

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
March 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 5:00 p.m.

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

Mr. Combs moved to enter Executive Session for 121.22 (G)(8): To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, or to negotiations with other political subdivisions at 5:02 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 and Chief Dean Fox. Mrs. Seiter was not present at the time of roll call but was welcome to join the executive session when she arrives.

Mr. Combs moved to exit Executive Session at 6:09 p.m. Mrs. Spradlin seconded. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion passed.

All participated in the Pledge of Allegiance.

## **IN THE READ FILE:**

GCCHD Press Releases(2)

## **FISCAL OFFICER/FINANCE**

Mrs. Seiter stated that she did not have any minutes at this time that need approval. She advised that she did not see any questions regarding payroll. She stated that Mrs. Spradlin had a question on the OPEC insurance bill.

Mr. Combs moved to approve the payroll as presented, Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

## **RESOLUTION NO. 2017-047**

Mr. Miller moved to approve the bills as presented. 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. 2017-048**

Mrs. Seiter stated that she has an update on the State Audit. She has a list of things that they still need. She is hoping to get them back in next week to finish everything up this month. The Auditors were considering themselves almost done and have not given any direction or changes to be made yet.

## **ADMINISTRATOR:**

Mr. Stock asked the Trustees to consider approving the Federal Field Service Contract for our five sirens. He stated that that the Township has two portions of our tornado drills, one is the radio and one is the mechanical. The radio portion has already been approved. He stated that he has reached out to the Greene County Emergency System and on our second meeting in July he will have some folks to come and talk about data and options for tornado sirens and alerting residents. He is working ahead as mentioned during the last meeting. He advised that this will allow the Trustee to decide about any potential changes to this in the future.

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Mr. Miller moved to approve the Federal Field Service Contract for 2017 in the amount of \$2,375 plus parts. 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. 2017-049**

Mr. Stock advised that he is anxiously awaiting an answer regarding the DAR grant. We are expecting an answer around the end of March or beginning of April. Previously the Trustees had agreed to \$5,000 matching with the grant. He stated that the gentleman from Grave Groomers has done some splendid work and he had shared pictures before. Mr. Stock stated that he would like for the Trustees to consider an additional \$5,000 to continue the work he has started restoring our stones. Mr. Stock is asking for a minimum of \$5,000 but realizing we would have another \$5,000 from the grant. There was discussion regarding the work and cost from Grave Groomers.

Mr. Combs moved to approve Purchase Order to American Grave Groomers for up to \$10,000 for either cemeteries. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion passed by a roll call 3-0.

**RESOLUTION NO. 2017-050**

Mr. Stock asked the Trustees for further discussion and a resolution on the technology upgrade to the current road, the current fire, the admin building, and the future road building. Mr. Stock advised to what was needed for this upgrade and the costs of IT upgrades. Mrs. Seiter asked if the costs would be split between departments. Mr. Stock advised that there were funds for the three departments to cover this.

Mr. Miller moved to approve a Purchase Order to HCST for switch, etc. per quote for \$4,436.50 to be split between fund. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – nay, Mr. Combs – aye. Motion passed by a roll call 2-1.

**RESOLUTION NO. 2017-051**

Mr. Stock advised that there is a retainer agreement with Wanda Carter annually. This agreement does not state that the Township will spend any money, but if the Township does this agreement must be in place first. Mrs. Carter is the number one attorney for Township in the State of Ohio for annexation. Mr. Stock stated that he will be calling Mrs. Carter to advise her of a potential situation. He does not expect it to take more than two to three hours.

Mr. Combs moved to accept the retainer agreement to Wanda Carter Law as presented, phone call inquiry & rate as quoted. 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. 2017-052**

Mr. Stock stated that the next item for the Trustees consideration is the Derrick Farms contract. He explained the contract in more detail. There was discussion about the contract starting retroactively.

Mr. Miller moved to enter into a contract with DT Derrick Farms, LLC for pit lease for time period of January 1, 2017 to June 30, 2017. At that time to cease the use as discussed with the land owner. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – nay, Mr. Combs – aye. Motion passed by a roll call 2-1.

**RESOLUTION NO. 2017-053**

Mr. Stock advised that the road department's next large purchase for a power pack along with a pneumatic post driver and jack hammer to be placed on the utility truck. He advised that this is being looked at and the price ranges of \$8,000 to \$9,000. He is hoping to have all the bids by the next meeting so that the Trustees can see them side by side.

