

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
NOV. 15, 2012 7:00 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: Jim Reed, Chairman; Amy Lewis, Trustee; Scott Miller, Trustee; Alan Stock, Administrator; Barbara Miller, Fiscal Officer, absent

Meeting was called to order at 7:00 P.M. and all participated in the Pledge of Allegiance.

### **FISCAL OFFICER/FINANCE:**

- Motion to approve payroll in the amount of \$24,524.34 was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

#### **RESOLUTION NO. 2012-305**

- Motion to approve PO for the purchase of Road Dept. mower deck parts in the amount of \$1,651.34 was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

#### **RESOLUTION NO. 2012-306**

- Motion to approve PO to Security Fence for the purchase of guard rail for Road Dept. parking lot in the amount of \$2,670.00 was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

#### **RESOLUTION NO. 2012-307**

- Motion to appoint Alan Stock as Deputy Fiscal Officer from 12:01 PM today until 12:01 PM on the Nov. 18<sup>th</sup> in order to complete payroll was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

#### **RESOLUTION NO. 2012-308**

### **TOWNSHIP ADMINISTRATOR:**

- Motion to authorize Township Administrator to sign MARCs agreement was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

#### **RESOLUTION NO. 2012-309**

- Motion to enter into formal agreement with MARCs program director for Greene County Services was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

#### **RESOLUTION NO. 2012-310**

There was a discussion regarding making Sheryl Blackaby, Secretary, records retention designee. Everyone was in favor of this selection.

There was a discussion regarding ½ days holiday pay for Monday, Dec. 31, starting at noon. Chief Fox stated he would like the Fire Department employees to be exempt if this should occur.

- Motion to authorize ½ day paid holiday pay for those employees designated by the Township Administrator was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

#### **RESOLUTION NO. 2012-311**

**ZONING DEPARTMENT:**

Mr. Stock asked that everyone check their calendars for Dec. 12, 2012. This will be a possible date for the Reorganization Meeting. This is just a tentative date.

Because of the ORC text change regarding agribusiness, the Zoning Commission recommended setting a date for a Trustees Meeting to discuss this issue.

- Motion to schedule a Public Hearing on Dec. 20, 2012 at 8:30 AM to discuss agribusiness text change was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-312**

**FIRE DEPT:**

A discussion of the Fire Chief, Captain and Lieutenant Job Descriptions was tabled.

- Motion to pay the Interim Fire Chief \$25,000 retroactive to the 1<sup>st</sup> pay in July was made by Mr. Reed, seconded by Mr. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-313**

- Motion to grant Aimee Maychack one (1) year leave of absence was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-314**

- Motion to purchase a new Medic from Road Rescue in the amount of \$219,335.00 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-315**

- Motion to approve the job description of interim EMS Coordinator in Civilian Capacity for up to 6 months was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-316**

- Motion to move \$1,549 designated to purchase outer jackets from Ravenrock to Phoenix Fire for the purchase of uniform shirts, pants and hats was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-317**

- Motion to approve Katie Aller change of pay status to Paramedic from EMT-B effective this quarter, retroactive to Oct. 1, 2012, was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-318**

- Motion to set a discipline hearing date of Dec. 6, 2012, at 5:00 PM, for inactive employees Brian Sturgeon, Jon Cain, Kyle Hendrix and Austin Mellendorf was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-319**

- Motion to reimburse Meghan Leston \$568.48 for passing Fire Inspector Class was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-320**

XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, NOV. 15, 2012

Chief Fox recognized Elizabeth Beam and Meghan Leston as the Township's newest Fire Inspectors. Chief Fox expressed his pride and appreciation.

There was a formal swearing in and Oath given to full-time firefighters Joel David Hall, Elizabeth Jane Beam and Kelly Lee Hines by Trustee Chairman Jim Reed.

There being no further business, Motion to adjourn was made by Mr. Reed, seconded by Mrs. Lewis. All voted AYE. Meeting adjourned at 9:02 PM.

XENIA TOWNSHIP BOARD OF TRUSTEES

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Resolution Number

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Jim Reed, Chair

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

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Amy Lewis, Trustee

ATTEST:

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Scott Miller, Trustee

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Barbara Miller, Fiscal Officer

slm