

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
January 19, 2017                      6:00 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 was held at the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio. This was a Regular Trustee Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Chair Steve Combs called the Regular Meeting to order at 6:01 p.m.

ROLL CALL: Scott Miller, Trustee; Steve Combs Trustee, Chair; Susan Spradlin, Trustee, Sheila Seiter, Fiscal Officer; Alan Stock, Township Administrator, and Dean Fox, Fire Chief.

All participated in the Pledge of Allegiance.

## **IN THE READ FILE:**

GCCHD Press Releases  
GC Health Commissioners Report December 30  
Buckeye Farm Jan/Feb

## **FIRE DEPARTMENT:**

Chief Fox advised of Chris Caudill's resignation. Chief Fox explained that Chris had received a job offer from the City of Dayton, and the City of Dayton has that rule. So, he had to go with that offer. His last day was January 9, 2017, and Chief Fox asked the Board to accept his resignation.

Mr. Miller moved to accept Chris Caudill's resignation. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

### **RESOLUTION NO. 2017-006**

Mr. Combs asked about the status of Brandon Strunk, if he had completed all of his required number of runs, classes and Miami Valley protocol. Deputy Chief Beegle advised that Brandon Strunk had completed everything, and stated that Brandon is a very motivated employee and described Brandon's work. Mr. Combs stated that Brandon sounds like the type of employee they are looking for. Deputy Chief Beegle agreed.

Mr. Combs moved to recognize Brandon Strunk's Paramedic status at this point in time with a pay rate of \$13.56 effective January 16, 2017. Mrs. Seiter asked if that was effective the 15<sup>th</sup> or 16<sup>th</sup>, and there was discussion that it should start with the beginning of the pay period which would be the 15<sup>th</sup>. Mr. Combs then amended his motion to the following.

Mr. Combs moved to recognize Brandon Strunk's Paramedic status at this point in time with a pay rate of \$13.56 effective January 15, 2017. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

### **RESOLUTION NO. 2017-007**

Mr. Combs explained that there was a notification for leave of absence for Lt. Brian Miller and CJ Keene, and also a return from leave for Elizabeth Evans. Chief Fox asked Mr. Stock to take charge of this item.

Mr. Stock advised that Lt. Brian Miller submitted a request for medical leave of absence from January 10 through February 28, and CJ Keene has submitted a request for a leave of absence until April 15. Mrs. Spradlin asked for the reason of CJ's request and Chief Fox advised that he had started a new job and it may become a full time job.

Mr. Combs asked if the Administrator and the Chief agree upon these requests. Chief Fox stated that he did. Mrs. Spradlin stated that Brian Miller's states that it is medical

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, JANUARY 19, 2017**

and Mr. Keene's is just a request for 90 days leave. Chief Fox agreed. Mr. Stock advised that with a leave of absence as long the Fire Command and himself are in agreement with it, then the gear and keys are collected, and if it is denied on their part then it would go to the Trustees to do a Firefighter dismissal meeting. Mrs. Seiter advised that Mrs. Evans is returning from maternity leave. Mr. Combs asked if a motion was needed for this, the answer was no, it was brought to their attention just as a communication between the Fire Chief and the Trustees. Mr. Combs thanked the Chief for making the Trustees aware of these notifications.

Mrs. Seiter advised that Mrs. Evans had been on leave since last year, before all the changes, but she had been included on all the pay changes.

Mr. Combs stated that he had a notification of Verification 100 % State of Ohio Tuition Grant for Brandon Strunk, and asked the Chief to explain in more detail.

