

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
OCTOBER 4, 2018 6:00 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. This was a Regular Trustee Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Chair Steve Combs called the Regular Meeting to order at 5:10 p.m.

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

All participated in the Pledge of Allegiance.

Mr. Combs moved to enter Executive Session at 5:10 p.m. for R.C. 121.22(G)(1) To consider the employment, dismissal or compensation of a public employee. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0. Mr. Combs stated there would be three segments to the executive session those included in the first segment were the three Trustees and administrator and the second segment would be all elected officials and the administrator, and the third segment included all elected officials, administrator and the Fire Chief.

Mr. Combs moved to exit executive session at 6:35 p.m. and started the regular meeting.

IN THE READ FILE:

Greene County Youth Billboard Contest, Greene County Public Health(6), Greene County Republican Party, Buckeye Farm News and League of Women Voters (Oct),

FIRE DEPARTMENT:

Chief Fox stated he recommends appointment of PT FFI/Paramedic Hunter Bradford at \$13.98 effective immediately.

Mr. Miller moved to appoint PT FFI/Paramedic Hunter Bradford at \$13.98 effective immediately. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-147

FISCAL OFFICER:

Mrs. Seiter advised that she had given everyone a copy of the monthly financial reports.

Mrs. Seiter then presented the payroll.

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

RESOLUTION NO. 2018-148

Mrs. Seiter presented the bills and stated there was one question about a repair at 125 Fairground Road. Mrs. Spradlin asked if this was a replacement or repair and wanted to know if something had been damaged. Mr. Stock advised the garage door was replaced not repaired.

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

RESOLUTION NO. 2018-149

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Mrs. Seiter advised they had Reclamite work started recently but had received an estimate back in January. She stated she thought there was a Purchase Order in place but we actually did not, so she was requesting a Then and Now Purchase Order dated September 1, 2018, to Pavement Technology Inc. for Reclamite for \$38,281.84 from the listed accounts on the request.

Mr. Miller moved to approve a Then and Now Purchase Order dated September 1, 2018, to Pavement Technology Inc. for Reclamite for \$38,281.84 from the listed accounts. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-150

Mrs. Seiter advised she received the money for the OBWC grant for the emissions control devices. Mr. Miller asked if this grant was for the exhaust system that goes on the vehicles. Chief Fox stated that was correct. Mr. Stock advised these systems were also transferrable. There was discussion about the exhaust systems. Mrs. Seiter requested the certification of new revenue.

Mr. Miller moved to approve the Supplemental Certificate with Total Amount from all Source Available for Expenditures and Balances, for Fire District Fund 2111-539-0000 in the amount of \$15,000 as presented by the Fiscal Officer. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-151

Mrs. Seiter stated now they have accepted the new revenue she was requesting Certification of Supplemental Appropriations to 2111-760-740-1202 Machinery Equipment & Furniture.

Mr. Miller moved to approve the Supplemental Appropriations from Board of Trustees to Fire District fund 2111-760-740-1202 Machinery Equipment & Furniture in the amount of \$15,000. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-152

Mrs. Seiter advised Hannah Conley is attending Fire Training at Butler Tech which is grant reimbursable but the amount in the blanket certificate was not enough to cover the total cost, so she closed it and asked for a Then and Now Purchase Order to cover the total cost of \$1,070 back to August 1, 2018.

Mr. Miller moved to approve the Then and Now Purchase Order dated August 1, 2018 to Butler Tech to cover Hannah Conley's fire training in the amount of \$1,070 from 2111-220-318-0000. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-153

Mrs. Seiter said she had the minutes from September 6th and 20th, 2018 ready for approval. Mr. Combs asked if everyone had a chance to read the minutes. Mr. Miller stated he had not read them with the changes. Everyone decided to table the minutes until everyone had a chance to read them.

