

RECORD OF PROCEEDINGS

**MINUTES OF THE XENIA TOWNSHIP TRUSTEES
HELD ON: April 12, 2012**

**WORK SESSION
4:00 P.M.**

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.

The Xenia Township Trustee opened the meeting at 4:20 P.M. Present were Jim Reed, Chairman and Amy Lewis, Trustee, Scott Miller, Trustee was absent. Fiscal Officer, Barbara Miller and Assistant Fiscal Officer, Alan Stock, were also present.

The Trustees discussed the following issues:

- W. S. Electronics – Maintenance of the Fire Dept. radios; new contract and 2 bills to pay.
- Barbara Miller, Fiscal Officer discussed the issue of obtaining receipts. She is not going to pay an invoice without having receipts for same. Up to the Department Head to see that the receipts are given to her. She wants original invoice, not a copy.
- Discussed invoice from the County Engineer for carbonite. Seems to be an error in the quantities, or what material.
- Discussed a safety issue at the intersection of Brush Row Road & Stevenson Road.
- Discussed information from Greene Works – physicals for the Fire Dept. Barbara Miller said she needs the details for the bill. Who is getting physical, etc.
- Barbara Miller discussed records retention. We need to clear out our old records in accordance with the State requirements. Discussed hiring someone to do this. There is money allocated for an intern in the Zoning Dept. Pay them minimum wage.
- Discussed fire gear, resignation of firefighters. Bill Hull is not participating. Need to pull gear when no longer used by employee that has resigned or been terminated and use it elsewhere.
- Barbara Miller stated she cannot find a fire fighter file. Bill Leach.

The tape recorder stopped recording. The remainder of the minutes for this work session is on digital tape.

- Discussed applying for grants for the Fire Dept. with Chief Myers. Failed to complete the application due to lack of information to verify funds and then too late to file application.
- Discussed sending a letter to John Faulkner thanking him for his service as Fiscal Officer for Xenia Township.
- Dean Fox volunteered to represent the Township on the Safety Council. Barb Miller stated we need to attend Workmen's Compensation Seminars with Frank Gates.
- Discussed the fact that some of the firefighters were paid unemployment while still employed with the Township during the time of lay off with Xenia City.
- A letter from Tim Spradlin was discussed about his return to the Fire Dept. as a volunteer. Scott Miller stated Chief Myers should address the request. It was suggested

by Amy Lewis that Chief Myers schedule a meeting with Tim. Chief stated he would be on vacation next week.

- Discussion was held concerning the Beavercreek Memorial Wall from the Twin Tower 9-11 to be erected. There will be a big procession from the Nutter Center to the site on North Fairfield Road. Jim Reed discussed the fact that he thought Xenia Township might be included. Dean Fox stated he would look into the situation.

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There being no further discussion Amy Lewis made a motion to adjourn the Work Session, seconded by Jim Reed. All voting aye. Session closed at 6:52 P.M.

XENIA TOWNSHIP BOARD OF TRUSTEES

Jim Reed, Chairman

Amy Lewis, Trustee

Scott Miller, Trustee

ATTEST:

Barbara Miller, Fiscal Officer