Chief Fox stated that Mr. Strunk paid for his Paramedics on his own, and he is asking us as a Fire Department to pay for his Level II Firefighter which is the highest Firefighter that can be received. He asked for the Fire Department to pay for this through a grant reimbursement, which means to pay for it up front and then be reimbursed by the State of Ohio if he passes the class. Mr. Combs asked if this was the standard procedure. Deputy Chief Beegle stated that the State does do this reimbursement for a number of classes that are taught at the Fire Academy. Mrs. Spradlin asked where Mr. Strunk was attending college, and Chief Fox stated Clark State. Mrs. Spradlin asked if this was his own choice, and Chief Fox said yes. Mr. Combs asked what the approximate dollar amount was going to be, and Mrs. Spradlin stated \$1,039.82, and no cost for textbooks or labs, which was confirmed by Chief Fox. Mr. Stock stated that the Township will not spend any money for this and that the money will come from the State. Mr. Stock explained that the language had been updated and read the new updated language to the Trustees. Mrs. Seiter asked if the Township was paying for this, and the answer was yes, but will be reimbursed after the completion of the course.

**ROAD DEPARTMENT:**

Mr. Combs advised that Road Superintendent was in attendance and asked him for an update of the Washington Road project. Mr. Pile advised that last September there was a walkthrough of the project and a list of approximately 35 items was made. Last week a drive through was done to check on the project and to see how things were coming along with the check list. He believes there are 15 to 18 items remaining on the list. Fifteen of the items would be through RB Jergens, which the contractor would come to take care of and three or so would be with Time Warner to deal with cables and wires.

Mr. Combs asked about the three items that do not pertain to RB Jergens, we would not hold up their money because of those items, Correct? Mr. Pile agreed, he did not think those few items should hold up the contractor's money.

Mr. Miller asked about the wavy portions of the road way, and asked if someone from the County Engineer's Office could go out and drive this road to look at this. Mr. Miller asked if the wavy section was something anyone would have picked up on easily as they were paving or is that more of a subtle thing that someone would notice after the fact? Mr. Pile asked for clarification of where this section was located that Mr. Miller was asking about, and Mr. Miller stated at the top of the dip from the east side. There is a spot when you drive, the surface looks smooth but when you drive through it you get a little bit of jostling in your vehicle. Mr. Pile stated that in order to eliminate all of that maybe the contractors could take out all the dips by hand. Mr. Miller gave an example of the same thing on another road, and asked if Mr. Pile thought that road was done by laser, and Mr. Pile stated that he thought so.

Mr. Combs asked Mr. Pile for opinion of his satisfaction level with the project. Mr. Pile stated that he would give it an "A." He stated he is real satisfied with the job, but would not give it an "A+." From start to finish the communication was great, but other things were not.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, JANUARY 19, 2017**

Mrs. Spradlin asked about the exposed wires that were on the list, and gave the addresses where they were located. Mr. Pile advised that AT&T or Time Warner have been called and believes that the exposed wires are abandoned wires. He advised that the exposed wires were not a hazard to anyone. Mrs. Spradlin explained that she was asking to be sure none of the exposed wires/cables were electrical. Mr. Pile stated that he did not believe the wires/cable were a hazard concern. Mr. Pile advised he would prefer the companies do this. Mr. Combs added that if there was any issues the Township would have heard about it by now. Mrs. Spradlin stated that Mr. Hilderbrandt had stopped in and stated that the road had a lot of pitch to it, it was sideways this was and that way. She stated that she drove the road both ways on a motorcycle and she did not see anything but she did see on the list where they did something about decreasing the swell, at Union Road.

Mr. Stock explained the swell was located at the entrance to the church to Washington Road, with how it meandered. He has pictures if anyone would like to see them. Mr. Pile wanted to remind everyone the creek and the water that wanders through there. The catch basins have it running in a straight line now, instead of meandering.

