

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
August 18, 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 5:00 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; Alan Stock, Township Administrator.

GUESTS:

Mr. Miller advised that there was one guest, Donna Randall. Mr. Miller advised that Stephanie Hayden was also expected to attend to discuss chickens in the Township.

FISCAL OFFICE/FINANCE:

Mrs. Seiter advised that there was nothing special about the payroll or bills minus a few questions that Mr. Stock was able to answer. Mrs. Seiter informed that there was a charge on the credit card for the gas line hook up for the property on Fairground Road. Mrs. Seiter advised that she hopes the first Vectren bill we receive will show where the deposit was paid. Mrs. Spradlin advised that her questions concerning the CPR cards included where the classes are held, and why we would have to pay for the cards when they are something the firefighters need to maintain their jobs. Mr. Stock advised that once we give classes, we provide a two year card. He advised that we bill the students a fee per card. He informed that the charges she was questioning was for the instructor cards, which is a higher level of certification. Mrs. Spradlin advised that she was also questioning the Earthlink bill that we received because she compared it to her own phone provider and found that it was much less expensive than what Earthlink is currently charging us. Mrs. Spradlin advised that they charge per call and per minute. Mr. Miller advised that with the technology upgrades comping up, that opens up the opportunity to upgrade the phone systems. Mr. Stock advised that we do not get government exemptions because we are considered commercial. Mrs. Spradlin asked if other phone companies would do this as well. Mr. Stock shared other experiences with past providers. Mrs. Spradlin stated the phone bill we received is a huge bill. Mr. Miller advised that this was something they were not going to address now.

Mr. Miller asked Mrs. Seiter about the purchase order form being worked on. Mrs. Seiter said that she wanted to get back to using purchase order forms and the old one would be updated. She advised that the main idea behind this was to help with pre-planning and make sure that everyone is on the same page before meetings. Mr. Combs asked if these would be for anything over \$2,500.00. Mrs. Seiter said yes, any above the Administrators allowed limit.

TOWNSHIP ADMINISTRATOR:

Mr. Miller advised that he wants the Board to walk through the Fairground Road property and see what needs to be done and fixed up and the general order of things. He advised that they could do this collectively, alone, or with Mr. Stock. Mr. Miller said that he wants everyone on the same page. Mrs. Spradlin advised that making a list of the things that need to be done would be a big help. Mr. Miller agreed. Mr. Stock advised that he got the electric cleared up and turned on. He gave further information on what was done. He reported on his meeting with Greene County Building Regulations and Vectren. Mr. Stock advised that the seams/cracks in the base of the salt structure are being filled in. Mr. Stock informed the Trustees on further work being done with the salt shed. Mr. Stock said the re-key and install for the doors started on Thursday and was to be done by Friday. He informed that over half of the overhead doors had been installed. Mr. Stock informed that next Thursday, the third-party vendor was coming to look at all of the facilities to discuss upgrading the locks to something like a key fob or key card entry. He informed that getting the

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estimate will take about a week. Mrs. Spradlin asked when the salt was to be delivered. Mr. Stock advised that it will be delivered the first week of September.

Mr. Stock noted we are in \$625,000.00 contract with OPWC for the Washing Road Project. Mr. Stock advised that Yellow Springs is working on their Water Treatment plant located on Jacoby Road. Mr. Stock explained what the road and the area looked like. Mr. Stock advised that they are doing a seven million dollar update to the Water Treatment facility. Mr. Stock explained that he and Mr. Pile have looked into the project and explained what was discovered. The Village of Yellow Springs is looking to partner with us and neighboring Townships on this project that will cost between \$15,000.00 to \$100,000.00 that will be for full depth reclamation of the road. Mr. Combs asked if other improvements like guard rails or widening are being discussed. Mr. Stock advised that the budget given leaves no money on the table. Mr. Stock informed that improvements like foot bridges have been discussed. He explained that there are a few spots that currently have guard rails. Mr. Combs thinks it would be a good idea to maximize the project because an opportunity like this will not present itself again. Mr. Miller said that we already have money set aside for a project on this road. He said that Yellow Springs will be doing a tremendous amount to the road because of their own projects so they should kick in a large share.

