

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
JULY 21, 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 7:05 p.m. All participated in the Pledge of Allegiance.

### **READ FILE:**

GC Public Health PR (2)  
Xenia City Planning & Zoning, June  
GC Public Health Ground Breaking Invitation

### **TRUSTEES' BUSINESS:**

Mr. Miller made a motion to approve a transfer and appropriation for \$20,000.00 from line item 2021.330.420.0000 to 2021.760.720.0000, a transfer of \$105,000.00 from line item 2031.330.420.0000 to line item 2031.760.720.0000 and a transfer of \$110,022.00 from line item 2031.760.750.0000 to line item 2031.760.720.0000, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 3-0.

#### **RESOLUTION NO. 2016-156**

Mrs. Seiter explained that because the Trustees have only discussed the possible purchase of property in Executive Sessions and it has not been put on public record yet, if they should do a pre-cursor beforehand.

Mr. Miller announced that the Township has been looking for a property for the Road Department's location. He explained that this has been discussed in the past and they have now found a property. He explained the closing costs and other costs of the property. Mr. Miller made a motion to purchase the property at 125 Fairgrounds Road with a total cost at closing not to exceed \$260,000.00 from line item 2021.760.720.0000 and to authorize the Township Administrator to sign all necessary closing documents, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 3-0.

#### **RESOLUTION NO. 2016-157**

Mr. Miller made a motion to incorporate in the closing title insurance from Home Site Title in the amount of \$1,390.00, Mr. Combs seconded the motion. Mrs. Spradlin asked for a discussion. She announced that the amount given is firm and it will not change because it is based on a percentage of the final cost. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 3-0.

#### **RESOLUTION NO. 2016-158**

Mrs. Seiter clarified that the money that was transferred was not intended to be used completely for the purchase. She said it was just to show that they are moving enough.

Mr. Miller announced that this purchase is so the Township can have its own facility for salt storage for the winter months. It would also serve as extra garage and storage space.

A clarification was read into the record of any authorized driver of a Township vehicle will not transport any non-Township employee. Mrs. Spradlin said they have discussed in executive session of the Xenia Township Road Superintendent having a Township vehicle. She said because the Superintendent is on call 24/7, like the Fire Chief, it would be necessary. Mrs. Spradlin made a motion to allow a specially equipped vehicle for the Road Superintendent, Jim Pile, for his needs at any time to respond to address public safety that effects residential travel on Township roads and it is understood that

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the current Road Superintendent lives within 15 miles of the Township Offices and may use the vehicle for commuting purposes including personal errands on work days only, to facilitate response to all calls and emergencies, the vehicle shall not be used for personal travel and a monthly travel log will be submitted to the Township Administrator for approval and review, only workers recognized as Township employees will be permitted to be passengers in the vehicle, Mr. Combs seconded the motion. Mr. Miller opened a discussion. Chief Fox asked if that motion was for the Road Superintendent only. It was responded yes, it was but it was per Township insurance policy that no family members ride in the vehicles. Chief Fox asked if that included other fire personnel from other entities. Mr. Stock gave details of the circumstances that allow non Township employees to ride in the vehicles. Roll Call: Mr. Miller- Nay, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 2-1.

**RESOLUTION NO. 2016-159**

Further discussion was held about the policies and who would be covered with insurance.

**FISCAL OFFICER/ FINANCE:**

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

**RESOLUTION NO. 2016-160**

A discussion was held about which bills would be approved. Mrs. Spradlin said she is not comfortable with approving the bill to Michael Capriol for \$500.00 for the easement for utility purposes. Mr. Combs made a motion to approve the bills as presented, Mr. Miller seconded the motion. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Nay, Mr. Combs- Aye. Motion **PASSED** by roll call of 2-1.

**RESOLUTION NO. 2016-161**

Mr. Combs asked if Mr. Stock could get a copy of the legal fee invoice. Mr. Stock responded that he had notated what he received verbally, but did not ask for any other documentation. Mr. Combs suggested that he requests documentation because one Trustee has a question about it.

Mrs. Seiter asked if they approve the Public Hearing minutes in one or two parts. Mr. Stock responded that on the Zoning Commission level, they like to do them together. Mr. Miller made a motion to table the minutes of the Work Session from July 7, the Regular Meeting from July 7, the Central State Rezone Public Hearing from June 16 and the Continuation Public Hearing from July 7 so he can look over them more, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Nay, Mr. Combs- Aye. Motion **PASSED** by roll call of 2-1.

**RESOLUTION NO. 2016-162**

**FIRE DEPARTMENT:**

Mrs. Seiter said she needed a then & now purchase order for the emergency reporting annual fee. She said the funds are there and it is appropriated for. Mr. Miller made a motion to approve the Then & Now Purchase Order to Emergency Reporting, invoice number 2016-3618, in the amount of \$5,256.00, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2016-163**

**UPCOMING MEETING:**

It was determined that the Trustees would hold a Public Hearing for the rezone request of the parcels on 68 S. on August 4 at 5:45 p.m. and a Public Hearing for Agritourism at 5:30 p.m. on August 4.

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**ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Mr. Combs and was seconded by Mrs. Spradlin. Roll Call: All voted Aye. Meeting was adjourned at 7:40 p.m.

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Resolution #

XENIA TOWNSHIP BOARD OF TRUSTEES

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

\_\_\_\_\_  
Scott Miller, Chair

ATTEST:

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

\_\_\_\_\_  
Sheila Seiter, Fiscal Officer

\_\_\_\_\_  
Steve Combs

MLP