

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
February 16, 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 5:44 p.m.

Mr. Combs moved to enter into Executive Session for 121.22 (G)(1): (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee at 5:45 p.m. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller - aye; Mr. Combs – aye, Mrs. Spradlin – aye. Motion passed. Included in the session were all elected officials, Administrator Stock.

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

Mr. Combs moved to exit Executive Session at 6:18 p.m. Mrs. Spradlin seconded. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion passed.

Mr. Combs called the Regular meeting to order at 6:19 p.m.

Roll Call: Sheila Seiter, Fiscal Officer; Susan Spradlin, Trustee; Steven Combs, Trustee; Alan Stock, Administrator; Scott Miller, Trustee.

All participated in the Pledge of Allegiance.

IN THE READ FILE:

GCCHD Press Releases (2)
League of Women Voter's Newsletter (Feb.)
Greene Counsel on Aging
MVRPC

FISCAL OFFICER/FINANCE

Mrs. Seiter presented the payroll.

Mr. Miller moved to approve the payroll 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. 2017-028

Mrs. Seiter presented the bills; she explained a few unusual bills, one for HCST and one for Earthlink, which she asked Mr. Stock about. Mr. Stock advised that he will cancel the Earthlink now that the phones had been switched over. He stated that he is also working with Time Warner/Spectrum regarding that bill.

Mr. Combs moved to approve the bills as presented. 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. 2017-029

Mr. Miller moved to approve the Regular Meeting Minutes from January 19, 2017, 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. 2017-030

Mrs. Seiter reported on the audit process for 2014-2015 and there has been an Auditor on site for this week.

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Mrs. Spradlin asked if Mrs. Seiter knew how much longer the audit may take and whether the Township would get billed for work that had been done in the past. Mrs. Seiter explained that she had communicated to the Supervisor about this and that she was told we will not be charged for the newer Auditor's review time.

Mrs. Seiter explained about the Trustee's pay that is based on the Budget. She stated that for years the Township has been in the \$3.5 to \$6 million range. She explained how she learned this was inaccurate for 2017 after she finished beginning of the year processes. She also spoke with Ms. Fought at OTA about this process. Mrs. Seiter stated that she would have to make an adjustment for February's pay. There was brief discussion about the changes to the payroll for the Elected Officials.

Mrs. Seiter advised that there are changes to the revenue that need to be certified. She explained the changes in detail and asked for a resolution for the certification. There was discussion about the fuel tax that is received from the County/State.

Mr. Combs moved to approve the Revenue Certification (Supplemental Cert of Total Amount Available for Expenditures) dated February 16, 2017 as presented by the Fiscal Officer. 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. 2017-031

Mrs. Seiter advised that the Township received tax bills for the parcels at the Fairgrounds Road property. She explained that there were taxes owed for last year on this property. She stated that once paid then the Township can apply for tax exempt status, which the State has to approve. Mr. Stock stated that the taxes are paid in arrears. The property was purchased on July 28, 2016, which would put it in the second half of the year. He explained the process of the taxes owed.

Mr. Combs moved to approve the application for property tax exemptions and payment of current tax for 125 Fairground Road consisting of six parcels, M36-0001-0021-0-0041-00, M36-0001-0021-0-0011-00, M36-0001-0021-0-0012-00, M36-0001-0021-0-0013-00, M36-0001-0021-0-0014-00, and M36-0001-0021-0-0015-00. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion passed by a roll call 3-0.

RESOLUTION NO. 2017-032

ADMINISTRATOR:

Mr. Stock advised that he had refinements done to the budget and that Mrs. Seiter and himself had worked on this together. The Trustees had copies of the documents in front of them and Mr. Stock explained about the amount of money coming into certain funds and expenses for many. There was discussion about the budget and what was included and not included. Mrs. Spradlin asked about adjustments in the salaries of certain employees and whether these had been considered and done. Mr. Stock and Mrs. Seiter explained the process of how they came to the figures in the salary columns. Mr. Miller stated that he felt they needed to sit down and discuss the projects be sure that everything is showing a complete picture. Mrs. Spradlin stated that she is glad that Mrs. Seiter and Mr. Stock were able to work together and the fact that these are solid numbers and she feels very comfortable with these figures.

