

## RECORD OF PROCEEDINGS

### MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING  
NOVEMBER 8, 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 5:45 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.

#### IN THE READ FILE:

City of Xenia Planning and Zoning cancellation notice, Greene County Combined Health District (3)

Mr. Combs moved to enter Executive Session at 5:48 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: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0. Those included in the first portion were three trustees and Township Administrator, second portion were all elected officials, Township Administrator and Deputy Chief Beegle.

Mr. Combs moved to exit executive session at 6:28 p.m. and continued the regular meeting.

#### FISCAL 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 explained the amounts in question.

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. 2018-174**

Mrs. Seiter presented the bills. Mr. Combs moved to approve the bills. 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. 2018-175**

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

Mr. Combs moved to approve the minutes from the regular meeting October 4, 2018. 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. 2018-176**

Mr. Combs moved to approve the minutes from the Special Meeting October 23, 2018. 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. 2018-177**

#### TRUSTEE BUSINESS:

Mr. Combs brought forward the Occupancy/Fire Suppression/Fire Alarms for 125 Fairground Road. He stated this discussion was tabled at the last meeting. He stated this needed to be addressed so work can continue towards occupancy at 125 Fairground

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Road. Mr. Combs asked for discussion. Mrs. Spradlin stated she had nothing further to add, she was ready to move on these items at the last meeting. Mr. Miller stated he had no issue with the architect but thought it was premature for the fire suppression and that could wait until next year. Mr. Combs asked why he would want to hold up the occupancy. Mr. Miller stated the only building they were currently using was the Kiln building, but at this point he did not see spending any money on the other buildings at this time until they know how it would be used. Mr. Combs stated at some point the fire suppression would have to be done in the building. Mr. Stock stated the Kiln building could not be used because of the dry fire system in it and they would have to ask for it to be removed in order to get occupancy. Mr. Stock advised of what needed to be brought up to date to be able to use each building. There was discussion about what needed to be done to obtain occupancy. Mrs. Spradlin asked which buildings the Megacity Fire Suppression Alarm System was for and for clarification about the quote. Mr. Stock stated this was a permit to withdraw the dry system from the Kiln and activate the wet system. This was necessary for occupancy. There was discussion about the Fire Alarm System for the quonset hut, trophy and kiln buildings.

Mr. Combs moved to approve the Purchase Order to Patrick Hansford for occupancy architectural work for completed occupancy permit for Quonset Hut, Kiln, and Trophy Buildings at 125 Fairground Road not to exceed \$2,400.00 from 2031-330-360-0000. 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. 2018-178**

Mr. Combs asked how long the quotes were good for from Megacity. Mr. Stock stated the quotes were good until tomorrow and explained the work that would need to be done. Mr. Stock advised this was the best price out of the three quotes that were received.

Mr. Combs moved to approve the Purchase Order to Megacity Fire for fire suppression and alarm system for \$7,895.00 from 2031-330-360-0000. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – nay, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

**RESOLUTION NO. 2018-179**

Mr. Miller reported the Washington Road project was underway. The dirt was being moved and pipe was being laid. He stated this should be finished up shortly.

Mr. Miller stated there was an EPA Litter Control Grant coming out next year. He stated there were a couple roads that have had litter issues. He stated this could help promote litter awareness that may help win the award of the grant. Mr. Miller stated he was looking for help on this with some brainstorming ideas for signage. He stated he felt if there was some more positive signage it may help the Township deal with this issue.

**ROAD DEPARTMENT:**

Mr. Stock reported on the Greene County Road Report Condition and advised there were two copies. He explained the one copy had new columns which would be used for the Road Ride for next Spring. He stated the other was a copy of what needs to be approved and signed by the Trustees to be returned to the Greene County Engineer.

