

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
NOVEMBER 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 6:00 p.m.

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

All participated in the Pledge of Allegiance.

Mr. Combs congratulated the two incumbent Trustees on their re-election.

Mr. Combs moved to enter into Executive Session at 6:03 p.m. for 121.22 (G) (8) To consider confidential information related to marketing plans. Those included were all elected officials and Township Administrator, and Chief Fox. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0

Mr. Combs advised they had exited Executive Session at 6:30 p.m.

IN THE READ FILE:

Fire Engineering magazine, Farm Bureau, Tecumseh Land Trust, Ohio EPA, Our Ohio, GC Public Health Press Releases (3),

Mr. Stock advised that the Road Department found evidence of an unreported accident at Fairground and Hawkins Roads. He explained the scene to those in attendance and how it was handled.

FIRE DEPARTMENT:

Chief Fox advised that Brandon Strunk put in his resignation as of November 30. He stated that Brandon received a full-time job at another department. Chief Fox stated that Brandon had been with the department for two years and that he's a very bright man that will be missed. Mrs. Spradlin asked if the Township had paid for any of his schooling. Chief Fox stated that they had not paid for any of his training but had paid for an inspector's class. There was discussion about the inspector's class. Mr. Miller moved to accept the resignation of Brandon Strunk from Xenia Township Fire Department and congratulate him on his future endeavors and the door will be open to him if he decides to come back at a future date. 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. 2017-205

Mr. Miller asked if the pump testing was complete. Chief Fox advised that it was almost complete and explained what was left to finish. He stated that there would be another 3 days of testing to be done.

ROAD DEPARTMENT:

Mr. Stock advised that Mr. Pile would like to purchase 5,500 gal of Beet Heat from K Tech, \$6,380.00 from 2021-330-420-0000. Mr. Miller asked how many gallons were used last year and Mr. Stock stated about 1,500 gallons but there was not much snow last winter. There was discussion about when delivery would occur and the savings for taking it sooner than later. There was discussion about the shelf life of the Beet Heat and if this was too much to have on hand.

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Mr. Combs moved to approve a Purchase Order to K Tech for up to 5,500 gallons of Beet Heat at \$6,380.00 from 2021-330-420-0000. 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. 2017-206

FISCAL OFFICER:

Mrs. Seiter presented the payroll. Mr. Miller moved to approve the payroll as presented. 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. 2017-207

Mrs. Seiter presented the bills. There was discussion about the Trophy Shop bill since Trophy Shop was past due on rent for storage at 125 Fairground Road. Mrs. Spradlin asked if anyone had talked to the owner about being past due. Mr. Stock advised that he would call and speak to the Trophy Shop owner about the rent. Mr. Combs moved to approve to pay the bills as presented. 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. 2017-208

Mrs. Seiter advised there were two sets of minutes to approve. Mr. Miller moved to approve the minutes from the October 19, 2017 regular meeting. 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. 2017-209

Mr. Miller moved to approve the minutes from the November 2, 2017 regular meeting. 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. 2017-210

ADMINISTRATOR:

Mr. Stock advised that he sent the Trustees the OPIOID Statistics in an email and that the only number that has been difficult to obtain was for the Township. The statistics are good at the County level, but it has been difficult to get it broken down for the Township.

Mr. Stock asked about the Trustee Christmas Luncheon Date and showed the Trustees what the invitation would look like. Mr. Miller asked if they were going to move the regular meeting from the following day to the morning of the luncheon. Mr. Miller stated that he thought it would be best to combine the meeting and the luncheon to one day. Everyone agreed that combining the two into one day would be best. Mr. Combs asked if 8 or 9 o'clock would work for everyone. Mr. Stock suggested 8:30 for the meeting. There was discussion about the time and everyone agreed to 8:30 a.m. for the Trustee meeting and the Christmas Luncheon at 11:00 a.m. Mrs. Seiter asked about the Reorganizational meeting and when this would occur. There was discussion of having the meeting during the day or in the evening. Mrs. Spradlin suggested making the meeting on Friday, December 29, 2017 at 8:00 a.m. Everyone agreed this would work the best.

Mr. Stock advised to the completed Cemetery work in 2017 and shared a print out with photos of the work. He advised that thanks to the DAR project the Cemetery work was approximately \$400 under budget and got an extra 27 stones cleaned. Mr. Stock showed pictures of the work completed through a slide show presentation.

Mr. Stock asked if the Trustees had any suggestions for creating an Adult Entertainment Application Form or if they would prefer that he work on it and bring them something. There was discussion about what types of applications that the Trustees would like to see.

