

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
AUGUST 6 , 2015 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.

Chair Susan Spradlin welcomed everyone and called the work session to order at 5:00 p.m.

Roll Call: Susan Spradlin, Trustee Chair; Daniel O'Callaghan, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Township Administrator.

ROAD DEPT:

Jim Pile said they were gathering information about Vehicle Lifts to be used for maintenance of all equipment the Township owns. The Lifts can raise the vehicles up to approximately 70" high. They usually come in paired units called columns and each column is capable of lifting up to 18,000 pounds. Four columns could lift 72,000 pounds. He was told the heaviest piece of equipment owned by the Township is around 45,000 pounds. Mr. Pile would like to get six columns. He said most of the Lifts use three-phase to operate. The Township does not have three-phase so he would need to get a converter. Mr. Pile said they are also looking into two jack stands for safety. He said the purchase would be between \$56,000 and \$58,000 and would be a shared purchase between Fire and Road. Mr. Miller asked about ceiling height in the buildings for raising the equipment. Mr. Pile answered they can only raise them about three feet. In his first week Mr. Pile watched Mr. Seiter struggle to replace a muffler on a fire truck with such a small realm to work. He said the lifts are mobile and can be used outside. Mr. Pile provided quotes for hydraulic and screw type Lifts. One of the quotes was cheaper than State bid. Mrs. Miller said no one asked her if there was money in the budget for this purchase. Mr. Stock said both Department Heads have talked about the need for the Lift and are willing to share it out of their budgets and they have money in their budgets. Mrs. Spradlin asked to see maintenance records on the vehicles in order to justify the purchase.

Mr. Pile said they received a sign grant earlier in the year and should receive their new signs any day. He said they are limited on storage and areas to do sign work. He said they recently saw a 10' x 30' portable shed with a primary entrance and garage door for around \$6,000. Mr. Pile said they could place the shed close to the pole barn at Station 52. There was discussion. Mr. Miller wondered if getting the Road Department into a different building could solve the issue. Mr. Pile said there would always be a need for a sign shop for the road closed signs, cones, barricades, and anything traffic related. Mr. Stock said the Township received the grant because of being in the top 100 of Greene County for accidents. He said corresponding to that, there was a directive that there had to be a certain retro-reflectivity on all our signs by a certain date. Two thirds of the Township signs were changed before Jim Pile started. Some of signs could be used on the campuses of Wilberforce University and Central State University. Mrs. Spradlin advised factoring the cost of running electricity to the shed in order to do the sign work.

Mr. Pile gave a report about the Water/Waste Water Advisory Committee meeting on July 29. They talked about the Factory Road flooding--the culvert had about 1 to 1 ½ feet of sediment in the culvert and was cleaned out. The bio-solid disposal was on their new business. He said the County used to haul all bio-solids to Bellefontaine and now is hauling to an area in Bath Township which has saved them a lot of money. Nine inches of rain was reported in June and July which caused alarms in their lift station.

Mr. Stock said he went with the Road Department to a Gravestone Groomers seminar on how to clean gravestones, how to set slotted gravestones, how to set a slotted tombstone without a base, how to straighten up tombstones and how to piece together broken tombstones. Mr. Pile found a program for full-time, part-time at zero cost or liability to the Township. The program teaches 16-24 year olds at federal poverty level how to work and gives them skills. They are paid \$10 an hour through the program; insurance and liability comes through the program also. All the Township provides is supervision and the skills. There is a need for someone able to lift fifty pounds as some

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of the stones are heavy. It is called the "Yes for Youth" Program. Mr. Stock was told there is still funding available for this year. Mr. O'Callaghan asked if one of the Township Road Department staff would be doing the restoration even if not getting the worker. He also asked when the program ends would the worker expect employment with the Township. Mr. Stock answered they go in knowing it is a summer hire only. For future discussion Mr. O'Callaghan asked if cemetery funds can be used for salaries for restoration of tombstones. Mr. Stock answered it is up to the Trustees. Mr. Pile has heard about other grants for cemetery restoration and will be looking into them.

Mr. Miller asked Mr. Pile and Chief Fox to list priorities for the next three to five years (such as equipment purchases, equipment replacement and projects) to give the Trustees the larger picture. Mr. Stock said the department heads had already finished their projection of major capital purchases of vehicles through 2056.

Mr. Pile was excused from the meeting at this time.

