

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
JANUARY 7, 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.

Susan Spradlin welcomed everyone and 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: Susan Spradlin, Trustee Chair; Steve Combs, Trustee; Sheila Seiter, Fiscal Officer; and Alan Stock, Administrator. Mr. Miller was unable to attend the meeting.

FISCAL OFFICER/FINANCE:

Mrs. Seiter said blanket certificates do not carry over, but if there are encumbrances against them, as long as blankets are reduced to what you need in the encumbrances, you can still pay from them--some bills fall under the blankets.

Mrs. Seiter reported having payroll for POC this time as well as bi-weekly employees. Mrs. Seiter said the elected officials will be paid at the end of the month. She said the Fiscal Officer pay increase does not start until April.

Mrs. Seiter said she had a Then and Now for paying the OPEC insurance bill—for administrative fees and deductible.

Mrs. Seiter said as far as year-end, she still has blanket certificates to do out of the temporary budget.

Mrs. Seiter said the transfer within line item could wait.

There was discussion about the minutes. Minutes were tabled as Mr. Miller was absent.

ROAD DEPARTMENT:

Mr. Pile gave an update on the generator. He said the new electric panel had been installed and hooked up. He said they are waiting on final inspection from the County. They simulated several power outages and the generator worked well. It is set to work weekly on a 20-minute test. Three weeks out of the month they will run the generator with no load and one day of the month it will run with building load for 20 minutes. He calculated fuel consumption for the tests for the month at 3.6 gallons.

Mr. Pile said they have been getting prices on scissor-lifts for fixing the ceiling in the bay of Station 51. So far they have received two quotes--\$270 a week or \$600 a month. He estimates it will take two weeks. He said they also may have to rent a trailer to haul supplies. Mrs. Spradlin asked what it would cost to hire someone to do the repairs. Mr. Pile can get prices. Mr. Pile explained what had happened with the ceiling. He said while they are doing repairs they plan to replace the fluorescent lights with LED lights. Mr. Pile said DP&L has continued their rebate and the Township has saved roughly 40% on energy costs. He added payback for replacing the bulbs would be around 2 ½ years. Chief Fox asked if they could also purchase bulbs for Station 52. This will be considered. Chief Fox expressed his concern that he would need to house the apparatus somewhere else during that time. Mr. Pile estimated \$2,815 for lights and \$300 for drywall and screws. Mr. Combs will check on getting a better price for the scissor-lift.

Mr. Pile received an estimate for tree work on Brush Row Road and Kinsey from F&F for \$17,435. (The estimate from S&S was \$26,000.) He is waiting on one more estimate. Mrs. Spradlin asked if F&F gave a date he could start—Mr. Pile had not

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asked that. Mr. Combs said once they enter into a contract they need to have a completion date. Mrs. Seiter added they will probably need a specific PO for this since it is such a high-dollar amount. Mr. Combs said they will also need a copy of the Certificate of Insurance and a copy of Workers' Comp.

Mr. Combs asked about the warranty on the generator. Mr. Pile answered it is one year.

FIRE DEPARTMENT:

Chief Fox reported the touch screen in his vehicle stopped working. He has an appointment to have it repaired the next day. They are hoping this is covered under the warranty.

Mrs. Spradlin asked about recent purchases for paper products. Lt. Kelly Hines talked said the bill several months ago was for paper products for bathrooms and wash stations and trash bags purchased from I-Supply, and the more recent bill was for toilet paper, paper towels for the kitchen and cleaning supplies purchased from Wal-Mart. Lt. Hines said I-Supply will deliver for a \$200 order so they are well stocked from them. Chief Fox was fine with all paper products coming out of his budget.

TOWNSHIP ADMINISTRATOR:

Mr. Stock said the Township has opportunities to host two Greene County Township Association Meetings—1) Central State University has a new Student Center and would like to showcase it and supply the meal at their cost; and 2) The Apple Orchard would also like to hold a meeting. Mr. Stock said he will check with both places and then contact Carol Graf.

Mr. Stock gave an update about the temporary easements that need signed by Washington Road residents. These are legal documents and need to be notarized. He said one resident wants his lawyer to look at the document. Mr. Stock said they just received the telephone pole schematic. He said W. S. Electronics has a telephone pole in the middle of their driveway and they would like it moved. There was another concern about a telephone pole on the north side making the radius tight for turning right. The telephone company will be moving one of the poles and will remove the other one. Mr. Stock said there will be three or four nights where residents can go to the church building to sign their documents and get them notarized.

Mr. Stock said there will need to be a resolution to accept Willie Washington's resignation from the Zoning Commission. He read the resolution of appreciation for his service. He said there will need to be a new appointment. The Trustees desired to make the appointment from the alternates—Harold Snyder or Donna Randall. Mrs. Spradlin expressed either one of the alternates would make a good Commission member.

Mr. Stock said the Township has five tornado sirens with two portions of maintenance--mechanical taken care of by Federal and radio taken care of by W. S. Electronics. The cost of the contract for radio maintenance for the upcoming year is \$1,850.00. Mrs. Spradlin asked about a cost of \$190.00 for federal siren controller. Mr. Stock thought it was a name brand cost. Mrs. Spradlin would like the contract clarified. She questioned keeping the sirens and the costs involved when people have phones with weather apps, the sirens sometimes fail and people don't hear them. Mrs. Seiter remembered the sirens being purchased with a grant and said they could check into grants for newer processes. Chief Fox said the sirens were replaced about ten years ago. Mr. Stock said Roseanne Anders with Emergency Management asks for funding for maintenance of the sirens. Mrs. Seiter suggested having her as the speaker at a Greene County Township Association meeting to give an update on tornado sirens.

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Mr. Stock said we pay \$100 every year to be a part of the Ohio Department of Administrative Services Cooperative Bidding Program. This allows the Township to take advantage of State bidding. The contract will need to be renewed.

Mr. Stock reported about the Newspapers in Education project with Dayton Daily News. The Township used some JEDD money (\$250) to help with this last year. This program helps the students at Tecumseh Elementary. The Township gets recognition for this donation. Mrs. Seiter asked for proof of the recognition publication. Mrs. Spradlin had some questions about whether the Township is getting the money from the Tecumseh JEDD. Mrs. Seiter said the Township received \$13,773.26 in 2015 for the JEDD.

Mr. Stock said there is a 2016 Retainer Acknowledgment of Costs for Wanda Carter who is the attorney used for annexation. This is an acknowledgment that the Township can use her.

Trustee projects to be considered in the future include internet speed/server/telephones, employee handbook, fee schedule, work-flow software. Mrs. Spradlin asked Mr. Stock if he had contact with the appraiser. Mr. Combs said the appraiser had been to the site but he did not have the appraisal finished yet. Mr. Combs said the ODOT property was going to be sold but some major issues with pollution will have to be addressed first. Mr. Stock said for the Road Department projects would include the Road Levy and salt bin.

ZONING DEPARTMENT:

Mr. Stock reported on issues he has dealt with for zoning. He said signs for the Hookah and smoke shop business have been removed.

Mr. Stock said Central State University has been purchasing properties and working to get land-grants for building.

ADJOURNMENT:

A motion was made by Mrs. Spradlin to adjourn the Work Session, seconded by Mr. Combs. Roll Call: Mrs. Spradlin-Aye, Mr. Combs-Aye. Work Session adjourned at 6:55 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

slb