

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**SPECIAL MEETING  
DECEMBER 13, 2018 8:30 A.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 8:39 a.m.

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

All participated in the Pledge of Allegiance.

**READ FILE:** League of Women Voters (Jan), Farm Bureau (update), City of Bellbrook Newsletter(Dec)

### **DISCUSSION:**

Mr. Stock advised they had two copies of the Road Department Job Description for Service Worker II and explained the differences between the two. Mrs. Seiter confirmed one was the original and the other a new revised version. Mr. Stock requested the Trustees to approve the job description so he can use it to advertise the open road position. Mrs. Spradlin stated she noticed the differences and thought it was very good. There was discussion about the Job Description.

Mr. Combs moved to enter into Executive Session at 8:55 a.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. Combs – aye; Mr. Miller – aye; Motion **PASSED** by roll call of 3-0. Those included were all Elected Officials and Township Administrator.

Mr. Combs exited Executive Session at 11:07 a.m. and noted Mr. Miller had to leave and was no longer in attendance due to other business obligations.

Mrs. Spradlin stated that during executive session they had multiple things that they had to discuss concerning staffing and hiring. She further stated they discussed the possibility of what things will be like for the future considering budget and other multiple things and had not come to any conclusions yet. She noted that they are looking at their full-time fire fighter positions, and possibility of other staffing changes throughout the Township. She stated they were looking at other pay increases and possible incentives for fire fighters who were already scheduled with the possibility of additional bonuses for additional shifts. She stated they had discussed things like this, nothing is set in stone yet, however; when Mr. Miller returned for the next meeting, they will be discussing this again in further detail.

Mr. Combs stated he thought they were at the point to make a motion regarding the resignation agreement with Mr. Franz Seiter. Mr. Combs asked for any further discussion about this, hearing none he entertained the motion.

Mr. Combs moved to approve the resignation agreement between Xenia Township and Franz Seiter as presented and based on legal counsel review and acceptance of it, effective February 28, 2019. Mrs. Spradlin seconded the motion. Mrs. Seiter noted in the payroll system his hire date is March 1st and the February 28<sup>th</sup> date was reported confirmed by Mr. Franz Seiter through OPERS. ROLL CALL: Mr. Combs – aye; Mrs. Spradlin – aye. Motion **PASSED** by roll call of 2-0.

**RESOLUTION NO. 2018-201**

**XENIA TOWNSHIP TRUSTEES  
SPECIAL MEETING, DECEMBER 13, 2018**

Mrs. Spradlin asked if they would approve the job description today or wait until the changes were made. Mr. Combs stated he was good with approving it and Mrs. Spradlin stated she would like to get it approved so they can begin to advertise for this. There was discussion about needed changes to the job description.

Mrs. Spradlin moved to approve the Xenia Township Road Department Service Worker II Position Description with the mentioned corrections as requested. Mr. Combs seconded the motion. ROLL CALL: Mr. Combs – aye; Mrs. Spradlin – aye. Motion **PASSED** by roll call of 2-0.

**RESOLUTION NO. 2018-202**

Mrs. Spradlin asked if Mr. Stock could advertise for the position and Mr. Stock stated yes.

Mr. Stock stated he was looking for direction of the items in yellow on the budget spreadsheets, but it could wait for the next meeting. Everyone agreed this discussion would be continued to the next meeting.

Mr. Stock advised the Intern would be starting Monday and he has completed all requirements except for the Drug Screening which is done on the first day of work.

**ADJOURNMENT:**

Mr. Combs moved to adjourn at 11:16 a.m. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

**Xenia Township Board of Trustees**

Date Approved: \_\_\_\_\_

\_\_\_\_\_

L. Stephen Combs, Chair

Resolution # \_\_\_\_\_

Attest:

\_\_\_\_\_

Scott Miller

\_\_\_\_\_  
Sheila J. Seiter, Fiscal Officer  
MEH

\_\_\_\_\_  
Susan Spradlin