

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
February 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.

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

Mr. Combs moved to enter into Executive Session for 121.22 (G)(1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 5:55 p.m. Mrs. Spradlin seconded the motion. Roll Call: Mr. Combs – aye, Mrs. Spradlin – aye. Motion passed. Included in the session were all elected officials, and Township Administrator. Trustee Miller, was absent.

Mr. Combs moved to exit Executive Session at 6:04 p.m.

Mr. Combs called the Regular meeting to order at 6:05 p.m.

Roll Call: Sheila Seiter, Fiscal Officer, Susan Spradlin, Trustee; Steve Combs, Trustee, Alan Stock, Administrator, and Chief Fox, and guests.

All participated in the Pledge of Allegiance.

IN THE READ FILE:

GCCHD Press Releases (2)
GC Health Commissioners Report, Jan. 27
Farm Bureau, January

FIRE DEPARTMENT:

Chief Fox advised that Rusty Cross had completed his courses to become State Certified as a Paramedic and he would like him to be recognized as a Paramedic with a pay raise to \$13.56 effective January 29, 2017. Chief advised that Mr. Cross is a very active member of the Fire Department.

Mr. Combs moved to approve the change of status for Rusty Cross to Paramedic, shifted status, at \$13.56 effective January 29, 2017. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2017-019

Chief Fox advised that he would like to have Hannah Kohl appointed as Part Time Fire Fighter/EMT, shifted at the rate of \$12.94 per hour effective January 29, 2017. She had passed all of the screenings and she has had six to seven years in the health care field and is part time at Sugarcreek Township and AMR. He believes she will be a great asset to Xenia Township. Mr. Combs welcomed Hannah to Xenia Township and congratulated her on her new status.

Mr. Combs moved to appoint Hannah Kohl to Part Time Fire Fighter/EMT, shifted at \$12.94 effective January 29, 2017. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2017-020

Chief Fox notified that Lt. Brian Miller was back from his medical Leave of Absence. This is just for communication purposes and all paperwork from his doctor is in his personnel file.

FISCAL OFFICER/FINANCE

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

Mrs. Seiter advised that she had run the monthly financial report but had not made copies for the Trustees yet. She showed the report to the Trustees and let them know that she will get them a copy.

Mrs. Spradlin asked about an invoice to the Greene County Engineer for the Salt and wanted to know if a check had been received. Mrs. Seiter stated that yes it was received at the end of December.

Mrs. Seiter stated that she had all the pay rates and withholding changes processed through payroll that had been discussed, except for the two full time employees per the union contract that they can be paid for not taking the insurance. That process needs confirmed and finalized. Mrs. Spradlin asked for clarification. Mrs. Seiter explained per the union agreement a person is to be paid for not taking the insurance. Mr. Stock advised that it is \$3,000 per year or \$250 per month.

Mrs. Spradlin stated that she had noted on the incentive/bonus pay that the people should be noted on that sheet. Mrs. Seiter explained that the names are on another sheet that is attached to the payroll sheet. She advised that the incentive/bonus pays were done as direct deposit.

Mr. Combs moved to approve the payroll as presented, Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2017-021

Mrs. Seiter advised that Mrs. Spradlin inquired about one of the bills in the amount of \$300, for a purchase by the Road Department. Mrs. Spradlin stated that this was within his spending rights. Mrs. Seiter stated that Mr. Pile the Road Superintendent, had found a working fork lift for \$300.

Mrs. Seiter advised that she had received an invoice from the State Auditor's Office and the next invoice where the mid-line supervisor had worked on the audit. She explained that this is typical that one level of auditor comes to the site and works, then the mid-line reviews that work, then an upper level will do approvals also. She advised that it is not uncommon to see different names on the invoices. She advised that she did send an email requesting a meeting to discuss the audit. Mrs. Spradlin asked about the bill and stated that she was asking because the audit is still not complete but they are being billed. Mrs. Seiter stated that this is why she requested a meeting so that she can get the status. Chief Fox asked if there was a penalty for not paying by a certain date, and Mrs. Seiter stated that she was not sure, but would find out. Mrs. Spradlin asked what they are deciding on the bill from the Auditor. Mrs. Seiter stated that she is not asking for the Trustees to pay it at this time and said she advised the Supervisor the Board will probably not pay until we get an update.