Mr. Stock advised that regarding the Hamvention there should be an emergency plan in place that can be shared with the public done and published by April 15. He stated

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that one of the things that need to be considered is that if there is a catastrophic event that we can be reimbursed from FEMA, but there needs to be a resolution in place. Mr. Stock advised that Stephanie Hayden, legal counsel for Xenia Township, is working on that for the Township. Mr. Stock stated that a resolution is needed and it should state that at midnight, May 15 until midnight, May 21, for that time the Township would allow the Township Administrator to petition the County, who will petition the State, who will petition the Federal Government for funds in the event of a catastrophic event. He stated that the resolution would cover the Township in the case that the Trustees are physically unable to meet in one place. This resolution would benefit the Township because the Administrator can say under this power we can be reimbursed. This would only be used in the event of an emergency during this particular time.

Mr. Stock stated that he would like the Trustees to input publicly on how much money to garner from Hamvention. Mrs. Spradlin stated that they were able to discuss some possible ideas and she thinks if they go along with the guidelines that they are thinking of as far as costs and things, then she thinks the Mr. Stock has the best of the Township at heart and he will get as much as he can.

Mr. Combs moved to authorize Alan Stock, Township Administrator, to negotiate a one year contract for parking, storage and fire services regarding Hamvention. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – nay, Mrs. Spradlin – aye, Mr. Combs – aye. Motion passed by a roll call 2-1.

**RESOLUTION NO. 2017-054**

Mr. Miller wanted to qualify his nay vote and stated that since this is a May event that making it a one year contract is not appropriate. He stated that entering into something with Hamvention for many more months that will happen in a week or two. Mr. Combs stated that unless they have a second edition, then he does not think it will make much difference. Mr. Miller thinks it should be a specific time frame agreement. Mr. Stock stated that he does not believe that he would speak for him for 2018, he would only be speaking for him for 2017, unless there was a rare occurrence where the Hamvention offered to give them a certain amount of money for a year in advance. Mr. Stock added that when he speaks to Hamvention, he will emphasize that they are only talking about Hamvention 2017. Mrs. Spradlin stated that amend it to say the contract is only to cover the Hamvention for 2017.

Mr. Stock advised that he had not heard anything to date regarding the grant for education on pedestrian and bicycle safety. He also has not heard back regard the crash corridor study from ODOT. Mr. Stock stated that if he does not hear back on this by tomorrow he is planning to request another one through the local ODOT district.

Mr. Stock advised that he was running the issue of Firearms on Township property through the insurance agent. Mr. Stock advised what SB 199 would include and that he is checking with the insurance agent on this matter. Mr. Combs advised that Mr. Stock check into all the ins and outs, do's and don'ts of SB199, and then come with a resolution.

Mr. Stock stated that the road department has been working on their priorities and expenditure based on the wish list. He explained the list the road department has put together. He is still working with Chief Fox to put together a list for the Fire Department.

**TRUSTEES BUSINESS:**

Mr. Miller stated that with the summer help for the Road Department, the Township was trying to apply for a couple people for this. Mr. Stock stated that he spoke with Mrs. Jeter from Yes for Youth. Mrs. Jeter stated that she had not forgotten them, but she has fewer applicants this year compared to last year.

Mr. Miller stated that they have the road ride coming up and they can look at things. However, there are some roads that have litter problems on them. He thinks it is an

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appropriate time to look at these before the Spring growth starts. Mr. Stock stated that it was put on the website today regarding the roll off containers being placed for the community clean up.

Mr. Miller stated that there are spring and summer projects coming up and he would like to know what is on the list to be taken care of in each department.

Mrs. Spradlin stated that while she was looking over the bills and payroll she noticed a bill that she has a concern about, this is regarding the insurance and the amount of the deductibles in the OPEC funds. She stated that the one states it is \$4,000 and she has the resolution that caps the deductible at \$3,000. Mrs. Spradlin stated that the cap was set at \$3,000 for the deductible and this was during the reorganizational meeting on December 29, 2016. Mrs. Spradlin stated that on page three of the minutes from this meeting it states \$4,000 on the OPEC. She also stated that she knew that were trying set up some types of fund. Right now, OPEC is stating that the limit is \$4,000 that we are covering. Mr. Miller stated that the deductible was \$3,000 but then they added the \$1,000 in the flexible spending account. She stated that everything is showing up in the OPEC and not the flexible spending account.

Mr. Stock stated that the HRA is being run by OPEC. So, there is the \$3,00 and the \$1,000 as it is set up now, because they were willing to do that for no extra money without setting up any other accounts. Mrs. Spradlin stated that it is showing \$4,000 so it does not have them divided. Mr. Stock advised that it is understood that it is divided. He advised that it is understood that what can be eligible under the HRA is different than what is eligible under the OPEC \$3,000, with the deductibles. It is a single reimbursement sheet that would have the employee EOB paid through the health care and the receipts that the employee has paid and it would be funding as we had before, and others would be funded under the IRS 523. Mrs. Spradlin stated that their intentions were to match up to \$1,000, and that is what was said.

