

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
MAY 7, 2015**

5:00 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.

Chair Susan Spradlin welcomed everyone and called the meeting to order at 5:02 p.m.

Roll Call: Susan Spradlin, Trustee Chair; Daniel O'Callaghan, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator. Also present were Dean Fox, Fire Chief, and Jim Pile, Road/Public Works Superintendent.

This was a Work Session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

ROAD DEPT:

Jim Pile said there was a question at the last meeting about the size of the salt reservoir for the water softeners. He said the one from Hague holds 160 pounds and the softener from Simply Water holds 140-150 pounds. Hague told him the first year was covered under warranty; thereafter it is an \$89 flat service fee if purchased. Mr. Pile said Hague has an iron filter that does not have a filter to replace. They use air to regenerate their iron filter. They induce air into it with water that regenerates every 48 hours regardless of use, and it uses 50 gallons per regeneration. Mr. Pile said Simply Water uses a similar process with a base media filter. Simply Water told Mr. Pile they have some in service and have not had any issues in seven years. Mr. Pile did not get the water volume for regeneration from them. Mr. Pile added if storing too much salt in the bins it can cause issues. Mr. O'Callaghan asked how much sediment was in the water at Station 52. Chief Fox answered he was not sure and only knew of the high iron content. Mr. O'Callaghan said from his experience the sediment can plug the system. Mr. Stock said the only thing that has to be changed is the sediment bed which is \$85 + the service charge to come out. There are already reverse osmosis systems on the drinking water at Station 51 and Station 52. Mrs. Spradlin asked Mr. Pile for a recommendation and he suggested purchasing from Simply Water.

An updated quote on an electrical upgrade was provided. It would cost \$4,000 with the extra panels. This did not include permits or drawings which would probably be about \$750. Mr. Stock answered a question from the last meeting about doing maintenance on the generator ourselves voiding the warranty. Buckeye Power said it would not as there would be documentation about service on it. Mr. O'Callaghan asked for a recommendation. Mr. Pile suggested purchasing a Kohler generator with sound enclosure from Buckeye Power with Miller Adams installing it.

Mr. Pile provided a quote (\$25,330.50) for a 2-ton jacketed hot mix transporter box. This would prevent waste of material which would save a lot of money. Asphalt and cold patch can be used in it. He recommended upgrading the box to diesel fired vs propane fired. He said it is 12 volts that uses two marine batteries to fire it. He also asked for a LED trailer light for safety. There was discussion about where to store the box if purchased and the fund number it would be purchased from. Mr. O'Callaghan asked, with the statewide initiative to share unique equipment, if it could be shared with other government entities. That possibility could be considered. The cost of the box is State bid less 10%.

Mr. Pile gave an overview of what the Township has used in salt, grit, and beet juice in the past five years. He also provided information on possibilities for storage of salt as the County Engineer will no longer be storing salt for anyone.

Mr. Pile told about roads that would be chip sealed within the next week. He reported the road crew put in a 12" x 30' culvert pipe on Hawkins -Schoolhouse Road last week. 24 tons of asphalt will be spread on Hawkins-Schoolhouse Road. He said the Ford Road base is in need of help. He said Charleton Mill will be getting 400' of chip seal going up the hill. Mr. Pile asked for a resolution for the hot mix to prepare these roads

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for chip seal later in the year. Mrs. Miller asked if a resolution for purchase order was necessary since this money has already been budgeted to this line item. Mr. O'Callaghan answered yes and explained the process.

FIRE DEPT:

Chief Fox provided the timeline for hiring for the full-time firefighter/Paramedic position. He said they are announcing the vacancy to the outside this time, but they will also take applicants from inside the department. He would like to post the opening on May 11. There was a question about all references having to be from individuals outside Xenia Township employment.

Mrs. Spradlin asked to amend the regular meeting agenda to add an Executive Session regarding the full-time vacancy.

Chief Fox had SOPs for Trustees' review. Mr. O'Callaghan had a few comments about MAYDAY in the SOPs and thought they might want to clarify it. Deputy Chief Beegle said these SOPs are endorsed County wide. He said it might be a problem to make changes to Xenia Township SOPs and somewhere else in the County does not have the same standards. The Trustees did not realize these were County-wide policies. SOP 100-009 is the only that is not County-wide. Mr. O'Callaghan asked if staff cars ever transport patients. Chief Fox said they have twice in his career. Mrs. Spradlin added they have done it in emergency situations.

Chief Fox said Jeff Burrell has asked to attend Fire Inspector Class at Sinclair at a cost of \$396.12. He said Jeff Burrell's participation is at or above all their standards. Deputy Chief Beegle said the Trustees passed Resolution 2013-0147 which stated they would pay 100% for any Xenia Township employee to attend a Fire Inspector Class with the Chief's approval.

Deputy Chief Beegle said Corey Schrier was going to the accelerated Paramedic program at Butler Tech but dropped out due to time constraints. Butler Tech did not invoice for the class yet so the Township has not paid anything for Mr. Schrier. The Township has an education contract with Mr. Schrier and he will be responsible for payment to Butler Tech.

