

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
JANUARY 21, 2016 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.

Scott Miller called the Work Session to order at 5:00 p.m. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

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

ROAD DEPARTMENT:

Mr. Pile gave a generator update. He said Greene County approved final inspection. He said the generator performed its automatic start-up the past Tuesday. He said it will do a weekly start-up test and once a month will test with a full load. Mrs. Seiter asked what time a day it will perform the test. Mr. Pile answered between 2:30 and 3:00 p.m. Mr. Stock added it is a very quiet unit.

Mr. Pile gave an update on snow removal. He said there have been a total of six events. He provided a spreadsheet of materials used, including overtime of employees. He said Truck 19 needed repairs of three sensors. Mr. Pile said the total of expenditures for the snow events so far was \$20,087.74. He said they travelled 1,866 miles during these six events.

Chief Fox had asked Mr. Pile to check into replacing fluorescent lights at Station 52. Mr. Pile provided the information and gave a total of around \$2,036.70, not including wiring or extra parts that may be needed. Mrs. Spradlin asked if the warranty on the bulbs starts with the date of purchase. Mr. Pile said they have a warranty of five years and it begins on the date of purchase. Mr. Pile said they are focused on fixing the ceiling in the fire bay at Station 51 first and should be able to do the ceiling and lights within a month. Mrs. Spradlin wondered if it would be better to order the bulbs later when ready to start at Station 52. Mrs. Seiter reminded everyone to watch the timing on ordering to make sure there is enough money in the temporary budget. It was suggested money could be moved from Contingencies to the proper line item if needed. Mr. Miller asked about continuing to rent the scissor lift to do Station 52 lighting. There was discussion. Mr. Pile thanked Mr. Combs for doing the extra legwork for them.

FIRE DEPARTMENT:

Lt. Jay Leach has been working with the water rescue program and he gave information on a need for ice water rescue suits. He said hypothermia can set in within 15 minutes with their current suits. He said the ice water rescue suits can keep away the cold for 6-8 hours. The suits would be used in the ponds and lakes. Jay Leach, Doug Cope and C. J. Keene will be teaching a class about ice water rescue in February. He said the suits have a lifespan of 5-7 years when taken care of properly, and they can be patched. He said there have been no ice water rescue calls for Xenia Township but they have had 5-6 swift water rescue calls with 16 victims in the past few years. Tim Spradlin spoke about having no resources in 2003/2004 for 2 swift water rescues and 2 pond rescues. He said obtaining the Zodiac boat was a cooperative effort of the Greene County Fire Chiefs through funding and grants. He said the Township was not in the program after 2008 so he appreciated Chief Fox, Deputy Chief Beegle and Lt. Leach for reviving the program. He said Greene County is a wet county and receives a lot of water runoff which can facilitate a need for water rescue. Chief Fox said the suits are \$455 each and he would like to get four suits. Mrs. Spradlin asked if this would affect the Township insurance because of it being a different kind of rescue. Mr. Stock answered there would be a small amount per suit increase but as far as liability first responders are at the top and the overall liability would not increase. Mrs. Seiter advised using a specific PO for the purchase. Lt. Leach said delivery is around 21 days.

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TOWNSHIP ADMINISTRATOR:

Mr. Stock gave an update on residents signing temporary easement for Washington Road. His goal is to get all the signatures before the OTA Conference. One resident had a question about the location of their septic and who has liability if damaged. There was also a question about an existing drain being tied in.

Mr. Stock provided a list of Zoning Commission members and their term expiration date.

Mr. Stock answered several questions about the tornado sirens.

For Xenia Township hosting a Greene County Township Association dinner Mr. Stock has tried to contact the Apple Orchard and has had no response. He then contacted Central State and they would be able to have it there. The possible dates were February 9 and October 11.

AFLAC is still sending more information—Mr. Stock is working on it.

