

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
NOVEMBER 2, 2017 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 6:05 p.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.

### **IN THE READ FILE:**

Xenia Zoning and Planning Commission Agenda

### **ROAD DEPARTMENT:**

Mr. Pile advised that last week he received a third quote for insulation at 125 Fairground Road. He explained the quotes in detail for each building. Mr. Combs asked Mr. Pile which of the quotes did he prefer, or would he want to split the work between companies. There was discussion of the different types of insulation and the R values. There was discussion about the buildings and the insulation needs of each and action will be taken in the near future.

Mr. Pile stated that on the Greene County water line extensions program had been broken into five contracts. Mr. Pile advised to the contractors that would be doing the work.

### **FIRE DEPARTMENT:**

Chief Fox requested to the new appointment of Justin Kelly FFII/Paramedic at \$13.56 per hour, starting immediately. Mr. Miller moved to appoint Justin Kelly Part-Time Firefighter II/Paramedic at \$13.56 per hour. 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. 2017-196**

Chief Fox advised that he had nineteen helmets that were manufactured in 2006-2007 that he needs the Trustees to declare obsolete. Chief Fox stated that he wishes the disposal would be up to the Fire Chief and the Township Administrator. Mrs. Spradlin asked what was going to be done with the helmets. Chief advised some would go to the Explorer group. Mrs. Spradlin stated that she was concerned that people could show up to a mass destruction event saying they were with Xenia Township when they were not. Chief Fox stated that he was not sure what was going to be done with the helmets they were still doing some research on the issue. Mr. Miller advised that even though the helmets do not have asset tags, due to the value it would probably be worth having an identifying tag on them. There was discussion about tagging the obsolete helmets with a sticker that states it was not safe. Mrs. Spradlin moved to declare the 19 fire helmets obsolete and to be disposed of. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-197**

Chief Fox advised that he gave the Trustees a worksheet that showed all of the Mutual Aide runs to-date for 2017. He explained the worksheet in detail.

Chief Fox stated the Safety Council meeting was about food preparation and storage presented by the Health Department.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, NOVEMBER 2, 2017**

Mr. Combs advised that he recently saw a story about a recall on fire extinguishers. There was discussion about the recall of the Kiddie brand extinguishers. Mrs. Spradlin looked up the recall and cautioned Chief Fox to check the Township's extinguishers.

**FICAL OFFICER:**

Mrs. Seiter advised that she had given everyone a copy of the monthly financial reports. Mrs. Spradlin asked about some of the amounts on the revenue report. Mrs. Seiter stated that she would like a resolution to move money in the General Fund from contingencies to medical for \$30,000 to cover the rest of the year and in case the new insurance company wants to be paid up front. She explained further how she decided on the amount for this transfer. Mrs. Spradlin moved to transfer funds from Contingencies 1000-930-930-0000 in the amount of \$30,000 in to 1000-110-221-0000. 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. 2017-198**

Mrs. Seiter asked if anyone was familiar with the Open Checkbook through the State Treasurer's Office. She explained the program to those in attendance. Mrs. Seiter provided an online presentation of Xenia Township's test site. She advised that it would be going live in about two weeks. Mrs. Spradlin stated that this could cause people to have questions about the spending, and wonder why the Fire Department went to Lowe's, for example. Mrs. Seiter explained how people can get these questions answered through an email link option to her. A resident in attendance asked about the cost and Mrs. Seiter advised it was free through the State Treasurer.

Mrs. Seiter advised that she would like the date for year-end purchasing to be November 30. She asked the Department Heads to be sure to make purchases appropriately so that she could have all the bills processed by the first meeting in December. There was discussion about the types of purchases were included for this date and that Purchase Orders can still be requested.

Mrs. Seiter 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. 2017-199**

Mrs. Seiter presented the bills. Mrs. Spradlin stated that she had a question about the Dayton Metal Door, Inc. bill. Chief Fox explained that was for a bathroom door at Station 52. Mr. Miller moved to approve the bills. 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. 2017-200**

Mrs. Seiter advised there were three sets of minutes to approve.

Mr. Miller moved to approve the minutes from the September 21, 2017 regular meeting. 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. 2017-201**

Mr. Miller moved to approve the minutes from the October 5, 2017 regular meeting. 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. 2017-202**

Mr. Miller moved to approve the minutes from the October 13, 2017 special meeting. 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. 2017-203**

**ADMINISTRATOR:**

Mr. Stock stated that he was waiting for two people to complete the questionnaire for the insurance companies. He advised that this information will be sent to each of the companies that will be providing quotes. Mr. Stock gave an update on collecting the

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, NOVEMBER 2, 2017**

insurance quotes for next year. Mrs. Spradlin asked if we would be able to get quotes if the forms were not filled out. Mr. Stock advised No. He knew that the two people were working on the form. Mr. Combs advised that these needed to get done quickly. Mr. Stock advised that the sooner these were done the sooner he could get solid quotes to give to the Trustees, so they could make an informed decision.

