

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
MARCH 1, 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 5:46 p.m.

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

Mr. Combs moved to enter Executive Session at 5:47 p.m. for R.C. 121.22(G) (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0. Those included in the executive session would be the elected officials, and Township Administrator.

Mr. Combs advised they exited Executive Session at 6:20 p.m. and asked everyone to stand and all participated in the Pledge of Allegiance.

IN THE READ FILE:

OTA Grassroots, Greene County Public Health Press Release, Farm Bureau

FISCAL OFFICER:

Mrs. Seiter advised that she had given everyone a copy of the monthly financial reports.

Mrs. Seiter advised to the Certification of Total Amount from all Sources Available for Expenditures and Balances and explained this was from the last Audit. She explained there were two documents that showed these amounts and the resolution she needed to complete the moving of funds.

Mr. Miller moved to approve the Supplemental Certificate of the Total Amount from all Sources Available for Expenditures and Balances as presented by the Fiscal Officer. 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. 2018-020

Mr. Miller moved to approve the Supplemental Appropriation as presented by the Fiscal Officer. 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. 2018-021

Mrs. Seiter presented the payroll. Mr. Combs moved to approve the payroll as presented. 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. 2018-022

Mrs. Seiter presented the bills. Mr. Combs moved to approve the bills. 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. 2018-023

Mrs. Seiter stated that she had received more communications with the Auditor about the 2014-2015 Audit. She advised that she had sent the Trustees a copy of the draft documents after the last meeting. Mrs. Seiter advised that she had found some discrepancies and she spoke with the Auditor about those. Mrs. Spradlin stated that she

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, MARCH 1, 2018**

noticed a comment about a previous audit and wanted to know how that would be handled. There was brief discussion about what would need fixed and what did not. Mrs. Seiter stated that she requested a post audit meeting and wanted to know if the Trustees wanted to attend this meeting. Mrs. Spradlin asked if there was a charge for this and Mrs. Seiter stated that she thought there was. Mr. Stock stated that he did not remember being charged in the past for this. Mrs. Spradlin stated that she would like to have time to review the report before scheduling this meeting. Mrs. Seiter stated that she wanted to be sure all corrections were made on both sides before a meeting was scheduled and that once she knew more she would share that information with everyone.

FIRE DEPARTMENT:

Mr. Stock advised there were two dates set for the apparatus review for the new Rescue Engine. These dates were going to be Thursday March 8th, 6:00 p.m. and Monday, March 12th at 6:00 p.m. at Station 51. There was discussion about what equipment would be at the Station for review and the vendor bringing the equipment. Mr. Miller asked if this equipment was done at state bid pricing and Mr. Stock advised that it was.

Mr. Stock advised that Chief Fox would like approval for up to six employees to go to Norwalk Heavy Rescue. Mr. Stock advised that this was free training but \$50 or \$60 dollars for the rooms. There was discussion about the trip.

Mr. Miller moved to approve Fire Service Training for Heavy Rescue for up to six individuals from the Fire Department to cover lodging and meals per Township policy and using Township vehicles for transportation. 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. 2018-024

ADMINISTRATOR:

Mr. Stock advised that he had given the Trustees a document with the names for the Zoning Boards Appointments. He went over the process and explained how many people had come to take the test. He explained which people wanted to serve on which Boards. He also explained how many open seats there were for each Board.

Mr. Miller asked if Mr. Stock knew whether any of the sitting members might be stepping down soon. Mr. Stock advised that he did not think so, the current members are very committed at this time. Mrs. Seiter stated that it would be nice to get at least one alternate on the BZA. She asked Mr. Stock if he had a suggestion for making the motions to appoint the new members. Mr. Stock advised that there are enough nominees to have a full BZA with one alternate. Mr. Miller stated that he thought it would be best to do one motion for each nominee. There was discussion about the nominees and the boards each preferred to serve on.

Mr. Combs moved to approve Roy Colbrunn to the Zoning Commission with the term ending 12/31/20. 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. 2018-025

Mr. Combs moved to approve Doug Cope to the Board of Zoning Appeals. Mr. Stock advised to which terms needed to be filled. There was discussion about the terms and when they expire. Mr. Combs stated that he wanted to strike his motion and start over.

Mr. Combs moved to approve Tim Spradlin to the BZA to the term expiring 2018, Darren Jones to the term expiring in 2021, and Doug Cope to the BZA with the term expiring in 2022 and Janis James to the BZA as an alternate with no expiration. Mrs. Spradlin stated that she would not be able to vote on this motion since her husband is named in it, she would have to recuse herself. There was discussion about having a motion for each nominee. Mr. Combs asked if there were any other issues with the positions he named the nominees in this motion. Mr. Miller stated that he would not vote for Tim Spradlin because he believes it could raise a conflict within the Board of Trustees. Motion dies due to lack of a second.

