RECORD OF PROCEEDINGS MINUTES OF THE XENIA TOWNSHIP TRUSTEES: **REGULAR MEETING** FEBRUARY 9, 2010 7:00 PM **HELD ON:**

NOTES: These minutes are a mixture of summary and detail comments of the meeting and are not a word for word account of the discussions which took place.

Chair Scott Miller called the meeting to order at 7:00 p.m. with a welcome and introductions. Board Members present were John Faulkner Scott Miller, and Jim Reed. Also in attendance were Fiscal Officer Seiter and Fire Chief Meyers. Other staff members were excused due to snow conditions. All participated in the Pledge of Allegiance.

MINUTES:

Seiter advised we have not received the formal transcript of the January 28th meeting from Mike Mobley yet. Faulkner moved to table the approval of the minutes until the transcript is obtained. Trustees agreed.

Faulkner moved to approve and dispense with the public reading of the minutes of the special meeting on February 2. Reed seconded the motion. Motion Carried

FINANCE: Fiscal Officer Seiter provided the following:

Request for approval of bills and payroll in the amount of \$61,882.77 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. 2010-25 Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Request for approval of a then and now purchase order to Heifner Heating & Cooling for annual service to both fire station furnaces. The work was ordered in early December by Superintendent Moon, completed in January and just now billed by the vendor. The total cost is \$152. Faulkner moved to approve said request. Motion seconded by Reed. Resolution No. 2010-26 Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Request for approval of a then and now purchase order to Sutphen for repair parts for the fire truck from July of last year. Seiter reported on the lack of billing from the vendor's Springfield facility and the invoices coming from the home office and new staff. The two invoices total \$261.26. Faulkner moved to approve said request. Motion seconded by Reed. Resolution No. 2010-27 Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Report on Workers Compensation annual calculations and budget needs. Seiter requested a transfer (supplemental appropriations) to each department's workers compensation line item from each funds other line item as follows: general \$1,497.56, Road \$2,233.26 and Fire \$7,671.65. Faulkner moved to approve said request. Motion seconded by Miller. Resolution No. 2010-28 Ayes: Miller, Faulkner and Reed Roll Call Motion Carried

Request for approval of a purchase order to the Bureau of Workers Compensation for the annual fee of \$41,402.46 per attached work sheet. Reed moved to approve said request. Motion seconded by Faulkner. Resolution No. 2010-29 Motion Carried

Roll Call Ayes: Miller, Faulkner and Reed

Report and request for approval of a job description (attached) for a Fiscal Assistant. Seiter explained in detail her plan and needs. Miller advised he thought we should wait until the first tax settlement comes in to make sure there are funds before hiring a new person to avoid unemployment. He stated the need to be cautious in case the funds are down up to 15 %. Seiter stated she did not agree with his reason as the need for her assistance is still there whether the revenue is down or not and asked why her needs would be the first to be cut and not other considerations. Miller stated other items would be considered for cutting also. Faulkner concurred with Miller to wait until early March and to continue using Mrs. DeWine as a contractor until the settlement check is received. Trustees and Seiter discussed further and continued to disagree on Miller's delay due to funding.

Seiter also reported on her discussions with Dora of Swartzel/Affiliated Insurance regarding the need for a bond for the fiscal assistant. Dora provided an application, confirmed it is best if that person is an employee vs. contractor and advised she will get formal quotes using the completed application. Attendees decided it would be beneficial to ask for quotes on a two year term as well as four year.

Faulkner moved to approve the job description. Motion seconded by Reed. Resolution No. 2010-30 Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Seiter advised she would increase DeWine's contract services hours to meet her needs until approval can be given.

RECORD OF PROCEEDINGS MINUTES OF THE XENIA TOWNSHIP TRUSTEES: **REGULAR MEETING** FEBRUARY 9, 2010 7:00 PM **HELD ON:**

Seiter provided a Board of Elections form resolution for approval to place the expiring fire levy on the May 4th ballot for renewal of a five year term. Faulkner moved to adopt the resolution as prepared. Motion seconded by Reed. Resolution No. 2010-31 Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Revenue and appropriation fund status reports.

FIRE DEPARTMENT: Chief Meyers provided the following:

Letter of resignation from Grover Degler as a Paid on Call employee effective February 1. Attendees also acknowledged he was the department historian with many years of services. Meyers is to draft a letter of appreciation. Faulkner moved to accept the resignation. Reed seconded the motion. Resolution No. 2010-32 Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Letter of resignation from Sena Harris as a volunteer/POC fire member. Faulkner moved to accept the resignation. Reed seconded the motion. Resolution No. 2010-33 Ayes: Miller, Faulkner and Reed Roll Call Motion Carried

Report and request for approval of a then and now purchase order to WS Electronics for the annual 800 radio maintenance contract for \$9,848.39. Faulkner moved to approve said request. Motion seconded by Miller. Resolution No. 2010-34 Motion Carried

Roll Call Ayes: Miller, Faulkner and Reed

Report and request for approval of a purchase order to Warren Fire Equipment for annual SCBA air bottle hydrostatic testing for \$1,823.80. Meyers advised this will be the last time for the current bottles as they are tested on a three year schedule with a life span of 15 years and that 15 years will be up after this last testing. Reed moved to approve said request. Motion seconded by Faulkner. Resolution No. 2010-35 Roll Call Ayes: Miller, Faulkner and Reed Motion Carried

Detailed December and January run reports.

