

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
MAY 17, 2012 6:04 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 said Dave Shuey contacted several different companies to purchase 3,000 gallons of fuel for fire heating. Currently the price per gallon is approximately \$3.36 and the cheapest time to purchase fuel is in June or July so they are going to wait until then.
- The contract confidentiality agreement for Steve Fletcher was discussed. Alan Stock explained he has been working with Steve and that he has been providing him with a list of the projects he is working on and the amount of time it is taking him to complete the tasks. The Trustees decided a formal motion needed to be made regarding the agreement so they added an item to the regular meeting regarding this matter.
- Update was given on the public hearing regarding the text amendment.
- Discussed replacing the copy machine. The Township office does not have a scanner that will scan double-sided documents and MED3000 is requesting the Township send the documents they need double-sided. MED3000 used to send a courier to pick the information up at the Township office frequently, but they do not come as frequent so the Township has been mailing the paperwork to them. Alan Stock received several estimates for new copiers, and suggested going with Geyer. He requested the Trustees make a motion tonight during the regular meeting so he can move forward on purchasing the new copier.
- Alan Stock gave an update on the cost to repair the air conditioning in the medic. After discussion, Mr. Stock said he would contact the gentleman Tom Sears recommended to see what his quote would be before moving forward with the issue.

ADJOURNMENT:

There being no further business, motion was made by Amy Lewis to adjourn the meeting at 7:07, 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