

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
OCTOBER 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 6:00 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.

IN THE READ FILE: Greene County Combined Health Press Releases (6)

FISCAL OFFICER:

Mrs. Seiter presented the bi-weekly payroll. Mr. Miller moved to approve the payroll as presented. 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. 2017-187

Mr. Combs asked if there were any questions on the bills, there were none. Mr. Combs moved to approve the bills. 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. 2017-188

Mrs. Seiter advised there was one set of minutes to approve, and she stated that she understood that the second set from September 21, 2017 still had some revisions to be made. Mr. Combs moved to approve the minutes from the September 7, 2017 regular meeting. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-189

ADMINISTRATOR:

Mr. Stock advised that he needed a purchase order for \$3,000.00 to Wanda Carter, the Township's Annexation attorney. He explained the need for the purchase order. Mr. Miller moved to approve \$3,000 on a purchase order to Wanda Carter for legal services toward annexation. 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. 2017-190

Mr. Stock advised about the Miami Valley Planning and Zoning Workshop, and that last year the Trustees allowed the zoning board members to attend the workshop if they wished. Mr. Stock advised last year they had three members attend the workshop and they thought it was fabulous. He stated that the cost was \$50.00 per person and wanted to ask if he could invite the board members again this year. Mr. Combs stated that he thought it was a good idea and Mr. Miller stated that he thought it would be good for the Trustees as well. Mrs. Spradlin stated that she thought they needed a resolution for travel seminars. Mrs. Spradlin asked if Mr. Stock knew who was interested in going and Mr. Stock advised who was interested in going so far. There was discussion of when the sign-up deadline was and the date of the workshop. Mr. Miller moved to approve the expense of \$50.00 per person for the Board of Zoning Appeals, Xenia Township Zoning Commission, as well as the Trustees and the Administrator to attend the Miami Valley Planning and Zoning Workshop for those who have interest. 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. 2017-191

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Mr. Stock stated that he wanted to give an update regarding the personal insurance. He stated that he had the employee enrollment application for the Trustees to look at and see if the Trustees wanted the employees to fill it out. He explained the application in more detail. Mr. Stock stated that he would continue to give updates on the insurance as he received them. Mr. Stock asked if the Trustees wanted to have the employees to go ahead and fill out the application. Mr. Miller and Mr. Combs stated they were good with them filling it out. Mrs. Spradlin wanted to be sure that Mr. Stock would be the only person with access to the completed applications due to the personal information that would be on them. Mr. Stock explained the process and that he will not have access to the personal information for two of the companies and the third he will have access to but have them kept locked up. There was discussion about the new insurance information and the expected premiums and monthly charges for employees.

Mr. Stock advised that last time he gave the trustees copies regarding the public records request forms and the corresponding prices. Mr. Stock asked if there needed to be any discussion on this topic. Mrs. Spradlin stated that last time Mrs. Seiter advised that the Township does not have to produce something that we do not have. Mrs. Spradlin stated that they needed to discuss the cost per page for making copies, which should include the cost of paper and ink. Mr. Combs asked if this was service they wanted to provide residents, did they want to make money or break even. Mr. Stock advised that the Township can only charge the actual cost and not employee time. There was discussion about the cost of making copies, Mr. Combs asked how many requests the Township got a month. Mr. Stock stated that he received about three a year. Mrs. Seiter stated that the Township was required to have a policy. Mrs. Seiter advised that the goal was to charge what it cost the Township. There was discussion about changing the prices and what they should be to make them current with the prices for paper and ink. There was discussion about a resolution for the public records. Mr. Stock advised that he would make the changes to the forms and bring them back for the Trustees to review and make a decision.

Mr. Stock advised that the Trustees could do a resolution tonight or not. He explained the Resolution for Referendum in detail. Mrs. Seiter advised that the document needed a line for the Resolution number and Mr. Stock stated he would make the change. Mr. Combs asked if they did the resolution tonight if the bottom paragraph would suffice. Mr. Stock stated that they can approve this and then Mrs. Seiter signs it and it could be stated in the resolution any changes that need made before she signed it. Mr. Combs moved to approve the referendum as presented authorizing to proceed to the Greene County Board of Elections for a vote of the qualified voters of Xenia Township. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-192

Mr. Stock advised about an evening when someone was caught tampering with the Durango (township vehicle), thanks to a firefighter taking action and chasing the person off. He stated that he was asking for the Township Administrator to use the Durango to go to and from work and explained the purpose for this. He stated that if the Trustees thought this would be worthwhile that he would need a resolution. There was discussion about whether the vehicle would be safer at the Administrator's House than here. There was discussion about other places to store the vehicle when the road department moves. Roy Colbrunn, Wilson Drive, stated that he remembers a conversation from several years ago about the fire chief's vehicle and that an issue dealing with it being a tax benefit. Mr. Stock advised that a year ago the Township had studied this topic and explained what had been learned. Mr. Combs moved to approve the use of the Durango by the Township Administrator for afterhours and weekends and to be taken home during the week and to be used as discussed for Township business. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2017-193

TRUSTEE BUSINESS:

Mr. Miller asked Mr. Pile about Kinsey Road, southbound at the stop sign by the high school, whether rumble strips would be a consideration there. He stated that some

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residents are saying that they are having a lot of people running the stop sign or not coming to a complete stop. Mr. Pile stated that he will check into it.

