

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING
FEBRUARY 4, 2016 7:00 PM

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.

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

Meeting was called to order at 7:02 p.m. All participated in the Pledge of Allegiance.

READ FILE:

GC Public Health PR (1)
League of Women Voters, Feb

GUESTS:

Mr. Miller introduced the guest speaker, Denny Morrison. Mr. Morrison is the Xenia Public Schools Superintendent. Mr. Morrison introduced the Xenia School Board Members and gave an update of the past few years. He then made an announcement that the schools have 210 more students this school year. He said the students that left the district for other options were moving back. He said the school is adding more course options for the students. Mr. Morrison also gave an update on the preschool status. Denny introduced Christy Fielding who gave a presentation about future potential building sites.

TRUSTEES' BUSINESS:

Mr. Miller requested the attendees of the Ohio Township Association Conference to provide a few comments on their experience at the event. Mrs. Seiter reported that she spent two and a half days at the conference. She attended mainly the financial classes but said it was a very good networking opportunity to talk to other entity's Fiscal Officers and Trustees. Mrs. Seiter advised she received her required continuing education hours for the State Auditor and Treasurer Offices. Mr. Combs reported that he spent two days at the conference and he took four classes. He said it was his first OTA, it was very informative on a variety of subjects and he plans to attend next year. Mr. Miller reported he attended some classes that involved improvement of roads. He said there is also a trade show with various things that would be advantageous to townships. Mr. Stock reported he spent all three days at the conference. He discussed the classes he attended—communicating with citizens, township and taxes, updating cemetery rules, regulations and deeds, borrowing and investing for small government, pitfalls and strengths of joint fire districts, utilizing capital reserve balance and accumulated benefit accounts for townships, human resources and what to watch out for 2016, and nuisance procedures from complaint to removal. He also talked to the leading JEDD lawyer for the state of Ohio and the leading annexation lawyer who holds gatherings after the conferences. Mrs. Spradlin thanked the people for allowing them to participate in the conference. She said she obtained a great deal of information. She reported on the Ohio State Fire Marshal's upcoming changes and request for input. Mrs. Spradlin also reported on IT security from hackers. Mrs. Spradlin attended a class on motions, minutes and resolutions, cemetery maintenance, conflict management and levies.

FISCAL OFFICER/ FINANCE:

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

RESOLUTION NO. 2016-038

A discussion was held about bills that were not yet paid. Mrs. Seiter said she now had the invoice for the plasma cutter but had not yet done the check. She also asked about a second bill and Mr. Stock clarified what it was. Mrs. Seiter asked if they needed to pay the Recorder vs. the Auditor for filing the Zoning Resolution and the Washington Road Easements. Mr. Stock replied yes and both may go on one check. Mr. Miller made a

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, FEBRUARY 4, 2016**

motion to approve the bills as presented, Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-039

Mr. Miller made a motion to approve the Regular Meeting minutes from January 7, 2016, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-040

Mr. Miller made a motion to approve the Reorganizational Meeting minutes from January 14, 2016, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-041

Mr. Miller made a motion to approve the Regular Meeting minutes from January 21, 2016, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-042

Mr. Miller made a motion to approve the Work Session minutes from January 21, 2016, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-043

FIRE DEPARTMENT:

Chief Fox gave a 2015 Xenia Township Fire Department review. He reported the Fire Department received a total of 1,006 calls for the year. He then gave a breakdown of each employee status, full-time, part-time, paid-on-call and volunteer. A report was given of the number of EMS and Fire responses the Department received during the year. Chief Fox also reported on the dollar loss Xenia Township endured throughout the year, at a total of \$109,950.00 compared to \$353,550.00 in 2014 and \$1,497,300.00 in 2013. Chief Fox reported that a total of 189 fire inspections were conducted in 2015. Jeff Burrell had also successfully completed his Fire Inspector certification in 2015. The Chief then reported on the mutual aid the Township received and the calls by district and time. The final report was given about the financial investment that was made in 2015 and the total amount of grants Xenia Township was rewarded. A total of \$191,253.00 was invested into the Fire Department and the Xenia Township Fire Department was awarded a dollar amount total of \$61,210.00 in grants for the year.

Chief Fox presented his proposal for the P&R contract for the radios. Mrs. Spradlin stated the price for 2016 will not be the same in the coming years; she said the Township had received a credit from the County's coverage for this year making it less than usual. Mr. Miller made a motion to approve the P&R Annual Contract for the Fire radios in the amount of \$4,380, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-044

Mrs. Spradlin made a motion to declare the two Life Pack 5400 AEDs as obsolete; first with serial number 14163057 with asset tag 0383 that was placed in service March 28, 2002 and second with serial number 13788190 that was placed in service in 2001, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-045

TOWNSHIP ADMINISRATOR:

Mr. Stock explained what the OPEC Funding for 2016 will include. He asked the Trustees to enter into a contract for the same services for 2016 and appoint either himself or the Fiscal Officer to sign. Mr. Miller made a motion to approve the contract for

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, FEBRUARY 4, 2016**

the OPEC Funding for 2016, Mr. Combs seconded. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-046

