

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
MAY 10, 2012 4:30 P.M.**

NOTE: These minutes are a summary of the work session 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, Chairman; Amy Lewis, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Discussion was held concerning the following topics:

- Alan Stock gave an update of the Central State University proposal and said Xenia City currently has the lowest bid. There was a discussion about approaching it from a different angle, and it was decided the Township would try to schedule a meeting with Central State University to discuss several of the Township's key points.
- Engine 51 was repaired and the cost was approximately \$170.00.
- Discussed communication of paid-on-call to part-time status. Jim Reed felt the paid-on-call status needed to remain for those that were not cross trained in EMS and Fire. There was a discussion about hiring two full time Fire Department employees, but with the Chief taking vacation, the process would be delayed until after he returned.
- Trustees and staff determined a policy needed to be created for employees being reimbursed for classes being taken.
- Barb Miller stated she needs receipts in order to pay the bills, and she was still having difficulties receiving the receipts.
- Discussion about getting the air conditioning fixed in the medic. Dean had indicated to Daryl that the Trustees were questioning getting it fixed since they would be replacing the medic later in the year, but it was determined by the Trustees that the air conditioning needed to be fixed and they would move that item onto the regular meeting agenda tonight so a motion could be made.
- Alan Stock said Daryl Meyers started going through personnel files to look for potential paramedics. He said he was uncomfortable doing so until they went for the two different tests. Mr. Stock stated he would like to hire within before looking outside.
- Alan Stock explained he had been in contact with Tecumseh Elementary staff to have the Trustees do a walk-through of the new school. He said he would request doing it next Thursday early in the morning or later in the day so they do not interrupt the contractors working.
- Mr. Stock stated he was going to re-adjust the work session and regular meeting agendas. He was concerned the public would be unaware they are able to attend the work session as they are the regular meeting. The Trustees discussed putting a list together or an indication on the agendas so they could distinguish between the items that needed to be accomplished versus those that were in the process.
- Alan Stock addressed the issue with the Trustees not checking their Township email accounts. He said they could reset the passwords, and advised them to check their accounts once a week or twice a month.
- The Cruise Fest photos have been locked in the safe since the Sheriff's Department did not feel they needed to make them a part of the public records.
- A confidential contract that Alan Stock created was discussed.
- The policy of disposing of items, such as old cell phones and ink cartridges, was talked about. Alan Stock said he would like to donate the items and the Trustees thought it was a good idea, but recommended keeping a list of the disposed items.
- Alan Stock said the goal is to replace technology every three years. He said they replaced eight computers last time and would like to replace three more

XENIA TOWNSHIP TRUSTEES
WORK SESSION, MAY 10, 2012

computers and get a new server. He said they will be over a little in the budget but it is very doable.

ADJOURNMENT:

There being no further business, motion was made by Amy Lewis to adjourn the meeting at 6:28 P.M., seconded by Scott Miller. Motion PASSED by a roll call vote of 3-0.

XENIA TOWNSHIP BOARD OF TRUSTEES

Jim Reed, Chair

Amy Lewis

Scott Miller

ATTEST:

Barbara Miller, Fiscal Officer