

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**EMERGENCY MEETING
JULY 29, 2016 7:30 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.

Scott Miller called the Emergency Meeting to order at 7:30 a.m. This was an emergency meeting to approve purchase orders for new locking systems, keys, and overhead doors. This meeting was also to discuss emergent security issues. Due to being an emergency meeting, it was not posted on the website 24 hours in advance. Mrs. Seiter, Fiscal Officer, was aware of the meeting but was unable to attend due to being out of town.

ROLL CALL: Scott Miller, Trustee Chair; Susan Spradlin, Trustee; Steve Combs, Trustee and Alan Stock, Administrator.

TRUSTEES' BUSINESS:

Mr. Miller announced that the meeting was to discuss the purchase of the property at 125 Fairground Road. Mr. Stock presented the information the Trustees' had. He explained there were three proposals from Xenia Glass & Lock. The first was for \$2,844.00 for new handles and locks and guards to prevent them from being pried open. The second was for \$2,950.00 for electronic key openings with personal codes. He further explained the details of that and which buildings would be equipped. The third was for \$5,229.00 for a key fob locking system. He gave further information pertaining to which buildings would be equipped. Mr. Miller asked if the key fobs are networked in any way. Mr. Stock responded the add-on option would require an on-site computer access and internet capabilities. Mrs. Spradlin asked what would happen if the electric went down with the system being on the internet. She asked if there would be an override capability. Mr. Stock responded yes there would be that capability. Mr. Stock continued to explain the details of the lock systems. Mr. Miller asked if it was same locking system that is in place at Station 51, he responded that it was. Mrs. Spradlin asked if there were any funds budgeted for this purchase. Mr. Stock responded there was an amount of \$10,000.00 allotted for this purchase. Mr. Miller said he thinks that looking at electrical systems may be a good idea, but he did not know for sure if this was the right time for that. Mr. Miller advised that having fifty or sixty employees that are constantly changing, and the risk of losing keys, posed a problem. Mr. Miller said that for the primus locking system, he believed they were tied to Xenia Glass & Lock, which Mr. Stock confirmed. Mr. Miller said the electronic system is a new venture, so they could seek out another company for this. Mr. Stock advised that the electronic system is tied to the primus locking system. Mr. Stock advised that they would have to rekey that door to a completely different key and key system. Mr. Miller asked if they could go with the electronic system and skip the primus system altogether. Mr. Stock informed they could, but they would have to go with a different company that would give them a completely different key and key system. Mr. Miller asked if going with the electronic system would bypass the need for a key. Mr. Stock advised that the key would still be needed. Mr. Stock said if the power goes out and the electronic system is offline, the only way into the building would be with a key. Mr. Stock informed that the electronic system does not replace the locking system, it just enhances it. Mr. Combs asked if they were comparing apples to apples with the different door samples. Mr. Stock advised that for the Stupplefield, the insulated value it approximately 2R better. He advised that both are commercial. Mr. Stock informed that the Edmund's door is double steel and the paint is baked on. Mr. Miller advised that the day before, he had thought about door quality. He said that commercial grade doors were used in firehouses he had worked with before. He advised they have good quality seals. Mr. Miller advised a flap seal would not be as good of quality. Mr. Combs advised that there would be a \$4,400.00 dollar difference. Mr. Miller said that he was not sure how painted, steel doors, compared to fiber glass doors, would hold up where the road trucks will be stored since they will have salt in them at various times during the year. Mr. Miller asked if there were any thoughts on this. Mr. Miller asked what kinds of doors are being used at the current road garage. Mr. Combs said they are metal doors. Mr. Miller asked if any of them are made of steel. Mr. Stock advised that he was not sure. Mr. Stock advised that the