ADMINISTRATOR:

Mr. Stock advised the Trustees of the combined Trustee/Zoning Boards agenda for Oct 30th and stated there were no pressing topics on the agenda. He stated he did not know if the Trustees would want to wait until more topics were available. He advised the next combined meeting would be January 29, 2019. Mr. Miller asked how the Boards felt about this. Mr. Stock stated he spoke with the Zoning Commission last week and they could not think of any new topics but think the meetings are very productive. He stated he had not spoken with any members of the BZA. Mr. Combs asked because of the feedback from the Zoning Commission was Mr. Stock wanting to cancel the October 30th meeting. Mr. Miller stated he would like to keep the meeting scheduled and discuss how Zoning interacts with businesses in the area. Mr. Combs stated they will keep it as scheduled unless there was any more feedback.

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Mr. Stock stated the Trustees need to set a Public Hearing for 1038 Union Road, the Zoning Commission has had their public hearing on the matter and the Letter of Conveyance and Resolution have been drafted and were awaiting the Commissioners to stop in and sign, which should be complete in a few days. There was discussion about scheduling the Public Hearing for October 18th at 6:00 p.m. and have it before the regular Trustee meeting.

Mr. Stock gave his report on his walk of the Well Field Protection Commercial areas. He said the one-year time of travel was to check the water quality. He stated overall, he was very pleased with the area and clean up from suggestions made last year had been done.

Mr. Miller stated he attended the Source Water Protection meeting on Tuesday night and reported that the request had been made of the water plant to meet with the City and Township Fire Departments for the purposes of developing protocols within the source water protection district area that lies in Oldtown. These protocols would be utilized for Dispatch, Fire Departments, Sheriff Office and Ohio State Patrol when they respond to incidence with spills in the Source Water Protection Area. Chair Doctor Ellis stated this needs to happen. There was additional discussion about how animal waste can contaminate the water.

Mr. Stock stated that the Chamber meeting was about the Career Center having a levy on the ballot for November. He stated the levy is for a finite amount of time and did not expect it to be extended. This levy was to help with building a new Career Center, which they would like to build on land between US 68 and Union Road, just south of US 35. This would extend Innovation Drive from Union Road to US 68. Mr. Stock reported that if the Career Center moves to this area it would be part of the CEDA I agreement and briefly explained the agreement.

Mr. Stock stated he was seeking approval for three year advertising contract in the Chamber Community Guide which costs \$650.00. He stated this is a magazine that goes out to all businesses and Air Force personnel in the area. He stated it has been the same cost for many years. He showed the Trustees examples of the guide. Mr. Miller stated he would like to see some improvements to our advertisements. Mr. Stock advised Mr. Miller could take some pictures and he would be happy to submit them for him and would be happy to work on something. Mrs. Spradlin asked if it was \$650 for each year or for all three years. Mr. Stock stated the \$650 was for all three years total.

Mr. Combs moved to approve the three (3) year advertising contract in the Chamber Community Guide for \$650.00. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-154

Mr. Stock advised everyone had copies of the Greene County Commissioners Tax Allocation. He stated this was the money collected from the taxes for license plates within Xenia Township. He was seeking approval of Motor Vehicle Tax Monies distribution in 2019 which is an increase of 70% one year only with no increase in taxes.

Mrs. Spradlin noticed a difference on the previous motion should be \$695 not \$650. Mr. Stock apologized for the error.

Mr. Combs amended his previous motion to approve the three (3) year advertising contract in the Chamber Community Guide for \$695.00. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-155

Mr. Miller stated a letter should be sent to the Greene County Engineer thanking him for allowing the Township to increase the monies received from the Motor Vehicle Taxes. Mr. Combs seconded this idea.

Mr. Stock shared with the Trustees a demonstration of the new web-based complaint system as part of our IworQ's system. He briefly explained the iWorQ programs and where residents can find this on the website. Mrs. Spradlin asked where all the information

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was stored. Mr. Stock stated it was stored on servers at iWorQ. Mrs. Spradlin asked what happens if the Township decides they do not want this program anymore. Mr. Stock stated the Township owns the data and would download all the information into a file. Mr. Miller asked how everyone gets notified and if it was related to what the complaint was. Mr. Stock stated everyone gets notified by email and it was set up to notify the appropriate department staff.

