

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
August 6, 2013**

6:00 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.

PRESENT: Amy Lewis, Chairman; Jim Reed, Trustee; Scott Miller, Trustee; Alan Stock, Administrator; Barbara Miller, Fiscal Officer

Discussion was held concerning the following topics:

- Mrs. Miller said there are no bills and payroll that need to be looked at right now.
- Barb Miller felt the written process for handling of bills has been made pretty clear. She said the resolution that the Trustees approved at the last meeting stated that all bills are to be given to the department heads and will be signed off on and the fund numbers placed on them before they go to the administrator. Mrs. Miller said after he has reviewed them they will be given to the fiscal officer for payment. Mr. Stock said that is not how it has always been done, but there have been changes. Mrs. Miller said Resolution 2013-174, that was submitted by Mr. Miller gave the administrator the ability to perform certain functions and thought the bills should be ran through the administrator before the bills get to her office for payment. Mrs. Miller stated she was going to request a resolution that is how the bills will be handled. Mrs. Lewis questioned if she was reassigning that responsibility to Mr. Stock, and did not feel Mr. Stock needed any additional responsibilities. Mr. Miller said he read it into the record they were giving Mr. Stock the ability to contact other agencies and anyone that the Township does business with so that if he had questions or concerns that he was acting on behalf of the Township and had right and the ability to have that information. He said there was nothing in there whatsoever about bills or anything of that nature.

Mr. Reed questioned if Mr. Stock had any thoughts since it would be him that would be impacted. Mr. Stock thought in regards to the resolution the intent was for him to be able to assist in gaining information that needed to be acted upon. Mr. Reed said this was something that was discussed before, and he thought it was a good idea to have a second party looking at the bills to make sure everything was correct. Mr. Stock thought the administrator's oversight is different than being in the process of issuing a warrant. Mr. Reed thought it was Mrs. Miller's job to pay the bills, but thought having two people reviewing the bills was a positive thing. He said the Trustees have the ability of what to ask of the Township Administrator and said that is why he asked his thoughts on it.

Mrs. Lewis stated Mrs. Miller has an assistant, and questioned why the assistant could not be responsible for collecting all the information before giving the bills to the fiscal officer. Mrs. Miller agreed she had an assistant, but she was trying to go by the resolution that the Trustees recently approved. She didn't think there was anything wrong with another set of eyes reviewing the bills, and explained because of the resolution that was passed her assistant is not going to be needed anymore or not needed often. Mrs. Lewis explained that is not what the resolution says and was not the intent. Mrs. Miller said rather it was the intent or not, she thought it was a wonderful way to save the taxpayer money. Mr. Reed said in all fairness Mr. Stock does have two assistants that could help him with the task. Mrs. Lewis said he is both the administrator and the zoning department, and thought putting a fiscal officer's responsibility on him is too much.

Several letters written by the department heads were given to the Trustees discussing their concerns they had with how the bills are being paid or not being paid and the status of the books. Mrs. Miller said that is why she called the State Auditor's office today and requested a special audit. Mrs. Lewis said she called the auditor's office and they will only do a special audit if they are suspecting fraud which no one is. Mr. Shuey stated he and Mrs. Miller had a several hour

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discussion today about what his concerns were. He said he is big on roll over monies and that is how he feeds his system from year to year on big purchases, and his numbers are not lining up. Mrs. Miller said this has been a learning experience for her since March 3, 2012, and would not have taken on the task if she would have known the mess the Township was in prior. She said now that she has been elected, she is not a quitter, and that is why she is still here.

Mr. Reed said everyone is on the same page and they are trying to give her the tools that are needed to get things fixed. Mrs. Miller said she has resisted the resolutions that they brought forward because she felt like they were taking the duties and responsibility away from her on what she was elected to do. She explained she was kind of offended by that, but the more she has thought about it the position is only part time and she is putting in full time hours. Mrs. Miller convinced herself to stop getting upset, and to let the Trustees give the administrator some of the duties.

