

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
April 6, 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 6:02 p.m.

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

All participated in the Pledge of Allegiance.

**IN THE READ FILE:** Bellbrook Newsletter April, GCCHD Annual Report/Press Release (7), Ramada Inn Chamber Offer, Public Hearing Xenia City PUD at Legacy, Xenia City Planning March 6, Greene County council on Aging Apr/May; Buckeye Farm News April; Miami Valley Hospital Ground Breaking Invite

## **FISCAL OFFICER/FINANCE**

Mrs. Seiter advised that she spoke with the Auditors when they were here about the read file. She stated that she was told making a reference to the materials in the read file on the agenda or during the meeting would then make the materials a public record that we would have to put on our Records Retention Schedule. She stated that since some of the materials do not pertain to the Township's operations, she did not know if this was something that needed to be done. She did not know if this was a new rule, but she was working on getting more information about this.

Mr. Miller stated that he had a question about the Time Warner bill. Mr. Stock explained the Time Warner bill and issues with Time Warner/Spectrum.

Mr. Combs stated that he had a question about the reimbursement to Roger Morris, and wanted to know how it happened. Mr. Stock advised to the process for accidents and the BWC. Mr. Pile advised to how the accident happened.

Mr. Miller asked about a Moorman tow bill, and he wanted to know what happened to the vehicle and why it needed to be towed. Mr. Stock explained the Moorman tow bill regarding the Road Department in more detail. Mr. Stock advised there maybe another bill from Moorman's that the Trustees had not seen yet regarding the Fire Department. Mr. Stock then asked Chief Fox to explain why there are some bills that there are services rendered but the Township does not see a bill. Chief Fox explained that the Fire Department works so well with other companies like Moorman's Towing. They feel that we do an excellent job for the Township that they decide to help us and not charge the Township for services rendered. The Township does not ask for this and does not receive any kickback, it is the companies that just say they want to support the Fire Department and this is a way for them to do that.

Mr. Miller moved to approve the payroll as presented, Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.  
**RESOLUTION NO. 2017-056**

Mr. Miller moved to approve the bills. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.  
**RESOLUTION NO. 2017-057**

Mr. Stock advised that the collective bidding had been previously discussed but now need a formal resolution to make it official that the Trustees will allow the Township to go into the Collective Bidding process with Greene County. Mr. Stock explained the process in detail.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, APRIL 6, 2017**

Mr. Combs moved to approve for Xenia Township to enter into the Collective Bidding 2017 per the agreement between Greene County Engineer and Xenia Township Board of Trustees. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2017-058**

Mr. Stock stated that the next item was an annual billing for MARCS radio. He explained the fees and maintenance for this bill. The amount of this bill is \$4,716. Mr. Miller stated that this is not to MARCS but a reoccurring to P & R, and this is to cover the service agreement on our equipment. Mr. Stock stated that this is for the maintenance agreement not for access to the MARCS system.

Mr. Miller moved to pay the invoice to P & R communication for the annual maintenance agreement in the amount of \$4,716.00 coming from line 2111-760-740-1200. Mr. Combs seconded the motion.

Mrs. Seiter advised that is a capital line item code, not a contract services code and therefore not a proper place to pay for this invoice. There was discussion about which fund this purchase order should be paid from and Mr. Miller moved to strike the previous motion and table the matter until it could be determined which fund needed to be used. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2017-059**

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

**RESOLUTION NO. 2017-060**

Mr. Combs moved to approve the Regular Meeting Minutes from March 16, 2017, Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2017-061**

Mr. Miller moved to approve the Listening Session Minutes from March 15, 2017 for the medical marijuana issue, Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2017-062**

**ADMINISTRATOR:**

Mr. Stock advised that the Township had received an invitation for the elected officials to go to the Greene County Annual Report to the Community on Friday, April 21, 2017 from 7:30 a.m. to 9:00 a.m. at the Beaver Creek Golf Club. He stated that he would be happy to RSVP for anyone but wanted to know who wanted to go. Mr. Combs stated that he would go.

