

**RECORD OF PROCEEDINGS**

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
November 17, 2016 7:14 P.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 was held at the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

Chair Scott Miller called the Regular Meeting to order at 7:14 p.m.

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

All participated in the Pledge of Allegiance.

**IN THE READ FILE:**

GC Combined Health District  
Buckeye Farm News Nov/Dec

**GUESTS:**

Dick Hilderbrand, 283 Washington Road, stated the road is a dangerous road; it is like a wash board has been built into it, it has a taper from the center out, and it has a wave like a roller coaster. He stated that no matter what speed a person drives it is dangerous, he believes someone should look at it from a safety stand point. He stated, "That he is concerned about safety." He explained that there are dips and bumps in the road, and he thought it would be better after the work was finished. He suggested lowering the speed limit.

Mr. Miller advised that the County Engineer's Office should take a look at it. Mr. Stock spoke about his conversations with other residents about the ditch and water issues. Mr. Stock discussed photos and videos that he had for evidence. Mrs. Spradlin advised that the project had not been signed off and that it is not finished yet.

Mr. Combs asked about the cost of talking to R.B. Jergens. Mr. Stock advised that 8 of the 12 conversations were on site making sure that the full depth reclamation was built to speck. He discussed the work R.B. Jergens did on the project. The Trustees and Administrator will review the project further.

Tim Spradlin, advised he was contacted by the Sheriff's Office regarding two grocery sacks of fireworks that were confiscated at a party, and held as evidence by the Sheriff's Office. He continued to explain that the Sheriff's Office has given approval and received a destruct order from the Judge, and the process to destroy the fireworks properly. He wanted to advise the board that this will be happening and there may be some noise complaints due to the types of fireworks involved. Mr. Stock explained that he contacted the insurance company and was advised that everything was in order for this process. The disposal will take place at 125 Fairgrounds Road.

**FISCAL OFFICER/FINANCE**

Mr. Miller moved to accept the payroll as presented, 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. 2016-252**

Mrs. Spradlin 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. 2016-253**

Mr. Miller moved to approve the Work Session Minutes of October 20, 2016, Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0. **RESOLUTION NO. 2016-254**

Mr. Miller moved to ACCEPT the Public Hearing Minutes from November 1, 2012 at 6:00 p.m., by Sheryl Blackaby and Janice Janes work product from poor quality audio recording on file, Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0. **RESOLUTION NO. 2016-255**

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Mr. Miller moved to ACCEPT the Public Hearing Minutes from December 6, 2012, at 6:00 p.m., by Sheryl Blackaby and Janice Janes work product from poor quality audio recording on file. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0.

**RESOLUTION NO. 2016-256**

A notation will be made on the minutes from the two previous resolutions that these are work product, with the name of the person who typed them and then attached to the original minutes that were ACCEPTED versus Approved per the Township's legal counsel's opinion. Seiter and Miller will sign as acknowledgement.

Mr. Miller stated that these minutes as mentioned are in excess of four-years-old and the reason that we have to deal with this is the quality of the material and people that were part of that meeting are no longer around at the time of approval, and efforts to try to contact them was done to no avail and so it fell to his knowledge that the recordings were not clear enough at times to even consider them as correct content. It has taken this long to come to Resolution, with help from Stephanie Hayden of the Prosecutor's Office, this is the conclusion.

Mrs. Seiter explained the need to change the pay period ending due to the application of the union contract and all bi weekly payrolls having to be processed for the same dates, instead of ending Saturday at midnight it would be 7:00 a.m. on Sunday mornings. This must be done across all departments. Mr. Stock talked about how the change will benefit the township and lower unnecessary overtime costs.

Mr. Combs moved to change the pay period dates and times to end from Midnight to 7:00 a.m. the following day, retroactive to pay period ending November 5, 2016, from that pay period Sunday morning at 7:00 a.m. to 7:00 a.m. would be used instead of Saturday midnight to midnight. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0.

