

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
NOVEMBER 7, 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; Alan Stock, Administrator; Barbara Miller, Fiscal Officer.

ABSENT: Jim Reed

Chair Amy Lewis called the meeting to order at 5:07 p.m.

Discussion was held concerning the following topics:

TRUSTEES' BUSINESS:

- Pay raise for the Township Administrator. Discussion about the start date for the Administrator. Alan Stock became the Fiscal Officer's Assistant on March 16, 2012. On April 26, 2012 the vote was taken to hire Alan Stock as Interim Township Administrator, pending the background check. On April 27, 2012 Alan Stock assumed responsibilities as Interim Township Administrator. The background check results came back on May 10, 2012. The vote to officially name the Administrator was an item on the agendas of May 10, 17, 24, June 21, July 5 and July 31. He was officially named Administrator on July 31, 2012. It was suggested that the raise be retroactive to May 10 when the background check results were received.
- A raise for Secretary, Sandy Morrison, who just passed her 1-year anniversary date of October 15, was discussed. Barb Miller objected to the raises because of the state of the economy in the country at this time. Many people are losing jobs and businesses have to watch their money. Amy Lewis suggested doing evaluations on employees.
- New JEDD legislation seems to be moving quite fast according to Heidi Fought (Ohio Township Association). Alan Stock attended a meeting regarding the JEDD with Central State University today. He has letters from the Central State University President and Vice President who express interest in entering into a JEDD with the Township and the City of Xenia. He also met with the Central State University Board of Trustees today and they saw it as a very positive partnership. One question raised was if a person has not been paying any tax, will there be a 2 ½% city tax for the JEDD? The answer is yes. The first step before entering into a JEDD is to have a petition prepared--our lawyer would do that. Then we would submit the petition to Central State University for their signature. After that the Trustees would have a public hearing and wait thirty (30) days before taking a vote. There must be unanimous agreement by the Trustees. The issue would be put up for vote on the ballot for the next election, which would be May 2014. There will be a meeting with Tawawa (owners of Speedway) within the next two few weeks. Mayor Bayliss will meet with the President of Wilberforce University next week. Mr. Stock will meet with the Wilberforce Vice President and Dean of Students talking about what a JEDD could mean for the area, yet realizing there is nothing formal to give at this time. Alan Stock has given numbers to the Trustees. Mr. Stock asked for the Trustees' guidance in how they want him to proceed. Discussion. Amy Lewis suggested making a resolution to move forward at the Trustees' meeting. Alan Stock said the potential amount from the JEDD could be around \$597,000--\$388,000 revenue going to the City and \$149,000 going to the Township. After making people whole for what they are already getting, the adjusted income would be \$137,500 to the City, \$149,300 to the Township and \$59,000 to the JEDD Board.

FISCAL OFFICER/FINANCE:

- Bills were presented to Trustees with some explanations. Barb Miller expressed concerns with paying bills late. Discussion. Mrs. Miller would like to be able to have more time for presenting fiscal matters. The Administrator will move the Fiscal Officer to the first

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position on the Agenda. Mrs. Miller conveyed the procedure for the bills—secretaries make copy for department head, original goes to Barb, department head attaches receipts to copy of bill with fund number on it, and returns it to Barb. Each department head should get receipts turned in each week.

- Barb Miller requested a resolution from the Trustees stating the secretaries are to type minutes for the meetings from now on.
- Pre-Audit meeting with the auditors will be Thursday, November 14, at 8:00 a.m.

ROAD DEPT:

- Purchase Order for four new tires for 4x4 pickup from Harworth for \$620—quotes from three different vendors were obtained and Harworth was lowest.

TOWNSHIP ADMINISTRATOR:

- Disposal of technology items, one to trash, others donated to American Red Cross Emergency and Transitional Housing for Families in Need, U.S.35 East (they service around 83 families a year), Family Violence and Prevention Center (Greene County) and Toward Independence.

FIRE DEPT:

- Purchase Order to Bound Tree for \$2,618.84 for EMS supplies—Fire Dept. received a grant for \$2,750 from Ohio Grant Funds in June. They have to spend the money first then the money will be reimbursed to them.

ZONING DEPT:

- Discussion about taking credit cards for zoning fees. Suggestion of a cash drawer to make change.

ADJOURNMENT:

There being no further business, a motion was made by Amy Lewis to adjourn the meeting at 6:31 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

Absent

Jim Reed

ATTEST:

Barbara Miller, Fiscal Officer