

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING
DECEMBER 5, 2013 7:00 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 7:00P.M. and pledge was given. Mrs. Lewis mentioned the items in the read file.

FISCAL OFFICER/FINANCE:

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

RESOLUTION NO. 2013-267

- Approval of payroll in the amount of \$20,202.99. Motion was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-268

- Discussion of the process to approve Trustee Meeting Minutes/Work Session Minutes. Minutes will be in a "business only" format. Seven calendar days will be the timeline to submit the first draft of minutes to the Board and department heads for revisions. Motion was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-269

- Discussion of supplemental appropriations. Motion to move \$4,500.00 from contract services account number 1000-110-360-0000 to OPERS account number 1000-110-211-0000. Motion was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by roll call vote of 3-0.

RESOLUTION NO. 2013-273

FIRE DEPT:

- Motion to approve the contract between Xenia Township and Caesarscreek Township for provision of Fire, Rescue, Emergency Medical and Fire Inspection services. Motion was made by Mr. Miller, seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-270

TOWNSHIP ADMINISTRATOR:

- Motion to dispose of a Dell Printer 1710dn, Service Tag 2500, by donation to Toward Independence, Inc. Motion was made by Mr. Miller, seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-271

- Discussion of Green Mailbox Sign Initiative and the guidelines to be followed.

TRUSTEES' BUSINESS:

- Resolution to allocate \$5,000.00 to hire a transactional CPA Firm with UAN experience to be approved by Fiscal Officer and Trustees. As part of the resolution a scope of work would be developed to address the goals for the audit. Motion was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by roll call vote of 3-0.

RESOLUTION NO. 2013-272

XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, DECEMBER 5, 2013

- Motion to purchase a fire-proof lateral file in an amount not to exceed \$2,000.00. Motion was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-274

- Motion to approve a key to be given to the Fiscal Officer for Fire Station 52 and the Road Department in order to access the personnel files. Motion was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-275

There being no further business, motion was made by Mrs. Lewis and seconded by Mr. Miller to adjourn the meeting at 8:26 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