**RESOLUTION NO. 2016-257**

Mr. Stock explained the potential change of Fire Department Part-time/PaidOnCall holiday pay from midnight to midnight to 7:00 a.m. to 7:00 a.m. and there discussion about the change.

Dan O'Callaghan, 275 U.S. 42 E, explained that when he was a trustee this resolution was made so that all township employees were on the same schedule. The Fire Chief was not at that meeting but had stated that it would cause issues. He stated that in hindsight he would make this change now for the morale of the department.

Mrs. Spradlin moved to approve to change the current policy on Holiday pay to include PT/POC Fire Department to be from 7:00 a.m. the day of the holiday to 7:00 a.m. the day following the holiday. 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.

**RESOLUTION NO. 2016-258**

Chief Fox spoke about how Mr. Stock, Mrs. Seiter and he have been working together many hours to accomplish payroll due to changes as a result of the union contract. Mrs. Seiter advised she has a meeting with a representative from Ohio Police & Fire next week regarding retirement reporting. She invited Chief Fox to attend as well. Mr. Miller commented on clarifications and discussions needed regarding the EDO (earned day off.) Mrs. Seiter advised the OP&F meeting is for guidance for payroll and retirement reporting. Deputy Chief Beegle thanked the staff and fiscal officer as well.

**ADMINISTRATOR:**

Mr. Stock advised that Cedarville was told by the Greene County Highway Department that they would no longer like to provide them with Beet-Heet. They asked if we would be open toward that, so when that official request comes from

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Cedarville, it will be brought to the Trustees attention. Mr. Stock advised that Mr. Pile suggested that we do a cost plus 15% for this.

Mr. Stock spoke about 125 Fairground Road. The Greene County Parks and Trails are currently paying for rental space for a semi-trailer that holds all of the James Ranch Christmas decorations. We have a cement pad that Mr. Pile does not use, and stated that they can park it there. Mr. Stock advised them that there are startup trees that are in this area, and if they would agree to clean this area of the trees and other weeds. Mr. Pile agreed this would be good.

Mr. Stock advised that he got a call regarding the Hamvention from the County Commissioners that all of the livestock fences that are inside the Fairgrounds have to be removed, by contract. Mr. Stock spoke to Mr. Pile and they agreed they could be stored at the back of our Fairground Road property. It will only become part of our liability if something of ours hit it. We would not be responsible for any dents or a catastrophic event. Mrs. Spradlin suggested a contract that would state the County would hold the Township harmless from their property. Mr. Stock agreed and would take care of it.

Mr. Stock discussed Ohio Township Assoc. housing during the annual conference. He stated that he would be writing a letter to the Ohio Township Association in protest of what they are doing. He advised OTA has blocks of rooms set aside at several local hotels, but the rates are higher than government standard. Mr. Combs stated that he will be driving back and forth each day, and so is Mrs. Spradlin.

Mr. Stock advised that the Zoning Commission will be holding a Public Hearing on towers and building heights on December 20, 2016 at 7:00 p.m.

Mr. Stock discussed the boilers at station 51 & 52. Mr. Pile did some research between fuel oil and propane boilers and found some interesting results and is putting together the data and will present his findings as soon as he receives them.

**FIRE DEPARTMENT:**

Mr. Miller asked about portable lighting for the Fire Department. It was stated that the current lights are 17 years old and their quality is deteriorating, and discussion about purchasing new portable lighting continued. These will be LED portable lights to be used at various Fire Department scenes.

Mr. Combs moved to approve the purchase order for two portable lights from Vogelpohl for up to \$4,000 with shipping from Fund 2282. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0.

**RESOLUTION NO. 2016-259**

Deputy Chief Beegle spoke about the age of the current fire hoses and the need for new hoses. He advised that there had been incidents over the past year of hose failures.