Mr. Stock stated that the Community Cleanup days lasted two weeks and that it was advertised on Channel 7 and our website. He advised that he was told the Xenia Gazette would get something in the paper but never saw anything. Mr. Stock advised as to where the dumpsters were located for the cleanup and that each location went through 2 dumpsters. He considered it a great success. Mr. Stock advised to the good and bad of the program. He stated that the road crew did a fantastic job checking the dumpsters every day and smashing the stuff down to help keep the trash inside the dumpsters. On the last day, a boat with trailer and a hauling trailer were left at one of the sites. The Greene County Sheriff's Department was called and asked to check if these had been reported stolen, they were not. These items were taken to 125 Fairgrounds Road so that research could be done on how to properly dispose of these items.

Mr. Stock advised the Trustees with an update regarding Hamvention and that he had sent the contract to them and is waiting for its return. He stated that everything was coming into place and explained some of the parking for that weekend. He advised that by April 15<sup>th</sup>, what can be released to the public regarding the emergency plan will be

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, APRIL 6, 2017**

released. Doug Cope was on TV with Mrs. Enright last night talking about what to expect that weekend. Mr. Stock advised that there will be two joint letters done between the Township and the City of Xenia to the area residents to explain things that will be going on that weekend.

Mr. Stock advised about the Dot and Dash for the Xenia School robotic program. He explained that it is part of the JEDD and the Township has worked with the school district in years past. He stated that this is a robotics class through LEGO and he has a report of what has happened with the robots. He explained that he had copies if anyone wanted to read the report.

Mr. Stock advised of the Greene County Development Fund 2019 and he explained what the program helps with and the what can be included in the Grant. He stated that this could help with the demolish of some properties and help with improvements to the Fire Stations.

Mr. Stock stated that he has not heard anything regarding the first ODOT grant that was for about \$109,000. He stated that with the second grant he is teaming up with ODOT District 8 and there was information that both parties needed to submit. Mr. Stock advised that he had submitted his part and ODOT is working on integrating their information. Mr. Stock stated that he will keep the Trustees advised on the progress. He stated that he emailed the Presidents of both Wilberforce and Central State Universities and explained to them about the new crosswalks and signs for the roads around the area.

Mr. Stock stated that due to Hamvention a Disaster Declaration is one of the things that is being worked on to help in the case of a disaster. He read the declaration to the Trustees and explained how this could protect the Township. He stated that he has sent this to Stephanie Hayden, Greene County Prosecutor, for her review. Mr. Miller suggested that if the Township Administrator is not available that there is an alternate designee added to the Declaration. His suggestion would be the Fire Chief. Mr. Stock stated that he would ask Mrs. Hayden about adding an alternate.

**FIRE DEPARTMENT:**

Mr. Stock advised that the Fire Department goes to the Safety Council each month and was presented a certificate from the Greene County Safety Council that is sponsored by the BWC. The certificate has been presented to Xenia Township in its efforts to prevent accidents and injuries in the workplace 100%. Mr. Stock explained why the Township was given this Certificate.

Chief Fox advised the Greene County Career Center was doing away with all the Fire/EMS classes due to lack of participation.

Chief Fox advised that the annual FDIC conference is April 28 and he is requesting the Township to pay for four tickets that would be for himself, the Administrator, and two Trustees to go to this International event. This would be an all-day event with no overnight needed. He would like the Trustees to entertain the fact that the association is sending two people and would ask that the Trustees pay for their lunch if they can meet up with them.

Mr. Combs moved to approve the expense for the FDIC travel, no overnight, for four participants on April 28, 2017 and the others lunch. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2017-063**

Mr. Stock stated a few priorities for Capital Expenditure for 2017, and this is a work in progress. The number one item would be a new fire engine that would be a combination engine. Also, for both Fire Stations, the ceiling tile quote and painting the bays and doors. There is also new bunker gear that will be needed. Mr. Miller suggested replacing the glass in the front of Station 51 to thermal glass, maybe not this year but asked for them to keep it in mind.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, APRIL 6, 2017**

Mr. Combs asked Mr. Stock if he was ready to move on to the Road Department and Mr. Stock stated he was. Mr. Combs then stated that he would like to ask if there were any guests that would like to speak because the Road Department is going to be lengthy and involved.