Mr. Stock advised that based on the forms filled out regarding the Personal Insurance he stated that he was starting to receive quotes. He stated that he was hoping to have more quotes the beginning of next week. He stated that as soon as he had all the information that he would send it out to everyone.

Mr. Stock advised to the Firearms exception paperwork and that everyone had a copy of this in front of them. He stated that if they wanted to allow an exception they could do it

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tonight or whenever they felt they were ready to do so. Mr. Combs asked about the exception for the Administrator and the items listed in the exception. Mr. Stock advised that he has everything on that list. Mr. Combs asked if someone else were to ask for an exception would that person be held to the same standard. Mr. Stock advised that this decision would be up to the Trustees. Mr. Combs stated that he feels someone in the room should be authorized to carry with the way things are in the world today. Mrs. Spradlin stated that she would like to be sure they abide by the Ohio Revised Code when it deals with this exception. There was discussion about the document presented to the Trustees. There was discussion about having an application form for people to fill out to apply for an exception. Mr. Combs stated that he would like Mr. Stock to have this form ready by the next meeting so that he could make a motion regarding this exception to the firearms policy. Mr. Miller suggested having the Sheriff at the next meeting to share his opinion about the exception. Mrs. Spradlin stated that the Sheriff may not be available for the next meeting and advised that if anyone has questions they may want to talk to the Sheriff before the next meeting.

Mr. Stock stated that he needed a resolution to give him authorization to make reservations for the OTA Hotel/Conference Fees. He advised that he found a hotel with rooms available at the GSA rate. There was discussion about the available hotel and options for those attending.

Mrs. Spradlin moved to approve the coverage for the 2018 Ohio Township Association Conference to include hotel, travel and meals at the GSA rate. There was discussion about the GSA rate and per diem rate. Mrs. Spradlin withdrew her motion.

Mr. Miller moved to cover the conference entry fees for the Trustees, administrator, fiscal officer, department heads and Deputy Chief as well as hotels expenses based on GSA rates and meals reimbursable up to per diem based on the IRS rate. Mr. Combs asked what the difference between GSA rates and per diem, what was the difference in the amounts for the two. Mr. Miller explained the differences. Mrs. Spradlin explained how she saw the differences. Mr. Combs asked for the opinion of the Fiscal Officer. Mrs. Seiter stated that she thinks people should be reasonable and bring receipts, and if the Trustees do not feel what was submitted for reimbursement was reasonable then not to approve it. Mr. Miller withdrew his motion.

Mr. Stock advised that he was through the first part of the LUCA for the 2020 Census. He stated that he was working with Regional Planning to get this completed. Mrs. Seiter stated that she had received an email regarding the annual process regarding employee salaries and she was working on that part of the Census information.

Mr. Stock advised that last year Cemex was purchased by Eagle and it has been asked that the release for Cemex and the Surety Bond for Eagle submitted. He stated that he wanted to make the Trustees aware of the change and be sure they were ok with the changes. He explained everything stayed the same except for the name of the company. Mr. Miller asked who sets the bond amount. Mr. Stock advised that the Ohio Department of Natural Resources sets the bond amount.

Mr. Stock advised that he had been working on the Budget and he advised that he had not had a chance to sit and talk with Mrs. Seiter about specific line accounts. He stated that he had sent the most recent work to the Trustees emails. Mr. Miller stated that items he would like to see would be from the Fire Department and gave some examples. Mr. Stock advised that in his latest email has what was expected for 125 Fairground Road for next year. Mr. Miller stated that he would like to see what money was being put to specific things at that property. There was discussion about what money was set aside for the engine purchase.

TRUSTEE BUSINESS:

Mrs. Spradlin stated that she wanted to share information from the County Township meeting, which was held at the Greene County Library. She stated that the Maker Space was amazing and a fantastic place. She explained what was going on there for kids and adults and some of the services that were available.

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Mr. Combs stated that before adjournment he wanted to return to the OTA conference discussion. Mr. Combs moved to approve reimbursement to the Fiscal Officer, Township Administrator, the three Trustees, The Department heads and the Deputy Chief Beegle for OTA Winter Conference 2018 expenses as follows: travel per IRS standards conference expenses, parking and hotel costs per GSA standards. Mr. Miller asked about meals, and Mr. Combs stated that he was not going to address meals. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – nay, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

RESOLUTION NO. 2017-211

UPCOMING MEETING DATES:

Nov. 28, Zoning Commission
Dec. 7, Trustee Meeting

ADJOURNMENT:

Mr. Combs moved to adjourn at 8:37 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