Mr. Miller moved to approve the purchase order to Vogelpohl for \$4,258.44 for Fire Hose from 2111-760-740-1202. 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.

**RESOLUTION NO. 2016-260**

**TRUSTEES BUSINESS:**

Mr. Stock advised that he has the Medical Insurance Costs. Mr. Stock explained the History of the Medical Insurance costs and discussed these cost for the past three years and that there will be a percentage that the employees with need to pay due to the increase in costs.

Mr. Stock explained the organizational chart from 2012 and that it has been updated for 2016. Mr. Stock shared appreciation of the trust that the trustees have given to the employees to make day-to-day decisions. He also reminded how each Trustee has different ideas and we need to make sure on same page, as far as directing staff. There was some heated comments between Trustees and the Administrator.

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Mrs. Spradlin advised that she appreciated the updated organizational chart and she explained that she thought it was important for everyone to understand where each person stood in that chart. They discussed that all the trustees have the same decision power and that one trustee should not make a decision without the other two. The discussion included who has authority to direct employees. Mr. Miller explained the request he made to the employee. There was discussion regarding how this can affect other people and other priorities and timelines. If there is going to be work for the day-to-day, priorities take employees away from other things that are being worked on. Mr. Combs stated that as a whole, the township is moving in a positive direction in spite of some conflicts but the township is still moving in the right direction, and he would like to see that continue. He stated that everyone needs to continue to work together in order to achieve the big goal. It is not about us, the Trustees, it is about the Township. We are not going to agree on everything and we are not going to see everything the same, but we have to be able to work together in spite of conflicts and difference of opinions. He also said he thinks we have been doing a good job of that, so he would like to see that continue. Mr. Miller discussed the priorities at 125 Fairground Road, which are the natural gas and the security of the rear building. Mr. Miller asked that the Board consider that and approve that thought, and there was discussion regarding how to secure the assets and buildings. Mrs. Seiter noted there are many options for the property, we could talk hours about it alone and during a regular meeting isn't always best. She further suggested appointing a committee or schedule an organizational meeting just for the new property. Mr. Combs noted that is a good idea. Attendees continued detailed discussions about the property.

Mrs. Seiter asked the Chair and Administrator if they needed her any further that evening, if not, she was leaving and they could continue their discussions without her. Miller and Stock advised no. Mrs. Seiter left at 9:45

Attendees discussed security of the property further and determined a priority. Mr. Miller stated that he would drop the Hazmat, because he felt that there was not an organization that is interested in accomplishing a task to the administrator's liking. Mrs. Spradlin stated that she did not believe this to be a true statement; she believes that we want to work as a team and we do not want anyone shooting from the hip.

**UPCOMING MEETING DATES:**

Tuesday, December 13, 2016 at 6:30 p.m. GC Twp. Association Sugarcreek  
Thursday, December 15, 2016 at 5:00 p.m. Trustee Work Session  
Thursday, December 15, 2016 at 7:00 p.m. Trustee Meeting  
Tuesday, December 20, 2016 at 6:00 p.m. Zoning Commission  
Wednesday, December 21, 2016 at 11:30 a.m. Township Christmas Luncheon  
Thursday, December 29, 21016 at 8:00 a.m. Reorganization Meeting

**COMMITTEE REPORTS:**

Gr. Co. Regional Plan: Steve Combs  
Health District Advisory Council: Susan Spradlin  
Hazmat meeting – Scott Miller December 19, 2016 at Noon

**ADJOURNMENT:**

Mr. Miller moved to adjourn, Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – nye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion PASSED by a roll call of 2-1. The regular meeting was adjourned at 9:51 p.m.

**Xenia Township Board of Trustees**

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Scott Miller, Chair

Resolution # \_\_\_\_\_

Attest:

\_\_\_\_\_  
Susan Spradlin

\_\_\_\_\_  
Sheila J. Seiter, Fiscal Officer  
MEH

\_\_\_\_\_  
L. Stephen Combs