Mr. Combs moved to approve the bills to be paid as presented. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2017-022

Mr. Combs moved to approve the Regular Meeting Minutes of January 5, 2017, Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

RESOLUTION NO. 2017-023

Mrs. Spradlin moved to approve the Special Meeting Minutes from January 21, 2017, Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

RESOLUTION NO. 2017-024

Mrs. Seiter stated that she had not heard back from the IRS yet as far as the letter that was sent, however she sent it as Certified mail and faxed to them. She does have the fax confirmation page.

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

ROAD DEPARTMENT:

Mr. Pile advised that the annual road agreement had no changes with 53.478 miles of road in the Township.

Mr. Combs moved to approve the Annual 2016 Township Highway System Mileage Certification to Greene County Engineer. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

RESOLUTION NO. 2017-025

Mr. Pile advised the Trustees about the Collective Bidding Agreement Program for 2017. He gave an update regarding the selected roads for this program. He has suggested five roads, three of which would be getting asphalt milling with a two inch overlay. He explained which roads he submitted for this repair. They are Kinsey from Yellowstone to Woodland Drive, Brush Row from Stevenson to the 900 block, and are Hedges Road from 200 feet from 42 to about the 1000 foot mark. The roads that will receive chip seal will be all of Stone Road, and the other is Wilberforce-Switch from 42 to the first curve. He then discussed pavement marking for Kinsey and Brush Row.

Mrs. Spradlin asked Mr. Pile about the notification from the County about the water line on Brush Row and wanted be sure that the timing be checked before paving and striping. Mr. Pile thanked her for the information and stated he would check into it.

Mr. Pile advised that there is funding for this project if it is approved. Mr. Stock advised that this is just an update and no commitment of funds was needed at this time. This is just getting the information to the Trustees. This information is being sent to the Greene County Engineer for bidding. Mr. Stock stated that the figure him and Mr. Pile had come up with was \$149,000 and it is budgeted for \$154,000 at his time.

Mrs. Spradlin stated that she wanted to commend Mr. Pile for his wheeling and dealing. She stated that he never ceases to amaze her. Mr. Combs advised that she was referring to the \$300 fork lift.

ADMINISTRATOR:

Mr. Stock stated that he needed a resolution for the IRC Section 125 Premium Only Plan. He explained that for the insurance confirmation, he has projected through the efforts of the Trustees and the changes that have been made; the savings for the Township could be \$84,016. This is a projection and he does not know the exact amount because he does not know what claims will be submitted this year. Mr. Stock explained the cap of \$4,000 that has been placed for deductibles. Mrs. Spradlin stated that she thought the cap was \$3,000. Mr. Stock explained the deductible cap was \$3,000 plus the \$1,000 for the HRA which totals \$4,000. Mrs. Spradlin stated that she would need to go back and look at her notes to see why she thought the total was capped at \$3,000.

Mr. Stock explained that he had almost all of the paperwork needed to complete things with the insurance company. He stated that he just received two more forms that need to be filled out, but he is taking care of those. He stated that he needs a resolution for the IRC Section 125 Premium Only Plan retroactive to February 1, 2017. He explained that Xenia Township has determined that it would be in the best interest of its employees to adopt a Section 125 Premium Only Plan/HRA allowing for pre-tax medical benefit coverage so called be it know that the vote was taken and all were in favor. Mr. Stock stated that he would like a resolution that Xenia Township in Greene County adopt a so called Section 125 Premium Only Plan, all in accordance with the specification, annexed hereto and be it known that the document was executed on February 1, 2017. He explained the package in more detail. There was discussion about what was included with the 125 plan.

