

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION  
May 19, 2016**

**5:02 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 5:02 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.

## **EXECUTIVE SESSION:**

Mr. Miller made a motion to go into an Executive Session under sections 121.22 (2) (G) and 121.22 (G) (1), Mrs. Spradlin seconded. Roll Call: All voted Aye. Mr. Miller read all of the Trustees, the Fiscal Officer, and the Administrator were in attendance. Executive Session began at 5:04 p.m.

Mr. Miller adjourned the Executive Session. Executive Session ended at 6:10 p.m.

## **TOWNSHIP ADMINISTRATOR:**

Mr. Stock presented the Letter of Conveyance from the Zoning Commission in regards to the Central State rezoning request. Mr. Stock shared that the Zoning Commission held two Public Hearings for discussion. Mr. Stock explained that the Trustees now have 30 days to hold the Hearing. Mr. Stock said that the Letter of Conveyance could be discussed at the time of the second meeting in June, which falls on June 16, 2016. Mr. Stock shared that this date falls within the 30 day time frame. Mr. Stock stated that this was a suggestion to help decide when the Trustees would like to hold the Public Hearing. Mr. Stock shared that he believed the Public Hearing would take closer to 90 minutes rather than 60 due to a large number of people wanting to speak. Mr. Stock shared that he believed there would be more input on this topic, and that the presentation alone would be 20 minutes. Mr. Stock suggested that the Trustees follow the same schedule set for the Kil-Kare discussion, which would have the Work Session at 4:30 p.m., 6:00 p.m., and then 7:00 p.m. for the Regular Meeting. Mr. Stock also apologized for not giving the Trustees a copy of the minutes from the Zoning Commission's discussion on Kil-Kare and provided those to the Trustees.

Mr. Miller raised the next topic of the Trustee Financial Snapshot. Mr. Miller asked Mr. Stock if that was some sort of training. Mr. Stock explained that the Trustee Snapshot is an effort to show the Trustee where money is going whenever a request for something is made. Mr. Stock shared that there is no desire to give the Trustees a request for more money, or supplies, without showing them where the money is going. Mr. Stock showed the Trustees an example. Mr. Stock explained that this Snapshot is a way for the Trustees to see where the funds would be coming from, what the funds would be spent on, and how much is projected to be spent on a specific request. Mr. Stock shared that the goal he and Mrs. Seiter have is to provide the Trustees with the whole "macro" picture, or big picture. Mr. Stock explained that this is a tool that will help with decisions that need to be made immediately. Mr. Stock also explained that the Snapshot will help the Trustees see how the budget for a specific line item will be affected when an individual decision is made. Mr. Stock shared that this was the whole purpose of the Snapshot. Some corrections were made to a couple accounts on the Snapshot.

## **ROAD DEPARTMENT:**

Mr. Miller presented the topic of the American Grave Groomers coming out to tend the cemeteries for a rate of \$5,920.00. Mr. Pile described the graves in the cemeteries that are on the list to be tended, located in Sections I and K. Mr. Miller asked Mr. Pile how many markers were placed total between both sections. Mr. Pile addressed that 11 markers were placed in Section K and 21 markers were placed in

**XENIA TOWNSHIP TRUSTEES  
WORK SESSION, MAY 19, 2016**

Section I. Mr. Stock shared a document with the Trustees that showed before and after pictures with how many on the back. Mr. Miller asked for an estimated time frame. Mr. Pile replied to Mr. Miller and said that if approved, they could start within that week.

Mr. Miller shared the topic of the chip seal and asked if there was anything important that needed to be shared. Mr. Pile shared that nothing has changed, and that it is expected that the process will start in July. Mr. Miller told the Trustees to ask any questions they may have.

Mr. Miller raised the line striping discussion. Mr. Pile said that line striping only goes to the County, and that nothing has changed in regards to this topic except that only center lines will be done this year, with the exception that Kinsey Road and Brush Row Road may need to have the white lines redone due to re-pavement. Mr. Combs asked if they were done yet. Mr. Pile replied that they had applied one coat, and that our roads were the first to get paved and the first to be line striped. Mr. Pile responded and said that he believes that they will wait until the end of the season to send the bill.

Mr. Miller raised the next item on the agenda which covered Mill and asphalt. Mr. Miller asked Mr. Pile if there was any news or new developments that needed to be shared. Mr. Pile addressed that there was not really anything new to be shared. Mr. Pile said that the only thing that needed to be shared was that there was a large amount of surprise to see that Xenia Township was number one on the list and the work was completed much faster than expected. Mr. Pile shared that the work has been completed minus the sealing.

