

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
DECEMBER 6, 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 annually and on the Xenia Township website within 24 hours of scheduling this meeting.

Chair Steve Combs called the Regular Meeting to order at 6:00 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:

Wright-Patterson jobs, Greene County Council on Aging (Dec-Jan), Xenia Planning and Zoning, Greene County Combined Health District (3), Melissa Dodd thank you letter.

ROAD DEPARTMENT:

Mr. Stock received a letter from John Otis concerning his property at 435 Wilson Drive. Mr. Combs read the letter from Mr. Otis. Mr. Miller asked if Mr. Pile had any communication with Mr. Otis. Mr. Pile stated he first spoke with Mr. Otis back in 2017. He stated that Mr. Otis had contacted the Township about water problems around his driveway approach. Mr. Pile explained the issues he found at Mr. Otis' property. Mr. Pile stated he told Mr. Otis that he needed to pull a driveway and work along permit at the Township office and explained that if the permits had been pulled before the work had been done this would not be a problem now. Mr. Pile shared photos of Mr. Otis' driveway and gave a history of this part of Wilson Drive. Mr. Combs stated he wanted to address the question about why Washington Road was fixed but not Wilson Drive. Mr. Combs stated Washington Road had a major project done on it and some in attendance felt that project had left a few yards in worse shape than before the project had begun. Mr. Combs stated the decision about Mr. Otis's issue was not based on opinion but based on the Township Resolutions. Mr. Combs stated Mr. Otis would have been in better shape if he had come and pulled permits before he had started any work on his driveway or in the Right-of-Way, because he would have gotten direction from Mr. Pile as far as direction and materials needed. Roy Colbrunn, 689 Wilson Drive, stated Mr. Otis had spoken with him several times about this. He stated he understood both sides of this issue, he would not want Township vehicles damaged or employees hurt but did not know who put the asphalt up to his driveway that is causing the issue. Mrs. Spradlin asked to see the pictures again and Mr. Pile showed her the picture and explained the history of this part of Wilson Drive. There was further detailed discussion about Mr. Otis' driveway and the work that had been done and what needed to be done now.

Mr. Stock stated they needed to have a discussion on when to advertise for the opening in Road Department. Mr. Stock advised he would have more news from the employee on Monday but wanted to start this discussion now. He stated they would need to start advertising and there would be an over lap in employees. Mr. Combs stated he thought it would be good to start advertising. Mrs. Seiter stated for clarification one employee is retiring and currently on leave. Mr. Miller asked which job description would be utilized. Mrs. Spradlin asked if Mr. Pile had any pool of people that might want to work here and stated she knew they were replacing one employee position but would Mr. Pile also want to hire seasonal people as well. Mr. Stock advised he would like to put a link on the website about the Service Worker I and II and say that the preferred applicant have ASE certification. Mr. Stock advised he would have an updated job description for the next meeting.

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, DECEMBER 6, 2018**

FIRE DEPARTMENT:

Chief Fox requested the Trustees accept the resignation of Tim Spradlin from the Fire Department. Chief Fox stated he had forwarded a copy of the resignation to everyone. Mr. Combs read the resignation letter from Mr. Spradlin. Everyone thanked Mr. Spradlin for his time and service.

Mr. Combs moved to accept the resignation of Tim Spradlin from the Fire Department. 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. 2018-193

Chief Fox reported the City of Xenia had an Engine out for repair and in the meantime, he loaned them a rescue apparatus. He stated the City promised if the Township needed it for a response they would respond with the Rescue. He stated they have had it for two and half weeks and they have responded to every accident in that time. He stated the City was expecting to get their Engine back next week, so the Rescue should be back to us at that time. Chief Fox advised the City provided a Certificate of Liability.

ADMINISTRATOR:

Mr. Stock reported the 2019 Motor Vehicle License Tax Fund would be roughly \$80,000 (\$20+60K). He stated typically there would be \$20,000 and the Greene County Engineer can entertain a request from the Township to give more than the 30% that is required by law for Motor Vehicle Tax. He advised this could be spent as 2/3 on paving and 1/3 on trees and guardrails. He stated this year the Greene County Engineer was allowing the Township's that asked, to have 100% of the tax collected instead of the 30% for one year. Mrs. Seiter reminded the Board that a few months ago they had approved a motion to support the Greene County Engineer so the Township could receive this money.

Mr. Stock advised the Trustees of potential purchases for the Greene County Commissioners "financial grant" for "permanent public improvements" of \$41,401.44. He stated he had supplied the trustees with a breakdown of how much each entity received. Mr. Combs asked if this may become a yearly thing. Mr. Stock advised the Greene County Commissioners were hoping it would become a yearly thing and added the Township would have to send a report to the Commission by October 2019 on how the money was spent. Mrs. Seiter explained how the money needed to be certified as additional revenue and then appropriate it to the fund to be spent. There was discussion about the possible purchases.