Mrs. Spradlin moved to approve the Greene County Road Report Condition 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. 2018-180**

Mr. Stock stated the Road Department was looking at the potential of an Ohio Bureau Worker Compensation Safety Integrated Grant for Vehicle salt/brine neutralizer, degreaser, and tar remover. Mr. Stock explained this was a 75% grant for \$14,100.00 to be used on all TWP vehicles, Road, Fire Department, Administration. The total cost to the Township would be \$3,525.00. Mrs. Spradlin asked if this would be a piece of machinery, and where it would be installed. Mr. Stock explained this would be located at 125 Fairground Road and explained how it worked. There was discussion about the product and how the cost would be split between departments.

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**FIRE DEPARTMENT:**

Mr. Stock gave the Safety Council Report. He stated the meeting was about emergency preparedness. He stated he would like to obtain a Government Emergency Telecommunication Service (GETS) card and explained how it works. He stated the meeting also discussed cases of Hepatitis A.

Deputy Chief Beegle requested acceptance for FF/EMT Conner Reichert's resignation effective November 10, 2018 and stated he would be eligible for rehire. He stated he accepted a full time job with the City of Xenia.

Mr. Miller moved to accept the resignation of FF/EMT Conner Reichert effective Nov 10, 2018 and stated he would be eligible for rehire. Also, to wish him well on his new job. 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. 2018-181**

Deputy Chief Beegle requested acceptance of a change of status for FF Garrett Beam from Part Time to Paid-On-Call(POC) effective immediately due to him accepting a job with Greene County Parks and Trails.

Mr. Combs moved to accept FF Garrett Beam's change of status from Part Time employee to POC effective immediately. 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. 2018-182**

**ADMINISTRATOR:**

Mr. Stock advised he is working with Budget Revenue, Other Revenue, Hazard Insurance breakdown, Personal Insurance Breakdown. Mr. Stock stated Mr. Frank Harmon would be in attendance at the next meeting to answer questions about the insurance. Mr. Stock explained the insurance rates on the quote.

Mr. Stock stated they would begin budget discussion on fixed costs and other revenue and a projected carry over next meeting. Mrs. Spradlin asked if Mrs. Seiter had given a funds cutoff date. Mrs. Seiter stated that she was looking at that but it would be early December.

Mr. Stock asked for everyone's input on a Christmas Party Date. Mrs. Spradlin asked when the Fire Association party was scheduled. Lt. Kelly Hines stated December 7<sup>th</sup>. There was discussion about December 13<sup>th</sup> and everyone agreed this would be the best date. There was discussion about having a work session before the luncheon. Everyone decided an 8:30 a.m. work session on budget and 11:30 Luncheon would work best.

Mr. Stock reported on the resignation of Donna Randall, Zoning Commission alternate. He stated that she had been a life long resident of the Township and has served on the Zoning Commission for many years. He stated she was moving into the City into an age specific home and would no longer be eligible for the alternate seat on the Commission.

Mr. Combs moved to accept the resignation of Donna Randall from the alternate seat on the Zoning Commission. 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. 2018-183**

Mr. Miller commented that Mrs. Randall is an exceptional person and has attended many meetings over the years and her heart was truly with the Township. He stated he appreciates her efforts. Mrs. Spradlin asked if there was something that could be done in writing to her to show the Township's appreciation. Mr. Stock stated a plaque could be done at a reasonable price and be a very nice gesture.

Mr. Stock advised Mrs. Freda Parks, 89 Washington Road, was requesting reimbursement of \$300.00 for ditch leveling and he explained her property situation. Mr. Miller stated the work to be done in Spring of next year was expected to tie into her existing tube into the catch basin as well.

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Mr. Combs moved to approve the request for Mrs. Freda Parks of 89 Washington Road for \$300.00 for ditch leveling. 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. 2018-184**