Chief Fox said Deputy Chief Beegle and Daryle Williams are working on a grant for an automatic CPR compression device.

TRUSTEES' BUSINESS:

Mrs. Spradlin excused Mr. Pile from the meeting at this time.

Mr. O'Callaghan provided a counter-proposal to the Credit Card Policy presented at the last meeting. He said basically they want to put some parameters on what and how the administrator and department heads use the credit cards. Mrs. Miller said they need to approve a resolution soon because the credit cards have expired dates and she is holding the new cards until the policy is passed. Mrs. Miller had information from the OAG and the ORC which differed so was confused as to what to use. Mrs. Spradlin said it comes down to policy—whatever the Trustees make it. Mrs. Miller can see using a credit card instead of entering a company as a vendor if they are only used once or twice a year. Mr. O'Callaghan said he is ok with the use of credit cards with the understanding the Trustees will be putting some parameters in place. Mrs. Spradlin said there is an existing resolution that says employees are to sign credit cards out for purchases and they are not to keep the card. Mr. O'Callaghan said the existing policy has two parts—1) the credit cards kept in the Fiscal Office that have to be signed out and 2) the major credit cards held by Trustees, Fiscal Officer, Fire Chief, Road Superintendent and Administrator. Mrs. Spradlin said she is feeling like badminton because one time Mrs. Miller asks for something and the Trustees get it one way, then she asks for something else and they do something else. Mrs. Spradlin said she is interested in getting spending down and credit card use under control and not being used for everyday purchases as it has been said by Governmental Services and the

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Auditor of State. She said they are supposed to have purchase orders and blanket certificates in place and pre-approved, and now they are saying give back the credit cards because it makes it easier on us. She said that is not a way to do business. Mr. O'Callaghan said that is not what they are doing. Mrs. Spradlin said she had tried to get this resolved. She said in her opinion the spending is out of control at the Township.

Mrs. Spradlin gave an overview of when the Fire Department meeting room used to be rented out. There was discussion about when the building was built and if the fire levy funded it. Mr. Stock will look into it.

Mrs. Spradlin talked about general e-mails and wanted to make sure there was a process in place for answering them. Mr. Stock answered that he and Secretary Blackaby try to answer ones they can or forward them to the correct people to get them answered.

Mr. Miller said two employees brought it to his attention that money had been withdrawn from their checks to be forwarded to Countywide in 2012 and the funds had never been forwarded. He said this needs to be rectified. Mrs. Spradlin said this can be discussed in Executive Session.

FISCAL OFFICER/FINANCE:

Mrs. Miller provided bills for approval.

Mrs. Miller said the Trustees need to look at the timesheets. She said she was dinged in the Audit for a difference of one hour on a timesheet. She now wants initials on the timesheets as well as the bills.

Mrs. Miller said at the last meeting she caught something in the draft minutes that misrepresented what the guest speaker said and she told the secretaries to listen to the recording again. Mrs. Miller also spoke about the 2012 minutes for approval. She said one of the secretaries listed more time on her timesheet for listening to minutes they had already paid someone else to do. Mr. Miller asked Mrs. Miller if she had looked at the minutes and the condition they were in. Mrs. Miller said the first set of minutes was done by someone who had no idea of who was speaking because the Board would not say their name or do roll call. Mr. Miller said he understood that. He asked if there was only one person who was able to sign the minutes. Mrs. Miller did not answer. Mrs. Miller asked why they didn't take the taxpayers' money and pay the secretary in the first place instead of putting somebody through that. Mr. Miller said that was the way Mrs. Miller wanted to deal with it. Mrs. Miller said it was not. She said Mr. Miller said it was her responsibility to get the minutes done. Mr. Miller said they were not in the format usable for Xenia Township and he was not going to approve them the way they were. Mrs. Miller asked if the specific format was in the policy. Mr. Miller said end of discussion. Mrs. Miller asked the Chair if she wanted to move on or listen. Mrs. Spradlin said the minutes are now in the format Mr. Miller is accustomed to; however he has said he needs time to listen to the recordings, but it has been eight weeks. Mr. Miller said he got back from a trip and had a 70+-page report to decipher, then shortly thereafter an 80+-page report to decipher. Mrs. Miller said that is what is wrong with the Township—everything gets tabled. Mrs. Miller said as a person elected to watch out for the money, paying a secretary this kind of money to do what was already paid for someone to do is unacceptable. Mr. Miller said what is unacceptable is that these minutes are three years old and they are just now getting to him; otherwise, Mr. Miller would have had two other Trustees to approve them with him.

ADJOURNMENT:

A motion was made by Mrs. Spradlin to adjourn the Work Session, seconded by Mr. O'Callaghan. Roll Call vote: All voted Aye. Work Session adjourned at 7:04 p.m.

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XENIA TOWNSHIP BOARD OF TRUSTEES

Resolution #

Date Approved

ATTEST:

Barbara Miller, Fiscal Officer

Susan Spradlin, Chair

Daniel O'Callaghan

Scott Miller

slb