

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**SPECIAL MEETING  
DECEMBER 29, 2015 5:00 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 place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

Chair Susan Spradlin welcomed everyone and called the Special Meeting to order at 5:00 p.m. This was a Special Meeting advertised on the Xenia Township website within 24 hours of scheduling the meeting.

ROLL CALL: Susan Spradlin, Trustee Chair; Scott Miller, Trustee; Daniel O'Callaghan, Trustee; Sheila Seiter, Fiscal Officer; and Alan Stock, Administrator.

## **FISCAL OFFICER:**

Mrs. Seiter requested a \$ 328.58 transfer retroactive to cover PERS. Mrs. Spradlin made a motion to permit the transfer of money from contract labor to account #1000-110-2111-0000 in the amount of \$328.58 in order to cover the PERS bill that was short, seconded by Mr. Miller. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Motion PASSED by roll call vote of 3-0.

## **RESOLUTION #2015-288**

Mrs. Seiter questioned "revenue-wise" the previously budgeted Washington Road project of \$500,000. A fund was created for it but no activity had happened there. Mrs. Seiter was concerned about over-budgeting for this year. Mr. Stock received a letter from ODOT about how to enter it into the line item. Because they never received the money it looks like it was over-budgeted. Mrs. Spradlin said elected officials pay is based on the Township's revenue and was concerned this could be a concern with the Auditor. The work on the project was supposed to have started this year. Mr. Stock said we will never actually get any money because it is on behalf-of money. He said it is a shared project and the County is keeping a ledger of what is paid by each entity. Mr. Miller said we won't receive the benefit of the money until the construction phase—they are still in the planning phase. Mrs. Seiter will check further into what needs to be done. Mr. Stock said for their information the Trustees are paid on a 3.5 to 6 million budget so the Washington Road project amount did not make the difference.

Mrs. Seiter requested a Then and Now Purchase Order to cover monthly premiums for OPEC for January. Mrs. Spradlin made a motion to approve a Then and Now Purchase Order #47 in the amount of \$8,000 in order to cover the OPEC premiums due, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Motion PASSED by roll call vote of 3-0.

## **RESOLUTION #2015-289**

Mrs. Seiter gave an update on finishing the incentive pay. All the taxes were paid on it and one garnishment that was required was paid. Mr. Miller thanked Mrs. Seiter for doing this at the last minute.

Mrs. Spradlin said they would amend the Agenda to include approval of bills and payroll. Mrs. Seiter noted that Burgess Ambulance sent one bill for \$1,500.00 and there should be a second invoice—so this bill will be held. With the Napa bill there had been issues with their billing, there had been a credit for a double payment and taxes were charged which were taken off. Mrs. Seiter did not find a PO for Federal Field Service so she paid off from a blanket. They did inspection and materials. Mr. Stock said Roy Colbrunn went with them on the inspection. Mr. O'Callaghan said battery technology is not what it should be. Mrs. Seiter did not finish the payment process yet for Tractor Supply and Rural King. She said Duncan Oil gave one slip which had the dollar amount to do both stations and one slip for the Road Department which did not have a dollar amount so she will be watching for it. Trustees wanted to look over the bills so the Administrator began his topics at this time.

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**TOWNSHIP ADMINISTRATOR:**

Mr. Stock reported there will be a power outage on Monday from 8:00 a.m. to 4:00 p.m. On Tuesday they will energize the new transfer switch and new generator. He said even though there will be multiple power outages all the technology is backed up.

Mr. Stock talked about signs that went up for a hookah smoke shop and beauty salon business on Brush Row Road in Wilberforce. President Jackson-Hammond called Mr. Stock about it. Mr. Stock said there are zoning issues with it. He said the Greene County Health Department and Al Kuzma are also involved. Due to their drawings and some other things Al Kuzma put a stop work order on the business owner. Mr. Stock said several businesses have wanted to go in this building until they find out there is a problem with the amount of water coming into the building and the amount of sewer available. Mr. Stock said based on the way the Township handled this, President Jackson-Hammond asked if the Trustees would be amicable to opening JEDD talks again. She would like to work on a JEDD instead of going with annexation to the City.