Mrs. Spradlin stated she had been opposed to this Ditch Improvement Project from the beginning. She stated the Washington Road Project was going to be like opening pandoras box and this was going to be one of the residents to follow until all of the residents were compensated to have the ditch fixed. Mrs. Spradlin stated she was all for helping people but she did not feel 89 Washington Road was one that needed anything done. She stated currently the road department was out working on this road and had been working all day on this project. They had hauled over 23 loads of the Township's dirt that had been saved from another project which was planned for use at 125 Fairground Road to shore up a crumbling wall. Now we will have to purchase additional for that. She stated this was not budgeted into the cost of this project and the Road Department was out working on overtime. She stated they had already worked over twelve hours and will probably work seventeen hours total for the day. She stated this was a safety hazard and she stated she was very upset about this. She stated this has gone way over budget and she was against this project to begin with; they had hired an engineer and he did his job. This job was done and the Trustees signed off on the job but now they were going back because three people have complained. She stated she did not know if they were approached or if they came to someone about their ditches. Mrs. Spradlin stated she went out and looked at the ditches, the only problem she saw was due to the resident digging a trench after the original work had been done. She stated tomorrow the weather was calling for rain and snow but the Road Department is not prepared to treat the roads because they were hauling dirt right now. She stated she was very angry because she feels all of Xenia Township was at possible risk because someone had pushed to get this project done and rescheduled everyone including the Road Department putting our residents at risk. She stated that was why she voted no on this project.

Mr. Miller stated if the Washington Road Ditch project had been approved when it was originally brought up, they would not be dealing with the weather issue. He stated he looked at the weather forecast for tonight there was only rain forecasted for tonight but not supposed to be freezing rain. Mr. Miller stated he feels the road crew can deal with it if it became necessary. He stated the Road Department had not been working the hours Mrs. Spradlin stated. Mrs. Spradlin asked if he did not think the road crew came in at 7:00 a.m. and think that they are still out there? Mr. Miller stated he did not think they were currently out working. Mrs. Spradlin stated she was told at 5:00 p.m. they still had another estimated five hours to go. Mr. Miller stated he heard the same thing but at 2:00 p.m. Mr. Miller stated the Washington Road project did not leave the properties in the condition they were in prior to the project. He stated that should have been caught in the engineering drawings but it was not. It should have been taken care of before anything took place but for the residents to have the ditches they had prior to this project. Mr. Miller stated these properties should not have been left in worse shape than they were before the project but that was what took place. Mrs. Spradlin stated she disagreed, they hired an engineer and the Trustees signed off on that work, the engineer said it was complete. She stated Mr. Miller tried to find fault in the road because he was not happy; then Mr. Miller was not happy about the ditches and wanted those fixed as well. She stated they had replaced trees, fences and gave the residents a brand new road. These properties did not have standing water in them until the residents created the problem. Mr. Combs stated the project was started and needed to be completed so whatever it takes that was what would be done.

Mr. Stock advised of the next phase at 125 Fairground and the insulation in the trophy building. He explained there was a company that manufactures the hardware that would help put the insulation back up. He explained the work and the costs. Mr. Stock explained the quotes for insulation work that were received earlier in the year. Mr. Stock advised the Township was expecting a check from the Greene County Commissioners for the windfall revenue that was unexpected. He stated also for next year they had petitioned the Commissioners to allow them to get 100% from the excise (gas) taxes.

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**UPCOMING MEETING DATES:**

November 15, Trustee Meeting  
November 27, Zoning Commission

**GUESTS:**

Roy Colbrunn, 689 Wilson Drive, he stated when he moved into the township there was a drainage problem on his road but was told the Township was not going to help. He stated now there was money being spent on Washington Road and on his road. He stated a neighbor, on Wilson Drive, was having to spend money to tear out his driveway where there was a drainage problem. He stated whether it was right or wrong it seems amazingly unfair to spend the amount of money that was being spent for four properties when another resident has to spend his own money to tear out a nice driveway and put in something else. He stated where does the line get drawn so that people were treated equally. He stated he understands why this would be like opening a Pandora's box. Mr. Colbrunn stated he drove by Washington Road on his way into the meeting and the Road Department was an amazing crew but they are not prepared to work at night. He stated there were no lights out there and when he drove by, he could barely see Mr. Morris waving him through. He stated there was no signage that there was work being done. He stated this was a danger to the crew.

