

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
DECEMBER 17, 2015 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.

Susan Spradlin welcomed everyone and 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: Susan Spradlin, Trustee Chair; Scott Miller, Trustee; Daniel O'Callaghan, Trustee; Sheila Seiter, Fiscal Officer; and Alan Stock, Administrator.

EXECUTIVE SESSION:

Susan Spradlin made a motion to enter Executive Session to consider appointment employment, dismissal, discipline, promotion, or compensation of a public employee or official under ORC 121.22 (G)(1), seconded by Dan O'Callaghan. Those present in the Executive Session were the three Trustees, Administrator and Fire Chief. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session began at 5:03 p.m.

Mrs. Spradlin made a motion to exit the Executive Session and return to the Work Session, seconded by Mr. O'Callaghan. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Executive Session ended at 6:08 p.m.

Mrs. Spradlin asked to amend the Executive Session to add Mr. Stephen Combs, Trustee-elect, entered the Executive Session around 5:10 p.m.

FISCAL OFFICER/FINANCE:

Mrs. Seiter said at the end of each year there are adjustments that need to take place with revenue and appropriations. She explained the adjustments and said typically the Auditor does not need to see the detailed entries, just by Fund, but the Trustees do. Mr. Miller asked about road fund income. He said there has been a decrease in fuel tax income. Mrs. Seiter said the Trustees would need to approve the end-of year adjustments—a Revenue part, Appropriation (Expense) part. She said adjustments were made to the Motor Vehicle License Tax, EMS Billing Fund and OBWC Grant. She asked for a short meeting at the end of the year for approval of bills and temporary budget. A Special Meeting was scheduled for December 29 at 5:00 p.m.

Bills were discussed. Mr. O'Callaghan said he would abstain from signing a bill for training where Sinclair College was one of the options so it would not be construed as a conflict of interest. There was a question from Mr. O'Callaghan about the County Services fuel bill being signed by the Road Superintendent—Mr. Pile had signed the individual slips. There was a question about fixing a fire engine since the Township would be getting rid of it—Chief Fox explained they would still be keeping the engine for several years but did not want to put a lot of money into repairs. There was discussion about long distance phone calls made after hours. Chief Fox will look into this. Mrs. Seiter spoke about Ohio Department of Job and Family Services credit, late fees and reports. She will look into getting the penalties waived.

Mrs. Seiter said EMS billing payments to the Township, bank interest, ACH fees, and lock box fees for the last three months have been posted to the system. She said the reports given to the Trustees reflect this increase in EMS billing revenue. She commended Kitty Crockett for all her help with this and work on bank statements.

Mrs. Seiter spoke about two invoices with the same invoice number but different dates and different items for Jim Dearth. Chief Fox will try to get an answer about this.

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, DECEMBER 17, 2015**

Mrs. Spradlin asked about a bill for Life Pack batteries. Chief Fox answered they are new batteries for spares. He said just because they are under contract does not mean batteries are supplied. Mrs. Spradlin asked if the Life Packs are checked and batteries changed every day. Chief Fox said this is on the schedule every day.

Mrs. Seiter said she had four sets of minutes for approval.

FIRE DEPARTMENT:

Mrs. Spradlin read information about the Fire Department having two surplus cots after installation of the new Stryker power cot loading system. The surplus cots were purchased from Ferno in 2006 for \$3,250 each. There has been yearly inspection and repair on the cots, and they are in good condition. Bound Tree Medical Sales has resources for purchase of used cots and they said the cots could be sold for \$750 each. Mrs. Spradlin said she did not think this was enough money to get for the cots and would like to look at other sources. Chief Fox remarked the cots are ten years old. Mr. Miller asked if there was much difference between the surplus cots and the new cots. Chief Fox answered not much difference. Mr. Stock said the Trustees could declare the cots surplus and have Chief Fox explore options to get the most money out of the cots.

Chief Fox said there are two firefighters (Bryan Simpson and Jessica Williams) interested in FFII classes. Mr. O'Callaghan abstained from the discussion since Sinclair was mentioned. Mrs. Spradlin wanted to make sure they were not told to attend Sinclair. Chief Fox said the class is put on by the Greene County Career Center and held at New Jasper. Mrs. Spradlin does not want to hear "it is always done this way". She said she wants the Trustees to make their own decisions on each issue. She is willing to approve these two people. She said the question from Mr. Stock was whether the Chief brings things to him and he approves or does the Chief bring things to the Trustees for approval, even though Mr. Stock has x amount of dollars he can approve on his own. Mrs. Spradlin said she always wants to know what is going on in the Township, make the decisions and be responsible. The tuition at the Career Center is \$890 each. Mr. Miller said it is money well spent.

TOWNSHIP ADMINISTRATOR:

Mr. Stock said at the Trustees' meeting they will be asking for resolutions for fuel and propane.

Mr. Stock said when Mrs. Seiter took the Road Levy to the Board of Elections, they said the State wants two separate resolutions so the Trustees will need to pass another resolution at the regular meeting.

Mrs. Spradlin asked about Mr. Pile attending meetings. Mr. Stock said when he does not have anything on the Agenda he has not been coming. Mrs. Spradlin said there have been questions they would like to ask him so would like him to attend meetings. She said they could put the Road Department discussion at 5:00 p.m. and Mr. Pile could leave afterward.

ZONING DEPARTMENT:

Mr. Stock reported about someone wanting to demolish a house in an R-1 District with a non-conforming R-M use. They want to rebuild with the same use. They had a variance to add on to the house but once the house is demolished the variance is not valid.

Mr. Stock said someone wanted to put three upscale cabins on a six-acre parcel and rent them out short-term. The parcel is zoned R-1. Mr. Stock said he has to do more research on this.

Chief Fox gave an answer about the invoices from Jim Dearth—the two receipts are valid because two seats were repaired and one invoice number was used.

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, DECEMBER 17, 2015**

ADJOURNMENT:

A motion was made by Mrs. Spradlin to adjourn the Work Session, seconded by Mr. Miller. Roll Call: Mrs. Spradlin-Aye, Mr. Miller-Aye, Mr. O'Callaghan-Aye. Work Session adjourned at 7:05 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Susan Spradlin, Chair

Resolution # _____

Scott Miller, Trustee

Attest:
Sheila J. Seiter, Fiscal Officer

Daniel O'Callaghan, Trustee

slb