

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
MARCH 22, 2012**

4:00 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: Jim Reed, Trustee; Amy Lewis, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Fire Chief Meyers, Alan Stock.

Chairman Jim Reed called the Work Session to order at 4:00 p.m. This was a Work Session advertised on the Xenia Township website within 24 hours of scheduling this meeting.

ROAD DEPARTMENT:

There was discussion about testing of underground tanks for contamination, trash pick-up on the roads, crack-filling, mowing and weeding. There was a question about firemen mowing and weeding at the building as well as the source of heat for the building and the underground tank at Station 2.

FIRE DEPARTMENT:

Discussions included the following:

- Acceptance of resignation of Jeff DeVoe and how to cover his responsibilities.

- Purchase Orders

- Testing process for hiring and promotions.

- Recommendation to appoint Brad Whitley as firefighter.

- Creation of position of volunteer Chaplain.

- Aimee Maychack being reassigned from part-time to paid-on-call, effective April 1.

TRUSTEES' BUSINESS:

There was discussion of handing IT over to Steve Fletcher. Steve Fletcher will do the same work at one-third the cost of Midwest Computers. The Township can continue to have Midwest as a source. There was discussion about having a maintenance agreement or going "a la carte"? There was discussion about acquiring a written agreement with Steve Fletcher. There was a question about an outstanding bill with Midwest. Mr. Miller said they need someone in-house who oversees IT. From a legal standpoint, there needs to be a separation between staff and a contractor.

There was discussion about the size and need of a generator.

There was a discussion about the expense of staffing both firehouses.

The draft letter to CSU regarding services and payment to Township for calls was reviewed. Several different options were addressed.

ADJOURN:

Work Session adjourned.

XENIA TOWNSHIP TRUSTEES
WORK SESSION, MARCH 22, 2012

XENIA TOWNSHIP BOARD OF TRUSTEES

Resolution Number

Jim Reed, Chair

Date Approved

Amy Lewis, Trustee

ATTEST:

Scott Miller, Trustee

Barbara Miller, Fiscal Officer