FACILITIES/GROUNDS: Mr. Stock advised of the transition of use of the Township Building/old Road garage and explained what vehicles were being moved over to this building. He stated there would also be storage of administrative boxes there as well. Mrs. Spradlin asked which vehicles were in there. There was discussion about vehicles and what other things the Fire Department would like to do with this building. Mr. Miller stated he would like to see the cost of everything for this transition. Mr. Stock advised he would get that information for him and stated he thought it would be about \$3,000 to \$3,500. Mrs. Spradlin stated her concern was the location within the Well Field Protection area and in the flood plain.

Mr. Stock stated he thought it was time to look at the next phase for 125 Fairground Road. He stated they would like to get occupancy of the Quonset Hut , the Kiln and the Trophy Shop. Mr. Miller asked if they have occupancy of the Blue Building. Mr. Stock advised they have temporary occupancy of this building and the only thing they were waiting for was the architect to agree to the adjudication response that was sent in. He advised the response was fine but they wanted the architect of record to sign off on the response. Mr. Miller stated until this happens they cannot officially move into the building. Mr. Stock advised everything was moved in and the Road Department is occupying the building, Greene County Building Regulations knows everything that has been done and are fine with the Township being in the building but will not give the Township final occupancy until the architect of record signs off on the adjudication material. Mr. Miller asked Mr. Pile if his operations had moved to 125 Fairground Road and Mr. Pile stated that they had.

Mr. Stock stated the things they would like to do were to get occupancy of the other buildings and to do this they would need as built architectural drawings stamped. He explained some improvements they would like to make to doorways wider and add handrails. He stated there would be requirements like emergency lights and fire extinguishers. Mr. Stock stated the Kiln comes with a dry sprinkler system that comes from the Trophy building. He stated part of the occupancy would be to remove this sprinkler system since the goal is to use this for dry storage. He stated the plan for the Trophy building would be for it to have a sprinkler and alarm. He reported about the companies that would be able to do the work for the sprinklers and alarms for the buildings.

Mr. Stock advised of the work to be done by Megacity Fire for fire suppression and alarm system for the additional building and the costs associated with it. He requested a Purchase Order to Megacity Fire. Mrs. Spradlin asked if the building would need to be heated once this work was completed. Mr. Stock advised they would only be required to heat the building to 40 degrees. Mr. Stock explained he was also looking for a price to insulate the Trophy building. There was discussion about the kind of insulation that would be used and how long it would last. He explained two quotes for an architect and he was trying to get a third quote.

Mr. Stock stated he was not sure if they could talk about rental of any buildings, which was the next phase for 125 Fairground Road, before finishing up the occupancy of the buildings. Mr. Stock advised what things would have to happen to make rental space available, like security upgrades, change of occupancy, rental agreements, and the financial liability associated with rental spaces. He asked the Trustees to look over the list of items provided and think about how the Township should proceed.

Mr. Miller stated he knew of someone who was interested in the trophy building. The building would get used as a processing building. He reported about the number of employees and what would be needed for this business. There was discussion about what upgrades would need to be done to the building for this business to use it. Mr. Combs stated he was not sure if he wanted to get into a commercial real estate venture and asked Mrs. Spradlin for her thoughts. Mrs. Spradlin stated that she would need to

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know more about it and stated making money for the Township would be a good idea because there were no other sources of revenue other than taxes. She stated if there was a way to bring money in, that could help with different departments. She added they need to remember the EPA and the guidelines there to see how this would disturb the property. She stated there was too many unanswered questions at this time. Mr. Combs asked about a time lime for this business. Mr. Miller stated the business would be making decisions sometime in November, but actual move in would not be until second quarter of next year. There was discussion about what information was needed before any further discussion or decisions are done and what this business might need to make the space workable for it. Everyone agreed they would like to have more information before moving forward.

