

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING
MARCH 7, 2013 7:12 PM.

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: Jim Reed, Chairman; Scott Miller, Trustee; Amy Lewis, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Meeting was called to order at 7:12 P.M. and the Pledge of Allegiance was given. This was a Regular Trustees Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Mrs. Lewis stated that there would be a special meeting next Wednesday at 4:30 pm to discuss the JEDD updates. She did apologize to anyone who attended this meeting to hear information about the JEDD. JEDD was discussed in the earlier work session. Mr. Stock did give a brief summary of the JEDD as it stands so far.

Mrs. Lewis mentioned the items in the read file.

FISCAL OFFICER:

- The Fiscal Officer presented documentation regarding all of the bills that have been paid or are waiting to be paid. She will be speaking with a representative from Ohio Police and Fire regarding the penalties and interest charges that have accrued. She states that because she did not receive a bill from them, she did not make the payment. However, everything is caught up now with the exception of the penalties. She has written a letter to Ohio Police and Fire and is waiting for their response to get the exact amount of the penalties and interest due.
- Motion to approve Trustee Meeting Minutes dated February 21, 2013 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0

RESOLUTION NO. 2013-70

- Motion to approve Work Session Minutes dated May 10, 2012 was made by Mrs. Lewis, seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-71

- Motion to approve Work Session Minutes dated February 21, 2013 was made by Mrs. Lewis, seconded by Mr. Miller. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-72

- Motion to reimburse the Fiscal Officer for purchase of audio equipment was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-73

- Motion to approve PO for crack seal with D.J.L. Material in the amount of \$5,392.50 was made by Mr. Miller, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-74

- The Fiscal Officer discussed a savings of almost \$3,000.00 for auto and building insurance. This savings was a result of having no claims.

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FIRE DEPARTMENT:

- Chief Fox recognized Kelly Hines and Brian Miller as new State Certified Fire Inspectors. He expressed his appreciation and congratulated them both.
- Deputy Chief Beegle discussed the Ohio EMS and Training Grant for which he applied. The amount of the grant is \$3,500.00 which is awarded from seat belt fines. It will be announced June 1st if we received the grant. We have received this grant in previous years.
- David Shuey will continue to work toward approval by the County for Station 52 remodel.
- There was a discussion of annual equipment inspection of the Fire Department packs.

TRUSTEES BUSINESS:

- Motion to send Joel Hall and Alan Stock to (4) grant writing workshops at a cost of \$65.00 each was made by Mr. Reed, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-75

- There was a brief discussion of the Sunshine Laws.
- There was a discussion of financial accountability issues and appropriate billing for each department expense.

Mr. Miller made a resolution to ask the State Auditor for immediate assistance to come in to review Township finances. He is concerned about expenditures being pulled from appropriate fund numbers. He would like to have an accurate record of all expenditures.

Mrs. Lewis would like to have someone come in to help the Fiscal Officer. She would like to see a solution to the problems in the Fiscal Department.

Susan Spradlin spoke about the ongoing problem. She states that there have been problems since before the current Fiscal Officer was elected.

Mrs. Miller again asked for more help to resolve the problems that exist within the Fiscal Office. She stated her feelings regarding supply orders and billing. She feels she is being blamed for the current situation.

Mr. Stock spoke about his knowledge of the current problems regarding late payments. He stated that the Fiscal Officer is a very hard worker. His only concern at present are the payments to the Ohio Fire Pension Fund. He understands that she is in the process of clearing up any interest and penalties at the present time.

Mr. Reed discussed a need for a checks and balances system to be sure that bills are paid on time. He states that the bills are caught up at the present time. He would like to see bills be made available to the Trustees and Administrator prior to meetings so that expenditures may be examined before the meeting.

Stephanie Hayden feels the State Auditor will not come in to help without a formal request. She states that the bi-annual audit was done through 2011. Therefore, everything should be clear up to that date.

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Susan Spradlin feels that the Fiscal Officer should receive any help that she needs. She strongly feels that the Fiscal Officer should not be degraded. She knows Mrs. Miller to be an honest and hard- working person.

Thomas Sears stated that he believe that the Trustees have a mandate to run Township business. They are not providing continuity. He feels the Fiscal Officer has not received the support she deserves. The Trustees need to find a way to work together.

Deputy Chief Beegle feels that the coding has been incorrect on several occasions. He states that funds have been taken from the wrong account. This creates many issues.

Mr. Reed will work with the Fiscal Office to resolve any issues. He will work to find a resolution to the problem.

Mrs. Lewis suggested that the issue be tabled until the Wednesday meeting.

There being no further business, Motion to adjourn was made by Mrs. Lewis, seconded by Mr. Miller. Motion PASSED by a roll call vote of 3-0. Meeting adjourned at 8:55 pm.

RESOLUTION NO. 2013-76

XENIA TOWNSHIP BOARD OF
TRUSTEES

Resolution Number

Jim Reed, Chair

Date Approved

Amy Lewis, Trustee

ATTEST:

Scott Miller, Trustee

Barbara Miller, Fiscal Officer