

## RECORD OF PROCEEDINGS

### MINUTES OF THE XENIA TOWNSHIP TRUSTEES HELD ON:

WORK SESSION  
MAY 19, 2010 12:00 PM

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NOTES: These minutes are a summary of the meeting and are not a word for word account of the discussions which took place.

Scott Miller, Chair, called the work session to order at 12:10 p.m. Present were Trustees Scott Miller, John Faulkner, Jim Reed, Fiscal Officer Sheila Seiter, Zoning Inspector Rhonda Painter, Public Works Superintendent David Shuey and Fire Administrator Jeff DeVoe on behalf of Chief Meyers who was out of town.

This work session is a reschedule of the monthly scheduled meeting for May 20<sup>th</sup>. Notice of this work session was advertised in the local Xenia Daily Gazette on May Notice was also posted at the Trustee's Office, and on township website.

The purpose of the work session was to review outstanding unfinished old business the Board of Trustees is involved in. Seiter and Painter provided a list of 29 items they were aware of to date. The items will be prioritized and the appropriate Board and staff member assigned to work on completing the item. The following is a brief summary of the items addressed:

#### Administrative:

1. Meeting schedules: The monthly work sessions needed reschedule due to the conflict of taking place at the same time as the MVRPC meetings that Trustee Miller needs to attend. Work sessions were moved to the third Wednesday's of each month at 8 am. Trustee Reed asked if the regular meetings could be moved up from 7 pm. Attendees agreed to hold the regular meetings of summer of June, July and August to 6:00 pm. Seiter will send a formal public notice to the Xenia Gazette. Attendees discussed options for hosting a Greene County Twp. Assoc. meeting in July, November or December jointly with Sugarcreek. The Board will decide in June after that meeting and confirmations from other townships.
2. Radon mitigation: long term test in progress to be sent in now and start mitigation planning process. Budgeted. Shuey and Painter to handle.
3. Electric upgrade to 8 Brush Row: 3 items quoted from J & J: flag pole, wall outlets for office and up grade of services/box. Trustees and Shuey to handle.
4. Partitions for men's restroom: quotes have been received. Trustees and Shuey to handle.
5. Union Road/US 68 State Property: Faulkner reported on discussions with adjoining property owner for encroachment corrections. Shuey to get quote for costs to swap portions of land. Faulkner to get the proposal to the State typed for submission.
6. S. Columbus Street property/GCR/Cadwallader: Track for Sheriff sale. Seiter to check with Prosecutor.
7. Admin. office: walls/doors/electric. Quotes have been received. Shuey to finalize plans, specs, etc.
- 7.a. Wall in ladies restroom still needs repaired: Discussed tiling as the fix. Faulkner will contact J & J for preference of options and a release of lien.
8. Re-key locks – all or partial of facilities. More quotes to come. Trustees, DeVoe, Meyers and Shuey.
9. Ohio Plan–insurance re: risk management response to Greg Henneke's recommendations. Painter has responses in correspondence file.
10. Liability insurance: no family (friends) permitted to ride in Twp. vehicles. Per carrier's direction in prior years. Discussed in detail. To be discussed at renewal period. Seiter to give Miller agent's phone number.
11. Insurance renewals: liability and health – both coming up this fall. Liability: request work session in June with Larry Johnson of Swartzel. Also, need to review coverage of building contents. Health: request work session in July with Frank Harmon to see if there is anything new to learn at that point. Painter reminded there are many program changes coming up due to new government regulations.
- 11.a. Drug free work place training: supervisors is done, still need to do staff's, waiting on fire schedule.
12. Sale of 4 Wilberforce, Woody properties now owned by Township via land reutilization program: Cleaning up and mowing to take place next week-due to rain. Discussed options of replat or land hook in detail. Discussed methods of advertising. Put on agenda for next regular meeting. Shuey get costs for land hook process.
13. Revision of Personnel Policy: to be completed by end of summer-September. Faulkner, Reed and DeVoe to prepare final draft then forward to Seiter, and three department heads for review.
14. Employee raises? Fire levy has passed. Road funds are still low. Work on options and spread sheets. Trustees and Seiter to handle.
15. Land Use Plan: Almost done, three hearings this week.
16. 6119 Water District: Painter and Miller to request meeting with CSU.

17. Meet with Xenia City re: Detachment: hold; Wellfield: June 8<sup>th</sup> meeting, Painter to do inspections Monday with City representative and intern from CSU for study; and JEDD: Faulkner reported on a meeting with Xenia City Manager Percival regarding Tecumseh school project.

**Road: David Shuey**

1. 8 Brush Row: pave between fire and road buildings, concrete pad outside back fire bay, and seal coating on admin. parking lot. Quotes to come. Unbudgeted. Miller recommended general fund pay for fires area and remove guardrail along road building. All agreed to leave guardrail along fire building.
2. 2<sup>nd</sup> try for a 2<sup>nd</sup> levy? Yes, but not at this time – maybe next year.
3. Scrap metal proceeds to be deposited into Township account.

**Fiscal Office: Sheila Seiter**

1. 2011 Tax Budget: Notice to Trustees and department heads to start planning and submit to Sheila by Early to Mid-June, including plans for balance of 2010 for adjustments from original.
2. Caesarscreek Twp. mutual aid agreement to increase this year by CPI. The CPI for this type of agreement needed determined as there are options depending on type of service, etc. Faulkner provided printed confirmation of the rate of 2.3% for the year. Seiter to prepare invoicing.
3. Sale/donation of surplus property: Sheila to prepare resolution based on what has been given so far. Per State Auditor, need Trustee resolution adopting minimum amount to go on inventory schedule. Still need items from fire department. Attendees discussed options for disposition and advertising of the old tanker. Seiter advised it may need to be processed separately from the other items that are to be donated and have less value.

**3:35 pm** Fiscal officer Seiter had to leave due to a prior commitment and meeting running over estimated time.

Miller requested Painter to take minutes for the balance of the meeting. She provided the following:

**Fire: Jeff DeVoe**

1. Old outstanding purchase orders: Stryker for cots is most important. PO to be voided.
2. Reimbursement of educational contracts:  
In process of collections:  
Dale Harris: \$25 due and will be take out of July payment for POC 2<sup>nd</sup> quarter  
Jeff Burrell: Trustees would like total paid now or authorized payroll deduction with total paid by the end of the year. Gather documentation of class agreement.  
Process to be initiated/confirmed for others: Dean Fox, Wade Beam and any possible others.
3. Letter to Nathan Chumney. He is being transferred to Florida for military. Contract is satisfied due military. Agenda
4. Computer/server maintenance: additional contract hours are needed with Midwest Computer Design. 30 hours at \$85 per is \$2,550 or 50 hours at \$83 per is \$4,150. 50 hours would last the rest of year. DeVoe to manage intervals of maintenance.

**Zoning: Rhonda Painter**

1. Community cleanup: Do once a year using 3-4 dumpsters. Recycle trailers at Station 1 and 2.

**Other:**

Farm Bureau meeting June 8 at the library. Faulkner and Reed to RSVP.

Work session June 16

Budget – check with Seiter

Insurance-May 26? After meeting 11:00 am – call Larry Johnson

Personnel Manual – suggestion 30 pages at a time.

**ADJOURNED: 5:00 m**

Miller moved to adjourn. Reed seconded.

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Scott W. Miller, Chair

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John D. Faulkner

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Sheila J. Seiter, Fiscal Officer

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Jim Reed