Mrs. Spradlin advised that Mr. Hilderbrandt complained about his ditch or a ditch was extremely deep in his opinion. She did not see anything that she felt was too deep to mow. Mr. Pile advised that there was probably one that was potentially questionable, but he did not have an issue mowing it. He thinks they will look at it again. Mr. Stock advised that they do need to level the area that is on the opposite side of the house about the second one on the right coming from Union Road. Mrs. Spradlin stated this was 252; it is number 33 on the back page. Mr. Stock stated that this was on the opposite side of the street and that is where they did a lot of the staging, and there still may be three or four tire impressions. They seeded it but they did not level it. He stated that the one he was speaking about was on the other side of the street and one of the things that needs to be done is to fix about twenty areas where there are roots sticking up above grade about six inches tall. Mr. Stock advised that his was the only one that he saw like that, and he has still pictures and video of that issue. One of the things that Mr. Miller alluded to was that we had Luke come out because he was concerned about the crown problem. There were no other updates on Washington Road.

Mr. Combs asked about the Gas Boring update. Mr. Pile stated that Vectren had completed their part of the boring for the natural gas. Vectren brought natural gas from Fairground Property where the main is located to our property at 125. This portion should be completed.

Mr. Combs asked if Mr. Pile is ready to move on the boring/plumbing issue. Mr. Pile advised there is additional boring that needs to be done. Vectren has finished their part and now we have to do our portion of the boring and internal work inside the building. He advised that three vendors to possibly do our portion of the boring. He explained the boring that needed to be done. He described the three quotes that were received for this project. Mr. Combs asked about the time frame. Mr. Pile stated that he thought this work could be started in the next couple of weeks the work should be able to start weather permitting. Mr. Miller asked who the three vendors were, and Mr. Pile stated who the vendors were. There was discussion of the work that would be done.

Mr. Miller asked about the overhead electrical and whether this would be coming down or would be a good time to pull a conduit and have the ability to put that underground. Mr. Pile advised that he did not think they were going to be doing that. Mr. Miller stated that he thought it could be a good idea since they are already pulling tube through there it would not be all that expensive. There was discussion about the overhead electrical wires and which buildings they go to.

Mr. Combs asked if Mr. Miller wanted to have a quote done for putting the wires underground. Mr. Miller stated that the materials would need to be out there for him to be able to do the job. Mr. Combs stated that they did not want to slow down the gas

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, JANUARY 19, 2017**

line process. There was discussion about where the electrical is on the property and the possibility to put it underground. Mr. Pile agreed to meet with the plumber when he comes out to do the boring so that he can ask about moving the electrical underground.

Mr. Combs asked about the gas plumbing work and Mr. Pile stated that for the internal part of the gas lines they had contacted a couple of companies. The first to contact him was Ritter plumbing and their bid for the work was \$21,390. They contacted Louderback and bid \$7,280. Mr. Combs stated that Louderback was a township resident and was the bidder. Mr. Miller asked why there was such a difference in the bids. Mr. Pile stated that he was not sure why either. Mr. Pile advised that Ritter's price included boring, Louderback's price was without boring or regulators and regulators are approximately \$60.00 each for a total of \$360. Mrs. Spradlin stated that Ritter was from Brookville and used to getting more money. Mr. Combs stated that he may have more work than he needs. Mrs. Spradlin mentioned Ritter had travel time for the job. Mr. Miller asked if they had tried other plumbers in the area. Mr. Combs stated that Bear Plumbing in Beavercreek and no one responded as of today. Mr. Stock discussed the differences between Ritter and Louderback. Mr. Combs stated that he believed that Louderback had worked in the building before with a previous owner. Mr. Stock agreed and stated that Louderback is familiar with one of the buildings because he had previously done work inside.

Mr. Miller asked if they intend to replace the entire line inside. Mr. Pile stated that those lines will be tested but he does not believe that this would be necessary right now. When the lines are tested and are found to be good they will not be replaced, if they need to be replaced then there will be an additional cost.

Mr. Combs moved to accept the R. W. Louderback Plumbing proposal for gas plumbing as presented for a total of \$7,280. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-008**

Mrs. Spradlin stated that Louderback Plumbing has been to her house several times to do repair and she can vouch that he does a very good job, so she feels very comfortable with having Louderback do this job.

