

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

**SPECIAL MEETING
DECEMBER 27, 2013 8:00 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.

This special meeting was requested by Barbara Miller to address issues with payroll and allotted line items funding.

PRESENT: Amy Lewis, Chairman; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator. Jim Reed, Trustee, Absent.

Meeting was called to order at 8:01 AM. This was a special meeting advertised on the Xenia Township website within 24 hours of scheduling the meeting. The purpose of the special meeting was to transfer funds.

FISCAL OFFICER/FINANCE:

- Motion was made by Mr. Miller, seconded by Mrs. Lewis to move \$4,500.00 from fund no. 1000-110-211-0000 to no. 1000-130-211-0000 to fund zoning. Motion PASSED by a roll call vote of 2-0. Jim Reed absent.

RESOLUTION NO. 2013-276

- Motion was made by Mr. Miller, seconded by Mrs. Lewis to move \$200.00 to fund no. 1000-130-190-0002 from no. 1000-120-190-0000 to fund the secretarial payroll. Motion PASSED by a roll call vote of 2-0. Jim Reed absent.

RESOLUTION NO. 2013-277

- Motion was made by Mr. Miller, seconded by Mrs. Lewis to move \$4,000.00 to fund no. 2031-330-190-0000 from no. 2031-330-323-0000 to fund the road department. Motion PASSED by a roll call vote 2-0. Jim Reed absent.

RESOLUTION NO. 2013-278

- Motion was made by Mr. Miller, seconded by Mrs. Lewis to move \$2,000.00 to fund no. 2111-220-213-0000 from no. 2111-220-190-0030 to fund Medicare. Motion PASSED by a roll call vote of 2-0. Jim Reed absent.

RESOLUTION NO. 2013-279

Discussion was held regarding setting up a meeting with the accounting firm of Platenburg to discuss the scope of work and responsibilities involved in the audit. The Trustees will retain the right to hire the firm. The Trustees asked for a break in order to make contact with the accounting firm of Platenburg.

After the break, Mr. Stock said he had spoken with the firm and that they were willing to have a consultation with the Trustees to discuss the scope of the audit. This consultation will probably be in the form of a conference call since the firm is located in Cincinnati. Mr. Stock will schedule this and inform the Trustees of the date of this conference call.

There being no further business, motion was made by Mrs. Lewis and seconded by Mr. Miller to adjourn the meeting at 9:32 AM. Motion PASSED by a roll call vote of 2-0. Jim Reed absent.

XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, DECEMBER 27, 2013

XENIA TOWNSHIP BOARD OF
TRUSTEES

Amy Lewis, Chair

Scott Miller

Jim Reed

ATTEST:

Barbara Miller, Fiscal Officer