Mr. Combs moved to approve the 2017 Appropriations, Final Budget as presented by the Fiscal Officer and Administrator on February 16, 2017. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion passed by a roll call 3-0.

RESOLUTION NO. 2017-033

Mr. Stock advised that they had the Brush Row Road Crash Corridor study. He stated that he has been in contact with multiple people regarding this issue. He stated that ODOT will be working on US42 North to move the crosswalk from N. Bickett and US42 from where it is to the corner of Bickett and US42. There will also be new signs with lights, so when a student pushes a button the lights will flash. He advised that he will be working on a grant for some new signage for this area and two other crosswalks that could use the same type of signs. He advised that the speed sign

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could be included in this grant. There was discussion about the signs and the costs for them.

Mr. Stock advised that he was working on the medical marijuana listening sessions and asked how many the Trustees would like to hold. Mr. Stock went over the dates available to reserve the Greene County Media Room. There was discussion about which dates would work for the Trustees. It was decided to reserve the Media Room on March 15th and 27th.

Mr. Stock stated that he felt it would be best to consider another medical marijuana moratorium for six more months so that the Township could have more time to conduct research and act.

Mr. Miller moved to extend the current resolution (Res# 2016-204) of 9/1/16) Imposing a Moratorium of six months on the Issuance and Processing of any Permits Allowing Cultivators, Processors, and Retail Dispensaries within the Township. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion passed by a roll call 3-0.

RESOLUTION NO. 2017-034

Mr. Stock advised about the phone cutover that occurred on February 14. He explained the process and how everything is working now. He stated that Spectrum will be working on getting the 125 Fairground Road property fully operational with phones and internet.

Mr. Stock advised that Mr. Washington asked if we would consider resurrecting the community clean-up. Mr. Stock advised that this has not been done in many years and explained how the program worked in the past. He stated that he just want to update the Trustees with this information. There was discussion about the clean-up program and how to advertise it. Mrs. Spradlin stated that she would like to be sure everyone has an opportunity to use the dumpsters, and make things a little easier for the road crew. There was discussion about places to put the dumpsters.

Mr. Stock advised that he is looking for a resolution for \$3,299.57 for replacement computers. He explained that there are five computers that need to be replaced. He stated that no new computers were bought last year. He explained the research that was done to find the best prices.

Mr. Combs moved to approve the computer replacement plan from Newegg for the total of \$1,576.87 from account 1000 and \$1,722.77 from account 2282. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion passed by a roll call 3-0.

RESOLUTION NO. 2017-035

Mr. Stock advised that the Trustees have in front of them a resignation letter from Kaye Miller and he was asking that the Trustees accept it.

Mrs. Spradlin moved to accept the resignation letter as presented. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion passed by a roll call 3-0.

RESOLUTION NO. 2017-036

Mr. Stock advised that his last item of business was for a potential change of status for a direction to replace Kaye Miller's position. Mrs. Spradlin stated that she had time last week to look over what had been discussed and has had time to think about this position. She stated that she is ready to make her decision, but did not know if the other Trustees were ready. Mr. Miller stated that everyone understands the concept and asked if there needed to be a discussion with the employee before they acted. Mr. Stock stated that the overall concept has been discussed with the employee, but he did not feel he had the liberty to talk about the specifics until he had direction from the Trustees.

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Mr. Combs moved to approve the Township Administrator present a written agreement to named employee for 32 hours per week at \$10.50 per hour and also explain the additional benefits and detail of the position. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion passed by a roll call 3-0.