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first door was replaced in Bay 51 and in the garage area. Mr. Miller asked what the reasons were for the replacements. Mr. Stock informed that the rollers and the spring on the garage area door went out. He shared that replacing just the spring for the Bay 51 door would have been more expensive than replacing the door and the spring together, so that is what prompted that decision. Mr. Combs said that he was not sure how the salt played into what door should be used. Mrs. Spradlin recalled that when the salt storage structure was being built, they did not want anything aluminum around it because the salt would corrode it. Mr. Combs asked Mr. Stock which door he liked better. Mr. Stock shared that Xenia Township started using Edmund's Doors a year and a half ago because their prices and customer service was much better than Dayton Doors. Mr. Stock explained the issues with service and pricing that had been experienced while working with Dayton Doors. Mr. Combs asked for clarification if we have ever worked with Doors Galore before. Mr. Stock advised that we have not, but they are a company that the Road Superintendent, Jim Pile, had worked with while he was in Fairborn. Mr. Stock informed that Mr. Pile was confident in their service and product. Mr. Miller asked to return to the topic of locks and said that, the point he gathered was, they would have to have primus locks, or some kind of locks, and a key system, if they add an electronic system in some form that would be over and beyond a key. Mr. Stock said yes, and said they have to go with the \$2,844.00 lock and key system. He said that, then, for the three electronic systems, that would be \$5799.00 roughly. Mr. Miller asked of the \$2,844.00, how much of the cost was additional because it is primus. He said that he felt, and he believed everyone agreed, that the primus key system has a higher level of security because of the type of key that is used. He asked that if we just went with the electronic, and you have to come up with a basic key system, and a basic key will get you into the building if the power were to go out, is primus still needed. Mr. Miller acknowledged that a key would still be necessary, but he wanted to know if you would need a primus quality key or not. Mr. Combs asked if the primus key was just coincidental because it was what Xenia Glass & Lock handled. Mr. Stock advised no, and that the primus key was chosen. Mr. Stock advised that the Trustees at the time, in late 2012, wanted to go with a top quality that was very difficult to bypass. They didn't want anyone to be able to go out and duplicate a key. Mrs. Spradlin had questions about the start and completion dates. She knew that the start date would all depend on when they got the purchase orders approved, but then she saw where, after that, it could take two to three weeks for the parts to arrive. Mr. Stock advised that Xenia Glass & Lock said the least amount of time it would take for the inside would be a week, while the outside would be a week and a half. Mr. Stock advised they could then schedule us in as soon as everything comes in. Mr. Combs asked if the money needed to be paid up front. Mr. Stock advised no. Mr. Miller asked if the prices given were strictly for the new facility. Mr. Stock said yes, and he said that three add ons could be expected to be the same price. Mr. Stock stated that the \$2844.00 was necessary. Mr. Stock advised that the key fobs and the individual cards is what would be very expensive. Mr. Miller said that his experience with key punch buttons involves issues with people watching people punch in the pass code and gaining access that way. Mrs. Spradlin asked if this key pad would scramble the numbers around. Mr. Stock advised no, and explained that this was not an electronic key pad. Mr. Stock advised that they could set up something to where after a certain amount of time the key code needs to be changed. Mr. Miller acknowledged that going to a card based system is more costly, but he believed it is a better system. Mrs. Spradlin asked how much the cards would be. Mr. Stock informed that the cards for the fob systems can be anywhere from \$15.00 to \$25.00 apiece. Mr. Miller made a motion to approve the \$2844.00 purchase from Xenia Glass & Lock for the primus key system and hardware for the Fairground Road property, Mr. Combs seconded the motion. Mr. Miller asked for any further discussion. Mrs. Spradlin asked Mr. Stock if this price included everything and if it would stay firm. Mr. Stock advised that the \$2844.00 was solid and locked in, and the prices are locked in. Mrs. Spradlin advised that she just wanted to ensure that this will give them all the protection and security that is necessary so that another Emergency Meeting is not necessary. Mr. Stock informed that they have already gone to Lowes to get thicker, galvanized chains, and next to the highest grade padlocks. He also advised that the person who is renting from us has received their key. Mr. Stock advised that everything within the facilities will be removed by Sunday. Mr. Stock said that there are three windows busted out presently in the front building, and advised that the person that the former owner has plywood left over that they wanted to sell

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us at about twenty-seven dollars apiece. Mr. Stock said that initially the offer was turned down, but if the plywood is not moved out but Monday it will be ours. Mr. Stock advised that if we get these sheets, they would be used to cover the lower windows that have been busted out. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

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Mr. Miller asked if there was any further business. Mr. Stock advised that the purchase order for the overhead doors was left. Mr. Miller said that he was unsure if there is a high quality fiber glass door that could be used for the road garage. Mr. Miller asked if they had ten garage doors. Mr. Stock advised that they had seven garage doors and three windows. Mr. Stock informed there would be three 24 x 12 inch windows for the quansut hut. Mr. Stock said that they did not believe windows would be necessary for the 17.5 building. Mr. Miller asked, for clarification, Mr. Stock had said the doors were painted and not just primed. Mr. Stock informed that the Edmund's door has baked on paint that comes in four different colors. Mr. Combs asked Mr. Stock which quote he liked the best and why. Mr. Stock advised that he liked the Edmund's quote because it was less expensive and they have provided wonderful service in the past. Mr. Combs asked for a better reason that it being less expensive. Mr. Stock said the doors that we have gotten from them are quality doors. Mr. Combs advised that he was inclined to go with Edmund's, but he was also inclined to go with the better product. Mrs. Spradlin asked why there were windows in the quansut hut door. Mr. Stock advised that the rear overhead door in the quansut hut is fully operational but the one in the front is not. He informed that all three of the windows are \$230.00. Mr. Miller asked Mr. Stock to check with Edmund's to see if they have a structurally sound, insulated fiber glass door for the road garage. Mr. Miller made a motion to approve up to 15000.00 for the garage door list, with the windows as requested and looking for the additional benefits that had been discussed, Mr. Combs seconded. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0.

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ADJOURNMENT:

There being no further business, a motion to adjourn the meeting was made by Mr. Miller, seconded by Mr. Combs. Roll Call: All voted Aye. Meeting was adjourned at 8:25 a.m.

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # _____

Attest:

Susan Spradlin, Trustee

Alan Stock, Administrator

L. Stephen Combs, Trustee

SLR