

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

SPECIAL MEETING
NOVEMBER 6, 2015 7:30 AM

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 called the Special Meeting to order at 7:34 a.m.

Roll Call: Susan Spradlin, Trustee Chair; Daniel O'Callaghan, Trustee; Scott Miller, Trustee; Alan Stock, Administrator.

All participated in the Pledge of Allegiance.

EXECUTIVE SESSION:

Mrs. Spradlin made a motion to go into an Executive Session in accordance with ORC 121.22 (G)(4) preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment and an Executive Session in accordance with ORC 121.22 (G)(2) to consider the purchase of property for public purposes. Mr. O'Callaghan seconded the motion. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye; Mr. O'Callaghan-Aye. Motion PASSED. Those in attendance in the Executive Session were Susan Spradlin, Dan O'Callaghan, Scott Miller, Alan Stock, Administrator, Stephanie Hayden (Greene County Prosecutor's Office) and Trish Gustafson (Beavercreek Township). Executive Session began at 7:34 a.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. Motion PASSED. Executive Session ended at 9:57 a.m.

Ms. Gustafson left at this time.

TRUSTEES BUSINESS:

There was discussion about the new Drug Free Workplace Policy. It was stated the Policy is for all employees, but the random drug testing is only for safety sensitive—all firefighters, all road crew and the administrator.

Sheila Seiter joined the meeting at 10:10 a.m.

Discussion continued and changes were made to the proposed Drug Free Workplace Policy. Mrs. Spradlin made a motion to approve the revised version of the Drug Free Workplace Policy, seconded by Mr. Miller. Roll Call: Mrs. Spradlin- Aye, Mr. Miller-Aye, Mr. O'Callaghan- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2015-243

FISCAL OFFICER/FINANCE:

Mrs. Spradlin said the Trustees wanted to look into how holidays have been paid because the payroll was showing people who have worked from 7 a.m. the holiday date to 7 a.m. of the next date and they are requesting 24 hours of pay in this payroll. She said the holiday does not last for 24 hours and said there should only be 17 hours of holiday pay. She said the other employees who worked 12 midnight to 7 a.m. have also put in for holiday pay so they are paying a lot of holiday hours. Mrs. Spradlin said the Trustees need to determine if they are going to continue to pay the same way in the future. Mr. Miller asked if this had been done this way recently. Mr. Stock answered it had been done that way since he was hired. Mr. Miller made a motion to change holiday compensation to cover actual hours worked on a holiday, starting at midnight

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through the following midnight, a 24 hour period, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin- Aye, Mr. Miller- Aye, Mr. O'Callaghan- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2015-244

Mr. Miller suggested upgrading to a larger TV screen for meetings and adding a jack to the admin office wall for internet hookup.

Mr. Miller made a motion to approve the payroll as presented, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin- Aye, Mr. Miller- Aye, Mr. O'Callaghan- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2015-245

Mrs. Seiter provided a deferred compensation report for the month of October. Mr. O'Callaghan asked if the credit card bill had been straightened out. Mrs. Seiter answered it was. There was discussion about a bill for a garage door replacement. Mrs. Spradlin said the bill for this was not in by Tuesday at 5:00 p.m. and she did not like the surprise of the bill. She said the employees know the timeframe for getting bills to the Fiscal Officer. Mrs. Seiter provided an answer about a bill for work done on an area of the parking lot at Station 52. She asked the Trustees about the Miami Valley Fire Alliance. Mrs. Spradlin said they are adding a \$500 additional fee to the annual fee to help with supplies. She asked what fund it was coming out of. Mrs. Spradlin said it should come out of the Fire Fund. Mr. Miller made a phone call to clarify and said it was an administrative mistake and the bill should have been from Dayton Regional Hazmat. It is a two part bill--the first is per capita, \$915.18 in Xenia Township's case, which is the operational part. The second part is all entities are charged \$500 for certain supplies. Mrs. Spradlin said each of these should come out of the Fire Fund. Mr. Miller said since this is hazmat and covers a broader spectrum, it would not be inappropriate for the General Fund to cover part of it. Mr. O'Callaghan said he leans toward the Fire Fund as it is restrictive use. Mrs. Spradlin asked about the bill for cots. Mr. Miller said this is an annual contract for a company to inspect and repair cots for the Fire Department. He said the Fire Department did not expect the cost to be this high. Mrs. Spradlin said they should get an estimate before a company with a contract comes in to do this kind of work. Mrs. Spradlin asked about bills for paper towels from I-Supply and Walmart and asked how long they would last. Mr. Stock had an answer of around six months. Mrs. Spradlin made a motion, with the exception of the two checks that need to be changed, taken out of different accounts and made out to Dayton Regional Hazmat, to approve the bills as presented. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin- Aye, Mr. Miller- Aye, Mr. O'Callaghan- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2015-246

