is a monthly pre-scheduled work session as advertised at the beginning of the year.

Faulkner started the meeting with a review of the status of the proposed employee hand book. Electronic and printed copies will be provided to all officials and department heads for further comments. The following topics were discussed: mission statement, disciplinary, longevity pay, seniority guidelines (time stamp need and use), classification plan (will take much work), merit pay, evaluation process including purpose and levels, forms, training, and social media activities (i.e. Face book). Sample evaluations were distributed for review and testing. They are to be reviewed at the next work session on December 15<sup>th</sup> if possible. Faulkner explained how the draft is Xenia Townships now, not a sample from others. He also advised he has incorporated all input received so far and research per the ORC, etc.

Painter and Faulkner provided information on a security system for the administrative area. The current quote included cameras, computer software and lighting inside and outside. Shuey is to get more information and report back for budget needs.

Reed asked about grants and encouraged greater participation. Attendees discussed budgeting for matching funds; some is needed in all funds. i.e. generator Meyers talked about his experience and history with repeat applications. Attendees discussed hiring a grant writer, selection processes for grants and that we are processing the grants correctly. Reed suggested a committee on grants. Faulkner talked about experience of it being a team effort. Also noted was the need for communications, timing limits, resources, the staff being prepared and searching for grants. Miller questioned student help or a contracted part timer. Faulkner advised from his lessons at grant classes that we cannot hire based on percent of the grant per the grant laws. Attendees discussed having projects in process or prepared if a grant is available. Seiter will confirm accounting for funds with UAN or the State Auditor. She advised it probably would be a general fund based process.

Seiter was out 10-10:45 Painter took notes.

Attendees discussed the Hartman property at US 35 and Bickett going up for sale per Bart Sheridan. Painter advised under current zoning it can be sold in 5 acre tracts. The Trustees told Painter to set up a meeting with Bart Sheridan to discuss the Township's plans for that area.

Attendees discussed the November 15th source water meetings with Xenia City regarding the scope of a study to be done to determine what the effect of increased drawdown will have on existing private wells in the area. Painter advised the study is just one small part of a larger picture, which includes agreements between the city and residents, water rates, annexation, the impact on future development in the well field area, and the decisions about the contingency fund. All this is part of an even greater picture between the township and the city, which is more regional and dealing with other issues. Painter reminded the trustees to give consideration to how they want to approach these issues and negotiate with the city. Painter noted the city officials were saying during the meeting that they are here in the spirit of cooperation, however, that has not been the case in the past. Time and time again, the township has extended invitations to talk, and the city has not been willing. Painter noted there have been many instances over the years, where the city could have cooperated – i.e. 2000 tornado, replacement sirens from grant funds and decorative street lights from grant funds, they could have asked us if we wanted to be included, at a reduced costs, so the appearance would have been uniform, etc. but they didn't. Painter asked the trustees if they want to talk with the city now "in the spirit of cooperation" now that the city needs the township for well field expansion, or if they want to use the uncooperative approach to get the city to negotiate. The people who have been coming to

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these meetings are city employees, but the larger issues will have to be addressed by city council. They talked a little about it, and Reed stated the city is more than willing to talk to us. Miller recommended action of a letter to Xenia City Council regarding joint interest projects be put on the next agenda. (Nov. 22)

Shuey reported on an opportunity to attend GIS classes at Sinclair for the program we recently purchased. It would require him to be out of the office one to two days a week for approximately eight classes as needed for the township's type use of the equipment. Trustees agreed to use the opportunity and work around the snow removal concerns. Shuey advised the software we purchased came with two days of training. A book will need purchased.

Trustees and Shuey discussed disposal of the two old V plows. Shuey will check with other jurisdictions for possible donations.

Trustees and Meyers discussed use and storage of the rescue boat. New Jasper would hold due to use at the lake. Attendees also discussed possible transfer.

Seiter advised her, Reed and Asst. Prosecutor Mike Foley will attend the Sheriff sale of the Cadwallader building.

Shuey reported on purchase of floor mats for all facilities. Lowes is the best option. A purchase order request will be ready for the next meeting.

Meyers reported on the need for more fire hose. Quotes are coming. He will have three major purchases coming up. 1) 2,000 feet of 3" hose will be on Monday's agenda; 2) adapters (truck appliances) for the apparatus and 3) thermal image camera. Seiter advised she received an amended certificate of revenue from the County Auditor and it will provide the funding for the fire needs. She will have it on the Monday agenda as well. Meyers requested guidance on possible approval of his 2011 requests as pre planned. i.e. add third person and higher ticket items. Seiter requested the December work session be for providing her guidance on the 2011 budget and department head's requests.

Miller advised he requested a quote from Kleingers to add/combine the Coleman Road properties. One quote has already been received from Kline Engineering. Attendees discussed the lots further including options with the third lot owned by someone else.

Painter reported on a tour she took of the Cemex property Tuesday. They plan to submit an application for rezoning before the end of the year. They want to know what the township wants for the end use of the property. It is currently zoned mining and they will go to what we want. Attendees discussed future uses, mining processes and area water protection.

Faulkner talked about the Zoning Commission rules for proceedings. Painter advised they have adopted Robert's Rules of Order. Faulkner suggested the process be set in further detail. Attendees discussed zoning fees. Reed suggested we alter the zoning fee structure at the reorganization meeting.

**ADJOURN: 11:47 pm**

Miller moved to adjourn. Faulkner seconded.

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SCOTT W. MILLER, CHAIR

ATTEST:

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JOHN D. FAULKNER

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SHEILA J. SEITER

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JIM REED