

RECORD OF PROCEEDINGS
MINUTES OF THE XENIA TOWNSHIP TRUSTEES **REORGANIZATIONAL**
MEETING HELD ON: **DECEMBER 29, 2016 - 8:00 AM**

Chair Miller called the re-organizational meeting to order at 8:01 a.m. Board Members present were Scott Miller, Susan Spradlin and Steve Combs. Also in attendance were Fiscal Officer Sheila Seiter, and Administrator Alan Stock.

Chair Miller moved to go into Executive Session at 8:02 a.m. for 121.22(G)(1), To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0. The following were included: all elected officials, and Township Administrator.

Mr. Miller advised they exited Executive Session at 12:15 p.m. and entered the Regular meeting at 12:22 p.m.

FISCAL OFFICER BILLS AND PAYROLL:

Mr. Miller moved to accept the payroll as presented, Mrs. 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. 2016-291

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. 2016-292

END OF YEAR FINANCIAL:

Mrs. Seiter explained that there were some year-end adjustments, of revenue and appropriations. This was for accounting purposes, there was discussion regarding the accounts that needed to be adjusted.

Mr. Miller moved to approve the supplemental Certificate of Total Amount from all Sources for Expenditure & Balance-Revenue Side of Reduction of \$7,261.01. 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. 2016-293

Mr. Miller moved to approve the Supplemental Appropriations – Reduction of \$29,434.26. 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. 2016-294

TAX SETTLEMENT DRAWS:

Mrs. Seiter asked if the Trustees would make a resolution to allow the Fiscal Officer and the Administrator to be able to request an early draw if necessary from the tax settlement with the County Auditor. There was discussion as to why this may be necessary and what the funds would be used for.

Mr. Miller moved to create resolution allowing Fiscal Officer and Administrator to submit to County Auditor pre-draws for 2017 as needed and Trustees to be notified. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

RESOLUTION NO. 2016-295

TEMPORARY APPROPRIATIONS FOR 2017:

Stock and Seiter provided a brief presentation and requested approval of temporary appropriations as provided to pay expenses for 2017 until the permanent Annual Appropriations are adopted.

Mr. Miller moved to adopt the temporary appropriations for 2017 as presented for a Total of \$2,983,190. Motion was seconded by Mrs. Spradlin. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2016-296

BOARD APPOINTMENT:

Mr. Miller moved to make the new Board appointments for 2017. Mrs. Spradlin stated that Mr. Combs had been offered this position last year and declined, and wanted to know if he felt better prepared for this position at this time. Mr. Combs stated that he felt he was ready.

Mr. Miller moved to nominate Steve Combs as the Chair for 2017. Mrs. Spradlin seconded the motion. Mr. Steve 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. 2016-297

Mr. Combs moved to appoint Mrs. Spradlin as Vice-Chair for 2017. Mr. Miller stated that the motion died due to lack of second.

Mr. Combs moved to nominate Mr. Scott Miller as the vice chair for 2017. Mr. Miler 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. 2016-298

MEETINGS:

Trustees and staff discussed the date and times for the 2017 regular Board of Trustees meetings. Mr. Miller discussed the changes to meeting times, he stated that there was a suggestion to combine the Work Session and Regular meeting and start at 6:00 p.m. There was discussion regarding having enough time for discussion during the meetings. Mrs. Seiter stated that if an Executive Session is needed, then have that start earlier.

Mr. Combs moved to hold the regular meetings on the 1st and 3rd Thursdays of each month at 6:00 p.m. and executive sessions as needed at 5:00 p.m. 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. 2016-299

Mr. Miller stated that the next items do not need resolutions but need to be discussed. The Trustees confirmed understanding of the following: Roberts Rule of Order, Quorum, majority vote, abstention, and recusal. Mr. Miller discussed the reasons for recusal. Mr. Miller stated that motion will be made in the positive or affirmative way; this will help avoid any confusion. Mrs. Spradlin stated that this should also apply to the Zoning Commission for clarity when items are passed to the Trustees from the Zoning Commission. Mr. Stock explained there will be no amendments to a motion; that a topic will be discussed with the potential language of the motion within the discussion. He believes this will help with clarity and to be more productive during meetings. Mr. Miller suggested a bound copy of the Roberts Rule of Order for Mr. Combs and office use. A formal Rule of order was agreed to with reference to Roberts Rule of Order.

