

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
OCTOBER 5, 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 6:00 p.m.

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

All participated in the Pledge of Allegiance.

Mr. Combs moved to enter an executive session at 6:03 p.m. for two separate items under 121.22 (G) (3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0. Those included in the session were all elected officials, Township Administrator, Wanda Carter, and Stephanie Hayden.

Mr. Combs advised they exited executive session at 8:18 p.m. and started the regular meeting.

IN THE READ FILE: GC Health Department Press Release (2), League of Women Voters (October)

FISCAL OFFICER:

Mrs. Seiter advised that everyone had copies of the monthly reports with current revenues, expenditures and balances. She advised that she was still reviewing for year-end adjustments.

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

RESOLUTION NO. 2017-183

Mrs. Seiter presented the bills and advised that she was waiting on a couple that needed approval by departments heads. She also advised that she was waiting for confirmation with Dayton Regional Hazmat regarding that invoice and explained why. Mrs. Seiter asked if this membership needed to be discussed. Mr. Miller stated that he thought it was a service provided to the Fire Department and if we did not have it the Township would be responsible for these types of responses on our own. This resource has more equipment that could be used for different spills or leaks that was helpful. He suggested to stay a member of this organization. Mr. Combs moved to approve all the bills as presented. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-184

Mr. Stock advised that F&F Tree Service provided tree service before the road paving project. He stated that the company spoke with Mr. Pile about things they came across while trimming trees and then sent an invoice for \$4,000 of additional work. Mr. Stock advised that Mr. Pile spoke with the company and together they compromised at a price of \$2,400 for the extra work. Mr. Stock explained the services were above and beyond the original quote and that there was a need for a Then and Now purchase order for F&F Tree Service for \$2,400.00. Mr. Combs stated for clarification that between the time the quote was done and the time the work was completed there were additional trees that

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were down that needed to be taken care of at the time the company was working in the area. Mrs. Seiter advised that the original purchase order was made on April 6th for this project so the Then and Now should have to be back to that date. There was discussion about having paperwork stating this purchase order will pay for services in full. Mr. Miller moved to authorize a Then and Now purchase order to F&F Tree Service in the amount of \$2,400 to include documentation that it will close the project in full as of April 6, 2017. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-185

Mrs. Seiter advised to the minutes from the September 7, 2017 meeting were ready for approval. Mr. Combs advised that he saw a few spelling errors and Mrs. Spradlin stated that she had not seen them because she had not been able to access her email. There was discussion about whether to table the minutes until all the Trustees had a chance to review them. Mrs. Seiter advised that she attended a class presented by the Prosecutor's Office where minutes were discussed. She stated that the minutes will continue to be sent electronically, but what they had learned was, if the drafts were printed then they become a public document and the Township must maintain them under the records schedule. All agreed to table this until further review.

ADMINISTRATOR:

Mr. Stock gave an update regarding the personal insurance and advised the Trustees that he had sent an email with a packet of information. He stated that he would continue to give information on this topic as needed.

Mr. Stock advised that the Township did receive temporary occupancy of 125 Fairground Road for the Greene County Ohio Township Association meeting for Tuesday, October 10. He stated that the invitations had gone out and that they were continuing to work towards that meeting. Mr. Miller asked about having an additional port-a-john available during the meeting. Mr. Stock stated that the one currently there will be serviced and another dropped off the morning of the meeting.

Mr. Stock advised to the one-year time and travel of the wellfield inspection of commercial businesses. He stated that there were two items to note. One was from Hydebrook Farms where they found five-gallon buckets of fence paint that had lacquer in them. Mr. Stock advised that he contacted the owner, and was told that they would take care it. The other was a notation to Cruisers regarding some 55-gallon drums that have hydraulic oil in them and they asked Cruisers to have a secondary containment on the bottom to catch any accidental spills. Mr. Miller asked if the City of Xenia offered to assist in the cost of the secondary containment. Mr. Stock advised that he did not think so, and explained the solution that was suggested had no cost and why Cruisers keeps the oil on the property.