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, MARCH 1, 2018**

Mrs. Spradlin moved to approve Doug Cope to the BZA with a term expiring 12/31/2022. 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. 2018-026

Mr. Miller moved to appoint Janis James to the BZA with term expiring 12/31/2021. 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. 2018-027

Mr. Combs moved to appoint Tim Spradlin to the BZA with term expiring 12/31/2018. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – abstain, Mr. Miller – nay, Mr. Combs – aye. Motion dies due to lack of majority.

Mr. Miller moved to appoint Darren Jones to BZA with the term expiring 12/31/2018. 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. 2018-028

Mr. Combs moved to appoint Tim Spradlin to the BZA Alternate position. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – abstain, Mr. Miller – nay, Mr. Combs – aye. Motion **FAILS** due to lack of majority.

Mrs. Seiter advised Mr. Stock that she planned to number the motions that died. Mr. Stock stated that a number was not necessary because a resolution is what is passed in the affirmative. Mrs. Seiter stated that they could be numbered for tracking purposes. There was discussion about whether the motions that died or failed needed numbers.

Mrs. Spradlin stated that she thought it was very sad that they had a number of people that were qualified to serve on the Boards and due to the inability of the Board to work together these alternate positions still remain vacant. She further stated that it was not because the public did not step up and do a job, but because one Trustee could not appoint somebody that would be quite qualified for the position. She stated that she wanted to do the ethical thing and not vote for her family member. Mr. Miller stated that he took a class at Ohio Township Association Conference on Ethics and he stated that it very clearly stated that this should not be taking place. Mrs. Spradlin asked for clarification from Mr. Miller. Mr. Miller stated that the Trustees should not be appointing relatives of other Trustees to other Boards. Ms. Spradlin stated that family members of this Board also should not be appointed as Fire Chief. Mr. Combs advised they move to item two on the agenda.

Mr. Stock advised that he had made the changes to the Adult Entertainment Licensure application that the Trustees had asked of him. He further advised that he has asked Stephanie Hayden, Greene County Prosecutor's Office, to clarify a few questions. He explained those questions and that he would forward the answers as soon as he received them.

Mr. Stock advised that the Township does not have the ability to get geographical hits or a more specific timeline from the Website. He had asked Charity Advantage to look in to this to see if there could be a way to get this information.

Mr. Stock advised that he gave the Trustees the Letter of Conveyance from the Zoning Commission regarding fences and screening. He advised that they have the working copy of the Resolution as well as a draft of the new Resolution. He was asking the Trustees to set a public hearing for fences and screening. There was discussion about picking a date and having time to get the legal notice in the newspaper. Everyone decided that March 15th was the first choice and March 21st would be the second choice. Mr. Stock advised that he thought 7:00 p.m. on the 15th or 6:00 p.m. on March 21st would be a good time for the meeting. Mr. Stock advised that he would get all the information to the Trustees as soon as possible.

Mr. Stock stated that he would be on vacation next week.

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, MARCH 1, 2018**

TRUSTEE BUSINESS:

Mr. Miller stated that they had talked about tornado sirens in the past. He stated that the Township does not have any written agreements with any of the property owners where the sirens are placed. He further stated that this was brought to his attention and thought that it would be a good idea to have this type of documentation in place. This would benefit the property owner and the Township. He was asking for the Fire Department to come up with some type of agreement for this.

UPCOMING MEETING DATES:

March 15, Trustee Meeting 6 p.m.
March 15, Public Hearing 7 p.m.
March 30, Zoning Commission 6 p.m.

COMMITTEE REPORTS:

Greene County Regional Planning, Mr. Combs stated that it was a good meeting last night. They discussed a new plat on Beaver Valley Road and a new plat in Sugarcreek Township near Wilmington Pike. There was also discussion about levies.

Mr. Miller asked about the progress being made at 125 Fairground Road and what they would want to do with the high wall situation. Mr. Combs encouraged everyone to go out and look at the property. Mrs. Spradlin asked about the port-a-potty that was on the property and how long it may stay. Mr. Stock advised that it was still there due to the demolition being done so the plan was to have it removed once the demolition was complete.

Mrs. Seiter advised that the 2017 data was on the Open Checkbook and Mr. Stock stated that he would be sure that link was on the website.

ADJOURNMENT:

Mr. Combs moved to adjourn at 7:40 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