Mrs. Spradlin asked whether this was going to cost the Township any extra money. Mr. Stock stated it does not; the agreement was that it would not be any extra

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

charges. Mrs. Spradlin asked what IRC stood for, and Mr. Stock stated that the IRC stood for Internal Revenue Code of 1986.

Mr. Combs moved to accept the IRC 1986 Section 125 Premium Only Plan, Pre-tax Premium Only, medical benefit coverage including AFLAC effective February 1, 2017. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

RESOLUTION NO. 2017-026

Mr. Stock advised that in the last six weeks two residents had come into the office or to a Trustee meeting with grave concerns regarding the speed and crashes on Brush Row Road. He explained that he understood the Trustees have driven the road and looked at road signs and the area in general. Mr. Stock wanted to show the Trustees that the Greene County Highway Department conducted a 24-hour speed study. The sections of road were westbound at 1800 feet west of Stevenson Road, the other westbound at 1570 feet east of Fawcett Road, then eastbound it was 1570 east side of Fawcett Road and 1800 feet west of Stevenson Road. He explained the study in more detail and went over the numbers found during the study. He stated that in one of the sections being studied 44 cars were traveling faster than 75 mph. This study is indisputable data over a 24 hour period starting on a Wednesday morning through Thursday morning. He stated that this study could help the township to save lives, property damages and car damage.

Another thing he wanted to speak about was the crash by severity report from ODOT. Mr. Stock stated that he spoke with people at the OTA conference regarding this report. He stated that he showed this report to two people from ODOT and they stated that this report showed a crash corridor. The ODOT people stated that they needed to come and study Brush Row Road. He explained what residents of this road have had to deal with, and they told him that they would contact him and set up a time to conduct a study. Mr. Stock stated that he was also sharing this information with the Greene County Engineer. ODOT explained to Mr. Stock that when they conduct the study they will then be able to make suggestions for the road. There are grants available to help pay for any work that the Township decides to do. Mr. Stock stated that he also spoke with Mr. Pile about what he thought about some of the costs. Mr. Combs stated that one of the primary problem areas is in front of Mr. Jacobs's property. Mr. Stock stated it was, but that was not the worst spot. There was discussion about the different crashes along this road. Mr. Stock stated that this crash study that ODOT professionals will do will be done at no charge to the Township.

Mrs. Spradlin stated that something needed to be done immediately, because these residents have complained more than once and the Township needs to do something with this road to slow people down. She stated there is a sign that she thinks would be helpful. It is portable, solar and can be set up to collect data. This could help people slow down, and then Mrs. Spradlin explained the interesting facts about this sign gained at OTA.

Mr. Stock advised that there were some dates for listening session regarding medical marijuana. Mr. Stock stated that Gabby Enright from WHIO-TV came by and asked if the Township had anything going on. Mr. Stock advised her that she should have come by Tuesday night; they had a meeting and discussion about medical marijuana. He talk to her on camera for about 15 minutes, which was a 90 second shot on this for the evening news. He stated that he had gotten a few phone calls regarding this today, asking when were the listening session going to occur. Mr. Stock called the County to find out when the media room would be available for a meeting. He is waiting for a return call so that he can schedule some dates. He will keep everyone informed when he gets the dates.

TRUSTEES BUSINESS:

Mr. Stock advised that he would like to be able to make OTA available to the Zoning Boards, so that they can go if they would like attend some of the seminars. He went to many seminars and discussed some of the things he learned.

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

Mr. Combs stated that he also attended the OTA conference this year and he took a class on how to run a Township meeting. He found this to be very helpful and he learned a lot of new things. He discussed other seminars that he attended and learned many things that he felt could be applied here at the Township.

Mrs. Spradlin attended many of the same seminars that Mr. Combs attended at OTA. She learned about the Board of Zoning Appeals, Public Bodies, Executive Sessions, Board of Trustees, Zoning Commission, the Sunshine Law and so much more. Mrs. Spradlin spoke about things that she learned and shared things she learned about beginning and ending a road project.

