

## RECORD OF PROCEEDINGS

### MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING  
DECEMBER 20, 2012 9:11 AM.

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; Barbara Miller, Fiscal Officer; Alan Stock, Administrator

Mr. Stock presented a commendation to the Township Fire Department for helping to move Tecumseh School and for helping with safety issues. The principal of the school expressed her appreciation. Chief Rigsby, Xenia City Fire Chief, gave much praise for the spirit of cooperation during this move.

Mr. Stock also spoke about the 13<sup>th</sup> Annual Ohio Farmland Preservation Summit. He also mentioned items in the read file.

### TOWNSHIP ADMINISTRATOR:

Mr. Stock spoke about the medical insurance quotes. These should be received shortly.

- Motion to go into Executive Session to discuss JEDD legal ramifications was made by Mrs. Lewis, seconded by Mr. Miller. Motion PASSED by a roll call vote of 3-0.

### RESOLUTION NO. 2012-336

- Motion to come out of Executive Session was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

### RESOLUTION NO. 2012-337

### ROAD DEPARTMENT:

David Shuey discussed the light district work. He stated that he inspects all lights approximately two times per year. He has developed a map with numbers for every light pole in the Township. He uses this tool to submit orders to replace lights that are out of order.

Mr. Shuey stated that he has submitted paperwork for the Greene County Grant. The amount of this grant is approximately \$7,500.00. This is a reimbursement for some cost of the work that has been completed in the Township.

### FIRE DEPARTMENT:

Chief Fox presented a review of a Fire Department run with a fatality that occurred about two weeks ago. He also discussed an auto accident that resulted in a fatality.

- Motion to go into Executive Session to discuss potential legal issues was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

### RESOLUTION NO. 2012-338

- Motion to come out of Executive Session was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

### RESOLUTION NO. 2012-339

XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, DECEMBER 20, 2012

- Motion to go into Executive Session for personnel issues was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-340**

- Motion to come out of Executive Session was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-341**

- Motion to rescind conditional offer of employment with Xenia Township to Garrett Sagraves was made by Mrs. Lewis, seconded by Mr. Miller. Motion PASSED by a roll call vote of 2-0. Mr. Reed abstained.

**RESOLUTION NO. 2012-342**

- Motion to change status from termination to resignation for Kyle Hendrix was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 2-0. Mr. Reed abstained.

**RESOLUTION NO. 2012-343**

- Motion to accept resignation of John Cain was made by Mrs. Lewis, seconded by Mr. Miller. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-345**

There was a discussion regarding the appointment of Greg Beegle as Deputy Chief. Mr. Beegle is prepared to cut ties with the union in order to accept this position. Mr. Reed will have a discussion with Mr. Beegle about this.

- Motion to reimburse Rachel Surls in the amount of \$70.25 for her BCI background check that she paid for was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-346**

There was a discussion of the Job Descriptions for the Fire Department. This process is ongoing. The issue will be placed on the agenda for the first meeting of 2013.

There was a discussion of the Township relationship with Moorman Towing. Moorman's has been a great help to the Township.

- Motion to cover the cost of towing by Moorman Towing was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-347**

**FISCAL OFFICER/FINANCE:**

- Motion to dismiss use of electronic signatures was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-348**

The Fiscal Officer discussed problems she is having with Ohio Police and Fire. She is in the process of working out the problems. There have been some penalties involved. She is also trying to resolve problems with OPERS. Most everything is caught up at this point. Orchard Trust has not been addressed at this time.

There was a discussion of using Alan Stock, Township Administrator, as part of a checks and balances system with the Fiscal Officer. The Fiscal Officer stated that she does need help and money has been allocated for this purpose. A visiting clerk may be hired to help with the UAN system.

XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, DECEMBER 20, 2012

Before a temporary budget can be approved, carryover amounts are needed from the Fiscal Officer. This process must be completed or no money may be spent by the Township after January 1, 2013.

Barbara Miller, Fiscal Officer, presented her resignation effective December 31, 2012. Mr. Miller asked Mrs. Miller to reconsider. Mrs. Lewis spoke about negative rumors in the Township. She asked that the finger pointing stop and the issues get resolved.

- Motion to accept the resignation of Barbara Miller was made by Mr. Reed. Motion died for lack of a second.

Mrs. Miller has agreed to stay on until December 31, 2012. She did state that if problems were not resolved by that time, she would resign.

- Motion to pay Melissa Gillaugh \$10 per hour to transcribe meeting minutes until they are caught up was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-351**

- Motion to go into recess for one (1) hour for lunch was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-352**

- Motion to return to meeting was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-353**

Mr. Reed had question regarding payments to Steve Fletcher. He questioned why there was a payment made to Midwest Computers also.

There was a discussion regarding the consistency of sick, vacation and holiday pay. Mr. Reed feels that part time employees should not be entitled to benefits. The single part time employee who does receive these benefits will continue to receive them. There was a clarification of the policy regarding these benefits.

While the Fiscal Officer was out of town, a bill was paid with a credit card. Reoccurring bills may not be paid with a credit card. The Trustees and Fiscal Officer will look at the current credit card policy.

The Fiscal Officer asked about the continuation of being a part of CLOUT. Mr. Miller feels he would like to continue for a few years to see if there are benefits. He is unsure of the benefits so far.

- Motion to continue being a part of CLOUT was made by Mr. Miller, seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-354**

The Fiscal Officer stated the contributions to Ohio Police & Fire will increase in 2013. There was a discussion of using PayCor versus direct deposit. Mr. Miller asked if PayCor would be responsible for all taxes, etc. Mr. Reed stated his support for Mrs. Miller. He feels it is her office and this should be her decision. The Fiscal Officer would like to decline using PayCor at the present time in order to save money.

Mrs. Miller discussed her desire to have a key to enter the Fire Chief's office to secure confidential items out of sight. Mrs. Lewis suggested a confidential lock box by the door for this purpose. There was also a discussion regarding confidential mail and checks

XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, DECEMBER 20, 2012

and how they should be handled. There was also some question of how to handle Med 3000 checks. A lock box may be a solution to this problem also.

The Fiscal Officer talked about her problems with fund numbers. She would like to see consistency with these numbers. Mr. Miller had questions about the ability to have an historical look back if the numbers were changed. This process is ongoing.

- Motion to pay bills and payroll in the amount of \$310,327.74 was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-349**

**TRUSTEES' BUSINESS:**

- Motion to reappoint Richard Montgomery as representative to Tecumseh JEDD was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-355**

- Motion to go into Executive Session to discuss an employee matter was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-356**

- Motion to come out of Executive Session was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-357**

There was a discussion regarding the Reorganization Meeting. The meeting will be scheduled for January 3, with the Work Session at 5:00 p.m. and the Trustees Meeting at 7:00 p.m. The December 27<sup>th</sup> meeting will be cancelled.

There being no further business, Mr. Reed mad a motion to adjourn, seconded by Mrs. Lewis. All voted AYE. Meeting adjourned at 1:01 p.m.

XENIA TOWNSHIP BOARD OF  
TRUSTEES

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Resolution Number

\_\_\_\_\_  
Jim Reed, Chair

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

\_\_\_\_\_  
Amy Lewis, Trustee

ATTEST:

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Scott Miller, Trustee

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Barbara Miller, Fiscal Officer