

## RECORD OF PROCEEDINGS

**MINUTES OF THE XENIA TOWNSHIP TRUSTEES:  
HELD ON: MARCH 29, 2012**

**SPECIAL MEETING  
4:00 pm**

NOTE: These minutes are a summary of the meeting and are not a word for word account of the discussion. The proceedings were electronically recorded on tape, but limited by the quality of the recording equipment. The meeting place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio. This was a regularly scheduled meeting on a date established during the reorganization meeting. No additional notices were given.

Jim Reed called the meeting to order at 4:09 pm. All participated in the Pledge of Allegiance.

**PRESENT:** Amy Lewis, Trustee; Scott Miller, Trustee; Jim Reed, Trustee; Sam VanHoose, Kelly Hines, XTFD; Dean Fox, XTFD; Elizabeth Beam, XTFD; Robert Harper, Stephanie Hayden, Greene Co. Asst. Prosecutor.

### **PUBLIC COMMENT:**

Jim Reed called on Sam VanHoose, 972 Union Road, to speak regarding the mowing of the two Fire Stations. He stated he would mow each one for Thirty Five (35.00) Dollars each. Possibly have thirty (30) mows for the year. Jim Reed specified that the Township would want to make a decision when the yards need mowed. Would not want to set dates of weekly when they did not need to be mowed. VanHoose stated that would not be a problem. He would keep the grass @ 2/12 inches. He clarified that the Thirty Five Dollars would not include any additional landscaping such as spring cleanup, fall cleanup of leaves or mulching. Fertilizer for the yard and weed control, he sub-contracts. He also suggested that the Township might want to go for competitive bidding. When he mows he will bring in a receipt for someone's signature verifying the sites had been mowed.

Jim Reed, Trustee, stated that the Trustees are not ready to make any kind of decision, just wanted to discuss options. Trustee Amy Lewis stated she would like for the business to be kept in the Township.

### **FISCAL OFFICER/FINANCE:**

Barbara Miller, Fiscal Officer, stated she had the budget ready for the Year 2012, in the amount \$2,853,040.00. Everyone has a copy. Met with each and every department and made adjustments according to need. Met with the Auditor for a brief period of time to substantiate the Budget and he said everything was "right on".

Amy Lewis, Trustee, thanked Barbara and Alan Stock, Assistant Fiscal Officer, for all the hours spent preparing the budget.

Scott wanted a comparison of last years for this budget. Barb said that is it. Nothing further for the budget at this time to give Scott an opportunity to compare with last year.

### **ZONING DEPARTMENT:**

Jim Reed said he has one issue he would like to bring up. Harold Snyder has applied to become a member of the Board of Zoning Appeals to become an alternate. Alan Stock stated he had clarified that Elaine Conley is an alternate and want to make sure she is willing to become a regular member. She called the office and asked if she was needed for a meeting that night. Alan told her, no. She will become a regular member and Harold Snyder will become an alternate.

Jim Reed made a motion to appoint Harold Snyder as an alternate on the Board of Zoning Appeals, seconded by Amy Lewis. He will take training before become a regular member. There was discussion concerning his appointment, recommended by Rhonda Painter, former Zoning Inspector. The Fiscal Officer, Barbara Miller, asked for a vote.

Vote as follows: Jim Reed – Aye; Scott Miller – Nay; Amy Lewis – Aye. Motion Passed.

**Resolution No. 2012-167**

Scott Miller asked Barbara a question about some bonds and Barbara explained that the Bonds you have in front of you are for me and Leona Fletcher, Interim Zoning Inspector.

Jim Reed made a motion to go into Executive Session to discuss a pending criminal charge along with the Assistant Prosecutor @ 4:45 P.M, out of Executive Session @ 5:54 P.M.

Kelly Hines, member of the Fire Department requested to speak regarding a reprimand in his personnel file. He asked that the file be removed or sealed. There was discussion concerning this request and how long the reprimand had been in his file. Jim Reed stated that the policy for removal is two years if a written warning and a verbal stays for one year. If that is the case then it should be removed. Amy Lewis suggested the grievance procedure should be reviewed.

Chair, Jim Reed asked the Fiscal Officer if she had any more items to bring to the Board. She stated yes, she has a quote and proposal from the IT person, Steve Fletcher.

Chair, Jim Reed stated that we are very limited on time, will look at those later, Amy needs to leave at 6:30 P.M.

Then a discussion occurred concerning the need to re-key the buildings. Alan Stock said that if we just do the three main doors, on a temporary basis, it would cost \$133.00. To redo everything permanently, it would cost around \$1600.00, for both stations. Jim Reed made a motion to have the entire system redone. Scott Miller stated he would like to see the outside doors be locked anytime someone goes out the door. There was more discussion regarding the locks and keys. The main objective is to limit the number of keys and more accountability for the security of the buildings. There was more discussion by Barbara Miller about using key cards instead of keys, this would create more accountability. The time clocks that are going to be installed have been a subject of discussion among the firefighters. They would rather do time sheets. Barbara states that the time sheets are very hard to read and not always accountable.