Mr. Pile stated that he just wanted to give an update on his progress of getting other tree trimming companies to give estimates and that they have not gotten back with him as of today. He turned in eleven or twelve roads that need work done. The only estimate he has received is for the removal of a damaged tree on Sutton Road that was damaged during the winter storm. Mrs. Spradlin asked if it was rotted, and Mr. Pile stated that it was not, it was actually wind damage. He stated that he is waiting on a second company that is also looking at that tree, and this was just to give the Trustees an update.

Mr. Combs asked Mr. Pile about the trees that need to be removed, does he think it would be a good idea to mark them. Mr. Pile stated that his department is far behind on this, he thinks that he wants the company to trim everything in the right-of-way. Mr. Combs asked if there is any purpose in trimming a dead ash tree. Mr. Pile stated that if an ash tree is in the right-of-way it has to be removed. Mrs. Spradlin stated that she knows a wood worker that she was talking with who is interested in trees that have this type of stuff. Mr. Pile stated that he had also spoken to some woodworkers and they said this would not be worth their time. Mrs. Spradlin stated that the guy she spoke with would come and cut down the tree himself and remove it.

Mr. Miller asked Mr. Pile to compile a list of who he has contacted and maybe there are some that they know that they can give him contact information to try and call. Mr. Combs stated that there are companies that advertise for this type of work and maybe that should be a route they should try. He believes when you advertise projects then companies think you are more serious about the work needing to be done. Mr. Pile advised that he thinks that the list of roads that were given is a going to be a lot of work in compiling an estimate. There was discussion about the size of the

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, JANUARY 19, 2017**

project, whether it should be advertised, and whether it should be broken down into smaller projects.

Mrs. Spradlin stated that she would abstain from this if this company was chosen because she had a conflict with this service. She stated that she used them and did not get what she was expecting from them. She felt they did not deliver. She explained her experience with this company. Mr. Combs and Mrs. Spradlin agreed it should be put out for bid.

Mr. Combs asked if they should advertise the work and stated that he thinks this may help get more bids. Mr. Stock advised that he wonders how we get people to bid for us. Some people only want to do email and we have no clue who they are, some people respond to only phone calls, if we do a bid by the newspaper, then we contact people multiple times to get them to come out. Mr. Pile and himself sat waiting for someone and then get a phone call that this person had run into a problem. They are a little frustrated because they have gotten a lot of bids and they had called eight to ten tree trimming places and have made four to six calls per place trying to get people to come out. Mr. Stock said they will go back to the drawing board and come back with a list of who has been contacted and the streets we are wanting done.

Mr. Pile advised that he had looked at the sprinkler system at 125 Fairground Road. He contacted A1 Sprinkler Systems from Miamisburg. They came out and broke down the estimate into three areas; first was the blue building and they went in and took a visual and he pointed things out to them. They advised that they would have to hook air up to the system and see what would leak. He explained what the company found and the estimate given. He stated that after they make the repairs they are willing to charge the system and check for other damages. Mr. Pile explained each section of the estimate in detail. There was discussion about the kiln building and whether it needed to have a sprinkler system, and the process of taking it out if they wanted to do that. There was discussion of not sprinkling the kiln building if a change of use to dry storage could be done.

Mr. Stock stated that they had contacted other sprinkler system companies and the only one to come out was A1. One of the companies did state that they did not have the capability to do a job of this size.

Mr. Stock advised that the buildings that they want to meet occupancy are being put on the CAD system. So then Mr. Pile can specify where he wants to put the equipment. Then what has been put into the CAD system will be taken to the County.

Mr. Miller stated that step two of this would be the Hamvention and how that will play into this. He stated that he thinks it will benefit us to have it sprinkled for insurance purposes, and anything that is put into a building with occupancy that can be converted for an event then we need to make sure that we make the County aware that this is a possibility.

Mrs. Seiter stated that the estimate was only good for 90 days, or February 9, 2017 and that there is another meeting before the 90 days was up.