Mr. Stock requested a Purchase Order to purchase, for all three (3) departments, the degreaser from Enzo's Cleaning Solution in the amount of \$14,198.50 and explained which funds would be used. Mrs. Spradlin asked how the cleaners would be used. Mr. Pile explained the process on how this cleaning system worked. There was discussion about how this equipment and how often it would be used on the vehicles. There was discussion about whether to make this purchase now or next year and if there were any environmental issue.

Mrs. Spradlin stated they needed to decide where to take the money from because they need to receipt the Grant and Mr. Stock had other ideas for purchases as well. She stated they needed to think about those ideas before they just throw \$14,198.50 out of the \$41,000 to this when there could be something else that could be done. She does believe this will save the vehicles from rust and repair and the funds and carryover are getting low and even thought they would love to have every new toy on the block but they need to be realistic. She stated they have received complaints about vacant homes that were in neighborhoods well before this was brought to their attention. This could be one of the things they spend part of the \$41,000 on. She said removing the house on Main Street was one of her ideas for this money but there were so many thing that need to be done before that to get ownership of the property. Mr. Combs stated he liked the idea about the house on Main Street. She said there were other properties as well and \$41,000 would not do all of them but it would help a few neighborhoods and residents with property values and crime rates. Mrs. Seiter stated at the presentation the Townships were asked what their plans were and one Township said they were going to upgrade play equipment, another was going to put it towards a fire truck. Mrs. Spradlin asked when they would get

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, DECEMBER 6, 2018**

the Township's next money from the County. Mrs. Seiter explained when the different money comes in from collected taxes. Mr. Stock asked Mr. Pile to explain some of the work he was doing on Medic 53. Mr. Pile explained the work and that some of the work could have been prevented if they had this cleaning solution product for the vehicles. Mrs. Spradlin stated they also have the new rescue engine and they want to be sure they take care of it and all the other vehicles. Mr. Combs stated the Fiscal Officer explained the money was there and the Road Superintendent told us what purposes the tool will serve and he hopes that they could extend the life of everything Xenia Township owns that was on wheels. He asked Mrs. Seiter to explain the from and to of the money. Mrs. Seiter explained a spreadsheet of all the funds involved and why it is processed this way.

Mr. Miller moved to approve the transfer \$1,605.72 from EMS Fund from 2282-930-930-0000 to 2282-760-740-0000. 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. 2018-194

Mr. Miller moved to approve the Purchase Order for Enzo's Cleaning System set up per quote includes equipment and supplies for \$14,198.50 (per four funds called out and attached: 1000, 2282, 2231, 2031). 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. 2018-195

Mr. Stock stated with the ongoing discussion about 125 Fairground Road and before the fire suppression system is done that something needs to be done with insulation in the back building. Mr. Stock reported on the quotes received for this work. He explained the best quote was from Spray Tight and they will need to heat this building to 40 degrees for the fire suppression system. Mr. Stock requested Purchase Order to Spray Tight for Insulation at 125 Trophy Building of \$8,613.00 from 2031.330.323.0100. There was discussion about how the old insulation would be taken down. Mr. Miller stated he would like to know the end game for the building, what would it take to get final occupancy, but the purpose had not been determined as of yet. He questions putting money into this building when they do not know what it will be used for. Mr. Combs stated they could not use it for anything until they obtained occupancy. Mr. Stock advised they had approved the architectural drawings for the cold storage and the reason for doing the insulation was to fix the hanging insulation and they need it before they can get the final on the fire suppression system. He stated they do not need pre-approval from an Architect to know what the Greene County Inspector needs for cold storage. He stated they have had the electrical pre-inspected and know in that building there is no water. Mr. Miller stated that with a sprinkler system it would have a lot of water. Mr. Stock stated the Road Department had redone the exit and emergency lights that were required. He stated the fire extinguishers have been placed per requirements. He stated the sky is the limit for this building. He stated to get the final for the fire suppression system and to heat the building to a minimum 40 degrees, having the insulation done would help with that. Mr. Combs asked if Mr. Stock was asking them to do the minimum work to get occupancy until we figure out what to do with the building long-term. Mr. Stock agreed and stated they could continue to use it as they are now. Mrs. Spradlin stated this would also save cost by insulating that building rather than heating it without the insulation. Mr. Miller stated he did not see why they had to heat a building if it did not need it, the sprinkler system did not have to be activated yet, not until they have a use for it. He stated they did not have to put water in the building. Mrs. Spradlin asked if this sprinkler system was tied into the other system, so they cannot activate one without activating all, and asked if this was correct. Mr. Stock explained the systems for each building. There was discussion about the three quotes that were received for the insulation work. Mr. Combs stated he understands Mr. Miller had reservations about doing the insulation work but stated at some point in the future this work would need to be completed and this would make it better than what it is currently. Mr. Miller stated that was a fair assumption but he would like to know the use before spending \$8,613.00 on it and then find out something else needed to be done down the road. Mr. Combs asked if Mr. Stock had any reservations with this being acceptable. Mr. Stock stated they have asked a reputable business for a quote so he does not have any questions about whether this would be adequate and Mr. Pile could give them more information about the insulation and stated the only question

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, DECEMBER 6, 2018**

he would want answered would be does Greene County want a permit for us to do the insulation work.

