

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
November 3, 2016      7:00 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.

Chair Scott Miller called the Regular Meeting to order at 7:13 p.m.

ROLL CALL: Scott Miller, Trustee Chair; Susan Spradlin, Trustee; Steve Combs, Trustee; Sheila Seiter, Fiscal Officer; Alan Stock, Township Administrator. Mr. Miller noted Fire Chief Dean Fox and guest (left early) were also in attendance.

All participated in the Pledge of Allegiance.

**IN THE READ FILE:**      Greene County Combined Health District

## **ROAD DEPARTMENT:**

Mr. Pile spoke about the Beet Juice to be delivered. He explained how the tank is ready. Mr. Miller mentioned that the valves did not look as if they could be locked, and was curious what could be done. Mr. Pile explained that in the past they would take the handles off, so that the valves could not be operated. There will also be an on/off switch for the pump. He mentioned that they could put a lock on the breaker box, and turn the power off to the pump when it was not in use. Mr. Combs moved to approve the purchase of Beet Heat from K-Tech at \$1.41 per gallon for 3,200 gallons (\$4,512.00, 2021 Fund), Mr. Miller seconded the motion. Roll Call: Mr. Miller-aye, Mr. Combs-aye, Mrs. Spradlin-aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2016-239**

Mr. Miller asked if there were any major changes from last year's Annual Road Report, for example had any roads been downgraded. Mr. Pile said no. Mr. Miller stated that Krepps Rd was listed as East and West, and asked if the mileage was for both portions. Mr. Pile was not sure; it was only split on this report to describe the condition of the road. Mrs. Spradlin moved to accept the Annual Twp. Road Report for 2016 for the County Engineer as presented, Mr. Combs seconded the motion. Roll Call: Mr. Miller-aye, Mr. Combs-aye, Mrs. Spradlin-aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2016-240**

Mr. Miller asked about the utility vehicle. Mr. Pile explained the Greene County Engineer had some vehicles going to auction and he stopped in and looked at them and inquired about a utility truck. He was curious about the possibility of acquiring one. Mr. Geyer told him that it would be priced by Kelly Blue Book. He explained that Mr. Geyer and he talked about an exchange of our salt, the County has stored, for the truck. The truck is Diesel and has about 11,000 miles and is a 2007 Ford 64 automatic with the boxes, ¾ ton single axle two wheel drive. Mr. Pile was told the Blue book value was \$13,500, for excellent condition. Mr. Pile advised the offer made was \$10,000 and it is in pretty decent condition. Attendees discussed how the Engineer has 300 ton of our salt still in his building, and the truck would be worth 170 ton. The Engineer had suggested we order 130 ton of salt to be delivered to our new location and he will cover the cost vs. the labor to move current material from his building to ours. After a few questions from the Trustees, Mr. Combs moved to approve the purchase of the 2007 Ford diesel tool box at a cost of \$10,000 thru salt exchange (at same value) with the Greene County Engineer. Mr. Miller seconded the motion. Roll Call: Mr. Miller-aye, Mr. Combs-aye, Mrs. Spradlin-aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2016-241**

## **FISCAL OFFICER/FINANCE**

Mr. Miller moved to accept 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. 2016-242**

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Mr. Miller moved to pay the bills as discussed, 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. 2016-243**

Mr. Miller moved to approve minutes for the Public Hearing (Dollar General) Rezone, 68 south, of August 4, 2016. 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. 2016-244**

Mr. Miller moved to approve the regular meeting minutes from September 1, 2016, 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. 2016-245**

Mr. Miller moved to clarify Resolution 237, retro pay for fire staff paid on call and part time TO current employees as of the time of the motion, original action. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0. **RESOLUTION NO. 2016-246**

**ADMINISTRATOR:**

Mr. Stock explained the handouts for the new connectivity and phone system. He explained that there is a need for 21 phones, which are phones for the desks and wall. Mr. Stock explained where all the phones would be located between all the departments. He explained how the company will do maintenance and upgrades. There was discussion about how a catastrophic event would affect the system and how it would be handled. Mr. Miller was questioning everything physically here in the building; he asked if there were other options. Mr. Stock stated that he could look into what could be done at the company in the case of a catastrophic event. Mr. Combs suggested investigating to see what other townships use. Mr. Stock explained that this is a discussion about two different things; one is purchasing a phone system for Xenia Township and the other is a catastrophic event. Attendees discussed in further detail. Mrs. Spradlin moved to approve an additional \$6,500 for the upgrade, connectivity & phones previously approved to HCST. Mr. Combs seconded the motion. Roll Call: Mr. Miller – no, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-1. **RESOLUTION NO. 2016-247**

