

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
JANUARY 8, 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; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Chair Susan Spradlin welcomed everyone and called the work session to order at 5:08 pm. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

TRUSTEES' BUSINESS:

Mrs. Spradlin said there have been three (3) different work sessions to go over the Budget and quite a few tabulations. They hope to be able to approve the numbers tonight. Mr. Stock said he and Mrs. Miller feel confident with the numbers. Mr. Stock said the biggest change was with the carry-over, now called unencumbered cash balance. He said David Graham told them to take the fund balance from UAN and subtract the expected carry-over encumbrances. He said Mrs. Miller has been working hard to find any unencumbered balances. Mr. Stock also provided information from David Graham to set up a new fund to save for large purchases such as a roof, asphalt or HVAC system. It cannot start out with any balance. At the end of the time the Trustees have to make a resolution to send the money back to where it came from. In setting up the fund the Trustees state how long they want the fund for up to a maximum of five (5) years, the fund number and how much money per year they want to go into it. He said Mrs. Miller and he thought it might be good to put the money aside for five (5) years then put it back into the line item it came from in a lump sum; then do another five (5) years and add it to that same line item. He said there was money put aside in Road and Bridge that they put into a line item for motor vehicles. A replacement schedule from the Road Department is being worked on. Mr. Stock told how the Road Department employees fabricated replacement parts for the arm of the mower last year to save on repair costs. He said they are also doing a replacement cycle with the computers in order not to have such a large expenditure at one time. He suggested developing a plan for the set-aside money between now and the time of the permanent budget. The only numbers Mrs. Miller did not have were the set-aside for retirement pay-out as she was waiting on a call from local government. The Fire Truck Debt Service Fund shows retired as they would like the Trustees to do a resolution to put \$183 back into the Fire Fund. Mr. Stock said David Graham suggested they not reuse a number once it is retired for about four (4) years, then it can be brought back. It was suggested doing the same thing with Capital Roads funds of \$13,578 being put back into the General Fund. He adjusted expected revenues to reflect both of these. Mr. O'Callaghan asked if they could pass this as a temporary budget which would allocate funds they can begin to encumber. The answer was yes.

Mr. Stock said once they get the other numbers the Trustees could create the set-aside Capital Retirement Fund for five (5) years at possibly \$1,600 a year for General, \$6,500 a year for Fire and \$6,500 a year for Road. His other suggestion was to create a Capital Vehicle and Site Maintenance Project. He said you have to be specific for what the fund is for. Mrs. Spradlin asked Mr. Stock about rounding off the numbers and asked if he found a way to recoup the cents added or taken off. Mr. Stock said he used a zero decimal which rounds up or down. The differential was \$1,558 out of \$3.7 million.

Mr. Miller questioned whether all the different payroll taxes have cleared since they are not shown on the worksheets. Mr. O'Callaghan said Mrs. Miller had told him all payroll taxes have been done for 2014. Mr. Miller asked if there was an accounting for cash on hand. Mr. Stock said Mrs. Miller would have to answer that. Mr. O'Callaghan asked if they approve the budget tonight as temporary, can they move things around for the permanent budget but can only transfer between funds. Mr. Miller said money that goes from General Fund into Fire or into Road and then gets

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transferred back does not need to be approved by the Auditor. Mr. O'Callaghan asked if they are allowed to do investments with the capital funds. Mr. Stock answered they can invest using the Investment Policy. If investing the Fiscal Officer and Administrator must attend classes.

Mr. Miller gave an update on the Washington Road Residents' Meeting. He said there were around twenty (20) people there with many good questions. This is in the very early stages. The next meeting will be March 16.

FIRE DEPARTMENT:

Deputy Chief Beegle said Chief Fox had a couple of questions about the budget where some accounts had popped up. Deputy Chief Beegle said the lock box for EMS has been coded to the Fire Fund. Mr. Stock said it was a typo—it should be 2282-230-2211 for \$600. All transport money goes to lock box. He asked if that was something new. Mr. Stock said Mrs. Miller had requested that ACH for automatic deposits be taken out of all three departments.

Deputy Chief Beegle said last year the Fire Department received a grant for EMS equipment and training for \$3,000 that they did not spend. The letter was certified through the Auditor's office. He said they have until June 30, 2015 to spend it. Mr. Stock said with the money being certified it will be there. Mr. Miller questioned if it had been certified and entered into UAN. Deputy Chief Beegle wondered that also.

Deputy Chief Beegle reported on two (2) deaths in homes due to cardiac arrest. All protocols were followed.

Chief Fox reported that Jeff Burrell is now a Paramedic and requested pay of \$12.56 per hour. Mrs. Miller will make up the retroactive pay on the next pay.

Chief Fox said he asked for the resignation of firefighters Scot Kacho, Jon Schrier and Ronnie Shaw for lack of participation. Each one submitted a letter of resignation. All equipment was returned and Jon Schrier paid his outstanding tuition for an EMT class.

Chief Fox asked Nathan Tretiak to step down as Lieutenant for lack of participation. Nathan Tretiak submitted a letter. He will be POC now.

TOWNSHIP ADMINISTRATOR:

Mr. Stock said the Road Department employees with their wives will be coming for the Road Scholar recognition at 7:00 p.m. Each of the wives will receive a bouquet of flowers. There is a plaque, a letter and a Xenia Township pin for each employee. Mrs. Spradlin will read the letter which explains everything. Mr. Stock will take pictures and send a news release to the paper.

FISCAL OFFICER:

Mrs. Miller said there is a firefighter with a wage garnishment and he stays under what he can make without money being taken out of his check. Every pay period she has to fill out paperwork and send in to the courts. She would like to see if the Trustees can do anything. Discussion followed about Trustees not having control over court-ordered garnishment but the Trustees could charge an administrative fee. However, any administrative fee would have to be administered to everyone who has similar cases.

EXECUTIVE SESSION:

Mr. Miller made a motion to enter Executive Session to consider purchase or sale of property, seconded by Mr. O'Callaghan. Those included in the Executive Session were the Trustees and Administrator. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session began at 6:08 p.m.

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Mrs. Spradlin made a motion to exit Executive Session, seconded by Mr. Miller. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session ended at 6:24 p.m.

Mrs. Spradlin made a motion to enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, seconded by Mr. Miller. Those included in the Executive Session were the Trustees and Administrator. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session began at 6:25 p.m.

Mr. Miller made a motion to exit Executive Session, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session ended at 6:47 p.m.

ADJOURNMENT:

A motion was made by Mrs. Spradlin to adjourn the Work Session, seconded by Mr. O'Callaghan. Roll Call vote: Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Work Session adjourned at 6:48 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