

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING
AUGUST 7, 2014 7:00 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: Scott Miller, Chairman; Amy Lewis, Trustee; Susan Spradlin, Trustee; Alan Stock, Administrator.

Meeting was called to order at 7:05 p.m. All participated in the Pledge of Allegiance. This was a Regular Trustees Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

READ FILE:

Greene County Soil and Water, Summer 2014
Farm Bureau, July 2014
League of Women Voters, August 2014
Greene County Council on Aging, Aug/Sept 2014
Bellbrook Community Report, August 2014
Xenia Planning and Zoning Commission, August 2014

FISCAL OFFICER/FINANCE:

Mrs. Miller asked Trustees how they could do bills in a better way. She said some fund numbers written on the receipts do not exist. Mr. Miller advised her to talk to the Administrator and Department Heads to resolve. Mrs. Miller said she changed the numbers and Mr. Miller said to make sure the department heads knew about the change in number. Mrs. Spradlin asked why there was still a bill for bottled water. Mr. Stock said they have not yet been installed. Mrs. Miller said she also received a message in UAN saying not enough money was appropriated in fund for paying insurance. She would like it to go on record that each of Trustees has received a Fund Status Report, an Appropriations Status Report and a Revenue Status Report. Mrs. Miller said money needs to be appropriated into the Road fund #2031-330-389. The amount each month is \$3,891.78 and four more months for the year. Mr. Miller pointed out #2031-330-221 Medical and Hospitalization that has a considerable amount of funds. The report shows \$27,000 has been used out of that line item this year. The Trustees would like to see what the \$27,000 expenditure was. There are three line item numbers for insurance--one for medical, one for life, one for liability. There were two Time Warner Cable bills this month—one is a zero balance and has a different account number. Mr. Stock said they did switch out a box for us. Mrs. Spradlin pointed out a credit card bill without some receipts. Mrs. Miller spoke about an email she sent to department heads telling them to give all receipts to the secretaries. When the bill comes in, the secretaries will attach the receipts to the bill and give to Mrs. Miller. Mrs. Lewis asked if they could look at bills on Monday before a meeting so questions can be answered before the meeting. Mr. Miller said Mrs. Miller asked Trustees to pass a resolution about bill processing several months ago, but she has changed the process several times since then and it makes it hard to keep changing the process. He said Mrs. Miller has changed the process and now wants the secretaries to handle bills in a different way than the resolution states. Mrs. Spradlin said Mrs. Miller is not changing it, she is just reiterating it because people are not following the process. Mrs. Spradlin asked why the water system has not been installed. Mr. Stock answered David Shuey has been checking on prices and different systems first. Mrs. Miller told Mrs. Spradlin to note how many bills have come for bottled water since the resolution for the RO system was made. Mrs. Miller said a piece of paper was put in her box that she did not know what to do with. Chief Fox explained the issue and said it was the receipt given to him. Mr. Stock told Mrs. Miller he was willing to help with any bills she questions. Mr. Miller said she can flag any problems and check with department heads before the meetings.

Mrs. Lewis made a motion to approve the bills and code numbers as presented, Mrs. Spradlin seconded. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2014-194

**XENIA TOWNSHIP TRUSTEE'S
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Mrs. Lewis made a motion to approve the payroll as presented, Mrs. Spradlin seconded. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2014-195

A motion was made by Mrs. Lewis to approve the Regular Meeting minutes from May 24, 2012, seconded by Mr. Miller. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Abstain. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2014-196

A motion was made by Mrs. Lewis to approve the Regular Meeting minutes from April 18, 2013, seconded by Mr. Miller. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Abstain. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2014-197

A motion was made by Mrs. Lewis to approve the Work Session minutes from September 19, 2013, seconded by Mr. Miller. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Abstain. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2014-198

A motion was made by Mrs. Lewis to approve the Regular Meeting minutes from September 19, 2013, seconded by Mr. Miller. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Abstain. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2014-199

A motion was made by Mrs. Spradlin to approve the Work Session minutes from July 17, 2014, seconded by Mr. Miller. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2014-200