Mrs. Spradlin moved to approve the Purchase Order to Spray Tight for Insulation at 125 Fairground Road for the Trophy Building in the amount of \$8,613.00 from 2031.330.323.0100, the quote of 10/9/17 still being honored. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – nay, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

RESOLUTION NO. 2018-196

Mr. Stock requested the Trustees to approve joining the 2019 CLOUT to help Ohio Township Legislative priorities at State House, \$200. He stated they receive this invitation each year and he took a look at the legislative agenda. He stated the \$200 fee for helping and thought this would be a good opportunity. Mr. Combs asked if there were any other Townships that are a member of this. Mr. Stock stated Beaver Creek Township and Sugar Creek Township, he added the executive committee were made up by geographical locations. Mrs. Spradlin stated every year this is brought up and every year she says no. She asked if this was such a great opportunity then why weren't more townships involved. Mr. Combs asked if they were to join this then who would be the representative. Mr. Stock advised the representative would be determined by this board. Mrs. Seiter asked if there was a deadline to sign up for this. There was discussion about CLOUT and everyone decided to table this until more information can be gathered.

Mr. Stock stated it was time to vote for the Volunteer Fire Fighter's Dependent's Fund two members appointed by Trustees (ORC 146.01). He stated the two representatives from the Fire Department would be Ed Harper and Bryan Simpson. He asked the Trustees who they would like to vote into this. There was discussion about who the Trustees would like to vote on to this board. Mrs. Spradlin suggested two ministers from Xenia Township who attended the Listening Session regarding Marijuana. Mr. Combs stated he thought of Ron Dodge who lived on Bickett Road. Mrs. Spradlin suggested looking at the meeting minutes to find the names and addresses. Mr. Miller advised he would contact Mr. Creamer, Mrs. Seiter would speak with Mr. Seiter and Mrs. Spradlin would contact Mr. O'Callaghan, and Mr. Stock would contact the person that attended the Listening Session.

Mr. Stock suggested potential Reorganization meeting dates and times. Two suggestions were Friday Dec 28 or Monday Dec 31, 2018 at 8:00 a.m. He asked which date would work best for everyone. Mr. Stock advised he had given the Trustees a draft agenda for this meeting. Mrs. Spradlin stated both dates work for her and Mr. Miller stated there was a chance he would be out of town for both of those dates and Mr. Combs said both dates work for him. Mr. Miller stated he would let everyone know as soon as possible.

Mr. Stock gave the Safety Council Meeting Report advising it was about records retention and document destruction.

Mr. Stock gave the Chamber of Commerce Meeting Report advising it was about the last Hard Hat tour for the REACH Center and the Center is saying they are six days ahead of schedule for being ready to open in January.

Mr. Stock reported on the 2019 Budget Overview which he sent to everyone by email and would like to know if there was any further direction so he and Mrs. Seiter could prepare things for next week's meeting. There was discussion about insurance information regarding the road department and any new potential employee.

FISCAL OFFICER:

Mrs. Seiter advised that she had given everyone a copy of the monthly financial reports. Mrs. Spradlin asked if the money received from Greene County was included with these reports and Mrs. Seiter advised in receipts only, yes. There was discussion about the money from the Board of Regents and that it had not been received yet. Mrs. Seiter was going to try to speak to someone new at the State. There was discussion about the budget worksheets for the budget meeting.

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, DECEMBER 6, 2018**

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. 2018-197

Mrs. Seiter presented the bills. Mrs. Spradlin had a questions about a bill for wiring and Mr. Stock explained what the wiring was for. 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. 2018-198

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

Mr. Miller moved to approve the minutes from the November 8, 2018 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. 2018-199

Mr. Miller moved to approve the minutes from the November 15, 2018 regular meeting. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – abstain, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2018-200

TRUSTEE BUSINESS:

Mr. Combs reported about the Greene Co. Reg. Plan. Coordination Committee meeting. He stated the focus was about a proposed new development off Wilmington Pike.

UPCOMING MEETING DATES:

December 13, 2019 Budget Discussion 8:30 a.m.
December 18, Zoning Commission, 6:00 p.m.
December 20, Regular Trustee meeting, 6:00 p.m.

ADJOURNMENT:

Mr. Combs moved to adjourn at 9:12 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