RESOLUTION NO. 2017-037

TRUSTEES BUSINESS:

Mr. Miler stated that he thought they should set time aside for discussing goals and objectives, mainly pertaining to capital purchases for the year. Mr. Combs agreed and Mr. Stock stated that he would put it on the next agenda. Mrs. Spradlin stated that she would like to see the list from last year because there are things on that list that did not get accomplished.

Mr. Miller asked about the amount of salt that the road department had gone through this year. Mr. Stock advised that he thought out of the 1100 he thought there was about 700-800 left, and about 50% of the beet-heet.

GUESTS:

Cookie Newsome, 1530 Wilberforce Switch Road, she stated that she had three things to discuss. First, she has neighbor that has a stock pile of cars that do not run and they are not registered. It started with three or four, and she believes there are nine now. There are a number of cars in the back yard which are in grass. The grass has grown up around these cars. She wants to know what the regulations in the Township for this situation. She stated that people can't just do whatever they want on their property, we do have some laws and ordinances. She has spoken with the neighbor and he has stated why he is keeping the cars, but this has been going on for years. She wants to know who she calls with this type of situation.

Mr. Stock advised that the Zoning Regulations in Section 514 on page 79 covers this issue and what kind of parking a person can have. He stated that one of the problems the Township runs into is not being in compliance with zoning. Mr. Stock explained the process for dealing with non-compliance of the zoning regulations.

Second, Ms. Newsome advised there are several houses that Wilberforce University has that are abandoned buildings that are not secured or maintained in any way. She stated that there are many properties that are not being taken care of and she assumes that the taxes are not being paid. She would like to know what can be done with these properties.

Mr. Combs stated that there has been some talk at Greene County Regional Planning about creating a land bank. Mr. Combs explained the process of a land bank.

Mr. Miller stated that he recognizes a few of the properties from Ms. Newsome's description other he does not, so he asked if she could provide a list so the Trustees can take a look at them. He explained that depending on whether taxes are delinquent or not can determine how the Township can handle them.

Ms. Newsome stated that whether a person has paid the taxes or not should not give the owner the right to allow the property to deteriorate. She stated that there should be a standard that everyone has to follow so that the property is safe and maintained.

Mr. Miller stated that they need a list so that the Trustees can go and look at each one and then make suggestions for each one. Mr. Stock advised that Ms., Newsome can look at the Greene County GIS to get information about the owner of each property. Mr. Stock further advised that Xenia Township does not have a building maintenance standard. Mr. Stock explained that there is no building maintenance standard in its Zoning Resolutions, because the Township's Zoning is for use not for appearance. Mr. Stock explained the nuisance process and the process of having a house torn down.

Mr. Miller stated that the Trustees have to follow the Ohio Revised Code when it comes to a nuisance property. He also explained the State has not given the

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Township the right to enact any maintenance regulations. Mr. Stock advised to certain Ohio Revised Codes for Ms. Newsome to refer to that relate to this issue.

Mrs. Spradlin stated that there is another property that the Township has been trying to get it demolished and it is a very long drawn out process. She stated that the Township has to work with other agencies to get this done. She stated that she does not like having these types of properties in her community, but they have to follow the legal process. She apologized for not getting back to her after her original email, and explained that she knew for a fact that Mr. Stock was doing, by talking with your neighbor and the things he found. She apologized for not communicating more effectively.

UPCOMING MEETING DATES:

Feb. 21, Zoning Commission
March 2, Regular Trustee meetings

COMMITTEE REPORTS:

Gr. Co. Regional Plan: Steve Combs - cancelled
Health District Advisory Council: Susan Spradlin – The meeting has been set for March 21, 2017 at 6:00 p.m.

ADJOURNMENT:

Mr. Combs moved to adjourn, 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. The regular meeting was adjourned at 8:47 p.m.

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs, Chair

Resolution # _____

Attest:

Scott Miller

Sheila J. Seiter, Fiscal Officer
MEH

Susan Spradlin