**FISCAL OFFICER/FINANCE**

Mr. Miller moved to approve the payroll as presented, Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-009**

Mr. Combs asked if there were any questions about the bills. Mrs. Seiter stated that Mrs. Spradlin asked about the check for postage Mrs. Seiter explained that she takes the check to the Post Office to buy stamps then gets a receipt which she attaches to the check stub. The last time she went the Post Office did not have rolls so she had to get sheets so she just did the same process as last time, then she splits the cost between the departments. Mrs. Spradlin inquired that the check was for stamps only and Mrs. Seiter stated yes. Mrs. Seiter advised that Mrs. Spradlin asked about the bill for the fire hose, and Mrs. Spradlin advised that she answered her own question, and

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, JANUARY 19, 2017**

that she made the note so that if anyone had the same question they would not have to go and look for the answer. Mrs. Spradlin advised that she remembered making a resolution for this item but could not remember the amount since that had been done awhile back. Mrs. Spradlin had a note on the audit. Mrs. Seiter stated she had received and made payment for the portion of the supervisor's time for working on the audit. This was Mr. Faulkner's time for working on the audit. Mrs. Seiter stated that she had emailed back and forth with him a few times and was told that he is working on it and had not forgotten them. Mrs. Spradlin stated that the bill is for eight hours but we still do not have our audit. Mrs. Spradlin stated she found this ironic. She stated the previous Fiscal Officer was charged, fined and removed from office for not getting reports done. She stated that we get a bill from the State Auditor and still do not have our Audit. She understands it had to be paid. Mrs. Seiter advised that they bill as they go, and she explained the process of the audit briefly.

Mr. Combs moved to approve the bills as presented. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-010**

Mr. Combs asked if everyone had a chance to review the minutes from the Reorganizational Meeting on December 29, 2016. Mrs. Spradlin stated that she had looked them over and made multiple changes. Mr. Miller stated he has some questions for the second set, but not this set.

Mr. Combs moved to approve the Reorganizational Meeting minutes from December 29, 2016. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – nay, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

**RESOLUTION NO. 2017-011**

Mr. Miller stated that anytime they have minutes that get changes done to them, they need to be sent back out to the Trustees so that they all have a chance to see those changes. Mrs. Spradlin stated she brought the changes in on Monday. It was a holiday and she left them on the secretary's desk.

Mr. Combs moved to approve the minutes from the January 5, 2017 meeting. Mr. Miller asked for discussion on these. He stated that there have been many people do minutes over the years and the first paragraph had called out that the meeting was published and this should be in the minutes. In the committee reports there are a few items where it says "no reports" and this is like saying the person did not attend and usually there was just no meeting scheduled in that time frame or it was cancelled. The last thing is on the back it still shows him as the chair for January and he is not the chair anymore. Motion died for lack of a second. The minutes will be revised with any changes and sent back out.

Mr. Combs stated they were taking a break, and returned from break at 7:40 p.m.

Mrs. Seiter advised that she had received a notice from the IRS regarding the penalties for W-2's not balancing from 2012, and this was corrected it was actually 2013. She advised this was a civil penalty for W-2's being reported. She had called the local Dayton representative that had come in and spoke with her before. So far she has found a voice mail box that is full and she had left a message at the office but has not received a call back yet. She has all the documents from the last time she spoke with the representative. In the meantime she has called the 800 number that was on these documents and got clarification from this office. She explained the penalty and the clarification she received. Mrs. Spradlin stated that this has been dealt with but has not been completed. Mrs. Seiter stated that this is a new one and wanted to explain. This is for 2013 and Mrs. Miller may have taken care of 2012, for the W-2's not being submitted, but this apparently happened three years in a row. What the agent explained to Mrs. Seiter was that this was a two year process between the time the Social Security Administration and the IRS all work together to do comparisons. The representative told Mrs. Seiter that the same issue is coming for 2014, so she advised to go ahead and start working on that as well.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, JANUARY 19, 2017**