COMMITTEE APPOINTMENTS:

Trustees discussed the committee appointments for 2017.

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| 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 | Alternate: Road Staff |

Mr. Miller moved to make the following committee appointments for 2017 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. 2016-300

VOLUNTEER FIRE FIGHTERS' DEPENDENTS FUND (VFFDF):

Mr. Miller asked if the members of the Volunteer Firefighters' Board had been asked about the positions and had accepted such. Mr. Stock stated that he had spoken with them.

Mr. Miller moved to re-appoint the five individuals as provided on the State Fire Marshall's form to the VFFDF Board to service one-year terms commencing on January 1, 2017; Kenneth Penewit, Christopher Seiter, Elizabeth Evans, Roy Colbrunn, and Ronnie Shaw. 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. 2016-301

Mr. Miller moved to change the status of Roger Morris from Maintenance Worker I to Maintenance Worker II effective immediately. 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. 2016-302

Mr. Combs explained that this was to create a new work class of Maintenance Worker I and moving Mr. Morris to Maintenance Worker II, which will put him on the same plateau as Ronnie Shaw. Mr. Combs stated that Maintenance Worker I would be used for a new employee, when needed.

BENEFITS:

Mr. Miller moved to provide benefits, if needed, life, health, vision and dental insurance to all full time Township employees and elected officials. The employees will be responsible for 10% of premiums effective February 2017 as permitted by law. 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. 2016-303

The monthly amount of percent to be paid by employees and elected officials will begin in February 2017 and be 10% of the premium paid by the employee and the remaining 90% covered by the Township. Additionally employee's spouses that have insurance available to them will be required to take that insurance versus the Township insurance. The township would establish a HSA program for its fulltime employees and match up to the first \$1,000 that the employee would be a 50/50 match. Mr. Miller withdrew his motion due to the length then made the above motion calling it an insurance package.

Mrs. Spradlin explained the change regarding the 10% to be paid by the employees. She stated that she is not in favor of all the things that are entailed in this, but she thought the 90/10 at this point is a good solution. There should be an expected rise in the percent to be paid next year.

Mr. Combs moved to make use of HSA or similar type plan to match up to \$1,000 to full-time and elected officials only, effective February 2017. 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. 2016-304

Mrs. Seiter stated that it should be checked if it is legal for the elected officials, due to the fact that elected officials cannot accept in term increases; so they should not accept the matching funds. Mrs. Spradlin added that this would not be effective until February 2017 Mr. Miller stated, for clarity, that if an employee wished to contribute more than \$1,000, that would be allowed, however the Township match will stop at \$1,000. Mrs. Seiter asked if Mr. Stock would confirm the detail of the HSA and the work process involved, and Mr. Stock confirmed he would do that.

Mrs. Spradlin moved to decrease the \$9,000 deductible OPEC limit to \$3,000 the Township covers per employee, the cap the Township will reimburse. Mr. Miller asked for clarification, and Mrs. Spradlin explained that the deductible would still be \$9,000 per employee, but the Township would only reimburse \$3,000 of this deductible to the employee. Mr. Miller said it does not change the \$9,000 that is sitting out there as the deductible; it's changing what we approve in OPEC. He wanted to make it clear that the employee or elected official would be responsible for anything above that amount to the cap of the \$9,000. Mrs. Spradlin clarified again, anything above the \$3,000 or \$1,000 would be their responsibility. Mr. Miller then seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2016-305

Mrs. Spradlin asked that the insurance package that Mr. Miller described in Resolution 2016-303 that will be provided for the full-time employees and elected officials, and not the spouses.

Mrs. Seiter read the motion Mr. Miller made and passed did not include any language regarding spouses.