Mr. Miller stated that there was a meeting with the insurance company for all insured employees, this was all laid out exactly as it is being put in the program. Mr. Miller suggested that Mrs. Spradlin look at a subsequent meeting to find what she is referring to and that it was approved in another way. Mr. Miller stated that when the insurance representative was here, he explained it in detail and there was a \$3,00 and a \$1,000.

Mrs. Spradlin stated that as she looked through the bills, and she stated that on the OPEC bill it shows the fund limit is \$4,000. So, it is not broken down. Mr. Stock advised that they had created that 125 account and he asked for the resolution for the 125 account would allow the \$1,000. He stated that the amounts are separate, because one of the reasons that the Township went with this was not having to set up different accounts. Mr. Stock state that he could have the insurance representative to sit down and talk with the Trustees and explain the \$1,000 and \$3,000 amounts. Mr. Stock explained the accounts in more detail.

Mrs. Spradlin stated that this was her understanding as well, but it is not showing that on the bill. Mr. Stock asked if she would like for him to contact OPEC and have them break it down on the bill. Mrs. Spradlin stated that she just wants to make sure that it was done the way the Trustees had voted on it, and the resolution reads. Mr. Combs suggested that they have it broken down.

**FIRE DEPARTMENT:**

Deputy Chief Beegle advised that they had heard that was in need of disposal. He explained that there were six pieces of equipment that have exceed the 10-year life span. He stated that this equipment needs to be deemed obsolete and he needs authorization to do so. He explained that he is also looking for approval to donate the gear to the Explorer Post. Mrs. Spradlin asked if the gear was torn up or worn out. Chief Beegle stated that he did not think the gear was torn up. He stated that this is done according to the FPA. If something were to happen during an emergency the first thing they look at are the records for the equipment. Chief Fox stated that they try to follow the FPA standard with this. Mrs. Spradlin asked if this was being donated to

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the Xenia Township Explorer Post. Chief Fox stated that it would. Mrs. Spradlin stated then it would be staying with the Township. Deputy Chief Beegle explained that the Explorer group that although they respond to calls they are not exposed to live fire. They come out to the scene and help roll hose and other similar duties. Mrs. Spradlin stated that they used the gear to protect their clothes and not their bodies from fire. Deputy Chief Beegle agreed and stated that the gear will still be with Xenia Township. He stated that they must report the gear to the County as retired and provide coverage for it.

Mrs. Spradlin stated that the gear needed to be marked in some way so that it is clear that it is old/expired gear.

Mr. Miller moved to declare the six pieces of turn out gear obsolete and decommission it and pass it on to the Xenia Township Explorer Post as requested. 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. 2017-055**

Deputy Chief Beegle advised that he had the 2016 Annual Fire Department Report to present to the Trustees. He explained the work that was put into the report and went over what was included in the report. Mrs. Spradlin stated that she noticed a bill for CPR cards. She stated that she knew that they taught CPR and those are other parts and they have their continuing education, so there are other hours that are not accounted for. Deputy Chief Beegle agreed and stated he noticed that training is not recorded, but he is thinking about including those in future reports. Mrs. Spradlin stated that she knows this report also does not include clean up time, she understands that it takes time to clean the equipment after a call.

**GUESTS:**

Mr. Combs recognized the one guest in the audience, Mr. Roy Colbrunn and asked if he would like to add anything to the meeting.

Mr. Colbrunn stated that he was not sure if everyone had a chance to go out into the bay and see the new treadmills that the association had purchased. He advised that as of this week the association had ordered the EMS ATV. He explained that they had not purchased a trailer yet, and still have some decisions to make regarding the ATV. It was ordered with a med bed which will allow for a patient to be transported. He stated that the ATV will also have turn signals so that it can be used on the roads. He stated that they are looking to purchase a trailer to transport the ATV. He explained that the trailer they are looking at will also be able to be towed by the ATV. He believes the ATV will arrive in the next couple of weeks. He stated that the Township may have to get another license plate for the trailer.

Mrs. Spradlin asked where the Association is planning to store this. Mr. Colbrunn stated that eventually here at Station 51, but until then he was not sure. Mr. Colbrunn stated that the goal was to get in time to use it at the Hamvention. Mrs. Spradlin asked Mr. Colbrunn to thank the Association from the Trustees.

**UPCOMING MEETING DATES:**

March 28, Zoning Commission  
April 6, Regular Trustee meeting

**COMMITTEE REPORTS:**

Health District Advisory Council: Susan Spradlin – meeting on March 21  
Chamber of Commerce-monthly-third Tuesday: Alan Stock – March 21

Mr. Combs stated that there was a listening session the other night, the turnout was not very good. He stated that five people showed up and two of the five were City residents, that thought they would get to speak, but did not get to. The next one is March 27, and he encourages anyone interested to come out.

**ADJOURNMENT:**

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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 7:58 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