

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
NOVEMBER 15, 2012 5:16 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, Trustee; Scott Miller, Trustee; Alan Stock, Township Administrator; Jim Reed, Chairman, absent; Barbara Miller, Fiscal Officer, absent.

FISCAL OFFICER/FINANCE:

The comparison of Revenue Certificate 2002 thru 2012 was tabled as the Fiscal Officer was on vacation.

FIRE DEPARTMENT:

Chief Fox gave an update on the purchase of the new medic. The purchase price will be \$219,335.00. Chief Fox discussed the specifications of the new medic. He stated it would not be ready for 240 to 260 days after ordered. Franz Seiter was present in order to answer any mechanical questions. Mr. Stock explained the funding for this purchase. The old medic will be sold. Chief Fox estimates it will sell for between \$5,000 and \$6,000. The new medic will be purchased from Road Rescue located in Winterpark, Florida.

Mr. Stock gave a records disposal update. Records from the mid 1900's will need to be destroyed. Sheryl Blackaby will be Records Retention designee. Mr. Miler asked about the historical value of these old records.

David Shuey discussed the plans to remodel Station 52.

Chief Fox discussed the applications of candidates from neighboring departments. Rachel Surls has applied. She is an EMT B and RN. She has been a volunteer with Cedarville. She used Chief Scott Baldwin as a reference. Chief Fox would like to move forward with hiring her.

Chief Fox stated that the Fire Department would like to use the actual holiday for holiday pay purposes. This will result in the Fire Department having a different holiday schedule than the Administration and Road Department. However, all departments will have the same number of paid holidays. Chief Fox believes this will be addressed during the Reorganizational Meeting. It was decided to put the decision regarding a Reorganizational Meeting date on the next agenda.

ROAD DEPARTMENT:

Dave Shuey discussed the two PO's that he will be asking the Trustees to approve during the Regular Trustees' Meeting. The first is a PO for \$1,651.34 to RL Parsons for parts for the mower and to restock parts for next year. The second PO will be for Security Fence in the amount of \$2,670.00. This will be to cover the cost of a new guardrail along the creek near the Road Department.

TOWNSHIP ADMINISTRATOR:

Mr. Stock spoke about the LGIF grant money. The LGIF committee has been meeting weekly. Mr. Stock asked permission to sign the agreement on our behalf. Xenia City, Bellbrook and Sugar creek financial reports have been presented. Mr. Stock answered the previous question regarding when we would receive this grant money. The money would arrive in late February or early April. He also answered the question regarding whether or not the money could be used for retroactive purchases. The answer is it cannot.

Mr. Stock stated that the grant amount is \$100,000.00. We will need to match 10%. The total amount of money received will be \$110,000.00. It was decided that the City of

XENIA TOWNSHIP TRUSTEES
WORK SESSION, NOVEMBER 15, 2012

Xenia will invoice us once per year for a repayment amount of \$10,000.00. Mr. Stock would like to budget \$20,000.00 to be repaid for the first year invoice to cover any changes in the grant repayment process.

When asked about how this money would be used, Mr. Stock stated that the Township has a \$100,000.00 wish list. Some of the items on this list are new antennas, checking the microwave at Station 52, new radios, computers in some of the vehicles and up-to-date routing/road closure information. He states that Motorola seems to be driving the MARCs system. This grant will help us to be ready for the MARCs transition.

Mr. Stock stated the Land Use Plan meeting mailing cost was \$337.31 for 364 cards. They were to be delivered to homes by November 28, but have been mailed already. Some have already been received.

Mr. Stock stated the new web site has the ability for automated email/newsletters. Mass notices can be sent this way.

The Trustee Meetings have been set through December, 2012. The 2013 Work Sessions are scheduled at 6:00 pm with Trustee Meeting at 7:00 pm, the first and third Thursday of the month. Mr. Miller stated this should all be addressed in the Reorganizational Meeting. Mr. Stock asked about the employee luncheon. Mr. Miller explained the way this has been handled in previous years.

Motion to go into Executive Session to discuss the JEDD agreement was made by Mrs. Lewis, seconded by Mr. Miller. All voted AYE.

Motion to adjourn was made by Mr. Miller, seconded by Mrs. Lewis. All voted AYE. Meeting adjourned at 6:20 PM.

XENIA TOWNSHIP BOARD OF
TRUSTEES

Resolution Number

Absent

Jim Reed, Chair

Date Approved

Amy Lewis, Trustee

ATTEST:

Scott Miller, Trustee

Barbara Miller, Fiscal Officer

slm