Mr. Miller moved that for our insurance package employees spouse's that have insurance available to them will be required to go to that and drop the Township insurance. 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. 2016-306

COMPENSATION:

Mr. Miller moved to approve the part-time administrative assistants increase in pay from \$10.00 to \$11.00 per hour. Mrs. Spradlin stated that she did not hear in any discussion for the increase to be to \$11.00. She thought they had discussed either a 4% or 5%. Mr. Miller stated that he felt this would be appropriate for the skill sets that the current administrative assistant bring to the office and to stay competitive within the area. Mr. Combs asked if a new hire would be excluded from this amount and Mr. Miller stated yes. Mr. Combs asked if there was somewhere in the middle they could agree. Mr. Miller withdrew his motion.

Mr. Combs moved to approve the part-time administrative assistant's rate of pay increase from \$10 to \$10.50 per hour, effective first pay January 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. 2016-307

Mrs. Spradlin moved to approve Roger Morris and Ronnie Shaw a pay increase to \$19.17 per hour starting first pay in January 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. 2016-308

Mrs. Spradlin moved to approve Franz Seiter, Vehicle/Maintenance Worker II, and effective first pay in January 2017, pay increase to \$20.55 per hour. 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. 2016-309

Mrs. Spradlin advised that there was a previous increase to the part-time Firefighters and the Trustees wanted to do the same for the Road Department and appreciated their patience.

Mrs. Spradlin moved to approve a maintenance department, \$2,000 incentive pay to Franz Seiter, Ronnie Shaw and Roger Morris to be paid February 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. 2016-310

Mrs. Spradlin moved to approve an increase for Deputy Fire Chief Beegle's pay by \$1,000 annually effective first pay in January 2017 and \$500 incentive payment in February 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. 2016-311

Mrs. Spradlin moved to approve an increase for Jim Piles the Road Public Works Superintendent at an annual salary of \$61,110 (effective first pay in January 2017), and incentive pay of \$2,260 in February 2017. 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. 2016-312

Mrs. Spradlin advised that she is aware that the Township Administrator is worth more than they are able to offer due to the hours and commitment he brings to the job.

Mrs. Spradlin moved to approve an increase for Alan Stock the Administrator/Zoning Inspector at an annual salary of \$65,000 (effective first pay in January 2017), and an incentive pay of \$2,265 in February 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. 2016-313

Reorganizational Meeting
December 29, 2016

Mr. Combs stated that the Township Administrator does a great job and gives 110% and this is still probably not enough money but it is some token of our appreciation. He thanked Mr. Stock for his work.

Mrs. Spradlin moved to direct the Administrator's pay to be split 60% general fund, 20% fire fund and 20 % road fund (beginning January 20, 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. 2016-314

Mr. Miller moved to approve an incentive pay of \$500 for Dean Fox as the Fire Chief. Chief Fox declined the offer but 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. 2016-315

TRUSTEES COMPENSATION:

Mr. Miller moved to approve the Trustees 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. 2016-316

Mr. Miller moved to adjourn. Mr. Combs seconded the motion. Mrs. Seiter stated that this would be premature. Roll Call: Mr. Miller – nay, Mrs. Spradlin – nay, Mr. Combs – nay. Motion **FAILED** by roll call of 0-3.

Mr. Miller moved to approve the re-appointment of Alan King to the Zoning Commission for a term of 5 years to expire 12/31/2021. 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. 2016-317

Mr. Miller stated for clarification that there are five zoning Commission members and the terms rotate and one expires each year. This can be done as a volunteer at each member's request.

Mr. Miller moved to the compensation to Zoning Commission and Board of Zoning Appeals at \$20.00 per meeting attended. 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. 2016-318

Mr. Miller asked Chief Fox to explain the Fire Association and the Chief's Association. Chief Fox explained that this association wanted to purchase a "gator" for activities, such as Hamvention, fair, and marathons that go through the Township, but he found it confusing right now. He does not feel that they are sure what is going on with it right now. Mrs. Spradlin expressed concerns with costs of insurance, future repairs, and fuel expenses. Mr. Miller asked if the Chief would like to table this item until he could get more information, and the Chief agreed.

Mr. Miller moved to adjourn. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

ADJOURNED: 2:04 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # _____

Attest:

Susan Spradlin

Sheila J. Seiter, Fiscal Officer

L. Stephen Combs

MEH