ROAD DEPARTMENT:

Mr. Pile gave an update about the Insulation of the three buildings at 125 Fairground Road. He stated that five companies were contacted, and two companies gave quotes and one more company coming next week to give a quote. Mr. Pile advised to which companies he had dealt with so far and what types of insulation quotes he was receiving. Mr. Combs asked how the R value was determined with the spray foam, and Mr. Pile explained the R-value. There was discussion about the insulation work and open versus closed cell. It was decided to wait for the last quote to come in before any more discussion takes place.

Mr. Pile advised to the Annual Road report for 2017. He stated that the work that has been done was already in the report. Mr. Stock advised the Trustees that they did not have to do a resolution tonight and that they had time to review if they wanted to wait until the next meeting to do a resolution. Mr. Miller asked about Wilberforce-Switch Road and the condition of the road since having work done to it. Mr. Pile advised that each year they will continue to improve this road. Mr. Miller moved to approve the Xenia Township Annual Road Report for 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. 2017-194

Mr. Pile stated that it had been brought to his attention that catch basins at Brush Row Road and Wilberforce-Clifton Roads were broken and fallen into the concrete. He explained the work done by the Road Crew to repair them. He stated the four-person road crew had stepped up and made the repairs at 125 Fairground Road for the Greene County Township Association meeting. There was discussion about the drywall work, ADA ramp, ceilings and door repairs that were made to one of the buildings. Mr. Pile advised to the work done to replace signs throughout the Township.

Mr. Stock advised to the work being done at the cemeteries and the progress that had been made.

FIRE DEPARTMENT:

Chief Fox advised to the Greene Central quarterly report that was started this year. He explained the report and the interesting facts contained regarding number calls each jurisdiction responded to during the quarter. Mrs. Spradlin stated that she was curious how many of the calls were mutual aid calls between the jurisdictions. Mr. Miller asked Chief Fox if he could put something together about calls regarding the opioid issue.

Chief Fox advised that he had some obsolete turnout gear in need of disposal. He stated that there were three coats from 2006 and two pants, one from 2006 and one from 2007. Mrs. Spradlin asked if the gear would be given to the Explorers and Chief Fox stated that it would go to the program. Mr. Miller moved to retire the three coats and two pair of pants as listed on the Chief's memo from active service to be given to the Explorer program. 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. 2017-195

Chief Fox advised to the Vintage Market Days coming to the Greene County Fairgrounds and Expo Center for November 3rd through the 5th. He stated that they are expected 6,000 to 20,000 people for this event. He advised to what the Fire Department was expecting and that they were requested to be on stand by for inspectors and EMS services. Mr. Stock advised to the type of vendors that were expected to be at this event.

Chief Fox advised to things the Fire Department has done recently. He stated that they had spent several days in September on Dayton-Xenia Road for Fire Training. He explained other Fire Departments joined in on this fire training. He stated that they did four to five trainings before the actual burn training. Chief Fox stated that they had testing done on masks for the year, and an annual hose testing. He advised they participated in the City of Xenia's Disaster Drill also, and stated that it went very well. He stated that the

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Fire Department went to Tecumseh School for Fire Prevention Week. He stated that Medic 51 was back from having electrical repairs being done, and Engine 51 was back from having a spring replaced. He advised to inspections being done at Central State and Wilberforce Universities.

Mrs. Spradlin stated that she saw the Firefighters mowing the grass yesterday and stated that she noticed that they were taking pride in the work they were doing to make the grounds like nice. Chief Fox stated that at first the firefighters did not like mowing, but then there were a few that found they really enjoyed it.

Mrs. Seiter asked Chief Fox if he could send some of the pictures taken during the Fire Burn Training to Mrs. Haller so that she could put them on the Township's website.

There was discussion about Fire Prevention Week and what the Department had planned for that week.

GUESTS:

Roy Colbrunn, Wilson Drive, advised that the Fire Association was planning another purchase for the Fire Department. He advised that the Association was looking into purchasing computers for the medics. Mrs. Spradlin questioned what additional costs this could create for Xenia Township.

UPCOMING MEETING DATES:

October 24, Zoning Commission
October 31, Joint Trustee/Zoning Boards meeting
November 2, Trustee Meeting

COMMITTEE REPORTS:

Source Water Protection, biannually (Oct 17): Scott Miller: Discussion about the location of the district and emergency response to that area.

Chamber of Commerce: Monthly Third Tuesday (Sept 15), Alan Stock: The REACH program needs all its money in by the end of November or they will lose some tax credits.

Mr. Miller asked Mr. Stock what the turnaround time was for someone applying for a zoning permit. Mr. Stock advised that if there are no questions, then the turnaround time was 24 to 48 hours, and any applicable permits were forwarded to Greene County Building Regulations. Mr. Stock advised to reasons there could be a longer wait. Mr. Miller asked when residents were made aware that there could be an issue. Mr. Stock stated that within 24 to 48 hours the residents were made aware if there was a problem or if additional information was needed.

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 8:03 p.m. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs, Chair

Resolution # _____

Attest:

Scott Miller

Sheila J. Seiter, Fiscal Officer
MEH

Susan Spradlin