**GUESTS:**

Richard Hilderbrandt, 283 Washington Road, he stated that he was here in November of last year and gave his opinion of the Washington Road project. He stated that it is a dangerous road. Mr. Hilderbrandt stated that he feels this way and so do others that live there. He stated that a neighbor told him that when she was a passenger on a bus that passed a school bus, in the dip, she said that the school bus and the bus was looked like they were going to go out of control. He encouraged the Trustees to go look at the road again and ask the people who built it if they could improve it some. Mr. Hilderbrandt stated that his concern tonight was his ditch, and he stated that he was very unhappy with the condition of his ditch. He stated that he has neighbors who are also unhappy with the ditch on their property as well. He described the changes made to his ditch. He stated that he has roots sticking up so he cannot mow, and a cable sticking up also. He stated that today he spoke with a person who had dug the ditch, and he asked them what they were doing. Mr. Hilderbrandt asked if anything was going to be done about the ditch and he was told no. He asked why and was told because they are not supposed to. The gentleman told him that it was a terrible looking thing. Mr. Hilderbrandt asked what needed to be done and the gentleman told him that it really needs pipe put in and covered over with dirt. He spoke with a neighbor today and she said that she thought they were going to put pipe in the ditch. He called other neighbors and they told him they thought the same thing also. He stated that he came tonight to say that no one is happy with the ditch the way it is and especially his because it is deeper than the others and the water does not run through, and the roots and cable are sticking up. He would like for the Trustees to take some action to get this fixed.

Mr. Stock asked for clarification about the gentleman he talked to, was there any identification on the side of the truck. Mr. Hilderbrandt stated that there was not, but it was the big maintenance/excavation type truck. Mr. Stock stated that he was curious because he knew they were coming to take out the silt and he was under the impression that they would also clear the roots and things from his ditch. Mr. Stock stated that he would call the company again and clarify regarding the roots.

Mr. Combs thanked Mr. Hilderbrandt for coming tonight and stated that he made note of his comments and said that he will go out and take a look at it. Mr. Hilderbrandt told him to come anytime and he would give Mr. Combs a personal tour.

**ROAD DEPARTMENT:**

Mr. Stock stated that he would be speaking for Mr. Pile but any questions the Trustees have Mr. Pile would answer them.

Mr. Miller stated that before they got into the Road Department matters he would like to talk about Mr. Hilderbrandt's comments. He stated that he would like to have the County Engineer and himself and anyone that wanted to join to go out there and look at it. This way they could get a professional opinion from the County Engineer. Mr. Stock advised that this had already happened. Mr. Combs stated that Mr. Hilderbrandt did talk about the paving but most of his concerns were with his ditch. There was discussion about what could be done with the ditches.

Mr. Stock stated that he wanted the Trustees to look at 125 Fairground and he wanted to go through some of the Capital Expenditures for it. He stated that outside the fence there is a building that at some point we want to raise. Mr. Stock described the buildings at 125 Fairground Road. He explained some of the things the Road Department is looking at doing, examples being a furnace, furniture and insulation. Mr. Stock advised there is an estimate for fence repair, for the repair in the back of the property and for the side facing James Ranch. He explained the repairs in more detail to the Trustees.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, APRIL 6, 2017**

Mr. Stock stated that there is a bid for the post hole power pack, and a trailer for the super duty to take the back hoe anywhere when needed. There are two light bars because one does not work and the other only half works. The major thing to get done are the roofs. There was discussion about the roofs and what work and quotes have been received. There was discussion about all the things that need to be done not just at 125 Fairground but at all the Township buildings especially landscaping. There was discussion about the roofing including materials and prices. Mr. Miller stated that the Fairgrounds Road is a lengthy project and is far from being done. He stated that they need to be sure it is done right the first time. Mr. Stock advised of the work that has been done recently at the 125 Fairgrounds Road property.

Mr. Stock asked for a resolution for the purchase of a hydraulic post driver and jack hammer from A & A Safety for \$12,500. Mr. Stock explained what this tool would be used by the Road Department. There was discussion about all the uses of this tool. Mr. Miller wanted to know if Mr. Pile knew how long this equipment would last. Mr. Pile stated that it would last ten years plus more even with the work load that it will be doing this summer.

