RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES: REGULAR MEETING
HELD ON: JANUARY 28, 2010 7:00 PM

NOTES: These minutes are a summary of action items of township business, correspondence received and other pertinent data of the meeting and are not a word for word account of the discussions which took place. A court reporter was in attendance and a copy of the transcript is attached to the printed version of these minutes. The transcript can be viewed at the township office or purchased directly from Mike Mobley Reporting, 334 South Main Street, Dayton, OH 45402, and 937-222-2259. Please reference the Xenia Township Trustees and date of January 28, 2010 if making contact with the reporting company.

FINANCE:

Fiscal Officer Seiter provided a request for approval of bills and payroll in the amount of $88,037.12 a copy of the payment registers are attached to these minutes and made a part hereof. Faulkner moved to approve said payments. Motion seconded by Reed. Resolution No. 2010-7
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Fiscal Officer Seiter provided a summary report of the proposed 2010 Budget Appropriations as previously discussed at several work sessions and meetings with Superintendent Shuey and Chief Meyers and further requested approval of the same. Faulkner moved to adopt the 2010 Budget as prepared. Motion seconded by Miller. Resolution No. 2010-8
Roll Call Ayes: Miller and Faulkner
Abstain: Reed Motion Carried

Fiscal Officer Seiter provided a request for approval of a then and now purchase order to the Greene County Clerk of Courts for $4,085.49 for the fees related to the four parcels the Township acquired via the Land Reutilization Program as directed by the County Prosecutor's Office. Faulkner moved to approve said request. Motion seconded by Reed. Resolution No. 2010-9
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Fiscal Officer Seiter provided a request for approval of a retroactive transfer (supplemental appropriation) for a total of $794.27 per the attached due to under estimating fire payroll costs during the temporary budget period. Faulkner moved to approve said request. Motion seconded by Reed. Resolution No. 2010-10 Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Fiscal Officer Seiter provided a request for approval of a then and now purchase order to State Auditor UAN for the 4th quarter fees, billed after the fact for $765. Miller moved to approve said request. Motion seconded by Faulkner. Resolution No. 2010-11
Roll Call Ayes: Miller and Faulkner
Abstain: Reed Motion Carried

FIRE DEPARTMENT:

Chief Meyers introduced and recommended applicant Brett McNamara for appointment as a part time fire fighter, EMT-I and rescue trained person for the fire department. Faulkner moved to appoint Mr. McNamara as recommended. Miller seconded the motion. Resolution No. 2010-12
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Chief Meyers reported on and recommended applicant Kevin Zehring for appointment as a part time firefighter/EMT for the fire department. Reed moved to appointment Mr. Zehring. Faulkner seconded the motion. Resolution No. 2010-13
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried
All welcomed the two new members.

Chief Meyers provided a request for approval of a purchase order to Page, Wolfberg & Wirth LLC for software for HIPPA for $475 and Red Flag Rules (financial privacy rules) for $119 for a total of $594. Faulkner moved to approve said request. Motion seconded by Reed. Resolution No. 2010-14
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Chief Meyers provided a detailed report and request for approval of a purchase order to FDIC for multiple registrations for $2,195 for the annual conference and training sessions in Indiana per the attachment. Faulkner moved to approve said requests. Motion seconded by Reed. Resolution No. 2010-15
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Chief Meyers also provided a request for approval of a purchase order to Key Bank MasterCard for $3,036. for hotel, meals, etc for staff attending the FDIC conference and training the week in April. Faulkner moved to approve said request. Motion seconded by Reed. Resolution No. 2010-16
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Chief Meyers provided a detailed report and request for approval of a purchase order to Deep South Fire Trucks for $204,000 for a new tanker truck to replace the current 1984 unit. Faulkner moved to approve said request. Motion seconded by Miller. Resolution No. 2010-17
Roll Call Ayes: Miller and Faulkner
Abstain: Reed Motion Carried

Fiscal Officer Seiter provided a resolution to initiate the process of placing the expiring fire levy on the May ballot for renewal of a five year term per the Trustees request. Miller moved to adopt the resolution as prepared. Motion seconded by Faulkner. Resolution No. 2010-18
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

ROAD DEPARTMENT:

Public Works Superintendent David Shuey provided a request for approval of a purchase order to Midwest Design Computers for a laptop with software for $2,059.95. Faulkner moved to approve said request. Motion seconded by Reed. Resolution No. 2010-19
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Shuey provided a request for approval of a purchase order to Lowes for wall building materials and a door for the road office area for $835. Miller moved to approve said request. Motion seconded by Faulkner.
Resolution No. 2010-20 Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Shuey provided a request for approval of a purchase order to Larricks for a 7 piece desk set for $1,026. Reed recommended Shuey check pricing at R/L Roberts first. Other agreed. Reed moved to approve said request for either vendor after comparison and best vendor determined. Motion seconded by Faulkner.
Resolution No. 2010-21 Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Shuey provided a request for approval of a purchase order to Mendelsons for pallet rack sections for storage for $1,760. Reed recommended checking at R/L Roberts for these items also. Others agreed. Faulkner moved to approve said request for either vendor. Motion seconded by Miller. Resolution No. 2010-22 Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

EXECUTIVE SESSIONS:

The court reporter was permitted to leave at 9:34, when the Executive Session started. The balance of meeting was tape recorded.

A summary of the balance of the minutes of the meeting was taken by Seiter as follows:

9:34 pm
Faulkner moved to go into Executive Session per ORC 121.22 (G)(2) Sale of Property to discuss the Land Reutilization properties' sales. Miller seconded the motion.
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried
Included: Trustees, Fiscal Officer, Zoning Inspector and Road Superintendent
Return to Regular Session: 10:00 pm Moved by Miller, seconded by Faulkner

Brief Recess (restroom)

10:33 pm
Miller moved to go into Executive Session per ORC 121.22 (G) personnel per Chief Meyer's request. Reed seconded the motion. Roll Call Ayes: Miller, Faulkner and Reed Motion Carried
Included: Trustees, Fiscal Officer, Fire Chief Meyers and Deputy Chief Fox
Return to Regular Session: 11:45 pm Moved by Faulkner, seconded by Reed.

ADDITIONAL FIRE DEPARTMENT BUSINESS:

Chief Meyers reported on a request from Ronnie Shaw to step down from Captain to Lieutenant due to time commitments to his family effective February 1. Faulkner moved to approve said request. Reed seconded the motion. Resolution No. 2010-23
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Further, Chief recommended promoting Richard Baker from engineer to Acting Captain in place of Mr. Shaw. Attendees discussed in detail. Faulkner moved to approve the promotion effective February 1. Miller seconded the motion. Resolution No. 2010-24 Seiter advised both men are paid on call members and will have two pay categories for the first quarter 2010 payroll.
Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

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MINUTES OF THE XENIA TOWNSHIP TRUSTEES: REGULAR MEETING
HELD ON: JANUARY 28, 2010 7:00 PM

UPCOMING MEETINGS:

-February 4, Noon Land Use Planning Meeting
-February 11, 7:00 pm Board of Trustee's Meeting – moved to February 9th per Faulkner's request
-February 18, 8:00 am Monthly Work Session – moved to February 16th due to OTA conference
-February 23, 7:00 pm Proposed Joint Work Session with Trustees and Both Zoning Boards
-February 25, 7:00 pm Board of Trustees' Meeting

CORRESPONDENCE IN FILE:
-From Liberty National Life Insurance Company, received by rep. that evening, program brochures
-From 35 members of the fire department, Jan. 15, a letter of Vote of Confidence for current leadership of the department and support of Meyers in his duties.
-From Painter, Jan. 22, request for time off, granted adjusted work schedule.
-From Kleingers & Associates, Jan. 15, proposal for Water/Sewer District Petition.
-From Jenkins Lawn & Landscaping, Jan. 17, proposal for lawn care for 2010 season.
-From Seiter, Painter and Blackaby, Jan, report of minutes prepared in 2009 – 86 sets total
-From Beegle and Meyers, copy of 2010 Ohio EMS for Children Training Mannequin Project Grant application.
-From Roy Colbrunn, Jan. 18, re: possible disciplinary action.
-From John Cowherd, Jan. 19, notice of leave of absence from Zoning Commission position. Trustees agreed.
-From Karen Hawk of Co. Sanitary, notice of Jan. 27th Water/Wastewater Advisory Committee meeting.
-From Faulkner, Jan. 27, information packet from the Water/Wastewater meeting.
-From Carol Graff of GCTA and Heidi Fought of OTA, Jan. 15, legislative updates and info.

ADJOURN: 11:47 pm

There being no further business, Faulkner moved to adjourn. Miller seconded the motion.

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SCOTT W. MILLER, CHAIR

ATTEST:

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JOHN D. FAULKNER

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SHEILA J. SEITER, FISCAL OFFICER JIM REED