





**RECORD OF PROCEEDINGS**

**MINUTES OF THE XENIA TOWNSHIP TRUSTEES:  
HELD ON:**

**REGULAR MEETING  
JULY 22, 2010 6:00 PM**

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Faulkner talked about the July 14<sup>th</sup> work session on the new employee handbook/personnel policy. He and Reed talked about the need for action now regarding township property being used for personal reasons. The fact is that no township asset is to be removed for personal use unless approved for cases such as community benefit. Attendees discussed samples. A line of disciplinary action would be set and employees would sign an acknowledgement. Subject tabled to a work session for further review and to draft language.

**UPCOMING MEETINGS:**

- August 4, Public informational meeting regarding water
- August 12, 6:00 pm Board of Trustees' Regular Meeting
- August 18, 8:00 am Monthly Work Session Re: Personnel Policy w/ Fiscal Officer & Dept. Heads
- August 26, 6:00 pm Board of Trustees' Regular Meeting

**CORRESPONDENCE IN FILE:**

- From Yellow Springs Havurah Cemetery Committee, June 25, request to buy 30-40 lots.
- To Mr. & Mr. Booth, Jasper Road, July 22, thank you letter for efforts to clean property.
- To Xenia City, from Trustees, July 22, re: source water protection
- From Ohio Ins. Services, July 13, annual renewal documents for health insurance.
- To Kil-Kare Raceway, July 19, 2 invoices for fire services support for July 1 Fire Works and July 16 event coverage due to their squad being down.
- From State Auditor's Office, received July 8, 2008/2009 auditor reports and letters.

**ADJOURN: 7:16 pm**

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

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JIM REED