Mr. Stock passed on a letter he received regarding the Union Road detachment. Mr. Stock said that he refrained from responding. Mr. Stock explained the letter he had sent to Mr. Merriman. He advised that he did not get a reply for two months. Mr. Stock said that if they wished to continue forward, a formal resolution would be needed. Mr. Stock said that he will do his best to take the high road in his response. Mrs. Spradlin advised that the letter is now a part of the public record, and that she disagrees with some of the statements that were made. She said that she understood nobody wants to give up their boundaries. Mr. Miller wanted to go into Executive Session for any further discussion. Mr. Stock advised that they were looking into whether or not they would want to do a resolution for the detachment or not. Mrs. Spradlin advised that she would like to see the property detached.

Mr. Stock advised that the JEDD Board got a request from the Xenia Community Schools, for Tecumseh Elementary only, to do a robotics program. Mr. Stock advised that this will promote digital literacy. He advised that the JEDD Board will spend \$1,000.00 out of the \$6,500.00 asked on this project. Mr. Stock explained that the City of Xenia and Xenia Township were asked to contribute \$2,500.00 each to the project. Mr. Stock explained some of what the money will be spent on.

Mr. Stock advised that Mrs. Pickering, our Monday/Tuesday assistant was a wonderful employee, and that he knew we would lose her once she finished her Associate's Degree. Mr. Stock advised that she was nearing the end of her education and that most of her classes are during the work day. He informed that due to her reschedule she had to resign. He passed on the letter of resignation from August 8th to the Trustees. Mr. Stock asked that they approved the resignation in the Regular Meeting. Mr. Stock advised that he and Mrs. Seiter have not yet formulated a plan for replacement.

ZONING DEPARTMENT:

Mr. Stock advised that we are currently working on our marijuana resolution. He advised that both Beaver Creek Township and Spring Valley Township either already have their resolutions or are in the final stages. He said that he was hoping to bring language from both resolutions to show the Trustees. Mr. Stock advised that he will present them with a negative resolution and explained why. Mr. Stock informed that the Trustees will get to decide if they want to allow marijuana to be grown within the Township or not. Mrs. Spradlin advised that she wants to ensure the handbook covers the restriction on marijuana use even if it is legalized.

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FIRE DEPARTMENT:

Mr. Stock advised that the Physio Control topic just needed a little explanation. He informed that he, Mrs. Seiter, and the Department Heads have been working on a spreadsheet for both the Road and Fire Departments to cover every contract we have. Mr. Stock informed that the Physio Control line had four items, two of which were for repairs from last year that need removed. Mrs. Spradlin said that she thought we were not renewing those contracts. Mr. Stock explained that Physio Control is offering comprehensive coverage under one invoice.

Mr. Stock advised that we have thirty-five units for the SCBA Annual Testing. He informed that cost will be \$2,400.00 to be service annually. Mr. Stock said that a purchase order will be requested for the \$2,400.00.

Mr. Stock advised that the Cot and Load Maintenance Agreement is for the striker cots. Mr. Stock explained the open bid. Mr. Stock advised that this would be a comprehensive plan. Mr. Stock gave information on the Medical Repair option, costing \$1,000.00. Mr. Stock then explained option two. The Trustees discussed the two options.

Mr. Stock informed that unit C-51 will be back in service Friday. He reminded that the vehicle was hit by a member of the public at a scene and the taillight was busted out and the vehicle was scuffed up. He advised that it had been in the shop since Monday.

EXECUTIVE SESSION:

Mr. Combs made a motion to go into Executive Session under section 121.22 (G)(8), Mr. Miller seconded the motion. The Executive Session was entered at 6:35 p.m.

Mr. Miller adjourned the Executive Session at 7:20 p.m.

ADJOURNMENT:

Mrs. Combs made a motion to adjourn, Mr. Spradlin 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 7:21 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