

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**BUDGET MEETING #3
DECEMBER 22, 2015 8:00 A.M.**

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.

Chair Susan Spradlin welcomed everyone and called the Budget Meeting to order at 8:00 a.m. This was a Budget Meeting advertised on the Xenia Township website within 24 hours of scheduling the meeting.

ROLL CALL: Susan Spradlin, Trustee Chair; Scott Miller, Trustee; Daniel O'Callaghan, Trustee; Sheila Seiter, Fiscal Officer; Alan Stock, Administrator.

ROAD DEPARTMENT:

Kinsey Road (near the park area)--Jim Pile reported repairs needed of about 1500 feet and said extensive tree work would be needed. It is the same area where flooding problems have occurred. Mr. Pile had one estimate on tree work that was very high but did not have other estimates yet. Mrs. Spradlin asked about the person who was going to do tree work on Washington Road as his quote seemed very reasonable. Mr. Stock said this person had declined work on Washington Road once he had more information and saw how extensive the work was.

Brush Row Road (from the vicinity of the Road Department up to the butcher shop)--Jim Pile estimated around 800 feet and said extensive tree work would also be needed.

Boyd Road--Mr. Pile said they plan to do in-house repair and chip seal.

East Krepps Road, between Union and SR 380--Mr. Pile said they want to do chip seal. Mr. O'Callaghan suggested not doing repair on East Krepps at the same time as Washington Road since one is an alternate traffic route for the other. Mr. Miller said they could potentially get money for doing the East Krepps Road project through the same program as the Washington Road project, and it could be a joint project with Spring Valley Township.

Jones Road--Mr. Pile plans to do in-house repair and chip seal.

Stone Road—Mr. Pile said there is a short section (about 600 feet) he would like to do mill and fill.

Mr. Pile talked about some other repairs they have on their list including guardrail replacement, Wilberforce-Switch culvert pipe, Snively Road culvert pipe between US 68 and Sutton, overlay of edges of the road on Bickett Road, Routzong repairs and chip seal. Mr. Stock said Cemex offered around \$5,000 toward repairs of Routzong.

Mr. Miller asked what had been done on Jacoby Road. Mr. Pile said some patching has been done and a culvert pipe needs fixed. Mr. Miller asked if this is top of the list as far as structural problems with roads. Mr. Pile said as far as traffic volume it is very low. Mr. Miller had a concern about this being the only way into the area. He said if bigger equipment is needed for the repairs, there might be a need to look into where to get it.

Mr. Pile was asked to address how much he will spend on trees for the upcoming year. He had contacted three tree service companies for quotes. One company gave a verbal quote of \$16,000 for work done on Kinsey and Brush Row Roads. He said the Road Department has done in-house work on trees by using assistance from other townships. He said they are cutting branches three feet off the road for safety issues. He said he would like to take care of Kinsey and Brush Row Roads this year.

Mr. Stock said they added maintenance for software in vehicles. Mr. Pile explained the I-Works software he used at a previous job that could be used in-house and residents can report issues on the road. He said they are tracking everything on

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Excel spreadsheets now, including work done on the roads, labor, materials, and repairs on vehicles or buildings. Mr. Pile said the I-Works software can run reports. Mr. O'Callaghan said the Township would need more bandwidth for the software. The network is fine but the bandwidth is 3 mbs per second. Currently with Time Warner Cable the basic home bandwidth is 25 mbs per second. It was suggested to look at the Ohio Co-op Program to see if they can help with bandwidth and see if they have software the Township could use. Mr. O'Callaghan said the Township needs a Cloud-based managed solution so it is maintained and can be accessed from anywhere. Mr. Stock said they have tried to put money into the budget for all of this. Mr. O'Callaghan explained different paths for servers, exchange server for email, Office 365, and licenses for users.

Mr. Miller asked about drums for used oil and beet juice sitting outside at the Road Department. He said it needed to be moved inside.

TOWNSHIP ADMINISTRATOR/FISCAL OFFICER:

Future capital and retirement amounts—Mr. Stock talked about sick days and at retirement 25% of sick days being paid out. Sick days are capped at 200 so basically each individual is capped at 1600. He said three of the road crew could retire within the next eight years. He said the Township needs to be putting aside enough money a year to be able to cover when employees retire. Mr. O'Callaghan suggested setting aside \$12,000 every year for projected Road Department retirement payout. Mr. Miller said they can revisit it each year and make adjustments if necessary. The Trustees decided they need to do the same thing for the Fire Department.

Mr. Stock asked if there was any value to continue to separate the Fire EMS Fund from the Fire Fund. After discussion the direction seemed to be keeping it separate.

Mrs. Seiter said she spoke to Plattenburg and they told her the Township had a five-year agreement with them. She said she has not found a contract with them. Mrs. Spradlin said she was not aware of a five-year agreement with them. Mr. Stock gave a summary of the services performed by Plattenburg.

There was discussion about paving expenses, salt and grit mixture and line striping.

EXECUTIVE SESSION:

Mrs. Spradlin made a motion to go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, or compensation of a public employee or official under ORC 121.22 (G)(1), those present were the three Trustees, the Administrator, Steve Combs, Trustee-elect, and the Fiscal Officer, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session began at 10:13 a.m.

Mrs. Spradlin made a motion to exit the Executive Session, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session ended at 11:26 a.m.

TRUSTEE BUSINESS:

Mrs. Spradlin said they decided to offer the Township employees an incentive pay for the end of the year of 2015. Mr. O'Callaghan made a motion to implement a one-time incentive pay of 1.5% of gross pay for all employees based on the amount paid out of the 2015 budget year, seconded by Mrs. Spradlin. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Motion PASSED by roll call vote of 3-0.

RESOLUTION #2015-287

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ADJOURNMENT:

A motion was made by Mrs. Spradlin to adjourn the Budget Meeting, seconded by Mr. Miller. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Budget Meeting adjourned at 11:27 a.m.

Xenia Township Board of Trustees

Date Approved: _____

Susan Spradlin, Chair

Resolution # _____

Scott Miller, Trustee

Attest:

Sheila J. Seiter, Fiscal Officer

Daniel O'Callaghan, Trustee

slb