Mr. Stock advised that it was brought to his attention that the Township needed to look at the public records requests information and the pricing for this. He stated that he wanted to give this information to the Trustees then possibly at the next meeting make a resolution for any changes. Mrs. Spradlin stated that she had looked at the Xerox bill and that they should refer to this bill to help determine the price for copies made. Mr. Stock advised that they cannot charge for the amount of time it takes to get the records request together, just for the hard material. Mr. Miller asked if they should be dealing with cassettes. Mr. Stock stated that he was glad that he mentioned this because these are very difficult to find and there was a cost to convert the cassettes to digital. He stated that he would love to scratch that item from the list. Mrs. Seiter advised that the Township was not required to provide the information in a format if it was not available, so if the information was in printed form then the Township would not be required to provide it in another form, like a CD, unless they chose to give it in another form. Mr. Stock stated that this was the discussion he was hoping for, so they can get it written down and understood.

Mr. Stock advised that he had given the Trustees a copy of the Resolution for Referendum. He stated that the Trustees need to do an authorization to proceed so that the referendum can go on the ballot. He stated that the copy they had was the resolution to proceed and stated that Stephanie Hayden, Greene County Prosecutor's Office, had checked this over and thought it was good. He advised that he wanted to give them a

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copy to read over and then vote on it during the next meeting. Mrs. Seiter asked if the Prosecutor's Office had signed off on a copy. Mr. Stock advised that he could have Mrs. Hayden sign off on it if that was what they wanted. Mrs. Spradlin asked if Mrs. Seiter signs it and the Trustees just need to approve it. Mr. Stock stated that the Trustees would do a Resolution to vote on it and Mrs. Seiter attests to it. Mr. Combs asked when this would need to be done by, and Mr. Stock advised it needed to be done 90 days before May 8, 2018. Mr. Miller advised that in the first paragraph it stated, "from Agriculture to B-3 Highway and Business." He stated that B-3 had a very specific thing in zoning and asked if agriculture had a nomenclature with it as well. Mr. Stock advised that Agriculture only had the "A" for Agriculture and no numbers to classify it. Mr. Miller stated that if it was going to have "B-3" for Highway and Business then it should have "A" for Agriculture. Mr. Stock advised he would make those changes. Mrs. Spradlin asked if they had already approved this to the Board of Elections exactly how it is now, the first five paragraphs and it was just the last two paragraphs that they would be approving now. Mr. Stock stated that was correct. Mrs. Spradlin thanked him for the clarification.

Mr. Stock advised that he had told the Road Superintendent and the Fire Chief that they would need to be in attendance for the next meeting. He stated that due to the executive session he did not feel they should have to sit and wait during that time.

UPCOMING MEETING DATES:

- October 10, Greene County Township Association meeting
- October 19, Regular Trustee meeting
- October 24, Zoning Commission
- October 31, Joint Zoning /Trustee meeting

COMMITTEE REPORTS:

Safety Council: Mr. Stock advised that he attended the meeting on October 4, and it was about the top 10 ways to reduce worker's compensation costs. Mr. Colbrunn, of Wilson Drive, advised that in his employment he consults for the Fire Fighters Union on Worker's Compensation cases. He explained how this meeting was very informative to many people.

Greene County Regional Planning: Mr. Combs stated that he attended the meeting and the main topic was that Ken LeBlanc would be retiring soon. Mr. Combs stated that Mr. LeBlanc does a great job and was currently looking for his replacement.

Mr. Miller stated that he wanted to let everyone know that First Church of Christ of Ledbetter Road has a project and were looking for help. He stated that it would be a community event for hurricane relief and they want to pack 100,000 meals. He stated that the meals would be used for emergency relief for the IDES organization. Mr. Miller stated that these are dehydrated meals that can be shipped around the world. He stated that it starts 8:30 a.m. on November 18, 2017.

ADJOURNMENT:

Mr. Combs moved to adjourn. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0. The meeting adjourned at 9:02 p.m.

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs, Chair

Resolution # _____

Attest:

Scott Miller

Sheila J. Seiter, Fiscal Officer
MEH

Susan Spradlin