Mr. Fox and Mr. Beegle discussed their budget and concerns, and said it is in complete disarray. There was a discussion on who was responsible for doing inventory, and Mrs. Miller said the only thing she knew was Cheryl was keeping track of the inventory and had no idea if it was her responsibility. Mr. Reed suggested finding a traveling clerk because he felt like they were on the right track, but having a person in once or twice a week was not enough. Mrs. Miller said that is what Melanie is, and preferred to only use her because she was concerned about different people telling her different things. Mrs. Lewis said she did not feel they were moving very quickly getting the books corrected, and would like to have a traveling fiscal officer come in every day. She explained she will not feel comfortable trying to put together the budget for 2014 when they don't know where the current budget stands.

Mr. Reed said a lot of what Mrs. Miller has had to deal with was dropped in her lap, and she didn't have anyone to train her. Mrs. Lewis said she knew Mr. Faulkner wanted to sit down and go over things before he left. Mrs. Miller said Mr. Faulkner did not and would not show her anything, and Rick Miller explained the conversation they exchanged when she went in to gain access to the building. Mr. Reed did not feel that was fair because Mr. Faulkner was only on the job for a short time and was definitely no expert in it. There was a discussion about the cost of a traveling fiscal officer. Mr. Miller said they could estimate what it would cost for an audit because he thought at some point they will have to get involved. Mrs. Lewis suggested having Jim Barone look at the books. Mr. Stock said he would contact him to see if he was available. Mrs. Miller said she has contacted four people, and two people will not come back. She said she has Melanie, and has asked Jim Barone but he is not a fiscal officer but seems to know the program. Mrs. Lewis recommended contacting the state auditor's office to see if she could locate a traveling fiscal officer. Mrs. Miller said she would like Mrs. Lewis to be present when she called. Mrs. Lewis asked her to let her know when she was planning on calling them.

- Mrs. Miller stated when she got elected into this position some of the voters that voters for her wanted to see time clocks implements into the Township because they wanted accountability. She said she chose to implement the time clocks to make all the personnel accountable for their times, and reviewed the amount of money that has been spent to install the time clocks. She explained the time clocks are still not implemented or working and she would like the Trustees to implement the time clocks. Mr. Reed asked if the time clocks were ready to be utilized or if there was technical issue with them. Mrs. Miller discussed an issue they had with the fire fighters, but thought it was fixed. Mrs. Lewis questioned why the time clocks were not being used. Mr. Fox said they were but there were some flaws with it. He said they are going to have to use paper timesheets because he is not going to require them to scan in before they leave on a call. Stephanie Hayden strongly cautioned the Trustees if they have salary employees not paid overtime, the more they are treated like an hourly employee, like punching a time clock, they can lost their Fair Labor Standards Exemption and

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they could be looking at paying overtime payments. She recommended not having the salary employees use the time clock. Mrs. Miller said that would include three people. Mrs. Lewis asked if the time clocks are in operation now. Mr. Fletcher said they have been up and running since last year, and were operational a year ago. Mr. Shuey said his time clock is not working currently, but it was before. Mrs. Miller explained she did not have admin rights to the time clocks, and only Mr. Stock and Steve Fletcher had those.

- Mr. Reed asked if Ms. Hayden got the AG opinion submitted. She said she had to get approval in her office, and the request had been mailed.
- Mrs. Miller said she needed the Trustees do to an amendment by resolution regarding the appropriation status in Fund 2031 at the regular meeting.

ADJOURNMENT:

There being no further business, motion was made by Mrs. Lewis to adjourn the meeting at 7:00 P.M., seconded by Mr. Miller. Motion PASSED by a roll call vote of 3-0.

XENIA TOWNSHIP BOARD OF TRUSTEES

Amy Lewis, Chair

Scott Miller

Jim Reed

ATTEST:

Barbara Miller, Fiscal Officer