

## **RECORD OF PROCEEDINGS**

**MINUTES OF THE XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION**

**HELD ON: February 16, 2011**

**8:00 A.M.**

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NOTES: These minutes are a summary of a work session and are not a word for word account of the discussions which took place. The notice for the meeting was sent to the Xenia Gazette on February 10, 2011 (attached).

The Xenia Township Board of Trustees held a work session at Township Office, 8 Brush Row Road, Xenia, OH. The meeting began at 8:00 a.m. and the following people were present from the Township: Trustees Scott Miller, John Faulkner and Jim Reed, Zoning Inspector Rhonda Painter, Public Works Superintendent David Shuey and Fire Chief Daryl Meyers. The purpose of the meeting was to discuss revising the Township Personnel Manual.  
Meeting adjourned at 12:00 noon

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SCOTT W. MILLER, CHAIR

ATTEST:

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JOHN D. FAULKNER

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RHONDA PAINTER

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JIM REED