

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

**WORK SESSION**  
**JANUARY 19, 2011 8:00 AM**

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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 8:50 a.m. Present were Trustees Scott Miller and John Faulkner. Jim Reed was absence due to illness. 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 schedule was advertised in the local Xenia Daily Gazette last week. Notice was also posted at the Trustee's Office, and on township website.

The scheduled subject was the proposed revised Personnel Policies and Procedures Manual. Faulkner took the lead with this project along with assistance from Meyers. Miller asked if the general layout and order of the index could be reviewed first. All agreed and spent the next two hours reviewing the order in the table of contents by each section. Periodic discussions took place about details of particular sections. I.e. benefits vs. policies.

Faulkner requested considerations for options and financial implications to the longevity pay, merit, etc with the township's ability to pay. He also noted the need to have assistance to work on the pay chart, etc.

Attendees discussed zoning fees and costs as relates to applications, processes for continuations and extensions.

Attendees discussed the status of the land reutilization process properties and finalization of the two lots sold in the fall.

Miller confirmed with Painter that the Jones Road Cemetery property boundaries adjustment was not complete yet. Painter explained how the person with power of attorney for the owner did not have their signature on the deed notarized, then, the owner died before she could get the new one signed and returned. The attorney representing the estate is aware of the problem. Trustees requested Painter send a letter to the attorney requesting completion as soon as possible.

Shuey advised the training for the Mapsynk, GIS program is in Lexington Kentucky on February 8<sup>th</sup> and 9<sup>th</sup>. He and Shaw are to attend and will need overnight accommodations. Seiter advised it is ok to use the township MasterCard for the room and food. Trustees advised they should drive the administrative vehicle/Durango.

**ADJOURNED: 11:57 pm**

Faulkner moved to adjourn. Miller seconded.

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Scott W. Miller, Chair

Attest:

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John D. Faulkner

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Sheila J. Seiter, Fiscal Officer

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Jim Reed