

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING
DECEMBER 19, 2013 4:00 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; Scott Miller, Trustee; Jim Reed, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator and Susan Spradlin.

Meeting was called to order at 4:00P.M. and the Pledge of Allegiance was given. Mrs. Lewis mentioned the items in the read file.

Alan Stock and Amy Lewis expressed their appreciation to outgoing Trustee Jim Reed and thanked him for his service.

FISCAL OFFICER/FINANCE:

- Approval of bills as presented. Motion was made by Mrs. Lewis and seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-283

- Approval of payroll in the amount of \$26,631.55. Motion was made by Mr. Miller and seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-276

- Discussion of the Work Session Minutes from the 12/5/2013 meeting. Mrs. Lewis made a motion to accept the minutes. Seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-277

- Discussion of the Regular Meeting Minutes from the 12/5/2013 meeting. Mrs. Lewis made a motion to accept the minutes. Seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-278

- Discussion of the UAN system and the fact that it does not recognize negative numbers for vacation accumulation. There was a discussion of the current policy regarding taking vacation time before it is earned. The current policy is somewhat confusing. Mr. Reed made a motion for a modification to the current vacation pay policy. Motion died due to lack of a second. This issue will be addressed at the first meeting in January of 2014. The entire handbook is in the process of being updated.
- Motion that all pay sheets be turned into Fiscal Officer by noon on Monday of payroll week or pay check will not be issued until the following pay period. Motion was made by Mr. Reed and seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 2-1.

RESOLUTION NO. 2013-279

- Discussion of the time clocks. More information is needed to "tweak" the time clocks. This matter will be discussed at the next meeting after more information is gathered.

TRUSTEES' BUSINESS:

- Discussion of the Transactional Audit. Mrs. Miller presented information on corrected mistakes and adjustments that have been made. The cost of hiring one firm she is interested in would be \$125.00 per hour for the audit, probably not to exceed 80 hours. Considerable discussion concerning the scope of work to be performed by the firm and a draft outline presented by Mr. Stock.
- A budget update discussion was given. There was a discussion of the need to simplify the line item numbers.

TOWNSHIP ADMINISTRATOR:

- Discussion of the OTA Winter Registration. The dates are February 12-15, 2014.

FIRE DEPARTMENT:

- Motion to accept the resignation of Jeremy Speakman with considerable regrets. Motion was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-280

- Motion to present a Proclamation to Jeremy Speakman thanking him for his service and dedication for the past 13 years. Motion was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by roll call vote of 3-0.

RESOLUTION NO. 2013-281

- Discussion of disposal of Medic. The terms would be 10% down, with the balance due within 1 week. Motion to sell the medic by sealed bid with a minimum price of \$5,000.00. Motion was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO: 2013-282

There being no further business, motion was made by Mrs. Lewis and seconded by Mr. Miller to adjourn the meeting at 5:32 p.m. 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