ROAD DEPARTMENT: Superintendent Shuey was not in attendance due to snow removal.

ZONING DEPARTMENT: Inspector Painter was not in attendance due to weather.

Permits issued since January 28:

- 990 Old Springfield Pike, 4 x 8 sign 1.
- 2 121 Fairground Road, loading dock

Zoning Commission: Held a meeting on February 4th and will hold a work session on March 4th to discuss definition of public community center building.

Joint work session with Trustees, Zoning Commission and Board of Zoning Appeals: February 23

COMMITTEE REPORTS:

Chamber of Commerce: Trustees discussed membership status. Reed reported he was not included by the Chamber and Chrissie told him the membership was extended to

Montgomery, but not him. If on the Executive Board, they meet the 4th Friday.

Faulkner said Alan said we were members as a local government.

Miami Valley Reg. Plan. Com.: Faulkner advised information in the file for Feb. 4th meeting.

---Technical Advisory Committee: The federal project list is out and a copy is in the file.

Greene Co. Reg. Plan. Coordin. Com.: No meeting

District Advisory Council of Health District: No report

Water & Wastewater Advisory Committee: (quarterly) No meeting

Source water: Next meeting June 8: Faulkner reported to keep working on research data for a preliminary meeting work session.

Xenia Economic Growth Corp.: Met earlier that day. There was no quorum.

County Managers and Officials: No report

Safety Council: Painter and Shuey attended February's meeting and will provide a report at the next regular Trustees meeting.

RECORD OF PROCEEDINGS MINUTES OF THE XENIA TOWNSHIP TRUSTEES: REGULAR MEETING HELD ON: FEBRUARY 9, 2010 7:00 PM

OLD BUSINESS:

Update report on the Greene County Pools: County Commissioners have advised they would subcontract to another operator. Miller suggested it be to a non profit group. Subject discussed in further detail then tabled.

Update on US 68 South/Union Road State property: Faulkner reported he talked with Jim Percival of Xenia City to work out a plan for them to help us so we can help them, i.e. water district. Faulkner advised he believed the signoff will happen, in writing. Faulkner advised one quote has been received for soil borings from Bowser-Morner and he is expecting one more from another company. Action on boring tests tabled to next meeting.

NEW BUSINESS:

Trustees tentatively set a date for the annual road ride with the Road Public Works Superintendent for a Friday in April. The date will be finalized at a future meeting.

Faulkner raised the topic (again) of a JEDD (Joint Economic Development District) with Xenia City for the Tecumseh school reconstruction. Trustees agreed more discussions are to come in the future.

UPCOMING MEETINGS:

-February 10, 4:00 pm	Special Meeting/Personnel Hearing
-February 16, 8:00 am	Monthly Work Session – moved from February 18 th due to OTA conference
-February 17-19	Elected Officials, Zoning Inspector & Public Works Super. Attended Ohio Twp.
	Assoc. conference.
-February 23, 7:00 pm	Joint Work Session with Both Zoning Boards
-February 25, Noon	Land Use Planning
-February 25, 7:00 pm	Board of Trustees' Meeting

CORRESPONDENCE IN FILE:

-From State BMV, Jan. 21, notice of IRP and Jan to December corrections for 2007 distributions-2 letters -From BWC, Jan. 27, notice of approval into the Drug Free Workplace Program for 2010

-To Xenia Gazette, Feb. 2, news item notice of Feb. 11 reg. meeting reschedule to Feb. 9 and work session from Feb. 18 to 16th.

-To Xenia Gazette, Feb. 1, news item notice of special meeting Feb. 2 re: personnel issue.

-To Xenia Gazette, Feb. 5, news item notice of special meeting Feb. 10 re: personnel issue.

-From Time Warner, Feb. 9, Franchise Fee payment.

-From Co. Engineer, Jan, 2010 Road Mileage Log.

-From Painter, to BZA and ZC, Jan. 29, notice of joint work session on Feb. 23 at 7 pm.

-From Seiter, Feb. 3, Jan. bank reconciliation balanced, \$1,656,940.83

-From Seiter, Feb. 11, Expenditure/appropriation and revenue status and cash summary by fund reports.

-To and from Painter and Mike Cicak of Sheakley, Jan. 28, re: third party administrator for BWC.

-From office of Fire Chief of Sugarcreek Township, Feb. 4, copy of Memo of Understanding from 2005 for 800 MHZ radios via firefighters assistance grant.

-From Faulkner, from MVRPC, agenda and notes for Feb. 4th meeting Board of Directors.

-From Secretary Blackaby, report of history of website visits from 2007-2010 = 27,836 visits

-From Peter Miller, Jan. 29, update on status of World Trade Center artifact request. They will get to us, large volume. Preliminary request approved.

ADJOURN: 9:26 pm

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

SCOTT W. MILLER, CHAIR

ATTEST:

JOHN D. FAULKNER

JIM REED