A motion was made by Mrs. Spradlin to approve the Regular Meeting minutes from July 17, 2014, seconded by Mrs. Lewis. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2014-201

FIRE DEPARTMENT:

Chief Fox said that he would like the compartment doors on Brush Truck 51 before winter arrives. Mr. Miller made a motion to approve the Chief s' request to replace the compartment doors on Brush Truck 51 through Carstar out of Wilmington in the amount of \$4,397.00, Mrs. Lewis seconded. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2014-202

Mr. Miller made a motion to approve the request for Captain Williams' expense for an online Incident Command class in the amount of \$385.00, Mrs. Lewis seconded. Roll Call: Mr. Miller-Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2014-203

Chief Fox explained that Mr. Kelly Hines has been attending Sinclair Community College and will be enrolled in a Building and Construction course for \$438.84 with two books making a total of \$592.12. Mr. Hines has also enrolled in a Fire Protection Hydraulics and Water Supply class for \$438.84 with a book and lab fee making a total of \$579.17. Mr. Miller made a motion to approve the reimbursement to Mr. Kelly Hines for one class at \$592.12 and one class at \$579.17, Mrs. Lewis seconded. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin-Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2014-204

The Chief asked to hold the SOPs for the next meeting.

TRUSTEES' BUSINESS:

The OPEC HealthCare Cooperative was tabled until the next meeting.

**XENIA TOWNSHIP TRUSTEE'S
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TOWNSHIP ADMINISTRATOR:

Mr. Miller read the resolution for the November Fire Levy Renewal for Xenia Township. He said the renewal would be for the years of 2015 through 2019. This renewal is to be placed on the November 2014 ballot. The motion to approve the renewal died due to the lack of a second.

Mrs. Lewis made a motion to approve our admission into the Chamber of Commerce Community Profile Book for the price of \$695 for a quarter page with NoVoPrint USA, seconded by Mrs. Spradlin. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Aye. Motion PASSED by roll call vote of 3-0.

RESOLUTION NO. 2014-205

Discussion of the IT provider was tabled.

ROAD DEPARTMENT:

The Electrical Trenching proposal with Bill's Electric was tabled.

Mr. Miller made a motion for the 1974 Road Department truck to have epoxy paint and a grit blast of the dump bed done by American Industrial Maintenance in the amount of \$3,659.00, seconded by Mrs. Lewis. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2014-206

Mr. Miller made a motion for Ray Hensley Incorporated to chip seal W. Krepps Road between SR 380 and Richland Road for a total of \$12,876.40, seconded by Mrs. Lewis. Roll Call: Mr. Miller- Aye, Mrs. Lewis- Aye, Mrs. Spradlin- Aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2014-207

COMMITTEE REPORTS:

Chief Fox said that if anyone would like to go, the Safety Council will have fire extinguisher training for the month of September. Mr. Stock said he would be able to go for his once-a-year time unless someone else wants to go.

Mrs. Spradlin said the Greene County Regional Planning and Coordinating Commission had a meeting with the Greene County Commissioners to plead their case about funding, and she didn't know what the outcome was. Mr. Miller said he and Mr. Stock attended the meeting, and there was a lot of public input from other trustees and public officials. The Commission has been looking at the budget and trying to see what possibilities there are to help it.

Chief Fox said during the Fair, the Fire Department had five transports and one refusal. He made the comment that because of the Fair, their payroll is heavy for this pay period. Mrs. Lewis then said she thought it was good the Fire Chief was able to go out and have fun with the kids and the presence of the fire department and police officers in their uniforms made everyone feel safe and relaxed.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Mrs. Lewis, seconded by Mrs. Spradlin. Roll Call vote: All voted Aye. Meeting was adjourned at 8:34 p.m.

XENIA TOWNSHIP BOARD OF TRUSTEES

Resolution # _____

Date Approved: _____

Scott Miller, Chair

ATTEST:

Amy Lewis

Barbara Miller, Fiscal Officer

Susan Spradlin