

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
MAY 1, 2014**

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.

PRESENT: Scott Miller, Chairman; Amy Lewis, Trustee; Susan Spradlin, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Chair Scott Miller called the work session to order at 5:00 pm. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

FIRE DEPARTMENT:

Chief Fox gave five SOPs to Trustees to read. 1) Policy Introductions for SOPs; 2) Purpose and Intent of Policy Manual; 3) Uniforms; 4) Part-time and POC Scheduling; and 5) Daily Activities.

Boat class is Saturday, May 3. He would like to provide lunch for the people attending—approximately 25. They are not paid for attending. Chief Fox could get lunches for around \$6 each and bottles of water for under \$2 each.

EMS Day will be May 17 at Station 51. There will be a family picnic following the 11:00-3:00 Open House.

Fire Training with the controlled burn went very well. Three fire departments were involved--Xenia Township, New Jasper Township and Spring Valley Township. They had 6 fires Friday night, and then burned all day Saturday.

ROAD DEPARTMENT:

Mr. Stock reported about the arm mower assembly kit needed to repair the roller part of the mower head. They received a quote for \$2,900 for the kit; however, Dave Shuey and Franz Seiter researched buying the parts separately and doing the repairs for around \$800.

The Annual Road Ride will be Friday, May 2, at 8:00 a.m.

FISCAL OFFICER/FINANCE:

Mrs. Miller spoke about receiving the State Auditor's email showing extra charges because of the extra testing they have had to do because of the way Plattenberg did their work.

Mrs. Millers asked why Admin was paying for all mowing at both stations. She said Fire paid some last year. Chief Fox suggested \$10 of Station 51 mowing and all of Station 52 mowing be charged to Fire, \$15 out of Road and \$15 out of Admin each mowing.

Mrs. Spradlin questioned the Derrick contract where it had a line about paying taxes on the garage. Mrs. Miller spoke to Mr. Derrick and the County Auditor about this. Xenia Township built this shed during the time Bill Duncan was Road Superintendent. No taxes were ever paid on this. Mr. Miller asked Mr. Stock to talk to Dave Shuey about demolition of the building. Next year's contract will be \$800 for the year.

Mrs. Miller asked to go into Executive Session for a personnel issue regarding resigning a signature block. She said she told the secretary not to redo the signature block and she did it anyway. (The wrong Trustees' name was used and the secretary was correcting it.) Mrs. Miller said that was insubordination to her. They will go into Executive Session for this.

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Mr. Miller asked Mrs. Miller if she had written a policy for the time clocks. Mrs. Miller does not have one—she is waiting for the Trustees to say if they want to use the time clocks. The Trustees explained to Mrs. Miller what guidelines they need to see in the policy before they can approve the use. (They want to make sure it is a functional policy.) Mrs. Miller purchased the time clocks because residents wanted time clocks for accountability. There was discussion about how the clocks were working, how it would work on the fire department side, how the payroll could increase because of people not recording their extra time here and there but a clock would record it, and more accurate time clocks could cost twice as much as what was spent on these.

Mrs. Miller would like to make it mandatory for Direct Deposit for all employees. She spoke to Labor Relations and they said they do not dictate how to pay. Mrs. Miller said a resolution for Direct Deposit was made in 2005 but when she took office she did away with it because of learning the job. She is now able to bring it back and require it from all employees. Mrs. Spradlin noted the Direct Deposit needs to be part of the Personnel Manual.

EXECUTIVE SESSION:

A motion was made by Mrs. Lewis to enter Executive Session at the request of Mrs. Miller to address possible employee discipline, seconded by Mrs. Spradlin. Roll Call vote: All voted Aye. Trustees, Fiscal Officer and Administrator were present. Executive Session began at 5:51 p.m.

A motion was made by Mr. Miller to exit the Executive Session, seconded by Mrs. Lewis. Roll Call vote: All voted Aye. Executive Session ended at 6:04 p.m.

FISCAL OFFICER/FINANCE (cont.):

Mrs. Miller asked about how to pay Sandy Morrison for doing minutes. She has her resignation letter but it has not been signed. She is questioning if it is legal or not. She still has Sandy on payroll. Mr. Stock gave a review—he has Sandy's resignation letter in his office and he forwarded it to all, he emailed a letter of understanding that she was a contract employee, then when he could not get anyone when Sheryl needed to take a few days' vacation after a grandbaby was born, Sandy was willing to come in and do minutes here, realizing she is a contract employee. Mrs. Miller is concerned about having to pay unemployment if she would file. There were differing comments about if it had to be paid or not. Mr. Stock referred to documentation given to the Trustees. Since there have been several human resource questions, Mrs. Spradlin suggested a human resource attorney, Marc Fishel, to come to the next work session. She will call him and make arrangements.

TRUSTEES' BUSINESS:

A resolution needs to be made for the 50/50% Fire/EMS Caesarscreek Revenue split.

FIRE DEPARTMENT cont.:

Chief Fox requested approval of one motel room for one night for Dive Rescue people (this is in the contract). He plans to book them in the Ramada Inn for \$99.95 plus tax. Mrs. Lewis said to make sure to ask for government rate. Mrs. Spradlin said the amounts for this were approved at a prior meeting.

EXECUTIVE SESSION:

A motion was made by Mr. Miller to enter into Executive Session for economic development, seconded by Mrs. Lewis. Roll call vote: Ayes: Mr. Miller, Mrs. Lewis and Mrs. Spradlin. Executive Session began at 6:18 p.m.

A motion was made by Mr. Miller to exit the Executive Session, seconded by Mrs. Lewis. Roll call vote: Ayes: Mr. Miller, Mrs. Lewis and Mrs. Spradlin. Executive Session ended at 6:34 p.m.

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ADJOURNMENT:

A motion was made by Mr. Miller to adjourn the Work Session, seconded by Mrs. Lewis. Roll Call vote: All voted Aye. Work Session adjourned at 6:35 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # _____

Amy Lewis

Attest:

Susan Spradlin

Barbara Miller, Fiscal Officer