

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

WORK SESSION
NOVEMBER 21, 2013 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: Amy Lewis, Chairman; Scott Miller, Trustee; Jim Reed, Trustee; Alan Stock, Administrator; Barbara Miller, Fiscal Officer.

Chair Amy Lewis called the meeting to order at 5:03 p.m.

Discussion was held concerning the following topics:

FISCAL OFFICER/FINANCE:

- Bills were presented to Trustees. Barb Miller said everyone has done better this time and commended the Fire Department for the way they presented their bills with receipts. Barb Miller implemented a procedure for receipts and bills that she would like the Trustees to approve by resolution. This makes department heads accountable. After a purchase the department head holds on to the receipt until receiving a copy of the statement or invoice. The receipt is then attached to the copy of the bill with the department head's approval. Then it is turned into the Fiscal Office. Discussion regarding bills.
- Key requested by Fiscal Officer. Discussion of being able to get into offices where files are kept in order to fulfill public records requests. A fireproof file cabinet may need to be purchased—this will be over \$500 so will need approval of Trustees.
- Cable boxes in Road Department. Concerns were raised about the need for televisions in the workplace. The Road Department watches television for weather events. It was suggested that department heads police the television watching by employees. It was suggested a policy be adopted for television viewing.

TRUSTEES' BUSINESS:

- JEDD discussion tabled as Administrator will meet with Trustee Miller next week to address some of his concerns. Jim Reed was interested in the maximum amount you could get for the area. He wanted ideas for what money could be used for--City plans to market universities on their website. Reed did not think that was enough, he thought there needed to be more of a commitment. Increased water, sewer and infrastructure for economic development. There will be a meeting with Tawawa in the future. Amy Lewis asked about distribution of the money. Alan Stock said that has not been settled yet. The JEDD we are currently a part of is the Tecumseh JEDD--there will be more information in the future about the money generated from the construction of the Tecumseh school.
- Discussion of address street signs for residents with verified financial and acute medical needs being provided at Township or shared expense. This is not a fund raiser as the signs with numbers on each side cost \$10 per sign and the Association only charges \$12. It was suggested that a dollar amount be allocated to start a project for signs for the needy.
- Annual Christmas Luncheon—Trustees will supply meat. Employees bring side dishes. Discussion about who is invited to the luncheon. Current and past employees are invited.
- Discussion of Fiscal Office and Township Administrator's responsibilities—Alan Stock gave list to Trustees. Barb suggested the Trustees not vote on this tonight

as the State Auditor said some of the procedures used have been wrong. Local Government Services has been called in therefore, Jim Reed would like to wait until they come to find out what procedures are wrong. Scott Miller said we need to get the Budget going as we are so close to the end of the year. Barb Miller said she was never consulted about the Budget. Alan Stock said he has emails showing she was consulted and had meetings with Fire, Road and Zoning. Barb Miller said the Trustees need to say the Fiscal Officer has to be involved in the budget process and anything to do with financial. She felt she was not a part of the hiring of the three new full-time firefighters. Alan Stock reminded her of her meeting with Barry Tiffany (Sugar Creek Township Administrator) and offers from Chief Randy Pavlak (Sugar Creek Township Fire Chief) to help. The Trustees urged the Fiscal Officer and Administrator to work together.

ROAD DEPT:

- Annual Road Report for 2013 needs a resolution and signatures at the regular meeting.

TOWNSHIP ADMINISTRATOR:

- Ohio fraud-reporting system—the state auditor brought to our attention a law that was enacted May 4, 2012 for employees to be in compliance with the fraud reporting system. All employees are to sign the form about this. This is for elected officials as well.
- Ohio BWC Mandatory Training for Hazard Communications and Labeling—OSHA requires all employees to take the training online, answer the questions and print a certificate. This only takes 20-30 minutes. This is for elected officials as well.
- Chief Fox and Alan Stock have been going to Caesarscreek Township for the last 5 quarters to develop a relationship with them. The Xenia Township fire contract with Caesarscreek Township went from \$38,000 to \$100,000. Chief Fox and Alan Stock give them a report each quarter and listen to their concerns. Caesarscreek Township wants a long-term contract (8 years), with any change in amount to happen in levy years. Chief Fox and Alan Stock suggest staying at \$100,000 for the next 4 years, with 2 provisions--exorbitant amount of runs and higher fuel costs. Caesarscreek Township would pay \$105,000 for years 5-8. Caesarscreek Township and Stephanie Hayden are satisfied with the contract. If satisfied, the Trustees need to sign the contract before December 31, 2013.
- Fire Department has contract with Federal for the physical tornado sirens and with WS Electronics for radio transmission of the sirens. Jim Reed expressed concerns about the sirens not working properly. He cited the sirens going off a week ago and sending people into a panic when there was only a tornado watch. Xenia City's system is connected to the Township's—they each have 5 sirens. The City's 911 Dispatch sets off the sirens. Alan Stock will research the Township being able to set off their sirens on their own.
- One additional monitor was found for donating. Alan Stock expressed the appreciation from the organizations that received the prior computer/monitor donations.
- Clarification of full-time firefighter pay. This was discussed in the October 18, 2012 Work Session but no formal resolution was done in a Trustees' meeting. Jim Reed expressed concerns with the \$4,000 pay increase. There was clarification that it was what was budgeted for insurance premiums that would not be used. The Trustees had discussed previously being competitive and keeping good employees. Deputy Chief Beegle said they didn't know where the money was going to come from at the time they designed the program. It just so happened the insurance fund was where there was excess money at the time. It was not even thought of to budget for in 2011—it may come from a different fund

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in the future. Deputy Chief Beegle feels the term “pay raise” is a misnomer. Jim Reed said when the job was advertised, what was the dollar amount—with or without \$4,000. Alan Stock answered without. He said in the past there were spreadsheets in front of the Trustees showing various information when going through this hiring process. The Trustees decided giving the \$4,000 to each full-time firefighter meant we were still under budget and would be more competitive. This was discussed before and decided; however the resolution was overlooked. Barb Miller said the resolution should state they receive \$14.60 an hour with an overtime rate of \$26.31 and holiday pay of \$8.71, effective October 2012. Deputy Chief Beegle talked about the full-timers being appreciative of everything they have been given. Chief Fox said we have been able to fulfill having a paramedic on duty at all times since hiring them.

As it was time to start the Trustees’ Meeting, Amy Lewis asked if anything else needed attention. Alan Stock answered the Trustees need to address the following three Work Session Agenda items at the Trustees’ Meeting: 1) Additional MARCS Radio purchase not to exceed \$4,000.00; 2) Conditional POC appointment of Jason Evans, firefighter/EMT; and 3) Additional hose disposal.

ADJOURNMENT:

There being no further business, a motion was made by Amy Lewis to adjourn the meeting at 7:17 p.m., seconded by Scott Miller. Motion PASSED by a roll call vote of 2-0.

XENIA TOWNSHIP BOARD OF
TRUSTEES

Amy Lewis, Chair

Scott Miller

ATTEST:

Absent

Jim Reed

Barbara Miller, Fiscal Officer