

## **RECORD OF PROCEEDINGS**

**MINUTES OF THE XENIA TOWNSHIP TRUSTEES:                      WORK SESSION**  
**HELD ON:    AUGUST 18, 2010 8:00 AM**

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

Scott Miller, Chair, called the work session to order at 8:15 a.m. Present were Trustees John Faulkner, Jim Reed and Scott Miller. Fiscal Officer Seiter, Office Manger/Zoning Inspector Painter, Fire Chief Meyers, and Road Public Works Super. Shuey were also in attendance.

The purpose of the monthly pre-scheduled work session was to discuss the following three topics: 1) review a sample personnel policy manual as a revised document for Xenia Township, 2) use of township property at community events or non official township business and 3) electric and room upgrades to the administrative office. There was also a presentation set for the new Tecumseh School building (10 am)

1) Review a sample personnel policy manual as a revised document for Xenia Township: Faulkner provided a summary of the progress to date. Attendees reviewed and discussed a few changes within the first 30+ pages of the draft.

Chair Miller reminded/advised the September monthly work session will be regarding the goals, objectives and budget needs of the following: road, administration and zoning. He further stated the October work session will be regarding the same for the fire department.

Miller questioned the status of the Union Road property discussions. Faulkner basically advised still waiting. Attendees discussed township facility needs and uses for the property. Officials and department heads are to start establishing their ideas list.

10:00 am to 12:05

Presentation for the new Tecumseh School building:

Four architect/engineer representatives for the project were in attendance and explained the building, grounds and time line plans. Attendees discussed Xenia Township requirements and affected areas. Attendees discussed sidewalks in further detail; particularly walking students' access to the property. Bids will be let in February. Ground breaking in spring 2011. Completion due by the beginning of school in August 2012.

After a brief recess, township officials and staff returned to the work session.

Miller questioned the insurance needs for the upcoming regular meeting. Seiter reminded the health/life agent will be in attendance for the work session at 5:00 on Thursday the 26<sup>th</sup> as requested then action could be at the formal meeting. Painter reminded all of the renewal dates are September 1. The following are some points discussed: Health – new law features of covering adult children to age 25, 26 and 28. They can be covered up to age 28. The adult child cannot be charged until they are 26. The employee making the request can be charged at/and above age 24 or 25. Facts are to be clarified by the agent. Life – new option from Hartford at a much lower rate. Agent's office has advised part timers are not permitted because they are not permitted on the health program. There is an option for coverage for spouse and children of full time employees. Attendees agreed to get a quote on an increased limit of coverage for the employee. Liability – discussed contents of buildings coverage in detail including changes to the proposed renewal.

Miller noted maintenance issues in station 51: a pick in the new carpet; kitchen back splash area still needs finished and men's restroom partition replaced. Shuey advised all of the partition materials are in and it will be done on a rainy day.

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2) Use of township property at community events or non official township business:  
Reed asked about the fire department’s coverage at non emergency events on private property. Staffing schedules and charges for such coverage were discussed in detail. Discussed the Board of Zoning Appeals setting the requirement for the fire department to be at the tug a truck event. Attendees discussed such needs being met by outside/private EMS service companies. Discussed lack of notice time to schedule staff for such events. More than two weeks is needed, 45 days would be good and/or before the 15<sup>th</sup> of the month prior to the event as schedules are set by that date.

3) Electric and room upgrades to the administrative office: Reed encouraged the purchase of a generator to power the whole property. Attendees discussed generator needs and current status. Shuey explained the prior quote received from a vendor for breaker box updates. Attendees discussed various levels of electrical upgrades. Shuey reported he has received two quotes for radon mitigation and both advised they could put the unit outside the building and would need an electric outlet. Attendees discussed past and upcoming radon tests with a more sophisticated unit.

**ADJOURN: 1:40 pm**

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SCOTT W. MILLER, CHAIR

ATTEST: \_\_\_\_\_  
JOHN D. FAULKNER

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SHEILA J. SEITER

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JIM REED