CELL PHONES: Mr. Combs asked about the need for the cell phone purchase. Mr. Stock stated the Trustees had approved the money to purchase this cell phone but wanted to wait to purchase it when Mr. Seiter returned from leave. Mr. Stock stated about the prior approval of the money but was told to come back to get approval before purchasing the phone. Mr. Combs asked why the cost was more than the other phones. Mr. Stock stated since they waited on this phone the rate was not locked in. There was discussion about getting a new phone for Mr. Seiter. Mr. Combs asked for Mr. Pile's opinion on this matter. Mr. Pile said today's technology was better than the old. Mrs. Spradlin stated she was not going to talk about cell phones anymore, but she had noticed that this group of employees only make 3 to 4 calls a day. She asked if they should spend \$40 a month for 4 -5 calls per day that might be made on this phone or wait until the next contract comes up. Mr. Miller asked if there was a way to get a phone from another vendor. There was discussion about what was spent on phones coverage per month. The decision was to not replace this phone at this time.

LEGAL COUNSEL: Mr. Stock requested permission for the Administrator to sign a fee agreement with a Human Resources attorney from Columbus. He stated the rate was \$190 per hour with \$85 per hour for paralegal fees for clarification of issues. Mrs. Spradlin stated she spoke with another attorney from Columbus and she did not think his rates were that high. Mr. Combs asked where Mr. Stock found this attorney and the rates. Mr. Stock stated this was the attorney that Sugarcreek Township uses.

Mr. Combs moved to give the Administrator permission to sign a fee agreement with a HR attorney, of his choosing, not to exceed \$190 per hour and not to exceed \$85 for paralegal and up to 4 hours of work each. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – nay, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

RESOLUTION NO. 2018-156

TRUSTEE BUSINESS:

Mr. Combs reported the Regional Planning meeting was about the new construction in Sugarcreek Township.

Mr. Miller stated he was trying to get the agreement formalized and then get the Washington Road project underway.

FIRE DEPARTMENT:

Chief Fox reported Meghan Creech turned in her resignation as a Full Time employee as of October 6, 2018 and requested a move to Part Time status with letter refusing health care benefits stemming from the 1,500 rule. Chief Fox requested acceptance of this change. There was discussion about her rank and pay with this change.

Mr. Combs moved to accept the Full Time resignation from Meghan Creech and move to Part-Time status at \$14.44 per hour with letter refusing health care benefits stemming from the 1,500 rule. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-157

Chief Fox requested the acceptance of Rodney Beam's resignation for September 30, 2018 and noted that he would be eligible for rehire. Chief Fox stated he had received a job with the Dayton Fire Department which has a one-hat rule. Mr. Combs asked about

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him being eligible for rehire. Chief Fox stated if in the future he wanted to come back he would be eligible for rehire.

Mrs. Spradlin moved to accept the resignation from Rodney Beam due to change in circumstance effective September 30, 2018 and eligible for rehire. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-158

Chief Fox referenced the grant from BWC for \$15,000 and requested a Purchase Order to Ward Diesel Systems of \$18,888.62 for two (2) transferrable exhaust systems for two medics from 2111-760-740-1202. Mrs. Spradlin asked Mrs. Seiter if this money was in the fund to cover this purchase. Mrs. Seiter stated it is there.

Mr. Miller moved to approve the Purchase Order to Ward Diesel Systems of \$18,888.62 for two (2) transferrable exhaust systems for two medics from 2111-760-740-1202. Mr. Combs Seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-159

ROAD DEPARTMENT:

Mr. Pile reported the Road Department was training with the State. Mrs. Spradlin stated she wanted to thank Mr. Pile and the Road Department for working with the Fire Department on the burning project at 125 Fairground Road.

UPCOMING MEETING DATES:

October 16, Zoning Commission meeting

October 18, Trustee meeting

October 30, Combined Trustee and Zoning Commission meeting

ADJOURNMENT:

Mr. Combs moved to adjourn at 9:06 p.m. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – 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:

Scott Miller

Sheila J. Seiter, Fiscal Officer
MEH

Susan Spradlin