Mr. Combs suggested that they discuss this further in an executive session. Mrs. Seiter did not think it met the criteria for an executive session. She suggested paying the penalty before any more were added to it. There was discussion regarding the penalty and how it would get paid. Mrs. Spradlin suggested not paying it until they talk with legal counsel. Mr. Miller suggested having legal counsel come in and discuss this during an executive session. Mr. Miller asked if this could be a special meeting, and Mr. Combs said he thought it would be worth doing it this way due to the dollar amount. Mr. Stock asked to be excused to call legal counsel and get a date for a meeting on Saturday.

Mr. Combs stated that Mr. Stock is working on getting a meeting set up with legal counsel and that he will keep everyone informed of his progress.

Mrs. Seiter stated that she had the invoice for the Then and Now purchase for the Fire Department. Mrs. Seiter explained why this was Purchase Order was needed.

Mr. Combs moved to approve a Then and Now for Sutphen dated 12/21/16 reference hydrogen lights for \$1,033.88. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-012**

Mr. Combs moved to approved a Then and Now Purchase Order for UL, LLC dated 12/28/16 for ladder testing \$694. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-013**

**ADMINISTRATOR:**

Mr. Stock advised that to date regarding the insurance changes that have been made, there are only three people that have not turned in their paperwork. The Township savings to date are \$71,123.02. He has prepared a document to give to Sheila for the employee portion for the Trustees monthly amounts and for the employees bi-weekly amounts for the 10% deduction. Mrs. Seiter stated that she thinks in the future they need to give a bigger window of time.

Mr. Stock advised that the HRA FSA goes along with resolution 2016-304. He advised that previously it was discovered that the Township is not eligible for a HSA. He explained the HRA and FSA type of account, and how the disbursement would work. He explained with the FSA the employees would receive a plastic debit card which would be tied to each individual account and could be charged up to the agreed amount from day one. He explained the process of setting up this type of account and the costs associated with FSA account. He continued discussing the tax advantage for the employees if they decide to contribute to the FSA account. So a payroll deduction is pre-tax for employees not the employer, this does not apply to the HRA. He described the benefits of the HRA account.

Mr. Combs stated that Mr. Stock had stepped away to speak with legal counsel about the special meeting.

Mr. Combs started discussion on the bankruptcy notification. This is a notification that there are delinquent taxes due to Xenia Township.

Mr. Miller stated that they could move on to the topic of the current phones. Mrs. Spradlin stated that she was not sure what phones are being discussed. Mr. Miller state that he knew of the land line phones.

Mr. Combs mentioned the telephone changeover on January 27, and Mrs. Seiter stated that Mr. Stock had mentioned that this got backed up to February 14.

Mrs. Spradlin discussed the Yes to Youth program and that they had done the year before and how it was used.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, JANUARY 19, 2017**

Mr. Stock advised that legal counsel could meet this Saturday at 10:00 a.m. everyone agreed this time would work. Mrs. Spradlin asked what type of meeting is it going to be, it was stated that it would be a special meeting, starting with executive session for a conference with legal counsel.. Mr. Stock asked what Mrs. Miller had applied for and asked if the language could be pulled so that she could look at it. Mrs. Seiter stated that this is something different and asked if that mattered. Mr. Stock explained why legal counsel wanted that language. Mr. Stock advised that the special meeting would be put on the website in the morning so that the 24 hour notice would apply.

Mr. Stock advised that he would like the Trustees to declare a dollar amount for the HRA account and then we can get that set up. Mrs. Spradlin asked what was meant by the dollar amount that he was requesting. She advised that she thought they had already set an amount of \$1,000. Mr. Stock stated that he just wanted to make sure that was still the amount since the HRA will not be a matching type of account which is what they had discussed in a previous meeting. Mrs. Spradlin then asked about the carryover, and whether that was up to them. Mr. Stock advised that yes it was up to them and he suggested that they do not do any carryover at this time. Mr. Miller stated that the carryover could have benefits long-term. There was discussion about the carryover and how it worked with the HRA and the FSA.