Mrs. Spradlin shared that she was reading her email and found out that she won a big screen big sound fun flicks night for Xenia Township. She stated that she thought this would be something that could be done at 125 Fairground Road, and make it a family night out for Xenia Township. She handed the information to Mr. Stock and stated that they would need to figure out a date when the weather would be good.

Mrs. Spradlin shared that she had picked up some information about a truck show that Mr. Pile might be interested in attending. She also found information for her personal use regarding a home owner's guide to lawn care. She shared information about the sign that she would like the Township to purchase. Mrs. Spradlin stated that she felt this was one of the best OTA conferences she had ever been to so far.

Mr. Stock advised that they had a public hearing set for 7:30 regarding Towers, before we continue with this meeting; he would like to ask if there are any guests that are only here for the public hearing. The guests stated that they are fine to continue with this meeting.

Mrs. Spradlin stated that there was a seminar at OTA regarding wireless telecommunications in townships, which is what our public hearing is covering tonight.

Mrs. Seiter stated that this was the largest conference with approximately 3000 attendees. Mrs. Seiter stated that the public records seminar, which all elected officials are required to attend per term. She attended this seminar and the other required seminar for her which was the Ethics Training; and she picked up an extra booklet for the Ethics training if anyone would like to look at it. She stated that she learned a lot from those. Mrs. Seiter stated that her most beneficial seminar was about the Bureau of Worker's Compensation and the new process they have for paying it. Mrs. Seiter thinks it would be a great idea if the Zoning Boards get to go next year, because they can get so much from all the information available. Mrs. Seiter advised that she had prepared the checks for Detmer and John Deere and these had been signed off but she would like to have an extra copy for the administrator. Mr. Stock stated that Detmer did a great job and the work was wonderful, they stayed until they were sure everything was working correctly.

Chief Fox stated that he made it to the trade show with Deputy Chief Beegle, and talked to Mr. Sullivan who is going to fix some paint on one of the fire engines. He explained the things that he looked through at the trade show and that it was a great show.

Mrs. Seiter stated that she had met the Fiscal Integrity Act by attending the Records Retention and Ethics seminars this year.

GUESTS:

Mr. Combs stated that there were three guests in attendance tonight, Mary Haller, Donna Randall and Roy Colbrunn. He asked if they had anything to add to the meeting. Mr. Colbrunn stated that he had seen something on Facebook that bothered him because he knows that the Township is better than this. He saw where some properties had been talked about in Wilberforce regarding junk cars and talking about certain houses. The person stated that they had contacted the administrator and the trustees and had not gotten any answers. He also stated that some text messages were taking a long time to be received.

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

Mr. Stock advised that he had contacted the concerned resident and let her know that he had placed her on the next agenda for February 16th. Mr. Colbrunn stated that he was hearing things like this. Mrs. Spradlin stated that she did not ignore the email but instead had contacted Mr. Stock. Mrs. Spradlin stated that she was surprised at all the things Mr. Stock had tried to remedy these issues and knew that Mr. Stock was handling it.

UPCOMING MEETING DATES:

February 16, Regular Trustee meeting
February 21, Zoning Commission
March 2, Trustee Meeting
March 14, GC TWP Association
March 16, Trustee Meeting

COMMITTEE REPORTS:

Gr. Co. Regional Plan: Steve Combs – Discussion of Hamvention and Land Bank and Land Use Plan
Health District Advisory Council: Susan Spradlin – no meeting, once a year meeting
Safety Council: Dean Fox – Noise reduction in the work place discussion
Chamber of Commerce-monthly-third Tuesday: Alan Stock – gearing up for awards

ADJOURNMENT:

Mr. Combs moved to adjourn, Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion PASSED by a roll call of 2-0. The regular meeting was adjourned at 7:52 p.m.

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs, Chair

Resolution # _____

Attest:

Scott Miller

Sheila J. Seiter, Fiscal Officer

Susan Spradlin

MEH