Jim Reed made a motion to authorize up to \$2500.00 to Xenia Glass to re-key and, in addition to that, the person to keep track of the people who have keys will be Barb Miller. Amy Lewis seconded the motion. Vote as follows: Jim Reed – Aye; Amy Lewis – Aye; Scott Miller – Aye.

**Resolution No. 2012-168**

Barb stated there must a Resolution No. for this action and we also have the credit card issue which could be made a part of this Resolution. She wants proper documentation when a purchase is made, a receipt, not just an expenditure on the credit card statement. Each supervisor is responsible for all expenditures on their credit card. If a receipt is not available, then the purchase will be deducted from the supervisor's paycheck. A motion was made by Jim Reed to accept Xenia Township Credit Card Agreement and the Xenia Township Security Card Agreement to be added to our new employee handbook immediately. Amy Lewis seconded the motion. Vote as follows: Jim Reed – Aye; Amy Lewis-aye; Scott Miller – aye.

**Resolution No. 2012-169**

Jim Reed stated that on the advice of the Prosecutor's Office, he will make a motion that John Faulkner be removed as a Volunteer Chaplain for the Xenia Township Fire Department. Scott Miller stated he disagrees with the motion. Amy Lewis seconded the motion. Vote as follows: Jim Reed – Aye; Amy Lewis-Aye; Scott Miller- a very definitive – Nay.

**Resolution No. 2012-170**

There was discussion regarding the responsibilities of the Fiscal Officer. The Fiscal Officer is responsible to the residents of Xenia Township. The Township Trustees do not have any power over her/him other than approving expenditures. The Fiscal Officer can spend money however she wants as long as it is not over \$500.00. She has authority to hire an assistant if she wants. There was discussion as to what are the Secretary duties. Can she work for the Fiscal Officer as well as the Township Trustees. Motion was made by Jim Reed that Sheryl Blackaby works for the benefit of all elected officials and for the betterment of the Township. Vote as follows: Jim Reed-aye; Amy Lewis-aye; Scott Miller-abstain. Explanation of his reason, he thinks this should have been a Work Session topic and not a Meeting.

**Resolution No. 2012-171**

The Chair said we need to get back to the Budget. Then there was discussion about the purchase of a new computer for the Fire Assistant in the amount of \$892.85 from CDW. Discussion regarding the disposal of old equipment and maybe to have an auction. There are lots of old computers around and they need to be disposed of in some manner.

Barbara stated that she closed the P. O. Box at the Post Office and all mail will be sent here, and she purchased a new mailbox with a lock to be installed in the parking lot. The Post Office approved the change from the side of road to the new location. It is a safer location.

A motion was made by Jim Reed to spend \$140.00 to Steve Fletcher for installation of the new computer for the Fire Assistant. Seconded by Amy Lewis. Vote as follows: Jim Reed-aye; Amy Lewis-aye; Scott Miller-aye. **Resolution No. 2012-172**

A motion was made to purchase a Dell computer from CDW for \$892.85. Seconded by Amy Lewis. Vote as follows; Jim Reed-aye; Amy Lewis-aye; Scott Miller-aye. **Resolution No. 2012-173**

A motion was made by Jim Reed to spend the amount of \$1500.00 for IT Services to Steve Fletcher or maybe not put a name on it. Then there was discussion to make it more, maybe \$5000.00. Amy Lewis suggested to make it \$4000.00. Might need to have a person on site for this service. Motion to have IT Services in the amount of \$4000.00. UAN cannot be networked with office computers. Amy seconded. Vote as follows: Jim Reed –aye; Amy Lewis- aye; Scott Miller-aye. **Resolution No. 2012-175**

Then a discussion ensued regarding the Budget amount for the Audit. Double from last year. Barbara explained that the Auditor’s Office charges \$61.00 per hour and the Auditor has been here many hours, days & weeks. Amended to \$10,000.00 for the 2010-2011 Audit.

Scott Miller questioned the amount budgeted for line item Tax Collections in the amount of \$36,000.00 as opposed to \$4,000.00 for last year. There was discussion that since we do not have a tax levy to place on the ballot, we would not need a great amount of funds for that purpose. The Board discussed the amount in advertising might be low since have need to advertise for Administrator.

A motion was made by Scott Miller to amend the amount for the Fire Alliance to \$1,600.00. Seconded by Amy Lewis. Vote as follows: Jim Reed-nay; Amy Lewis-aye; Scott Miller –aye. **Resolution No. 2012-176**

Discussion was held regarding amending the budget for Tax Collection, change from \$36,000.00 to \$8,000.00 and Election Expenses to \$4,000.00; amend Advertising for General to \$7,500.00 and Payments to other Political Subdivisions for Fire Alliance, amend to \$18,600.00. A motion was made by Scott Miller to adopt the Budget for 2012 as amended. Seconded by Amy Lewis. Vote as follows: Jim Reed-aye; Amy Lewis-aye; Scott Miller –aye. **Resolution No. 2012-174**

**ADJOURNMENT:**

Jim Reed made a motion to adjourn, seconded by Amy Lewis. All voted aye to adjourn at 7:37 P.M.

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Jim Reed, Chairman

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Amy Lewis, Trustee

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Scott Miller, Trustee

ATTEST:

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Barbara Miller, Fiscal Officer