

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**2020 TAX BUDGET HEARING  
JULY 15, 2019 8:30 A.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 was held at the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio. This was a Special Trustee Meeting advertised in the local paper and on the Xenia Township website ten (10) days prior to being held.

Chair Susan Spradlin called the Special Meeting for the July Tax Budget for 2019 (2020) to order at 8:30 a.m.

ROLL CALL: Sheila Seiter, Fiscal Officer; Susan Spradlin, Trustee Chair; Steve Combs, Trustee; Scott Miller, Trustee; and Alan Stock, Township Administrator.

All participated in the Pledge of Allegiance.

Mrs. Seiter provided everyone copies of the proposed 2020 Tax Budget document as prepared from the (Uniform Accounting Network) accounting program.

Fiscal Officer Seiter advised Mr. Stock also provided the narrative of why we do this part of the tax budget process which includes why we plan and prepare to present to the County Tax Budget Commission that we are processing wisely including our projections for the next year. She noted the 2019 end balance figures for each fund appear low, but they usually end higher than this. Also pointed out was the projections for 2020 that do not include any projects until more direction is given from the Board. She advised of the change of increases for health insurance since she provided the draft last week.

Mrs. Seiter reported on the 2011 Motor Vehicle License Tax and 2231 Permissive Motor Vehicle License Tax Funds. She advised she talked to Local Government Services and Supervisor Amit from the State Auditor's Office about the portion we are getting this year and which fund it should actually be receipted into. The representative from Local Government Services explained the process but gave no answer. Amit advised it is to be receipted into the Permissive (2231) fund vs. the other (2011) fund we currently have it budgeted for. She also advised for this Budget document, it is planned in the correct fund (2231.) Therefore, we will have a \$60,000 adjustment to do at the next meeting. Mrs. Seiter noted the issue came from the directions we were given in the beginning for the temporary money from the County Engineer's portion. Mrs. Spradlin asked if that was put in the General Fund. Mrs. Seiter advised no, it is in the Motor Vehicle Funds. She also advised Amit advised we need to make the adjustment on the current records this year or they would make us do them when they come to audit.

Mr. Stock clarified Greene County gave us from their tax overage about \$42,000 that did go into General Fund. This is not what she is talking about. This is from the Highway Engineer, we usually get a percent, but this year only, he is giving us 100%. Mrs. Seiter advised we have not spent any of the money yet, so it is easiest to fix it now.

Mr. Miller stated for clarity, this is our early budgeting and the final will be done at the end of the year and is not reflected here. Mrs. Seiter advised correct. He stated this is the formality we need and knowing that, he has no further questions at this time.

Mrs. Spradlin asked if there is anything in this that leans us toward doing a levy this year. Mrs. Seiter advised that looking at these figures, yes it appears we need a Road and Fire levy as they are both low. She noted Fire is up for renewal anyway, but those figures are already included. The current funds do not give us room to save for replacement trucks and they should look at doing them sooner than later. Mr. Spradlin noted the 90 day process. Mrs. Seiter reminded we have a couple tries starting this November into next year. She also noted she would pull out the documentation they received at the class they attended. She and Mr. Miller attended about two years ago, hosted by the County

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Auditor (Elections and Prosecutor) on the updated levy processes and forms.) She would give everyone copies of that info again. Mrs. Seiter and Mr. Stock will work on them. Attendees discussed the dates and need for the two step levy processing. Mr. Miller reminded this meeting is for Budget and we should not be talking about levies. Mrs. Spradlin noted the discussion is on taxes which has to do with the budget. Mr. Seiter noted it is a good intro for Mr. Stock and her to start the processes to get information to the Board.

Mr. Stock noted as you look at the carryover in each account, they are extremely low in fire and road, and the revenue has decreased. He advised the fire levy is up for renewal this year and the road levy next year.

Mr. Stock added how this is typical and over the last three years it has been updated. This year we put in 5% in hazard insurance, last year 3% and 8% last year for health and 9% for health this year, dental did not go up. The employee percent amounts were updated. He reminded as Mr. Miller said, we are doing the formality the County needs. He commented on various upcoming minor adjustments before the end of the year.

Mr. Miller moved to approve the 2020 Tax Budget as presented by the Fiscal Officer. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller–aye, Mr. Combs–aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0  
**RESOLUTION NO. 2019-113**

**ADJOURNMENT:**

Mrs. Spradlin moved to adjourn at 8:43 a.m. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion **PASSED** by roll call of 3-0.

**Xenia Township Board of Trustees**

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

\_\_\_\_\_  
Susan Spradlin, Chair

Resolution # \_\_\_\_\_

Attest:

\_\_\_\_\_  
L. Stephen Combs

\_\_\_\_\_  
Sheila J. Seiter, Fiscal Officer

\_\_\_\_\_  
Scott Miller

sj