FIRE DEPT:

Chief Fox asked for approval of the hiring of Christopher Caudill as shifted part-time FFII/Paramedic at \$12.56 per hour.

Chief Fox reported it has been a busy week with the Greene County Fair. He said the concert on Tuesday went very well. Chief Fox said on Friday night at the Fair the Fire Department provides a drop tank of water and the young adults have a water fight between the barns. He said they have such an enjoyable time and it is good for public relations.

Chief Fox said the Kil-Kare fireworks will be Thursday, August 13—it had been rained out earlier in the summer.

Mrs. Spradlin asked the Chief why there was such a large credit with Physio-Control. Chief Fox answered there was a lot of switching around of AED contracts and the Township ended up getting a credit.

Chief Fox informed everyone the kiddie tractor pull sponsored by the Greene County Combined Health District will be coming up soon. The Xenia Township Fire Department donates time to help out.

Chief Fox thanked everyone for their support of the Fire Department and excused himself from the meeting at this time to get back to the Fair.

FISCAL OFFICER/FINANCE:

Mrs. Spradlin questioned a bill for cleaning the windows. Mrs. Miller said it was in the contract and she had nothing to do with the contracts. Mr. Stock said Mrs. Miller helped create the RFP. Mr. Stock spoke about the RFP for cleaning the offices every two weeks and cleaning the windows twice a year. Mrs. Miller explained the bill was higher because it was for cleaning the offices and the windows. Mrs. Miller said, on the record, she had nothing to do with the contract for cleaning. She said the Board gave the Administrator the latitude to do the contracts. Mr. O'Callaghan said the bill was for the standard rate shown in the contract.

Mr. Miller asked about a check cut for a different amount than on the invoice. Mrs. Miller answered there was a \$8.47 charge for freight which did not show on the invoice but was on the remittance stub. Mr. Miller asked if she showed the extra charge in the back-up paperwork anywhere. Mrs. Miller said she would do that and was glad it was pointed out to her.

Mr. Stock said the HCST bill should have been charged to the Fire Department.

Mrs. Spradlin commented on how much the Rumpke bill was. They would like to have Mr. Pile check into purchasing a dumpster.

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Mrs. Miller said she is getting very close with bank reconciliations and is only looking for \$1.09.

Mrs. Miller had three sets of minutes for approval. She said she would not sign off on the Public Hearing minutes as she did not agree with them. She said in the July 16, 2015 Public Hearing minutes it says "Mr. Stock explained what he and Mrs. Miller did to get the tax budget ready." Mrs. Miller asked Mr. Stock what she did to get the tax budget ready. Mr. Miller said she had to provide data out of UAN before they could even start. Mrs. Miller said that is just data, not anything else. Mr. Stock said they sat in her office to get some of the data; she called UAN as they had questions about pooled amounts and she gave him the new carry over balances which she changed the previous day. Mrs. Miller expressed her thoughts about how the tax budget should be done line item by line item.

Mrs. Miller asked where the original 2016 stamped tax budget was. She said she did not take it to the Greene County Auditor and assumed the Administrator did. Mr. Stock had it and said he would get it to her.

TOWNSHIP ADMINISTRATOR:

Mr. Stock said the fees for Greene County Regional Planning will increase from approximately \$800 to \$1,600 annually. The fee is based per resident. Mr. O'Callaghan said Regional Planning increased fees on developers. He also said the increase was necessary in order to keep it from going to the Commissioners where they would make a County board and townships would not have any input.

Mr. Stock conveyed the Zoning Commission's desire to meet and proposed two dates—the Trustees decided on September 29 at 6:00 p.m.

EXECUTIVE SESSION:

Mr. Miller made a motion to go into Executive Session in accordance with ORC Section 121.22.G.4 for preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Those included in the Executive Session were Mrs. Spradlin, Mr. O'Callaghan, Mr. Miller and Mr. Stock. Executive Session began at 6:32 p.m.

Mrs. Spradlin made a motion to exit the Executive Session, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session ended at 7:01 p.m.

ADJOURNMENT:

There were still many items to cover on the Agenda but since they were out of time a motion was made by Mrs. Spradlin to adjourn the Work Session, seconded by Mr. O'Callaghan. All voted Aye. Work Session adjourned at 7:02 p.m.

XENIA TOWNSHIP BOARD OF TRUSTEES

Resolution #

Date Approved

ATTEST:

Barbara Miller, Fiscal Officer

Susan Spradlin, Chair

Daniel O'Callaghan

Scott Miller

slb