Mr. Stock said the time is near to go out for bid for the Washington Road resurfacing project. He asked that they name Mr. Stock to have signature rights to go to bid for the project. He said once the bids are in, the Trustees have the right to accept or reject any of the presented bids. Mr. Combs asked about the two easement signatures that have not been obtained. Mr. Stock replied he will secure them as quickly as possible and contact those in Florida to see if there is a place he can send paperwork for them to sign and have notarized. Mrs. Spradlin made a motion to approve the signature rights to go to bid for the Washington Road project and name Alan Stock as the person to sign it, Mr. Miller seconded the motion. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-047

Mr. Stock updated the Trustees on the propane and fuel oil prices. He showed them a spreadsheet comparing the prices from multiple places of interest. Mr. Combs made a motion to approve the request for 1000 gallons of fuel oil to be purchased from Hartley and 920 gallons of propane from Collett, Mr. Miller seconded the motion. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-048

Mr. Stock reported that the Township was invited to a Greene County Tax Incentive Review meeting. He said he will attend and invited anyone else to attend. Mr. Stock gave a review of the Trustee's involvement with the City in the extended reduced tax credit for Bob Evans. He said he brought this forward because Bob Evans is a large employer within the Township and their expansion efforts continue to be stalled. Mrs. Spradlin asked if they are currently getting a tax decrease. Mr. Stock responded they only get a tax decrease when they increase the tax base for new employees as well as maintaining a slight increase to amount of square footage once they build. A discussion was held about what the Bob Evans plant needs to change structurally.

Mr. Stock discussed hosting a Greene County Township Association meeting. He said Central State University would charge \$13.52 per person and he has a menu for the Trustees to look at. He also said he had not heard from anyone from the Orchard about hosting a meeting.

Mr. Stock gave an update for the proposed AFLAC program. Mr. Miller said if at some point there is a program and procedures to be put in place it needs to be brought back for a resolution. Mr. Stock responded there was no reason to do a resolution unless there is interest from employees.

Mr. Miller began a discussion about the proposed newsletter for the Township. He asked if Mr. Stock would be able to start the production of one. Mr. Stock said he does not mind talking with residents to see who would be interested in helping and organizing it. Mrs. Spradlin said she spoke with other Townships at the OTA Conference and was told some are discontinuing their newsletters due to costs. A guest from the audience suggested a billboard being a better use of funds to spread word about the road levy. Mr. Miller asked the opinions of the Trustees. Mrs. Spradlin said she was not interested in pursuing a newsletter to give information about the road levy, Mr. Combs said he was indifferent towards it.

ZONING DEPARTMENT:

Mr. Stock reported on zoning activity taken care in the last two weeks. Mrs. Spradlin mentioned an email about chickens in a plat and Mr. Stock said he would be taking care of it.

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, FEBRUARY 4, 2016**

ROAD DEPARTMENT:

Mr. Miller made a motion to allow the Road Superintendent and Administrator to participate in the Greene County Collective Bidding process for the 2016 list they would like to submit, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-049

Mr. Miller made a motion to approve the mileage certification summary from the Greene County Engineer in the amount of 53.478 miles, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mr. Combs- Aye, Mrs. Spradlin- Aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2016-050

COMMITTEES:

Greene County Regional Planning and Coordinating Commission--Mr. Combs reported on the meeting. He announced the two upcoming Zoning & Planning Workshops for Greene County—February 17 and 24. He asked if Mr. Stock will let the appropriate people know about the workshops. He also said there were two new plats in Beaver Creek Township one on Indian Ripple near the Narrows Reserve and one on Beaver Valley Road near Siebenthaler Nursery. He said Regional Planning had a certificate of appreciation for Dan O’Callaghan.

Health District Advisory Council—Mrs. Spradlin said the Health Department completed testing of eleven travelers from Africa in November--they had no known risk of exposure to the Ebola virus. She gave an update of the Zika virus that is transmitted by mosquitos. She reported that Dayton Children’s Hospital has had four possible positive cases of flu. She said the next meeting would be in March.

Chief Fox reported that the Safety Council had a meeting about confined spaces and trenches.

GUESTS:

Tim Spradlin, Hilltop Road, said he had a question about the Ohio Township Association Conference. He asked how many stayed overnight and how many meals were payed for by the Township. Mr. Spradlin expressed his concern about the tax-payer’s money being spent in an unnecessary manner. Mr. Combs wanted it on the record that he did not ask for any reimbursements from the Township for money spent at the Conference. Mr. Spradlin asked for documentation on how Mr. Miller spent money during the OTA Conference. Mrs. Seiter said there were four reimbursements from employees, anyone wanting to see them after the meeting may do so. She also said there were none for Mr. Miller.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Mr. Miller, seconded by Mr. Combs. Roll Call: All voted Aye. Meeting was adjourned at 9:23 p.m.

Resolution # .

XENIA TOWNSHIP BOARD OF TRUSTEES

Date Approved

Scott Miller, Chair

ATTEST:

Susan Spradlin

Sheila J. Seiter, Fiscal Officer

L. Stephen Combs