

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
MARCH 26, 2013**

5:00 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: Amy Lewis, Chairman; Jim Reed, Trustee; Scott Miller, Trustee; Alan Stock, Administrator; Barbara Miller, Fiscal Officer.

TOWNSHIP ADMINISTRATOR:

Mr. Stock shared a copy of the Final Budget. For 2013 the total budget is expected to be \$3,226,442.57. Revenue is expected to be \$4,049,477.86 by December of 2013. The Township is in good financial shape. Alan Stock and Barbara Miller will meet every 2 months to take a look at the revenue and expenditures to be sure they are within the expected range. Mr. Stock explained the amount of revenue that is projected. He explained that there are some additional sources of revenue such as BZA, zoning permits, telecommunication permits, Med 3000, JEDD, fire stand-by, estate tax, training grants, grants for roads and bridges and burials. In the current budget, he and the Fiscal Officer have tried to budget revenues a little lower and expenditures a little higher. This should help with any issues that could arise. Mr. Stock explained the process that he and Barbara Miller used to arrive at the figures in this budget. He discussed a breakdown of salary percentages per department. In this budget Mr. Stock and Mrs. Miller have taken into consideration the possible future equipment needs, replacement roofing needs, vehicle replacement needs and other major expenditures.

Mr. Stock went over each line item in the budget and the anticipated amount for each fund. All departments are working to be consistent in what expenditures are taken from individual line items. Mr. Stock asked to pass the budget as it is. The expenditures and revenues will be looked at every 2 months, and adjustments could be made then if they are needed. He also discussed the "set aside" amounts. This would be money put in an account each year to be available for large expenditures. These large expenditures are built in to the new budget. Some of the anticipated needs would be vehicle replacement, roof replacement, a new generator, and retirement pay-out.

Mr. Miller questioned some of the life cycle numbers projected for equipment. Mr. Stock agreed that there is a possibility that some changes could be expected in the life cycle of vehicles. Mr. Miller also stated that there needs to be a consideration for inflation in the projected amounts. Some money could be moved from other accounts if necessary. Mr. Stock and Mrs. Miller will meet every 2 months to be sure that revenue and expenditures are where they are expected to be.

Mr. Stock has a fund for unexpected purchases that may need to be made. This fund would be used for needed items that may not fit into a specific category.

Mr. Miller and Mr. Stock spoke about a reduction in the vehicle fuel tax. This is a result of more hybrid vehicles. Mr. Stock stated that he and Mrs. Miller had anticipated this and reduced the expected amount in this budget.

Mr. Stock discussed the Fire Department budget. Chief Fox has been specific regarding keeping the cost of Fire Fighters and EMS separate. Mr. Miller spoke about the possibility of losing some of the EMS money. Mr. Stock clarified the revenue sources used in this budget.

After some changes and adjustments in the budget, the final budget amount would be increased to \$3,227,223.20. Mr. Stock asked that the budget be passed as is so that the Fiscal Officer has a resolution number and can submit this final budget on time.

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There was a discussion regarding raises for Township personnel. Mr. Stock gave a breakdown of the cost of a 3% up to a 4.5% raise for employees. Mrs. Lewis asked what the cost of a 4.5% raise for employees would be. Mr. Stock stated the cost would be \$13,000.00.

In answer to a question, Mr. Stock explained that the County Auditor looks at the budget 2 times per year. The State Auditor looks at our budget every 2 years. He also explained the LGIF grant and the partnership with the City of Xenia and 4 others to secure this grant. The City of Xenia will take care of the administrative tasks involved with this grant.

FIRE DEPARTMENT:

There was a discussion of the renovations to Station 52 and the upgrades to Station 51. Al Kuzma is comfortable with the information presented to him by David Shuey and Alan Stock. He believes this is an upgrade to the current sleeping situation. There will be an installation of interconnected smoke detectors. There are more than 2 points of egress. Al Kuzma felt that there needed to be another light at the west point of egress.

Mr. Stock discussed the other upgrades to be done. Many will be considered just as a remodel. Mr. Kuzma will accept the plans when they are submitted to him as long as they include the minor changes he suggested.

The budget for the total remodel is not to exceed \$39,500.00. The estimated time line will be 90 days from start to finish. A specific start date cannot be named because it depends upon the Road Department's work load and the number of fires that the Fire Department has during this time.

Mrs. Miller asked about the safety regulations for the sleeping quarters. She also asked for clarification of the workers compensation coverage of employees and volunteers who may work on this project. She asked if fire extinguishers could be placed in the hall or even in each bedroom. Chief Fox agreed to do this.

ADJOURNMENT:

There being no further business, Motion to adjourn was made by Mrs. Lewis, seconded by Mr. Miller. Meeting adjourned at 6:30 pm.

XENIA TOWNSHIP BOARD OF
TRUSTEES

Resolution Number

Jim Reed, Chair

Date Approved

Amy Lewis, Trustee

ATTEST:

Scott Miller, Trustee

Barbara Miller, Fiscal Officer