The Trustees had approved spending \$5,000 to match a National DAR Grant. Mr. Stock spent time with the local chapter president and discovered they did not apply for the grant last year because there was so much paperwork and research they could not get it done. Mr. Stock will start work with them in about a month to try for the grant this year. They will try to do it in several phases. The grant is only for Revolutionary War soldiers—there are about 15 buried in the Township's cemeteries. He said they want to bring in an education component. Mrs. Spradlin asked if the funds could be released since they were approved last year. Mrs. Seiter said the Trustees committed they would do it but no purchase order was done, so in the next budget it needs to be stated \$5,000 is set aside for them.

Mr. Stock had a list of major Trustee projects and asked the Trustees to add anything they think of.

ZONING DEPARTMENT:

Mr. Stock showed the Xenia Township map where four parcels had been rezoned but never given to Regional Planning to change the map. No action was needed by the Trustees.

The zoning software (Zone Pro) is now able to be accessed publicly. Mr. Stock said this is also on the Township website. Mr. Miller suggested a note on the website saying the data only goes back to around 2013. Mr. Stock suggested adding a guide for use. Mrs. Spradlin asked about putting in a link to GIS.

Mr. Stock had to leave the meeting at this time to meet with residents on Washington Road.

FISCAL OFFICER/FINANCE:

Payroll--Mrs. Seiter said payroll will be ready to approve.

Bills—Mrs. Seiter said there were not many at this time; however many bills were received today.

She asked for a transfer within the General Fund to cover the portion of retirement for Mr. Stock for December.

Mrs. Seiter said there had been numerous engine and medic repairs and the vendors were slow in their billing. She proposed a Then and Now PO for \$6,080.90. She said most will be out of Fire Fund and some out of EMS Fund. Mrs. Spradlin remembered they had approved the amount up to \$30,000 for these repairs and asked if this was in excess of what was already approved. Chief Fox answered they were still under

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the amount. Mrs. Seiter said blanket certificates were created to pay for the repairs and the end of the year came and she did not know \$30,000 was approved and there was no specific PO. POs carry forward but a blanket does not so there was nothing in place from last year to cover the repair bills dated 2015. Mrs. Seiter said a purchase order directly to the vendor would have carried over and they would still have had the balance of the \$30,000 that had not been expended. At the end of the year all the money goes back into one kitty and is spread out in the temporary budget. Mrs. Seiter said a Then and Now makes it right on the Auditor's side. She said especially at the end of the year it is wise to use purchase orders to the vendors so it can carry over if necessary.

Mrs. Seiter said the \$2,700 fee for late filing of unemployment quarterly reports was reevaluated and reduced to \$50.

Mrs. Seiter found the 941 Quarterly Federal Social Security Tax had two quarters with fees. For June there were penalties and fees and it looks like it was short paid in September. Mrs. Seiter said the elected officials pay is broken into 3 months and the middle one was paid the next month but was the same dollar amount. The amounts were paid, but in the next quarter. Until she files the 4th quarter balancing report it looks like it is overdue.

TRUSTEES' BUSINESS:

Mr. Miller said the newsletter is important because the Township has a road levy on the ballot. He thought it could be done twice a year. There was discussion about the cost of printing and mailing one or emailing one. A suggested list of topics was provided.

Mr. Combs said he received a call from a resident on Hedges Road who had concerns about the speed going east to west on Hedges. The resident thought there was a need for more signage. There are already signs for the curves and the bike path. Mr. Combs invited the resident to the Trustees' meeting. Mrs. Spradlin said they could check with Mr. Pile to see if more signs would be needed. She said another bad place is Ludlow Road and SR 235 at the stop sign where people go right on through and over into the field. There was a suggestion of rumble strips or more signage there.

ADJOURNMENT:

A motion was made by Mr. Miller to adjourn the Work Session, seconded by Mr. Combs. Roll Call: Mr. Miller-Aye, Mrs. Spradlin-Aye, Mr. Combs-Aye. Work Session adjourned at 6:28 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Susan Spradlin, Chair

Resolution # _____

Attest:

Scott Miller, Trustee

Sheila J. Seiter, Fiscal Officer

L. Stephen Combs, Trustee