Mrs. Seiter opened a purchase order for Beavercreek Township for the negotiations for the union as requested by the Trustees. She said it had been paid from a large blanket certificate. She explained about the blanket certificates and making the money available for spending.

Mrs. Seiter said she will need money to cover insurance in the Road Fund before the end of the year. She said there is a super blanket out of operating supplies for the Road Fund that is \$157,000. There was a suggestion to reduce the super blanket by \$50,000 and transfer to the medical line item. Mr. Stock gave calculations for the Road Department insurance costs of approximately \$30,000 to cover the rest of the year. Mrs. Spradlin made a motion to decrease the amount in the super blanket certificate Fund #2031-330-420-0000 by \$50,000, with that, \$30,000 to transfer to Fund #2031-330-221-0000, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin- Aye, Mr. Miller- Aye, Mr. O'Callaghan- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2015-247

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Mrs. Seiter said a purchase order to the Ohio Public Entity Consortium has money for Zoning, Admin and Fire and asked if the Trustees wanted to make a purchase order just for Road for \$15,000 or to pay it out of a blanket. Mrs. Seiter said money was put in the line so she can create a blanket certificate that has the \$30,000 in it to pay the next few months or create a purchase order specific to the vendor. The Trustees said anyway she wants to do it was fine with them. Mrs. Seiter said several line items have small amounts of funds which might need transfers. Mrs. Spradlin suggested talking to Chief Fox about what he expects to purchase before the end of the year.

Mrs. Seiter said one of the firefighters' main code for payroll was coming out of Road instead of Fire. She is working on making the adjustments.

Mrs. Seiter advised there will be some penalties associated with the quarterly unemployment reports.

Mrs. Seiter said there will be fines and penalties from the State of Ohio. She found reports had been submitted through June 2014, but has not yet found the second half of the 2014 reports. She said payment does not show outstanding in UAN so it appears the payments were made. Mrs. Spradlin suggested checking the Auditor's report.

Mr. O'Callaghan told Mrs. Seiter a resolution was passed about the Fiscal Officer being given authority to pay bills that look legitimate in order to avoid late fees.

UPCOMING MEETING DATES:

Mrs. Spradlin noted the upcoming Greene County Township Association meeting on November 10. She said they were charged an extra \$40 as they had not paid enough for the annual fees.

COMMITTEES:

Greene County Regional Planning and Coordinating Commission--Mr. O'Callaghan said they met but there was nothing to report.

Water & Wastewater Advisory Committee—Mr. Stock said it was an update with no action needed.

Source Water Protection Meeting (October 20)—Mr. Miller said there is a possibility the City may come to the Township for incorporation of the 5-year time-of-travel and updating the 1-year time-of-travel. Mr. Stock said in the future he will be giving information to the Trustees about updating the zoning fees, cemetery fees, adding a fee for a yearly mineral extraction permit, fee for PUD and fee for wellfield protection.

Chamber of Commerce—Mr. Stock said Parks and Trails talked about new members and upcoming awards.

GUESTS: No guests at this time.

A motion to adjourn was made by Mrs. Spradlin, seconded by Mr. O'Callaghan. Roll Call vote: All voted Aye. Special Meeting was adjourned at 1:06 p.m.

_____	XENIA TOWNSHIP BOARD OF TRUSTEES
Resolution #	_____
_____	Susan Spradlin, Chair
Date Approved	_____
ATTEST:	Scott Miller
_____	_____
Sheila Seiter, Fiscal Officer	Daniel O'Callaghan