

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES

**REORGANIZATIONAL
MEETING HELD ON: DECEMBER 29, 2017 8:00 AM**

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 was held at the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio. This was a Regular Trustee Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Chair Steve Combs called the Reorganizational Meeting to order at 8:07 a.m.

ROLL CALL: Sheila Seiter, Fiscal Officer; Susan Spradlin, Trustee; Steve Combs Trustee, Chair; Scott Miller, Trustee; Alan Stock, Township Administrator.

All participated in the Pledge of Allegiance.

FISCAL OFFICER BILLS AND PAYROLL:

Mrs. Seiter advised that she was working on final year-end balancing and found that the EMS billing fund revenue will be another \$2,000 less than what they had projected. Mrs. Seiter apologized for skipping ahead on the agenda and presented the bills.

Mrs. Seiter advised that the Miller Textile invoice was missing two slips due to a new driver, so Jim was working on that. Mr. Miller moved to pay the bills as presented, Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-236

END OF YEAR FINANCIAL:

Mrs. Seiter explained the needed adjustments to the 2017 Revenue and Appropriations that she mentioned earlier.

Mr. Miller moved to make the adjustment to the 2017 Revenue in the EMS billing fund for \$2,000. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-237

Mrs. Seiter advised that she needed the reduction in the appropriation. Mr. Miller moved to approve the reduction adjustment to the 2017 by a Supplemental Appropriation in the EMS billing fund for \$2,000. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-238

Mrs. Seiter advised that she needed a resolution if the Board so chose to give the Township the permission to apply to the Auditor's Office to get semi-annual property tax monies early. She stated that this was good to have on the record even though they had not used it to her knowledge. Mr. Combs moved to approve the Township to request early withdraw from the County Auditor's Office on semi-annual property tax settlements if the Fiscal Officer and Township Administrator see a cash flow need during 2018. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – nay, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

RESOLUTION NO. 2017-239

Mrs. Seiter advised that Daycoa Lighting went out of business but there were some discrepancies prior to that with invoicing. After speaking with the company and she was able to get the invoicing straightened out. She stated that she has now received the proper supporting documents for an invoice and needed a Then and Now purchase order for \$380 on March 16, 2017.

Mr. Miller moved for a Then and Now purchase order to Daycoa Lighting for \$380.00 dated March 16, 2017. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-240

Mrs. Seiter advised that when they approved the raises during the last meeting that an effective date was not given. She explained the need of the different dates for payroll and insurance.

Mr. Combs moved to approve the date of raises beginning the first full pay in January, of the second pay day of the month, January 19, 2018. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-241

Mr. Miller moved to make the effective date of change of cost of insurance to those covered the first pay date in January. (January 5, 2018) Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-242

Mrs. Seiter advised that she had learned at the UAN year-end class that it is helpful for the Trustees to authorize the Fiscal Officer (and the Administrator) the ability to adjust revenue and appropriation line item amounts within each fund. She further requested up to \$20,000 for balancing purposes and was asking for a resolution for this purpose.

Mr. Miller moved to authorize the Fiscal Officer with concurrence of the Administrator to adjust revenue and appropriation line item code amounts up to \$20,000 within a fund for balancing purposes as needed and Trustees provided documentation and explanation at the next meeting. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – nay, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

RESOLUTION NO. 2017-243

Mr. Combs asked if everyone had a chance to read the minutes from the last meeting. Mr. Miller stated that he submitted a few changes that were minor. The new changes were reviewed.

Mr. Combs moved to approve the minutes from the Regular Trustee meeting of December 20, 2017. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-244

TOWNSHIP ADMINISTRATOR:

Mr. Stock advised to the board appointments and compensation that were on the agenda. Mr. Ferguson was recommended for re-appointment to the Zoning Commission for five years.

Mr. Combs moved to approve the recommendation of Virgil Ferguson to be re-appointed to the Zoning Commission for an additional five years with the term expiring December 31, 2022. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-245

Mr. Stock advised that he would like to keep the compensation for the Board of Zoning Appeals (BZA) and the Zoning Commission at \$20.00 per meeting attended. He stated that a member can elect to be a volunteer. Mrs. Spradlin stated that she thought the compensation was \$10.00, but if it was \$20.00 then it should be kept there. Mrs. Seiter stated that she had documents showing it had been \$20.00 for some years. Mr. Miller suggested increasing this amount since it was per meeting and not per hour. There was discussion about the compensation.

Mr. Combs moved to approve member compensation at \$20.00 per meeting for both the BZA and the Zoning Commission payable in December and with the exception of any member that chooses to be unpaid. Mrs. Spradlin seconded the motion. Mr. Miller stated that he thought the dollar amount was weak for the time and efforts that were put in and all the different reading material that was covered. Mr. Combs stated that he agreed but since some members were choosing to volunteer the time then these members were doing for reasons other than making money. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-246

Mr. Miller requested other entities pay report survey be collected before the next reorganizational meeting.

Mr. Stock advised that there was a need for a Purchase Order to Miami Valley Lighting for \$5,100. He stated that he had sent an email to the Trustees regarding this issue. He stated that this purchase order is for new poles and would include new lighting with brighter bulbs to light a larger area in the US 42 and N. Bickett Road area. Mr. Stock explained the changes suggested for this area. There was discussion about the amount Wilberforce University would be paying for the increase in lighting on their property. Mrs. Seiter advised that the lighting was assessed with the property taxes. Mrs. Spradlin stated that she had concern that this road was being worked on by the safety committee at the State level and this was an improvement to the road and was curious if the Township could get some of this money back since the State had also recognized the need for safety in this area. Mr. Stock advised that he had contacted ODOT and he explained his conversation with them about these changes. There was discussion about the DP&L poles that were currently in the area and what would happen with them.