Mr. Combs moved to approve \$12,500 to A & A Safety for the power plant along with the hydraulic post driver and jack hammer from account 2231-330-430-0000. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2017-064**

Mr. Stock advised the Trustees of the quotes received for tree removal for areas on Kinsey, Brush Row, and Sutton. There is an agreement that would need to be signed. Mr. Pile spoke with County Highway Department for language in their agreements. Mr. Stock showed the Trustees the agreement and what Mrs. Hayden from the Prosecutor's Office had added to it. Mr. Stock explained the agreement and that he had worked in everyone's suggestions. There was discussion about the work that needs to be done. Mr. Combs stated that he drove these roads and saw some down trees in the right-of-way, but not in the road. He advised that this company would not be aware of this new stuff in the work area. There was discussion about what to do with these trees that are falling into the right-of-way.

Mr. Miller moved to authorize the Administrator and the Road Superintendent to enter into a tree removal contract with F & F Tree Service at the amount of \$31,135.00 to be completed with the Township Agreement that calls out contract obligations consisting of areas of Brush Row Road, Kinsey Road, and Sutton Road from 2011-330-360-0000. Mr. Combs seconded the motion. There was discussion about what type of work would be done. Mr. Combs stated that Mr. Pile should check with the trimming crew as they get started to be sure they are doing the work the way Mr. Pile wants it done. Mr. Pile agreed. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2017-065**

Mr. Stock advised about the sidewalk replacement to take place at 8 Brush Row Road. He stated that they had talked about this before and tabled it. He stated that the sidewalk needs replaced and a new sidewalk by the parking lot need put in. He explained that there were three quotes and G. D. Allen was the best quote and gave a discount if we did both areas. He is requesting a resolution to have this work done. Mrs. Seiter explained the line codes that would be used to pay for this work.

Mr. Combs moved to approve the sidewalk replacement at 8 Brush Row Road to G. D. Allen concrete for \$4,000, \$3,000 from 1000-760-730-0000 and \$1,000 from 2282-760-730-0000. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2017-066**

Mr. Stock advised about the fencing and gate repair quote for 125 Fairground Road. The best quote was from Bellbrook fence at \$3,604.60. He explained what repair work was included in the quote.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, APRIL 6, 2017**

Mr. Miller asked Mr. Pile to describe the gate that is included with this quote. Mr. Pile explained what type of gate and how it would be used. Mr. Miller asked what the difference in price would be if it was a wheeled gate instead of a swing gate. Mr. Pile stated that he did not have that number but he would think maintenance wise it would be substantially more for a roll gate. There was discussion about the gates around the facility.

Mr. Combs moved to approve Bellbrook Fence for the fence work at 125 Fairground Road for \$3,604.60 from 2031-760-720-0000. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2017-067**

Mr. Stock advised that the next items were for two light bars from KE Rose. He explained that the utility vehicle lights do not work on the top, and the other is the 2006 vehicle. They received two quotes and KE Rose was the best one. These lights would add safety for the road crews especially at night. Mr. Combs asked about which lights would be replaced. Mr. Pile explained what lights would be replaced and how. Mrs. Seiter asked if these lights were being replaced or new. There was discussion about which line code should be used.

Mr. Miler moved to approve for \$4,500 to KE Rose for Safety Light Bars for the Road Department vehicles from line 2021-330-323-0000. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2017-068**

Mr. Stock advised that he had some quotes to share with the Trustees regarding roofing at 125 Fairground Road. He explained each of the quotes and what was included in each quote. He showed the Trustees some samples that had been given to Mr. Pile. Mr. Stock advised this was just information and open for discussion. Mr. Miller asked Mr. Pile what his concerns were with the quotes. Mr. Pile went over what he thought of the quotes. There was discussion about what roofing work would need to be done.

**UPCOMING MEETING DATES:**

April 20, Regular Trustee meeting  
April 25, Zoning Commission

**COMMITTEE REPORTS:**

Gr. Co. Regional Plan: Steve Combs – unable to attend due to illness  
Safety Council-monthly-first Wednesday: Dean Fox – passed out awards  
Chamber of Commerce: Monthly third Tuesday: presentation from Schools

**ADJOURNMENT:**

Mr. Miller moved to adjourn, Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0. The regular meeting was adjourned at 9:11 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