Mr. Miller shared the next topic on the agenda which was the brine tank and equipment purchase. Mr. Miller asked Mr. Pile how many gallons the brine tank was. Mr. Pile answered with 3,000 gallons. Mr. Stock shared that whenever he and anyone brings the Trustee an item to be purchased or reviewed, they always bring three prices so that the best possible choice can be made. Mr. Stock said that he just wanted to inform the Trustees that they always have that data. Mr. Combs asked how early the brine needed to be purchased. Mr. Pile shared that the brine has a shelf life due to the fact that it needs to be agitated. Mr. Pile shared that he is looking to purchase the brine tank so that they could agitate it themselves, thus extending the shelf life of the brine. Mr. Miller asked if Mr. Pile was looking into keeping the brine tank with the salt storage facility. Mr. Combs also asked if there was any way that the tank could be moved. Mr. Pile said that they do not have the equipment necessary to move it because it is about 8 feet around, so moving it across town is not really possible. Mr. Miller asked if it was an upright tank, like a silo. Mr. Pile confirmed that it was. Mr. Miller said he was questioning when the tank would actually be here and asked when Mr. Pile was planning to get the brine. Mr. Pile said that he would wait a bit and that the order would probably be placed in July. Mr. Combs asked how long the manufacturer would hold the price. Mr. Pile responded with 30 days. Mr. Pile shared that there has only been contact with this company twice, and Mr. Pile also shared that during the second conversation the price went down \$50.00 from last year. Mr. Miller shared that it would be a good thought to approve the purchase and then set the payment to be paid on delivery, and then delay the delivery for as long as possible until a solidified plan was in place. Mr. Combs said the main concern was where to put it and not the price. Mr. Pile said he could make a call to the company confirming that we want to go with the order; we would just need some time. Mr. Miller said that a purchase order could even be made to reassure that the purchase would happen and that the timing was the only thing in question. Mr. Miller asked if that would be a fair way of handling it. Mr. Stock confirmed that everyone was clear on the decision.

Mr. Miller shared the next topic on the agenda which was the block for the salt storage. Mr. Pile shared that for the salt storage canopy, he is going to build it a similar way to what he has experienced. Mr. Pile shared that he and Mr. Stock have contacted 4 different people for the block. He said that two of the people either were not interested or did not have the volume of size needed. Mr. Pile informed that the prices for the other two were close but the only difference was volume size. Mr. Pile

**XENIA TOWNSHIP TRUSTEES  
WORK SESSION, MAY 19, 2016**

shared that he wished to go with a 4 foot block for the safety and manageability. Mr. Pile shared that loading salt into it would be much safer. Mr. Pile shared that the cost would be \$2,500.00. Mr. Pile shared that the four foot blocks are more closely located; in Bellbrook. Mr. Pile shared that there is a bit of a time crunch and that the blocks were needed as soon as possible. Mr. Miller asked if Mr. Pile intended to pick the blocks up himself. Mr. Pile answered with yes because the delivery costs were expensive. Mr. Pile shared that the delivery cost was \$80.00 an hour. Mrs. Seiter asked if a crane would be used to help load the blocks. Mr. Pile replied with no, and that front – end loaders would be used. Mr. Miller asked if a trailer would be used. Mr. Pile shared that 4 or 5 blocks could be loaded on a trailer and 3 or 4 would fit in the back of the truck. Mr. Pile shared they were also looking into hiring German Trucking: they would haul 20 at a time at \$80.00 per load. Mr. Pile shared that that plan was on the back burner for now. Mr. Miller suggested that finding someone that could haul the blocks on a flatbed semi-truck may be a good idea. Mr. Combs shared that we would have the same issue with delivery as the brine tank. Mr. Combs said that we need to figure out where it is going to go. Mr. Pile said that before it could be decided where to put it, the canopy needed to be built. It was agreed that the time it would take would be about 2 weeks. Mr. Miller asked about the quality of the blocks between vendors. Mr. Pile assured that pretty much everything was the same. Mr. Pile held a small discussion on the price differences between the vendors. Mr. Stock shared that supply and demand and availability are two reasons as to why the blocks would need to be paid for immediately. Mr. Combs asked about another manufacturer in Springboro. Mr. Pile replied that he contacted about 10 different companies, and that these four were the ones that came up to be the best. Mr. Combs suggested also releasing a purchase order for the blocks, but holding off on delivery until a delivery destination could be determined. Mrs. Spradlin asked what was going to be used to store the salt. Mr. Pile responded that concrete would probably be the best. Mr. Miller asked if the salt storage unit would be sealed. Mr. Pile shared that before he had crack sealed it, and that it was an EPA requirement. Mrs. Seiter asked if it would be easier to use a crane to help with loading and stacking the blocks. Mr. Pile shared that it really was not that bad. Mrs. Seiter asked how long it would take to put it all together. Mr. Pile said it really just depended on the circumstances. Mr. Miller asked about the size of the structure and how many tons it would hold. Mr. Pile answered and said that the structure would be 15 feet tall, 7 feet wide and 7 feet long. Mr. Stock shared that the information could also be found in the packet given to the Trustees.

