

RECORD OF PROCEEDINGS

**MINUTES OF THE XENIA TOWNSHIP TRUSTEES:
HELD ON: SEPTEMBER: 14, 2011**

**WORK SESSION
3:00 PM**

NOTE: These minutes are a summary of the work session and are not a word for word account of the discussions. The proceedings were not electronically recorded. 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 reorganizational meeting. A press release was emailed to the Dayton Daily News and the Xenia Gazette on September 6th as additional public notices.

Chairman Scott Miller called the meeting to order @ 3:15 PM, those present included Trustees Miller, Lewis & Reed, Fiscal Officer John Faulkner, Larry Johnson & Adam Balls from the Hylant Group, Insurance Agency representing the Ohio Plan. The Township’s general liability and property insurance policy anniversary is approaching and the Trustees are looking into the details of the current policy as well as two additional vendors; one being the OTARMA program and one from a local insurance agency. Inventory lists, policy amounts and policy deductible amounts are considerations as well as premium amounts.

Discussion lasted for over an hour; the recommended action item will be to extend the existing policy on a month to month basis until all the details can be worked out.

Chairman Miller next brought to the floor the \$3 million dollar loan program for projects through the Ohio Public Works program.

The third item on the agenda centered on the Xenia Township Fire Department. Persons attending this portion of the work session included Trustees Miller, Lewis & Reed, Fiscal Officer Faulkner, Chief Meyers, Captain DeVoe, Greene County Prosecutor Stephanie Hayden, Zoning Administrator Rhonda Painter and Public Works Superintendent David Shuey.

There have been some vacancies on the schedule in the Township’s ability to fill all the spots for the 24/7 schedule. Questions from the Trustees included... (1) Is Xenia Township Fire Department competitive in the market place with other area fire departments? (2) Do we need to hire additional FIRE/EMS personnel? A Fire Department comment was they do have applicants, but the applicants often do not pass the pre-employment testing – the polygraph and drug screening tests. (3) Does Xenia Township need to review the compensation and incentives @ XTFD? Again, Chief Meyers reviewed a bonus day incentive that he introduced while working with then Trustee Faulkner on the *Employee Handbook* in 2010, discussion will continue.

The fourth item on the agenda was a presentation by Mr. Frank Harmon, Ohio Insurance Service for the employee health & accident insurance coverage. Discussion continued and Trustees will continue on a month-by-month basis with the current provider. One major problem encountered from the employee health surveys was an increase in potential long-term health problems with the current enrolled employees.

To finish the work session, Stephanie Hayden, Greene County Prosecutor’s Office made two presentations, one for a personnel issue and the second was an outline for interviewing all employees with the consultant to be retained by the Trustees--is this to be mandatory or can a waiver be signed to exempt the interview?

The work session was adjourned at 6:53 PM; the regular meeting of the Trustees will begin at 7:00 PM.

Scott Miller, Chairman

ATTEST:

Jim Reed

John D. Faulkner, Fiscal Officer

Amy Lewis