Mr. Stock advised that the Trustees had updated public request policy and forms in front of them. Mr. Miller stated that he had a question regarding the jump drives and the cost of them. Mrs. Spradlin explained how she purchased a used one and it had a virus. Mr. Miller stated that he did not want someone bringing in a jump drive that may not be new, he stated it would be better to have some on hand and provided at cost per request to the policy. It was agreed to purchase three jump drives to keep on hand.

Mr. Miller moved to approve the public records policy and forms with the discussed change. Mrs. Spradlin stated that Mrs. Seiter mentioned that the Township does not have to create a record if the Township does not have it. Mr. Stock advised that he thought this had to do with creating a PDF form of a document. Mrs. Spradlin stated that she thought it had to do with tapes. Mrs. Seiter advised that the Township only had to supply the raw data in the current format it was in. 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. 2017-204**

Mr. Stock advised about a topic from the Joint Trustee and Zoning Board's meeting regarding Adult Entertainment. He stated that some research had been done and the data was in their packets. Mr. Stock explained that different jurisdictions handle this type of business in different ways. He stated that some had different forms and applications, and this was information for their review. Mr. Miller stated that he did not see actual forms from other jurisdictions. There was discussion about where forms could be found. Mr. Stock stated that the Zoning Board felt this was the best meeting they have had to date.

Mr. Stock stated that he wanted to discuss dates for the Christmas Luncheon and Reorganization meeting dates. Mr. Stock advised that he spoke with Mrs. Seiter and he suggested Thursday, December 28<sup>th</sup> at 8:00 a.m. He asked if December 20<sup>th</sup> at 11:00 a.m. would be a good date for the Christmas luncheon. Mrs. Seiter advised that she would prefer the Reorganizational meeting be the 28<sup>th</sup> in the afternoon or on Friday the 29<sup>th</sup>. Mr. Miler asked if they would also change the regular trustee meeting from the 21<sup>st</sup> to the 20<sup>th</sup>. Mrs. Seiter stated that they had done that in the past. Mrs. Spradlin stated that she thought it would be best to wait to make this decision after the elections on Tuesday. There was discussion about the dates and times for the luncheon and meetings and everyone agreed to wait until the next meeting before confirming dates and times.

Mr. Stock advised that he was waiting for the numbers regarding OPIOID Statistics. He stated that the gentleman contacted him and said that he was working on getting those to the Township as soon as he can. Mr. Stock stated that he was hoping to have this information before the next meeting.

**TRUSTEE BUSINESS:**

Mr. Stock advised that the Commissioner's meeting was earlier today for the annexation. He stated that the Commissioner's did not show up today to make a vote. Mr. Stock advised that the Commissioner's showed with many notes and questions. He stated that he could tell they had researched the annexation and looked at the petition and the objection. Mr. Stock explained what happened during the meeting in detail. Mr. Stock advised that the Commissioner's turned the City down on four of the seven components. There was discussion about who spoke during the meeting and that the vote was unanimous. Mrs. Spradlin stated that she thought it was wonderful that the Commissioners were able to unanimously say no to the annexation and thinks that they need to have a say in any future annexations and not just a check list.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, NOVEMBER 2, 2017**

Janis James, N. Bickett Road, stated that she was very impressed with the County Commissioners and stated that they really did some research. She wanted to thank the Trustees for setting aside the money to hire the attorney. Mrs. James stated that Mr. Stock did an amazing job as well and she was in awe of his presentation and the amount of research that must have been done for it. There was discussion about the City's reaction and statements about the vote.

Mr. Combs stated that there were a couple of other people to thank for their work on the annexation. Mr. Washington and his wife for their help with the map presentation, Cookie Newsome, who spoke professionally from the heart, Mr. Curtis, who owns land next to the proposed annexation land, spoke to the Commissioners, Mr. Gromley, CSU professor who spoke. Mr. Combs stated that the County Engineer did not do the Township any harm either.

Mr. Miller stated that it was good to see so many turn out for the Commissioners meeting. He stated that these people were significant.

**UPCOMING MEETING DATES:**

Nov. 16, Trustee meeting  
Nov. 28, Zoning Commission meeting  
December 7, Trustee Meeting

**COMMITTEE REPORTS:**

Greene Co. Reg. Plan. Coordination Committee: Mr. Combs stated that the primary discussion was Ken LeBlanc retiring and that he was still looking for someone to take his place. Mrs. Spradlin asked if the census information had gotten done. Mr. Combs stated that was brought up at the meeting. Mrs. Spradlin asked how this would get done. Mr. Stock advised that Regional Planning assigns numbers and gives this information to emergency personnel. He advised that Regional Planning stated that they would help with getting this information together. Mrs. Seiter advised that the Census has many surveys that ask for a lot of different information and it can be confusing who should do what part. Mr. Stock advised that this is to verify the addresses within the Township for when the Census is sent out. Mr. Combs stated that down the line it can affect money, and Mr. Stock advised that yes it can.

**GUESTS:**

Roy Colbrunn, Wilson Drive, stated that it was very interesting walking around and talking to people. He stated that he has had a lot of history and has learned a lot about the Township and the Wilberforce area. He stated that it has been educational going out and talking to people to find out what really matters to them.

**ADJOURNMENT:**

Mr. Combs moved to adjourn at 7:57 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