Mr. Stock said they also need a resolution to approve the Temporary Budget for 2016. He explained some of the changes they made. Mrs. Spradlin asked if the \$525,000 grant money was shown in the Budget. Mr. Stock answered last time he and Mrs. Seiter had talked about it they put it in Road and Bridge. Mrs. Seiter said they may want to change it at this time. Mr. Steve Combs asked what if the Washington Road project does not happen--he said there must be a way the Auditor would deal with it. He also asked about expenses that have already been incurred. Mr. Miller answered this money was already set aside and those expenses were to be covered by the Township anyway. He said they have not gone into any of the grant money yet. Mr. Miller has known of similar projects that have been delayed 3 or 4 years. Mrs. Spradlin made a motion to approve the 2016 Temporary Budget as presented, seconded by Mr. Miller. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Motion PASSED by roll call vote of 3-0.

**RESOLUTION #2015-290**

Mr. Stock requested a resolution for the COBRA Contract. The insurance company has started to charge for COBRA administration and requires \$325 a year whether an employee takes COBRA or not. Mr. Miller made a motion to enter into the COBRA administrative contract as presented to Ohio Insurance Services Agency for \$325 annually, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Motion PASSED by roll call vote of 3-0.

**RESOLUTION #2015-291**

**FISCAL OFFICER CONT.:**

Mr. Miller made a motion to approve the payroll as presented, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Motion PASSED by roll call vote of 3-0.

**RESOLUTION #2015-292**

Before approving bills Mrs. Spradlin had some comments: the Burgess bill will be held; she would like to see some tracking on what is paid as far as replacing the battery or replacing the charger from Federal Field Service; there was another bill for toilet paper and paper towels from Wal-Mart (the Fire Department said they should be well stocked for months the last time a bill was approved); she wondered if they could get reimbursed by the insurance company for the \$400 bill for foam from All American Fire Equipment; a receipt was not turned in on time and the bill was late due to this; she questioned why a new television—Mr. Stock said the Trustees had wanted a larger one to be able to see figures being presented for the Budget and said if they

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could get one at a good price to go ahead. Mr. O'Callaghan knows it was discussed at a meeting, but no resolution was passed because of the small dollar amount (\$349). Mrs. Spradlin said it must have been approved at a meeting where she was not present as she did not recall such a discussion. Mr. Miller made a motion to approve the bills as presented except for the Burgess bill until Mrs. Seiter receives the final documentation to release it, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Motion PASSED by roll call vote of 3-0.

**RESOLUTION #2015-293**

**TRUSTEES' BUSINESS:**

Mr. Miller thanked Mr. O'Callaghan for his time and effort, said he had done wonders helping with numbers and making sense of some issue they had. Mr. O'Callaghan said if they need anything, call him. Mr. Stock thanked him for his professionalism, his research of items and bringing in data. Mr. Stock said there was a plaque on the back of his name block which thanked him for his service as a Trustee. Mrs. Seiter thanked him for his help since she has been here. Mrs. Spradlin said Judge O'Diam made an excellent choice when choosing Mr. O'Callaghan. She said he was easy to work with, had lots of common sense and had good judgment. Mr. O'Callaghan said on the record he thanked Judge O'Diam for the experience and now he gets his life back.

Mrs. Spradlin welcomed Mr. Combs. She appreciated him running and hoped they had not scared him so far. She appreciated him coming to the meetings. Mr. Combs said Mr. O'Callaghan was very cordial and professional with him and he appreciated it.

Mrs. Spradlin said the next meeting will be January 7, 2016.

**ADJOURNMENT:**

A motion was made by Mr. O'Callaghan to adjourn the Special Meeting, seconded by Mr. Miller. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Special Meeting adjourned at 6:26 p.m.

**Xenia Township Board of Trustees**

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

\_\_\_\_\_  
Susan Spradlin, Chair

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

\_\_\_\_\_  
Scott Miller, Trustee

Attest:

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

\_\_\_\_\_  
Daniel O'Callaghan, Trustee

slb