

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION  
August 4, 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 5:05 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; and Sheila Seiter, Fiscal Officer;

## **TRUSTEES' BUSINESS:**

The first item on the agenda to discuss having chickens in the Xenia Township was tabled due to the fact that Ms. Stephanie Hayden was not in attendance. Ms. Hayden confirmed that she would be at the next meeting.

## **FISCAL OFFICER:**

Mr. Miller asked Mrs. Seiter if there was anything to note regarding the payroll. Mrs. Seiter advised that there was nothing to report, and that payroll went as normal.

Mrs. Seiter informed that there was nothing of importance to report regarding the bills.

Mr. Miller asked if there were six sets of minutes to be approved during the Regular Session. Mrs. Seiter said yes, and that some of the sets were from the last meeting that they were unable to get to. Mrs. Seiter informed that one of the girls was finishing the Work Session from July 21, 2016. Mrs. Seiter informed that the Special Meeting minutes from the previous Friday and the minutes from the Tax Budget hearing also still needed to be completed.

Mr. Miller asked for an update on Ohio Checkbook. Mrs. Seiter advised that she has been working with the Treasurer of State's Office on the new program they started about a year ago for the new open checkbook that many jurisdictions are going to. Mrs. Seiter informed that files can be uploaded directly from UAN, and that is what they use to put some of the basic information out. She said that we can pick and choose what data goes on there, and that it is pretty much anything out of accounting. Mrs. Seiter informed that we have uploaded six files onto the program, and they drafted up what the public would see. Mrs. Seiter advised that she has to log on to have a twenty-five minute tutorial session to confirm that the layout is what we want. Mrs. Seiter said that we will go live with it in the next few weeks, and it will cover a year's worth of time. Mr. Miller asked if she wanted to do the current year first. She advised that the year of 2015 and half of 2016 were what got uploaded. She informed that, at this point, she just wanted to do the first half of 2016. Mrs. Seiter advised that it does not cost anything and is just another communication tool for the residents.

## **TOWNSHIP ADMINISTRATOR:**

Mr. Miller informed that Jacoby Road is the access point for the Yellow Springs Water Plant, and they have a very substantial upgrade to that plant coming. He advised that they know there will be heavy traffic on Jacoby Road, which belongs to the Xenia Township, during the construction phase. Mr. Miller said that they are looking at the Ohio Public Works Commission to potentially help with part of the reconstruction of the road after the project is completed. Mr. Miller said, in addition to this, the County Engineer's office is looking at possible replacing the missing covered bridge on Jacoby Road. Mrs. Spradlin stated that she wanted to make sure the Tecumseh Land Trust was included because she knew there had been a lot of concern when the road crew members had gone there to start doing some work.

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Mr. Miller tabled the discussion on the replacement computers schedule until the Administrator returned.

Mr. Miller tabled the zoning fee structure discussion until after the Administrator returned.

**ROAD DEPARTMENT:**

Mrs. Seiter informed that Jim Pile, Road Superintendent, had called her that morning and told her that in the process of constructing the salt structure they understood how there are support brackets that should be in place. Mrs. Seiter advised that the drawing the Trustees had in their packets was from the Washington Township's building, but it was still applicable to ours minus an additional lock. Mrs. Seiter said that they wanted the Trustees to see what was needed. She informed that she had the purchase orders and the two quotes, and informed that Mr. Pile wanted to go with Benjamin Steel. She advised that this was two hundred dollars cheaper. Mrs. Seiter said that Mr. Pile also needed to purchase some screws and paint to keep the brackets from corroding. Mrs. Seiter informed that the line items that are on the purchase order she gave the Trustees are the same as the ones used during the purchase of the salt structure. Mr. Miller asked if Mr. Pile was unable to attend that evening. Mrs. Seiter confirmed that he was unable to make it. Mrs. Seiter advised that she could try to call Mr. Pile in between meetings so he could answer any questions they may have.

**FIRE DEPARTMENT:**

Mrs. Seiter informed that the fire officers were going to be at the fair attending some events so they would not be able to make it to the meeting either.

Mrs. Seiter discussed recommending getting Bret McNamara's signature for his pay rate change from \$10.09 to \$11.49 effective Jul 31, 2016.

The resignation of Rachel Surls was discussed, and will be effective as of August 1, 2016.

**ADJOURNMENT:**

Mrs. Spradlin made a motion to adjourn, Mr. Combs Seconded. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion PASSED by a roll call of 3-0. The Work Session was adjourned at 5:24 p.m.

**Xenia Township Board of Trustees**

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

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

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

Attest:

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

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

\_\_\_\_\_  
L. Stephen Combs

SLR