

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION  
JUNE 18, 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 5:05 p.m.

Roll Call: Susan Spradlin, Trustee Chair; Daniel O'Callaghan, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer.

### **ROAD DEPT:**

Jim Pile submitted a Purchase Order for additional asphalt work to be completed. He said they have two roads needing asphalt overlay--Charleton Mill Road with 1 ½" overlay, 18' wide, 240' long (around 40 tons); and Wilberforce-Switch Road at bike path to build up berm, 1 ½" overlay, on east side of the bike path 18' wide, 102' long and on west side 10' wide, 156' long (around 37 tons) for total of \$5,698 (77 tons). Mrs. Spradlin asked about the hot mix machine—Mr. Pile reported it would be in at the end of July. Mrs. Miller said she did not feel it was necessary for Mr. Pile to have a purchase order because it falls under a super blanket certificate which the Trustees appropriated at the beginning of the year. She said the only thing Mr. Pile needs to do is let the Trustees know what he is doing. Mrs. Miller said for the Fire Department it is different because the Trustees made a resolution limiting blanket certificates to \$5,000. They can do a purchase order for a higher amount to a specific vendor which the Fire Department could feed from. She said there are only fifteen (15) reasons a super blanket can be created. Mrs. Spradlin said all the Road Superintendent needs to do is ask if the funds are there and Mrs. Miller will verify the funds are there and she will assign the money. Jim asked when the \$500 limit and \$2,500 limit come into play. Mrs. Miller said that is a policy for emergencies. Mrs. Spradlin said the policy is being looked at again. Mr. Miller asked if Trustees have to initiate the super blankets. Mrs. Miller answered no. Mr. O'Callaghan said there seems to be a disconnect because they estimate a budget and that is the appropriation, but to actually expend for that item is when the purchase order comes in. He said just because the money is appropriated does not mean there is a purchase order. He said as Trustees they need some input into when a blanket certificate, super blanket certificate or purchase order are created. Mrs. Miller said she has a book of all of them. She said initially they do not appropriate all their money. She said she has to have a purchase order, blanket or super blanket in place to pay bills. Mrs. Spradlin asked for the fifteen (15) reasons a super blanket can be created. Mr. Miller said the Trustees like to know where the money is being spent. Mrs. Miller said they have to look at the bills. Mr. Miller said that is after the fact. Mrs. Miller said no resolution for a purchase order was needed. Mr. O'Callaghan said since the money is already appropriated, what is to stop someone from buying things they should not. He asked where the checks and balances are. Mrs. Miller said you do not let that happen because you look back on history. She said her first year in office she took money that was there, increased it by 5% and she was very close. Mrs. Miller said they should not appropriate all the money, but they should budget all the money. Mr. Miller and Mr. O'Callaghan said they understood from David Graham that all the money had to be appropriated. Mr. O'Callaghan said then you encumber it and that is what the purchase order is. He said the unencumbered money was still free for use. Mr. O'Callaghan asked for a copy of the Fiscal Officer handbook.

### **FIRE DEPT:**

Chief Fox did not have anything to report.

### **TRUSTEES' BUSINESS:**

Mrs. Miller asked Mr. Pile if the Road Department received the Speedway credit card from her. Mr. Pile will check on it.

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Mr. O'Callaghan said he had not received any other feedback on the Credit Card Policy and he would like to have it passed at the regular meeting.

Mr. Miller said he had not received all the documentation for the Credit Union Fund issue. Mr. O'Callaghan said they had asked the auditor what they based the finding on—in UAN it looked like payment was made but on the credit union statements it does not show payment was received. Mr. Miller asked for dates, check numbers and dollar amounts of checks sent to the credit union.

Mr. Miller reported on the propane tank—there was a death in the family at the company so he will have to check back.

Mr. O'Callaghan asked how long on the generator. Jim Pile answered it will be in around August 13.

**FISCAL OFFICER/FINANCE:**

Bills--Mr. O'Callaghan answered a question about a bill for a t-shirt saying it is a mandatory part of the class. Mrs. Spradlin did not think the t-shirt should be paid by the Township.

Mrs. Miller provided dates and amounts of checks and vouchers paid to the credit union.

Payroll—Mrs. Miller brought up a point about recording time out for picking up a lunch. Mrs. Spradlin said she noted the Road Department did not record their lunch breaks. She said it is not professional to see people in the front office eating at their desk. Mrs. Miller said when a second secretary was hired it was specific in the resolution that they would work from 8:00 a.m. to 11:00 a.m. five days a week. She said Mr. Miller had made sure it was amended that one secretary would have to cover for the other for vacations. Mrs. Miller said the Trustees were in violation of the resolution. She spoke about a secretary wanting to switch days to get holiday pay.

Minutes—Mrs. Miller said she has four sets of minutes for approval.

Mrs. Miller handed out the appropriation status report, revenue status report and fund status report. The reports show what was spent year-to-date, but do not show purchase orders. Mr. Miller asked if corrections were in the reports. She said she reduced all blanket certificates to \$5,000. She said the super blankets did not match the fifteen (15) things allowed and this is not reflected in the reports. Mr. O'Callaghan asked for a report of all open certificates. Mrs. Miller suggested using the line items when doing the temporary budget. Mrs. Miller saved as a pdf a report showing line items, purchase order numbers and amounts. This was to be emailed to the Trustees.

Mrs. Spradlin asked about a request for an EMS payment refund. Deputy Chief Beegle said it goes through the lock-box system. McKesson charges a management fee. The Fire Department does not track the finances. Deputy Chief Beegle said there is an electronic statement on McKesson's website. Mrs. Miller said they may want to start printing that off for their records. Mrs. Spradlin said the audit wanted to know who was keeping track of the EMS payments because they found instances where the Township did not receive as much money as they should have and times where they received more. Mr. Miller asked Deputy Chief Beegle to look into ways to track the EMS billing.

Mr. Stock arrived at this time—6:30 p.m.

There was discussion about a bill for books from Thompson/Reuters.

Township Administrator Agenda items were tabled until the Regular Meeting.

**EXECUTIVE SESSION:**

Mrs. Spradlin made a motion to go into Executive Session for two reasons in accordance with ORC Section 121.22.G.3 to consider the appointment, employment of

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a public employee and to consider personnel promotion, demotion and compensation; seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Those included in the Executive Session were Mrs. Spradlin, Mr. O'Callaghan, Mr. Miller, Mr. Stock, Chief Fox and Deputy Chief Beegle. Executive Session began at 6:36 p.m.

Mrs. Spradlin made a motion to exit the Executive Session, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session ended at 7:11 p.m.

**ADJOURNMENT:**

A motion was made by Mr. O'Callaghan to adjourn the Work Session, seconded by Mr. Miller. All voted Aye. Work Session adjourned at 7:12 p.m.

XENIA TOWNSHIP BOARD OF TRUSTEES

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Resolution #

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Date Approved

ATTEST:

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Barbara Miller, Fiscal Officer

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Susan Spradlin, Chair

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Daniel O'Callaghan

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Scott Miller

slb