Mr. Miller moved to approve the purchase order to Miami Valley Lighting for twelve poles along N. Bickett Road in the amount of \$5,100 from 1000-110-319-0000. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-247

Mr. Stock advised that he had received a quote for painting the interior areas of both fire stations. He explained the quote in detail. Mr. Combs asked if he had gotten any other quotes. Mr. Stock advised that he did not have any other quotes because he was shocked at the low amount of this quote. Mr. Miller asked if this quote included the administration/office area. Mr. Stock advised it did not, but he thought about asking for a quote for that area. Mr. Combs agreed due to the great price for the other and Mrs. Seiter confirmed that King Painting reached out to the Township and that was why there was only one quote.

Mr. Combs moved to approve the purchase order for \$5,176 for interior painting areas at Station 51 and 52 for King Painting Contracting from 2282-760-720-0000. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-248

Mr. Stock advised that he has sent pictures regarding the demolition at 125 Fairground Road and the need for a purchase order to Badger Construction for the additional demolition. He showed some pictures to the Trustees of the work. There was discussion about the pictures and demolition work. There was discussion about going to 125 Fairground Road to look over the project first hand, then make a decision at the next meeting.

TRUSTEE BUSINESS:

MEETINGS:

Mr. Combs stated the next item on the agenda was to keep the Trustee meeting on the first and third Thursday of the month at 6:00 p.m. There was discussion if there would be any conflict due to holidays. Mrs. Spradlin stated that they had to change the first meeting in February because everyone would be attending OTA Winter Conference. She advised there were other times when changes may have to be made. Everyone decided Thursday worked best and that they could deal with any conflicts as they happen.

Mr. Combs moved to approve the times and dates for the 2018 Board of trustee meetings to remain the same, on the first and third Thursday of the month at 6:00 p.m. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-249

There was discussion about items b through g on the agenda and that they were not needed.

COMMITTEE APPOINTMENTS:

Trustees discussed the committee appointments for 2018 as no changes from 2017.

Chamber of Commerce:	Rep. Alan Stock	Alternate: Scott Miller
Greene County Regional PC:	Rep. Steve Combs	Alternate: Scott Miller
Combined Health District: (District Advisory Council)	Rep. Susan Spradlin	Alternate: Steve Combs
Greene County Communications (911)	Rep. Dean Fox and Greg Beegle	
Public Records Retention	Rep. Chair, Fiscal Officer w/help of Secretary	
Source Water:	Rep. Scott Miller	Alternate: Alan Stock
Water/Wastewater Advisory:	Rep. Jim Pile & staff	Alternate: Alan Stock

Mr. Miller moved to make the above committee appointments for 2018 as discussed. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-250

VOLUNTEER FIRE FIGHTERS' DEPENDENTS FUND (VFFDF):

Mr. Stock advised that it was time to appoint Board members for VFFDF and explained how this was to be accomplished. There was discussion about appointing people to this Board. Mrs. Spradlin suggested the Trustees appoint the two members that they are supposed to appoint, then have the Fire Department get their two names to them as soon as possible.

Mr. Miller moved to appoint Christopher Seiter and Roy Colbrunn as representatives to the VFFDF for Xenia Township. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-251

BENEFITS:

Mr. Stock advised a resolution was needed to take care of insurance coverage. There was discussion about why this resolution language was needed. Mrs. Seiter clarified that this was recommended to cover the Township as a whole and which types of employees were covered.

Mr. Combs moved to provide benefits, if needed, life, health and dental insurance to all full time Township employees and elected officials. The monthly percent to be paid by employees would be 12%. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – nay, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

RESOLUTION NO. 2017-252

Mrs. Spradlin stated that she voted nay because the carveout was not included in the motion. There was discussion about the carveout and whether it was handled in a previous resolution. Mr. Combs asked if there was spousal carveout on the record and Mr. Stock advised that there was. Mrs. Seiter advised that it was included in Resolution 234.

TRUSTEES COMPENSATION:

Mr. Combs asked if there were any questions about the Trustee compensation. There were no questions or comments on this topic.

Mr. Miller moved to approve the Trustee's and Fiscal Officer's compensation to be paid 200 times daily rate, paid monthly (per ORC and General Assembly in 2015). Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-253

TEMPORARY APPROPRIATIONS:

Mrs. Seiter advised that she had provided copies of the changes that include any adjustments that happen today. The purchase orders and the Then and Now purchase order and those were taken into account in the figures for the temporary appropriations. There was discussion about the temporary budget and the adjustments to it.

Mr. Combs moved to approve the temporary appropriation for 2018 as presented with changes as noted. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-254

BOARD APPOINTMENTS:

Mr. Miller moved to nominate Steve Combs as the Chair for 2018. Mrs. Spradlin seconded the motion. Mr. Combs accepted the appointment. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-255

Mrs. Spradlin moved to nominate Scott Miller as the vice chair for 2018. Mr. Combs seconded the motion. Mr. Miller accepted the appointment. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-256

ADJOURNED:

Mr. Combs asked if there were any other questions or comments, hearing none he moved to adjourn at 9:46 a.m. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs, Chair

Resolution # _____

Attest:

Susan Spradlin

Sheila J. Seiter, Fiscal Officer

Scott Miller

MEH