

RECORD OF PROCEEDINGS
MINUTES OF THE XENIA TOWNSHIP TRUSTEES
HELD ON:

WORK SESSION
JUNE 16, 2010 8:00 AM

NOTES: These minutes are a summary of the 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 8:20 p.m. Present were Trustees Scott Miller and John Faulkner. Jim Reed was absence due to a death in the family. Also in attendance were Fiscal Officer Sheila Seiter, Zoning Inspector Rhonda Painter, Public Works Superintendent David Shuey and Fire Chief Daryl Meyers.

This was the monthly scheduled work session. Notice of the revised schedule was advertised in the local Xenia Daily Gazette in May. Notice was also posted at the Trustee's Office, and on township website.

Miller asked if there were any other features needed to the (fire) meeting/class room. Attendees discussed the following: presentation projector (already pre-wired), proper recording system for meetings (already have microphones), chairs and tables (possibly some narrow ones), etc.

Miller advised the purpose of the work session was to review the proposed updated employee policy handbook. Miller recommended tabling until next session due to Reed's absence. Faulkner agreed to table, advising Reed had not returned the Sugarcreek version draft to the office yet. Faulkner advised secretary Blackaby should have it electronically and can forward it to all. Subject tabled for inclusion of Trustee Reed and other's review.

Miller and Meyers reported on recent communication (911 dispatch center) problems. The repeater on the water tower in the industrial park went down. Attendees questioned who purchased it, when, is it insured and who is responsible for repairs. They expect it to be Greene County's responsibility. Seiter advised she has never paid an invoice related to it. Painter advised it was not insured by the township. Meyers stated it may have been part of the grant Randy Pavlack obtained, but so far no one knows who is responsible for it. WS Electronics has repaired it, for now. Miller asked to make sure all radio equipment of the townships' is insured and to check with Swartzel about the one in question. DeVoe got approval to go through Beaver creek if needed. Meyers noted that if it were to happen again, it should not take six hours to initiate back up. DeVoe attended a meeting last week where the attendees discussed using our Station 52 as a remote location. Miller talked about getting answers and will move forward as needed.

Attendees discussed insurance: adding coverage for contents of buildings, flood coverage currently not available, coverage of the four Wilberforce properties. Painter advised the four properties are covered and there is no charge. Seiter asked for e-mail correspondence showing the same be placed in the insurance file. Meyers voiced his concerns and confusion on mid-level equipment coverage based on cost and deductibles, i.e. fire gear and hose. The items appear to be covered, but value is less than deductible so why have covered separately. Can those items be covered as content? Attendees discussed maintaining different types of inventory lists: fiscal needs vs. departmental supply lists. Miller requested a tracking list for donated items also. Painter explained how we are in the last year of an agreement that is renewed annually. Trustees agreed to get additional quotes next time.

Miller reminded department heads they are to submit leave requests prior to taking off per the personnel policy to assist in operations within the office. He further reminded the department heads to work out leave schedules to assure at least one of them are always available for all staff to call upon if necessary. (All three should not be out of town on vacation at the same time.)

Faulkner talked about the fall fire association news letter. He advised he is opposed to intermingling it with the township government operations – they should both be at clean arms lengths. i.e. staff interview or article regarding mail box policy within the association news letter. Faulkner was concerned with funding vs. donations and the news letter being administered by the association. Meyers advised he should also have the right to review. Seiter advised she appreciated Meyer's position on reviewing such items and requested she be given the same courtesy to review for accuracy items that go out with figures quoted on them, such as the fire levy brochures, and errors could be caught before printed. Attendees discussed the association supporting the department. Discussed planned giving.

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Meyers advised the township needs more phone lines and expansions. Painter and Seiter advised they do not need more phones lines in the administrative office and the system works well for them. Meyers advised his staff shares one line. Painter and Seiter explained how he can still use the other lines by simply pushing the line button. Meyers advised he knew that but chooses not to. Miller and Faulkner advised they would check into getting another line for fire, but no need to replace the system due to other pending office location changes. Painter and Seiter advised they understood the system box to be maxed out.

Miller reported on a work session meeting Monday at Central State University regarding the land use plan and economic development projects. He advised it went well and was a huge step.

Meyers reported the fire department is working on a new reporting system for use in the fall. He also reported on problems with the equipment not pumping/drafting from truck to truck and it could cost \$5,000 to \$6,000 to correct hopefully yet this year.

Seiter reminded she needed each department's 2011 large budget items as soon as possible.

ADJOURNED: 10:45 pm

Miller moved to adjourn. Faulkner seconded.

Scott W. Miller, Chair

Attest:

John D. Faulkner

Sheila J. Seiter, Fiscal Officer

Jim Reed