

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION  
JANUARY 22, 2015      5:00 P.M.**

NOTE: These minutes are a summary of the discussion and are not a word for word account of the discussions. The proceedings were electronically recorded. The meeting place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

PRESENT: Susan Spradlin, Chair; Scott Miller, Trustee; Daniel O'Callaghan, Trustee.

Chair Susan Spradlin welcomed everyone and called the Work Session to order at 5:06 pm. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

### **EXECUTIVE SESSION:**

Mrs. Spradlin made a motion to enter Executive Session according to ORC 121.22-1 to discuss employee discipline, hiring, firing, promotion, demotion and to discuss a contract with legal counselor, seconded by Mr. O'Callaghan. Those included in the Executive Session were Susan Spradlin, Dan O'Callaghan, Scott Miller and Stephanie Hayden. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session began at 5:07 p.m.

Mr. Miller made a motion to exit Executive Session, seconded by Mrs. Spradlin. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session ended at 5:42 p.m.

Chair Susan Spradlin resumed the Work Session at 5:50 p.m. Roll Call was taken again.

PRESENT: Susan Spradlin, Chair; Scott Miller, Trustee; Daniel O'Callaghan, Trustee; Barbara Miller, Fiscal Officer.

### **TRUSTEES' BUSINESS:**

Mr. Miller had quotes from two engineering companies for designing the base for the generator. A steel frame vs. a concrete pad was discussed. Mr. Miller said with a steel frame the Road Department could assemble it and weld anything on it, but with concrete they might have to use a contractor. Chief Fox suggested if using metal use ¼" thickness. Mrs. Miller asked what this contractor is doing. Mr. O'Callaghan said a platform is needed to get the generator up out of the flood plain. One was designed out of steel with concrete pilings and the Greene County Engineer refused to approve it until there was a drawing with an engineer's stamp. The cost of the engineering firm to design and stamp the drawing is \$500.

The Greene County Township Association asked for townships to host a meeting. There was discussion about hosting the meeting at the Apple Orchard Banquet Center or at the Greene County Veteran's Board meeting room. There was a suggestion of having the speaker who spoke on Cybercrimes at the OTA Winter Conference in 2014. Other suggestions were a presentation by the Police Department or a tour of Calamityville. The Trustees decided to host the meeting in June.

### **FISCAL OFFICER:**

Mrs. Miller stressed again she does not want to see copies. She said she is getting the end of the year (2014) ready to roll into 2015. Then she will do appropriations and start paying the bills. In the future Mrs. Miller will send an email to department heads to set up a certain time to meet with her for approval of bills she has from the PO Box. Legally she does not need department heads to sign off on bills—she could attach to any fund number that has money. However, she feels department heads need to be responsible for their budget and for what their employees are doing. She feels she needs to be involved in the appropriations and was more so this year. She said everyone worked together on this temporary budget. Mr. O'Callaghan would like

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to get the entire cash ledger for 2014 after Mrs. Miller closes 2014. He would like to go by line item then they can figure out appropriations when they do the final budget.

Mrs. Spradlin said she had a question about the bill for Earthlink. She would like to get all phones and internet service under one vendor, hopefully for a better rate. Chief Fox said they have to stick with Verizon because they are for the Medics—it is locked in with all Greene County. She noticed there is supposed to be unlimited text and talk for the Road Department but they are getting charged. There is a contract. Mr. Miller said the endeavor is good but some of the things are in place because of good rates at the time. They want to explore the rates offered to combine services. Mrs. Spradlin asked about the phone box in Mrs. Miller's office. Mr. O'Callaghan answered it seems to be AT&T infrastructure with service provided by Earthlink. When something is wrong with it, a private contractor has to be hired.

Mrs. Miller said everything went fine with payroll and expressed her pleasure with going to ACH. There is only one employee that is not on direct deposit and Mrs. Miller has expressed to them the need to get their checks to the bank. It was suggested that the Trustees do a resolution requiring direct deposit for all new employees.

Mrs. Spradlin spoke about the Derrick Contract. It was agreed upon last year for the Township to pay him annually instead of biannually. Also some wording was removed about the Township being responsible for the building and for paying taxes. Mrs. Spradlin said Stephanie Hayden looked over the new verbiage and said it looked fine.

Mrs. Miller had a question about the UAN system being on the server. She had asked Mr. O'Callaghan about it, and he said possibly her computer had to be on the server to get internet, but her UAN system is not on the server. He said there is one IP (internet) address to the server then the server sends it to the internal address of each computer. He said the server needs to be on emergency power. (The new generator should address this problem.) Mr. O'Callaghan plans to do a complete technology review. Mr. Miller asked how UAN is being back up. Mrs. Miller answered she backs up every three (3) days using thumb drives, disks and an external hard drive.

**TOWNSHIP ADMINISTRATOR:**

The Federal Siren Maintenance Contract 2015 was discussed. The cost is \$2,375.00. It is for preventative maintenance for the tornado sirens. Mr. Miller would like to look into partnering with other entities for this kind of service in the future to cut cost. Mrs. Spradlin would like to survey residents to see if they want to continue this kind of expense for maintenance.

**ROAD DEPARTMENT:**

A Road Incident Summary was provided. This was for informational purposes.

A Snow and Ice Control Materials Sheet was given. It was noted that less salt has been used this season so far compared to last season.

Discussion of ODOT grants for signage was tabled until Mr. Stock is back.

Mrs. Miller asked to go back to the topic of contracts and said she does not hold all contracts. She said she and the Fire Chief had the understanding that the Board of Trustees had given Mr. Stock the authority to sign all contracts. Now she is told differently. She would like the Trustees to make up their mind about who signs the contracts and to make sure signed contracts get to her, whether or not she has signed them, since she is the records keeper. Mrs. Spradlin said she and Mrs. Miller will be attending a Records Retention class at the OTA Conference.

Mrs. Spradlin asked Chief Fox about the demolition of the shelter at Station 52. Chief Fox said the structure is unsafe; the poles holding it together are rotten. It is

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approximately 18' x 24'. Mrs. Miller said the Road Department cannot tear down the shelter for the Fire Department and be paid out of Road Department wages. Chief Fox said it is not the Fire Department's shelter—it is the Township's. Mrs. Miller said the levy money is put into Road and Bridge which is the fund the Road Department salary is taken from. Mr. O'Callaghan asked where the public works part of the Road Department is paid from. There was discussion about what funds would be used for paying this.

Mrs. Spradlin asked Chief Fox if his items could be covered in the regular meeting. Chief Fox said yes.

**ADJOURNMENT:**

A motion was made by Mr. O'Callaghan to adjourn the Work Session, seconded by Mrs. Spradlin. Roll Call vote: Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Work Session adjourned at 7:02 p.m.

**Xenia Township Board of Trustees**

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Susan Spradlin, Chair

Resolution # \_\_\_\_\_

Attest:

\_\_\_\_\_  
Scott Miller, Trustee

\_\_\_\_\_  
Barbara Miller, Fiscal Officer

\_\_\_\_\_  
Daniel O'Callaghan, Trustee

slb