Mr. Stock spoke about keyless entry for 125 Fairgrounds Rd. There are two options; one being a keypad that would have unique numbers that would be punched in, second is a proximity card that was previously discussed that needed swiped or the person/vehicle would have to be with certain proximity of the door. For the keyless entry, they were only looking at one for each of the Stations 51 and 52 and one for 125 Fairgrounds Rd., and that would be for one entry. If we wanted to put any more in, it would be \$970.00 as long as the door hardware was the same and we have already been working on this as we have replaced hardware. The proximity cards for all locations would be \$2,410.00 that would be for one at Station 51 and 52 and three different buildings at 125 Fairground Rd. For the proximity card for Station 51, it would be \$3,682, for Station 52 it would be \$2,546, and for one in each building at 125 Fairground Rd. it would be \$6,687. For just one building at 125 Fairground Rd. it would be \$2,275.00. This was the research on this issue of keyless entry that was requested to be done in case we want to go to this type of entry in the future. Attendees discussed briefly, no action.

Mr. Stock reported on Kelly Hines taking two classes of Political Science and Fire Service Administration. He has asked within the 45 day period. He was told originally that this would be held until the end of the Fire Union contract. The Fire Union and a representative said that was in violation. That was confirmed with legal counsel and shared that we needed to do this, and there was no reason to deny this when we have not denied any other similar requests. Mr. Hines is asking for approval of these classes and then based on his grade at completion, per our policy it would be 80% for an "A" and lowered for each lower grade. The most to be paid out would be \$1,008.00 if he receives an "A" in both classes. Seiter advised this could be paid through a blanket certificate when completed (2017) per Administrator's approval

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limits. Mr. Stock advised legal counsel felt that we should cover this because we have done this in the past for other employees who have asked for similar course work. Mr. Combs moved to approve tuition reimbursement to Kelly Hines for Columbia Southern University for 2 classes (as stated) per the request and current SOP (Standard Operating Procedures.) (To be paid to Hines at completion based on grade) Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – no, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-1.

**RESOLUTION NO. 2016-248**

Mr. Stock spoke about the current SOP on Training, Tuition & Reimbursement of which there are inconsistencies and also have been changes since 2010 that need to be made current. Mr. Stock asked the Trustees to suspend, for all employees, training tuition reimbursement. This is not for workshops; this is just for college courses for credit; until this can be reviewed with the current fire administration. Mrs. Spradlin moved to suspend the current SOP on Training, Tuition & Reimbursement for college credit so current administration can review. 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. 2016-249**

Mr. Stock spoke about how in order for any training to happen that the Board of Trustees had to approve it. Mr. Stock asked the Trustees to approve his attendance at the APA (American Planning Association) Miami Valley Planning and Zoning Workshop on December 2, 2016 for \$55. Mr. Miller asked if any members of the zoning boards have asked to go. Mr. Stock said no that it had not been made available to them at this time. Mr. Miller stated this is a very good program and he stated that if there were any members that would have the time to go, he would let them go. Mr. Miller moved to approve the attendance at APA Planning and Zoning Workshop for administrator at \$55 on December 2, 2016 and same for zoning members if they wish to attend. 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. 2016-250**

Mr. Stock regrets to inform the Trustees of the resignation of Charles Bingamon from the Board of Zoning Appeals. He has been very active for many years and his service is much appreciated. Mr. Miller moved to accept the resignation of Charles Bingamon from the Board of Zoning Appeals effective tonight, with shared appreciation for years of service. 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.

**RESOLUTION NO. 2016-251**

Mr. Stock advised he had been approached by many of the fire department members on how thankful they were for the raise and that it was much appreciated by all.

Mr. Miller advised the topic of accident reduction measures on Brush Row Road for safety will be tabled for discussion at the next work session.

Mr. Miller raised the topic of a township newsletter. Attendees discussed briefly.

Mr. Combs provided the only Committee Report of his attendance at the Regional Planning Committee. He advised Ron Volkerding talked about water and sewer rates.

Chief Fox and Mr. Stock reported on a call they received advising a set of our fire gear was seen in a (vacant?) house for sale in Bellbrook. Mr. Stock was finally able to get in the house a couple days later with a police officer, the gear was gone, but lap top computers were still there. Chief advised the only gear unaccounted for was from a 2012 car breaking and entering claim by an employee. The records will be updated, including the sighting.

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Mrs. Spradlin noted the missing of the acknowledgment of the Monthly Financials.  
Mrs. Seiter thanked her for the follow through.

**ADJOURNMENT:**

Mr. Miller moved to adjourn, Mrs. Spradlin seconded. 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 9:49 p.m.

**Xenia Township Board of Trustees**

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

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

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

Attest:

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

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

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

MEH