

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
MAY 16, 2013 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.

PRESENT: Amy Lewis, Chairman; Jim Reed, Trustee; Scott Miller, Trustee; Alan Stock, Administrator; Barbara Miller, Fiscal Officer.

TOWNSHIP ADMINISTRATOR:

Mr. Stock stated that the Trustees need to sign the resolution for a zoning text amendment for flood plain map from July 5, 2012. The Resolution has been approved but the signing was overlooked.

Mr. Stock presented an Organizational Chart for the Fire Department staff since there are some new command staff members. Chief Fox discussed the duties of the Fire Captain and the Operations Captain.

There was a discussion of the Xenia Plan X awareness. There was a discussion of the City of Xenia's plans which include the construction of new fire stations. Future expansion of the City was also discussed. Annexation or multiple JEDD development is a possibility for the City of Xenia.

Mr. Stock discussed the status of the current JEDD negotiations. He has had ongoing discussions with Jim Percival regarding the revenue amounts from the JEDD. They have discussed an amount of money to be set aside for development of the Central State University and Wilberforce area.

Mr. Reed stated that he has heard that Mr. Percival may be retiring soon. He believes that any agreement must be put in writing so that any new officials will abide by any terms agreed upon.

Mrs. Lewis would like to establish a time line for the JEDD to be completed. Mr. Reed does not believe that a time line will work. He spoke about the difficulty in setting up meetings with all the parties involved in the JEDD negotiations.

Mr. Miller stated that the Township and the City of Xenia must be in agreement on terms of the JEDD and then discuss these terms with Central State University, Wilberforce and Payne Seminary. The Trustees desire input from all of the parties involved.

Mrs. Lewis asked that the issue be put back on the next Work Session agenda. Hopefully by that time meetings with officials involved will be set. Maybe a time frame can be established then.

Mr. Miller does not believe that Fire Services should be part of the JEDD. He does believe that water and sewer should be part of any agreement. He also wants input from the parties involved such as Wilberforce and CSU.

ZONING DEPARTMENT:

Mr. Stock discussed the three ways to begin a text amendment:

1. Trustees Resolution
2. Zoning Commission
3. Citizen requests a text amendment

Mr. Stock discussed the zoning of the autistic school to be established at 901 Brush Row Road in the Township. Mr. Sprowl who is the owner of this property has asked for a text amendment. Mr. Stock would like to add the same language from Estate, 401.4.3,

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“Private schools, institutions of higher learning”. Mr. Stock states it will be on the docket for May 28th.

There was a discussion of the fees for tents at the fair. Mr. Reed feels that the price charged for the tents does not cover the cost of personnel needed to inspect the tents. Chief Fox stated that the Fire Department receives a small donation from the Greene County Fair Board plus free tickets and some meal tickets. Mr. Reed would like to institute a \$25 fee for inspection for every tent with the exception of charitable organizations or non-profits.

Mr. Miller asked about how many other tent inspections occur during the year. He believes that smaller tents could possibly be charged a lower fee. One formula that was discussed was perhaps to charge :

8x8 tents	\$8
10x10 tents	\$10
12x12 tents	\$12
Tents 400 square feet or larger \$25 flat fee	

The increase of fees will not take place until 2014. The Trustees will decide upon the formula to be used. They decided that perhaps using square feet to establish the cost was an option.

FISCAL OFFICER:

The Fiscal Officer stated that a Public Budget Meeting must be scheduled between July 5 and July 15. The Fiscal Officer would like to schedule the Public Budget Hearing for July 11. It was decided that the budget would be presented to the Trustees on June 20. This will give them time to iron out any problems before it is presented in a public meeting.

TRUSTEE BUSINESS:

The Fiscal Officer has learned a lot from the traveling clerk Melanie Cochran from Bethel Township. She would like to explore the possibility of having Melanie come in on a regular basis to teach her and help her with her job. The auditor had suggested using a traveling clerk. It was discussed that the Fiscal Officer has the discretion of spending \$500. Perhaps she could cover the fee for the traveling clerk from this source. There was a discussion if this was per month or per pay period. Chief Fox stated he uses his discretionary spending per month. This issue will be researched to clarify.

FIRE DEPARTMENT:

The Fire Association would like to spend up to \$250.00 to purchase flowers for both Fire Stations and the Administrative Office. They would like to know if the Trustees can match up to \$250.00. Mr. Miller stated he would like to see perennials and not annuals purchased so that this does not need to happen every year. The Trustees will make a Resolution for this expenditure.

Motion to adjourn was made by Mrs. Lewis, seconded by Mr. Miller. All voted AYE. Meeting adjourned at 6:49 pm.

XENIA TOWNSHIP BOARD OF TRUSTEES

Resolution Number

Amy Lewis, Chair

Date Approved

Scott Miller, Trustee

ATTEST:

Jim Reed, Trustee

Barbara Miller, Fiscal Officer