Mr. Stock drew the Trustees attention to the hand out that was labeled “Number 7 Road.” This paper related to the canopy for the salt structure and Rushmore. Mr. Stock asked Mr. Pile if he wanted to explain to the Trustees about Rushmore, and what it would look like and the cost. Mr. Pile explained that the unit was 50 feet wide and 70 feet deep with three walls. He also shared that the top is mesh for air ventilation. The walls would be approximately 6 feet tall. Mr. Pile commended that Washington Township has done a wonderful job with their salt structure and that they are also using the same type as we are planning to use. Mr. Pile informed that this would be State Bid. Mr. Stock shared with the Trustees that page two showed the expected price of the structure. Mr. Stock informed that the structure is expected to cost \$60,552. Mr. Stock showed the Trustees both a picture of what the structure will look like with the top included and a picture of the structure that Washington Township uses. Mr. Stock informed the Trustees that the trusses in the structure would be State Bid but the labor would not be. Mr. Miller asked how many tons the structure would hold. Mr. Pile said that he believed that Washington Township had 700 tons in theirs. He continued that there was probably space for 2 and a half more tons. Mr. Pile said that he believed that they were able to stack the salt blocks higher than we would. Mr. Pile said that over the last 7 years the Xenia Township has used an average of 600 tons of salt, so he believes this structure will be able to hold what we need. Mr. Combs asked if the structure would cover worst case scenario. Mr. Pile and Mr. Combs discussed that the structure can hold close to the worst case scenario which would be 900 tons approximately. Mr. Pile informed the Trustees that the confirmation for purchase of salt from the program had to come by the following morning. Mr. Combs asked about what the price would be. Mr. Pile estimated that the costs would stay the same as previous years. Mr. Miller asked that if the price comes in at a cost that is unexpected if there was a way out of the purchase. Mr. Pile answered and said that he did not believe that anything was signed. Mr. Miller said

**XENIA TOWNSHIP TRUSTEES  
WORK SESSION, MAY 19, 2016**

that he expected to go for it as long as the price is what is expected. Mr. Stock assured the Trustees that they did not have to make a commitment that night, and that he and Mr. Pile were just informing them that they had spent the customary \$25 so that they could throw their name into the mix. Mrs. Spradlin said that they were aware that the other counties of Greene County were having to find places to store salt as well and said that if there was extra room it may be possible to offer some space to someone else. Mr. Stock shared that to that point there was no set place to put the salt structure. He said that a few people had offered to give the Township space for a fee. Mr. Miller asked if lighting would be necessary. Mr. Pile said he did not believe so and felt that enough natural light would come in from the roof. Mr. Stock shared that Washington Township paid more for the color of their structure. Mr. Miller asked if when the salt was delivered, if the semi driver would just back up and unload it. Mr. Pile shared that the semi driver should have room to back in and then the salt would be unloaded and stacked as high as possible. Mr. Stock asked Mrs. Seiter if it would be okay to call the vendor with the best price and ask for the price not to exceed that. Mrs. Seiter agreed.

**ADJOURNMENT:**

Mr. Miller made a motion to adjourn the Work Session, Mrs. Spradlin seconded the motion. Roll Call: All Voted Aye. Work Session ended at 7:00 p.m.

**Xenia Township Board of Trustees**

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

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

Resolution # \_\_\_\_\_

Attest:

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

\_\_\_\_\_  
Sheila J. Seiter, Fiscal Officer

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L. Stephen Combs

SLR