

## RECORD OF PROCEEDINGS

### MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

WORK SESSION  
MAY 24, 2012 4:00 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 arrived late at 6:00 P.M.; Scott Miller, Trustee; Alan Stock, Administrator.

ABSENT: Barbara Miller, Fiscal Officer

Discussion was held concerning the following topics:

- Alan Stock gave an update on where the road department was with mowing. Right-of-way and what should and should not be mowed was discussed. Mr. Stock requested a list of general/best practices from the Fire and Road Departments that he could incorporate into a Human Resources handbook.
- Mr. Stock discussed the M4 Study on drainage/water run-off. He said the Township was in compliance and a newsletter would be sent out to 50% of the urbanized zoned residents which was approximately 400 people.
- Alan Stock said he should be receiving a bill from Jergens Asphalt Company for over \$110,000 for all the asphalt projects scheduled.
- Alan Stock stated the bids for mowing were due in two weeks. VanHoose Mowing, who the Township used previously, price and quality of work were discussed.
- Mr. Stock gave an update on the hail damage that was done to the Chief's vehicle. The Township received the checks and is planning on putting that money towards a new vehicle for him.
- The discussion was held regarding a media relations policy/employees making public comments. It was suggested that Mr. Stock request several different Township's policies so he could create a policy. Scott Miller explained typically the Fire Department has a Public Information Officer, PIO, who responds to those types of situations.
- Alan Stock said the Township Trustees email account passwords have been reset, and requested the Trustees periodically check their accounts.
- There was a discussion regarding Jeff Devoe having access to the Township computers. Mr. Stock discussed the software Fire Manager, EMS Reporting, and New World and who was assigned to handle Fire Manager and EMS Reporting. There was a long discussion regarding New World and the Trustees felt Jeff Devoe should come in and train two Township employees how to use the software.
- Mr. Stock discussed purchasing a new server. He said the current server they are using is approximately three and a half years old and most last seven to eight years, but he would like to replace it so they can keep it as a back-up. The Trustees talked about locating the back up at Station 2 and that a new storage cage with a lock would have to be purchased.

Amy Lewis arrived at approximately 6:00 P.M.

The three year plan Mr. Stock created was reviewed. He requested the Trustees move forward on a resolution regarding this topic since it would be a few weeks before they would meet again.

- There was a discussion when Leona would lose her responsibilities. Alan Stock provided the Trustees with a list of what the Zoning Department has been handling over the last week. Jim Reed discussed a concern he had with a body shop being run from 1080 South Columbus Street.
- Jim Reed said Stephanie Hayden needs to get a copy of the Township's Mutual Aid Agreement with the City of Xenia so she can determine if the Township will

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be required to make runs out to Central State University once the contract is completed with the City of Xenia and Central State University.

- Jim Reed spoke to Prosecutor's office and they had stated the Board of Zoning Appeals will need to re-hear the public hearing on the Kil-Kare expansion. He said when the case was heard the first time the approval was assigned to the wrong Parcel ID number and if anyone had questions to contact Stephanie Hayden.

**ADJOURNMENT:**

There being no further business, motion was made by Jim Reed to adjourn the meeting at 6:47 P.M., seconded by Scott Miller. Motion PASSED by a roll call vote of 3-0.

XENIA TOWNSHIP BOARD OF TRUSTEES

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Jim Reed, Chair

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Amy Lewis

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Scott Miller

ATTEST:

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Barbara Miller, Fiscal Officer