

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
MAY 2, 2013**

5:12 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: Jim Reed, Trustee; Scott Miller, Trustee; Alan Stock, Administrator; Barbara Miller, Fiscal Officer; Amy Lewis, Absent

ROADS:

David Shuey spoke about replacement of the HVAC unit. He plans to restructure the support system in the attic for the new unit. The latest bids Mr. Shuey received were from Deer and Logan's Heating and Air. He has decided to go with Logan's. He has chosen a unit that is 80% efficient. That is the highest efficiency that is appropriate for attic installation.

David Shuey discussed the cost of paving for West Enon Road. Our portion would be between \$120,000.00 and \$140,000.00. He will be making some calls to try and keep the cost closer to \$120,000.00. The P.O. will be arriving shortly for this expense.

Dave Shuey stated that everything is in order to start the renovations for Station 52 Monday or Tuesday. The dumpster is in place for demolition materials. The dumpster was rented from Rumpke, the company that handles our regular trash pickup.

TOWNSHIP ADMINISTRATOR:

Alan Stock asked the Trustees to sign the appointment oaths.

Alan Stock presented the vacation schedules that he has to date.

Mr. Stock discussed replacement computers. The replacements will include the computer of Chief Fox, Franz Seiter, Station 52 front desk and Station 51 lounge. The replacement cost will be \$3,347.12. In response to a question from Mr. Reed, Deputy Chief Beegle explained how the Fire Department uses their computers to increase efficiency and decrease the turnaround time for medic availability.

ZONING DEPARTMENT:

Mr. Stock stated that 772 Murray Hill Drive is still a problem. The owner continues to operate a car repair business from his home. Mr. Stock stated that Stephanie Hayden from the Prosecutors Office will be getting involved in this matter.

Steve Key is an alternate member of the Zoning Commission. He has never attended a meeting. He was asked to take the test for zoning but has failed to do so. Mr. Stock asked that the Trustees make a resolution in the regular meeting asking for his resignation due to inactivity. Mr. Stock feels that there are others who would be interested in this seat.

Alan Stock discussed the present tent fees. The current cost is a \$25.00 fee and \$1.00 for each additional tent. The cost of a tent for someone selling something or wishing to make money is \$50.00.

Mr. Reed feels that this amount does not cover our expenses when we do inspections. He feels that a cost of \$25.00 per tent would help the Township recoup the cost of inspection. He states that for a 501C, fees could possibly be waived. Mr. Miller would like to check with other local counties to determine the inspection fees that they charge. Alan Stock will get this information.

FIRE:

Chief Fox stated that the new medic is ready sooner than expected. Chief Fox and Deputy Chief Beegle would like to go to Winter Park, Florida to inspect it. He is asking for \$2,500.00 to cover the expense of flying to Florida, a rental car, accommodations, etc. Striping of the medic will be done in Loudonville, Ohio. When the medic is completed, it will be delivered here to the Township Fire Department by the sales representative. The total cost of the new medic is \$219,000.00.

TRUSTEE'S BUSINESS:

There was a discussion regarding employee raises. Mr. Reed stated that he still believes that only employees who have been here for a least (1) year and are out of their probationary period should receive raises. Since there has been a large increase in the medical insurance rates and none of the cost has been passed on to employees, Mr. Reed believes that this could be considered a raise. Mr. Reed had a question about Alan Stock's start date and whether or not he is eligible for a raise. During a discussion of the raises for the Road Department, it was suggested that the funds could come from the General Fund. Mr. Shuey would like the funds to come from the Road Department only. He is making cuts and reducing expenses in order to cut costs and save money. Mr. Miller feels that each department must stand on its own financially. It would create a huge amount of work for the Fiscal Officer to take part of the money from the General Fund.

Mr. Miller asked if the Ohio Police and Fire issues have been resolved. The Fiscal Officer stated that she spoke to a representative today and that everything is correct and up to date.

Mr. Miller asked if the retirement package and pay-out for former Chief Meyers is complete. The Fiscal Officer replied that it was. The Ohio Deferred Compensation payments have not been made for April and May. The total owed is \$100.00 for those (2) months for Darryl Meyers.