Mrs. Spradlin moved to accept the HRA guidelines as submitted with a simple HRA with no carryover and \$1,000 to be put into the account for fulltime employees and elected officials if eligible. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-014**

Mr. Stock advised that he had received notice from the Greene County Auditor regarding a bankruptcy which included delinquent taxes due to the Township in the amount of \$1,641.98 approximately. He stated that he forwarded this to Stephanie Hayden, Legal Counsel, and he explained what was happening with this bankruptcy. Mrs. Hayden is working on an Answer for us and will file the appropriate paperwork for the Township on this issue.

Mr. Stock advised about the telephone changeover was originally planned for January 25, and then changed to January 27. He advised these dates would not work due to OTA conference. The new date for the changeover is going to be February 14. There will be a training session on February 13. The phone will be done by a cutover, which means we will not be down at all. He explained some of the changes that will occur with the change of the phones.

Mr. Stock asked the Trustees to declare the current phones as surplus and for us to sell them in the most profitable way. According to HCST, there is no secondary market that they are aware of other than surplus. Mrs. Spradlin asked about the cell phones in his office and wanted to know whether they are being included in this or if this is just for the phones in the office and fire department. Mr. Stock stated that the cell phones in his office were ones that the batteries had gone bad, and he uses them for parts on the other phones if needed. He stated that the phones he wants declared as surplus are the Nortel landline phones.

Mr. Miller asked if there was a ledger for surplus items, so that once it is sold there is a line for the amount the item was sold for and how. Mrs. Spradlin advised that there is a pallet of stuff at Station 52 that is waiting to be sold. Mr. Stock advised that there is an inventory spreadsheet, and there is a different workbook for the items that we have gotten rid of. Mrs. Spradlin asked if they could get a copy of this to look at, Mr. Miller just wanted to be sure that they did have documentation so that they could go back to prove what had been done.

Mr. Miller moved to declare the Nortel phone system as surplus and sold at the most profitable method. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-015**

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, JANUARY 19, 2017**

Mr. Stock advised that he was asking for the Trustees to allow him to spend \$100 to be in the Ohio Purchasing program. He stated that they had purchased trucks, snow plows and the salt building under this program. It costs \$100 per year to be able to utilize the State bid.

Mr. Miller moved to approve to continue with the DAS State of Ohio Purchasing Program for \$100. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-016**

Mrs. Spradlin asked why they had to have a resolution for this when it is \$100. Mr. Miller stated that he believed that there is a requirement for the program.

Mr. Stock advised there were some updates on Hamvention since last time. He is working on the temporary camping issue. He advised that he had found a person who can help the campers who want to empty their waste for just \$25. He discussed information he had so far for Hamvention. Mr. Miller asked when the Hamvention meeting was, and Chief Fox stated it was January 24 at 2:00.

Mrs. Spradlin stated she gave paperwork to Mr. Stock from the Greene County Health Department, and it stated that the fairgrounds were applying for permits with the state. She wanted to know if that was something the Township would have to do. Mr. Beegle stated that he had been at meeting and this topic came up and it was stated that the Fairgrounds has to get their permit from the State. Mrs. Spradlin stated that she understood that the fairgrounds were applying for a permanent permit; where the Township would be apply for a temporary camping permit.

Mr. Stock advised that the resident that lives directly across the road from the Career Center on Brush Row Road came to talk to him. The resident has had his fences damaged eight times in the last eight years. He came in and said that his daughter was almost killed because of excessive speed, slick roads, and you cannot see over the hill. This is just part of that road, and we know that other residents have come and talked to us about it. Mr. Stock advised that he is going to get the number of accidents along certain stretches of the road from the Sheriff's Office, then take this information to the County Engineer's Office and see if anything can be done. The resident contacted the County and the County told him that they would put out speed strips to check it out. There was discussion about this section of the road and how dangerous it is. Mrs. Spradlin mentioned Hilltop Road on the Beavercreek side and they have brand new signs up that tells the driver the speed. She stated that she did not know if a camera could be attached to it but that one could be useful.

