

RECORD OF PROCEEDINGS

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

**SPECIAL MEETING
FEBRUARY 2, 2010 3:00 PM**

NOTE: These minutes are a summary of the happenings of the meeting and are not a word for word account of the discussions which took place.

Chair Scott Miller called the meeting to order at 3:00 p.m. He advised the purpose of the meeting was to discuss a personnel issue.

Proper notice was faxed to the Xenia Daily Gazette on Monday, February 1 by Seiter upon being advised of the special meeting being scheduled.

Executive Session: 3:18 pm

Faulkner moved to go into Executive Session to discuss personnel per ORC 121.22(g). Reed seconded the motion. Fiscal Officer Seiter, Asst. Greene County Prosecutor Tom Miller, Fire Chief Meyers and Fire Administrator Devoe were included with the Trustees.

Return to Regular Session: 5:00 pm Moved by Faulkner, seconded by Reed.

Attendees discussed date options to hold a personnel hearing with the employee previously discussed. Trustee Miller called said employee and he advised of his possible available dates on February 10th or 16th and that he would get back with Trustee Miller or Fiscal Officer Seiter. Trustee Miller advised he would draft a letter to the employee formally advising of the hearing/special meeting.

ADJOURNED: 5:18 pm

Faulkner moved to adjourn, Miller seconded the motion.

Scott W. Miller, Chair

Attest:

John D. Faulkner

Sheila J. Seiter, Fiscal Officer

Jim Reed