Mr. Colbrunn stated he also came tonight because there seemed to be a lack of a plan. He stated there has been a long time without filling the vacancies in the Fire Department. Mr. Colbrunn stated he understands it can be difficult to find people. He hopes the fire department has plans for employees leaving and plans for replacement. Mr. Colbrunn stated he understands some discussion has to happen behind closed doors but it would be helpful to have some idea of what the plan is going to be. He stated it would be nice to know that the Township would be covered with the same level of dedicated protection for the Township.

Mr. Combs stated with the Washington Road project, the additional work that was being done now was due to the result of the original project and that it was left out or a fallacy. He stated they are trying to address that issue and did not feel right to leave someone's property in less of a condition than it was prior to the original project. He stated that was how he saw the difference between Washington Road and Mr. Colbrunn's examples. Mr. Combs further stated when it came to Mr. Colbrunn's concerns about the Fire Department and the vacant position, they were working on it. Mr. Combs stated there were some restrictions or requirements for full time firefighters and this causes it to take time to find qualified people.

Mr. Colbrunn stated he does understand and appreciates Mr. Combs comments. He stated he knows at this time there are inspector requirements for full time. He stated the Township needs to attract qualified people and appreciates that the Township was working on this issue. He stated maybe the Township should consider waiving this requirement for the time being and find more people who would be for the area and not use this department as stepping stone. Mr. Colbrunn stated he knows that unfortunately the pay was also the issue. He stated he appreciates the Trustees telling him that they were working on the problem.

Mr. Combs stated the talent pool seems to be shrinking and the need was staying the same if not getting greater. He stated he was afraid this would be an issue in other places as well. There was further discussion about the requirements for the position requirements.

Mrs. Spradlin stated this was one of her concerns with the safety for the road department working on this project at night. She stated when she signed off on the original project, she felt that everything was complete. She stated she understood that things break down over time but this has not been that long of a time. As far as the Firefighters, she stated they have been talking about it and they are looking at possibilities. She stated they are also looking at the reality of trying to hire qualified who have the qualification and can pass the drug screening. She stated that sometimes they are stopped from hiring someone for reasons that were out of their control. She stated they had not advertised for the positions because they were still in the discussion phase.

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Mr. Colbrunn thanked the Trustees for sharing what they could about the vacancies and asked whether the Washington Road issue was something that was missed or developed afterwards. There was brief discussion about the Ditch project.

Kelly Hines, 1198 Glen Kegley, Fire Department employee, stated the situation of Fire position vacancies was known a month ago and wanted to know why no advertising yet. He stated the Township employees need to know what is going to happen. He stated there were a lot of great part timers that are dedicate to this department but many of those have dedications to other departments. He stated rumors are going around the department because there has been no communication about what was being done. He stated rumors spread like wild fires and it is like a disease. The employees want to know what was being done and he understands there are specifics that can only be discussed behind closed doors due to confidentiality, but the employees need some communication. Mrs. Spradlin stated they are always worried about staffing and worried that employees are safe and happy. She stated she thinks many employees would say they are happy. Mrs. Spradlin asked Deputy Chief Beegle if the schedule was covered through December. Deputy Chief Beegle stated he was still working on December. She stated it was unusual for a commander to send out requests for people to help cover. She stated when it came to Lt. Hines comment about rumors, she wanted to say that social media does not help with the rumors either. Mr. Colbrunn stated that in the vacuum of having no information then it would be filled with rumors, that was a fact of life. He stated it could be curbed with sharing even as little that can be shared when it can be. There was discussion about social media and the Township. Mrs. Spradlin stated that she thought the Township had been doing well when it came to paying employees. She reminded last year after the budget was approved and goals were met, they were able to come back and give end of year bonuses and raises.

Mr. Hines asked for clarification about the replacement of any full time firefighters before the end of the year. Mr. Combs stated that was not etched in stone but it was a possibility. Mr. Colbrunn stated he appreciated the fact that the Trustees confirmed that they were working on the staffing issue. Mr. Miller stated the one thing that was taken into account was that the Township was trying to provide an exceptional service to the general public of the Township and do it with keeping safety in mind for all employees.

**ADJOURNMENT:**

Mr. Combs moved to adjourn at 8:00 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