Mr. Stock advised that there was a grievance filed and has gone through the process and has been denied all three times regarding the overtime. The 24 hours of overtime due to illness and Chief has offered it in 12 hours instead of 24, and talking with Mrs. Hayden stated that the denials were within the rights based on the facts. Mr. Stock advised this was just an update on the issue.

Mr. Stock advised that he had an update on the letterhead for the Township. He asked if the Trustees had any input on the letterhead. Everyone liked the new letterhead, but thought the watermark was too bold and it would be hard to read the paragraph on top of it. There was discussion and suggestions made of what everyone would like to see.

Mr. Stock advised that he had the Yes to Youth program worked very well last year. There was discussion about the program.

Mr. Miller moved to approve the Yes to Youth Program for 2017. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-017**

**TRUSTEES BUSINESS:**

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, JANUARY 19, 2017**

Mr. Combs discussed the demolition of properties at 125 Fairground Road, 1333 E. Main, 1656 Wilberforce Switch, and 1221 Turner. Mr. Miller advised that they had talked before about the demolition of the front building at 125 Fairground Road. The other two properties are beyond repair. He thinks they need to decide if they want to pursue with the demolition, maybe not this year but at some time. Mr. Combs asked if there were back taxes owed on these properties, and Mr. Miller said yes. Mr. Combs stated that this could go into the land bank that was discussed. Mr. Stock advised that he has pictures of all the properties if anyone wished to see them. He discussed declaring two of the properties as nuisances. He has also spoken with the County and the Health Department about these properties, so that the costs could be shared. Mr. Combs stated that this was a topic with Greene County Regional Planning and discussed other aspects of the land bank. Mr. Stock stated that he had met with the county Building regulations and the Health Department at these locations and they discussed what could be done. There was discussion about the process to demolish the properties. Mr. Combs stated that at his next Regional Planning meeting he would inquire more about the land bank.

Mr. Miller moved to agree to work toward the demolition of these properties as listed Mrs. Spradlin asked about the front building at 125 Fairground and if the structure was sound. Mr. Stock stated that he had a company go through it and was told it would be cheaper to tear down and build new. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – nay, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

**RESOLUTION NO. 2017-018**

Mrs. Spradlin stated that she wants to see exactly what she would be demolishing, so that she can make an informed decision.

**UPCOMING MEETING DATES:**

- Jan. 24, Hamvention Safety meeting
- Jan. 24, Zoning Commission
- Jan. 25, Water & Wastewater Advisory-quarterly: Jim Pile
- Jan. 31, Combined Zoning Commission/Trustee meeting
- Feb. 1, Safety Council-monthly-first Wednesday: Dean Fox

**COMMITTEE REPORTS:**

- Gr. Co. Regional Plan: Steve Combs – no meeting
- Health District Advisory Council: Susan Spradlin, no meeting
- Chamber of Commerce-monthly-third Tuesday: Alan Stock –they are gearing up for their annual awards dinner which is Feb. 25<sup>th</sup>.

Mrs. Seiter stated that she wanted to let everyone know that she will be going on vacation and will miss the first meeting in March, and also she is working on the final budget. She is having knee surgery in April and what she will need to process payroll before she has this done.

**ADJOURNMENT:**

Mr. Miller moved to adjourn, Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0. The regular meeting was adjourned at 9:18 p.m.

**Xenia Township Board of Trustees**

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

\_\_\_\_\_  
L. Stephen Combs, Chair

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

Attest:

\_\_\_\_\_  
Scott Miller

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

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