There was a question regarding the Orchard Trust accounts that some members of the Road Department have. According to the quarterly statements, the accounts are not up to date. There is still a question if this is the same account as the Ohio Deferred Compensation.

JEDD:

The City of Xenia has provided a packet regarding the JEDD agreement. Mr. Stock also provided copies of emails from Yellow Springs, Fairborn and Cedarville regarding the JEDD. After looking over the information from the City of Xenia, Mr. Stock has some concerns.

1. If the Township chooses the partner, the Township will be issuing the 1st JEDD agreement.
2. The City of Xenia includes many more partners than the (3) that the Township had proposed. The city has in excess of 40 listed.
3. If the Trustees are not unanimous in this agreement, the issue would need to be voted upon in an election.

Alan Stock has reached out to the President of Wilberforce University and has tried to set a time to talk to the President of Central State University to get their input on what improvements they would like to see as a result of this agreement. Mr. Stock has also spoken with Jeff Payne regarding his ideas for improvement. Mr. Payne would like to focus on transportation, lighting and water--but transportation would be his main goal. Mr. Stock feels that the process is stalled now and he is looking for guidance as to the next step. He would like to establish a clear direction.

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Mr. Reed stated he had spoken to Tom Koogler. Mr. Koogler would like to see an economic development plan from the City of Xenia. Mr. Reed would like to see the money benefit the Wilberforce and Central State community directly. Mr. Reed would also like to see a plan in place. He feels that the Universities need our support. They bring money and employment into the area and benefit the Township and the City of Xenia. Alan Stock stated that the intent is to enter into an agreement with the City of Xenia. He would like to see what economic development plans the City has. He will ask if the amount of money to go to the JEDD Board from the City could be increased. If the negotiations fail and we do not partner with the City of Xenia, no one else is interested in partnering in a JEDD at this time. Mr. Reed feels that if Xenia is not willing to put more money into the JEDD Board, then the agreement should not happen.

FISCAL OFFICER:

The Fiscal Officer presented copies of the bills to be paid and the totals so that they could be examined by the Trustees before the Regular Meeting.

Barbara Miller, the Fiscal Officer, and Deputy Chief Greg Beegle, have revised the Fire Department Fund Numbers. The numbers were redone in order to get everyone on the same page. Purchase Orders and Blanket Certificates need to be done before she can pay any further bills. She has sent information to the department heads and asked for their input. The Fiscal Officer cannot pay bills until she gets the information that she requested.

David Shuey stated that he did get the email from the Fiscal Officer on Friday night. He informed her that he would take the information home and review it over the weekend. After he had a chance to examine the information, he asked her if he could change some of the fund numbers. He stated that the fund number she had used for Workers Compensation typically did not have enough money in it to pay Workers Compensation. She told him to make the necessary changes and get back to her. Mr. Shuey and Mr. Stock worked on this issue and presented it to the Fiscal Officer when it was completed. David Shuey stated that he would prefer to enter the dollar amounts after the Fiscal Officer enters the corrected information into the system so that he only has to enter them one time. Chief Fox agreed.

Alan Stock stated that the Fiscal Officer had given the department heads the ability to make changes to any fund numbers and to inform her of the changes. The department heads found it difficult to enter dollar amounts until the fund numbers were corrected. The Fiscal Officer explained her reasoning for the changes that she had made. She discussed the changes that the department heads had requested. The Fiscal Officer requested a Special Meeting be set to discuss the budget and line item numbers. The Trustees agreed and the Meeting was set for Tuesday at 6:00 pm.

Mrs. Lewis made a Motion to close the Work Session, seconded by Mr. Miller. All voted aye. Meeting adjourned at 6:50 pm.

XENIA TOWNSHIP BOARD OF TRUSTEES

Resolution Number

Amy Lewis, Chair

Date Approved

Scott Miller, Trustee

ATTEST:

Jim Reed, Trustee

Barbara Miller, Fiscal Officer