

## RECORD OF PROCEEDINGS

MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING  
DECEMBER 1, 2016 7:04 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 7:04 p.m.

ROLL CALL: Scott Miller, Trustee Chair; Steve Combs, Trustee; Sheila Seiter, Fiscal Officer; Alan Stock, Township Administrator, two Department Heads and guest(s). Susan Spradlin was absent.

All participated in the Pledge of Allegiance.

### FISCAL OFFICER/FINANCE

Mrs. Seiter advised she had the monthly financials and wanted to point out that there are a couple items she is expecting more revenue in and that adjustments may need to be made. She will keep them advised. A question was asked about the phone bill, there was discussion about a possible personal call and it was determined that the call did not cause any overage or extra cost on the bill.

Mr. Miller moved to accept the payroll as presented, Mr. Combs seconded the motion. Roll Call: Mr. Miller—aye, Mr. Combs—aye. Motion **PASSED** by roll call of 2-0.

**RESOLUTION NO. 2016-261**

Mr. Combs asked about a bill for repairs to a medic unit. Chief Fox explained the repairs made to the unit. Mr. Stock also spoke about the repairs and why they were done at this time.

Mr. Miller moved to pay the bills as presented, Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

**RESOLUTION NO. 2016-262**

Mr. Miller moved to approve the Regular Meeting Minutes from November 3, 2016, Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2016-263**

Mr. Miller moved to approve the Regular Meeting Minutes from October 20, 2016, Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2016-264**

Mr. Miller moved to approve the Work Session Minutes of November 3, 2016, Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2016-265**

Mrs. Seiter advised about a couple of transfers that will help her to meet the end of year expenses. There were two needed to cover medical insurance.

Mr. Miller moved to approve a transfer to the road fund medical insurance line, \$5,000 from 2031.760.720.0000 and 2031.760.740.0000 to 2031.330.221.0000, Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2016-266**

Mr. Combs moved to approve a transfer to the fire fund medical insurance line \$5,000 from 2111.220.240.0000 to 2111.220.221.0000. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2016-267**

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Mr. Miller asked about the Then and Now for Sign Grant. Mrs. Seiter advised that she no longer needed this because she had spoken with ODOT and local government services about the in and out, and she found out that everything is done through the memo receipting process. She advised that this has already been taken care of and briefly explained the process.

**FIRE DEPARTMENT:**

Deputy Chief Beegle reported on candidate Matthew Staley, which he has been working for City of Xenia Fire since 2014, changing to the Police Division, as well as with other departments throughout his eight year career.

Mr. Combs moved to approve the appointment of Matthew Staley, FFII/Paramedic at \$13.56 per hour. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2016-268**

**FIRE DEPARTMENT/ROAD DEPARTMENT:**

Mr. Combs asked about the zero turn mower requested. Mr. Stock advised that the mowing be split; that the township continues to sub-contract for the nuisance mowing, and that should continue to be advertised to be sure we are getting the best price. Mr. Stock explained the need for the new mowers; one for the Fire Department and one for the Road Department. There was discussion about the mowers.

Mr. Combs moved to approve the purchase of the zero turn mower, state bid from Koenig (John Deere) for \$6,460.71, for the Fire Department, coming from fund 2282.760.740.0000. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2016-269**

Mr. Combs moved to approve the purchase for the replacement of the zero turn mower for the Road Department from Koenig (John Deere) at state bid price at \$7,820.43 coming from fund 2231.331.430.0000. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2016-270**

Mr. Miller discussed the mowing of 8 Brush Row Road; Chief Fox advised that the Fire Department would be mowing all of said property. Mr. Pile advised there is need to dispose of the old mower, and asked if the Trustees would like to sale it or keep it. Mr. Pile explained that the old mower does run but does not have much value, and he advised that he did not think there would be much need to keep or use it. Mr. Combs recommended trying to sell the mower, and Mr. Miller also recommended trying to sell it but wait until spring if possible.

Mr. Combs moved to approve the disposal of the existing zero turn Dixon mower to be sold as seen fit by Mr. Pile in late winter/early spring. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.

**RESOLUTION NO. 2016-271**

Mr. Miller started a discussion regarding boilers at Station 51 and 52. Mr. Stock explained the expenditures of the boilers, and the differences between oil and propane. He further explained what would need done depending on whether propane or oil is going to be used with the new boilers. Mr. Combs asked about the two bids and the difference in BTU amounts. Mr. Pile explained the difference in the bids and boiler types. There was discussion about what would need done to the underground tanks, with recommendations from Duncan Oil and the Fire Chief.

Mr. Miller advised that he was hoping for a third quote to help compare prices, and that he spoke with a company that would come out and look at this from an engineering point of view. Mr. Combs stated that this would still be hard because they are not comparing apples to apples with the boilers.

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Mr. Combs moved to accept the boiler options from Detmer for Station 51 at \$19,750 and at Station 52 for \$18,750, transfer from 2282.930.930.0000 to 2282.760.740.0000. After a couple questions, Miller advised the Motion died for lack of a second.

Mr. Miller asked what the timeline was for installation for the boilers. Mr. Pile advised that they could be installed by Christmas, and that it would take 3 to 5 days for each installation. Mr. Miller asked if there was a chance to get another quote. Mr. Pile advised Stevenson's had been out but had not submitted a quote.

Mr. Combs stated that the other costs involved with the boilers were under the dollar amount which would require a resolution. Mr. Stock agreed and stated that there would also be a credit involved with the transaction.

Mr. Miller stated that he wants a third bid to see a better comparison, and he stated that he understands that there is a need for the boilers, but since there is such a difference in the bids he wants to be able to justify the bids. There was discussion regarding what the vendors did during their inspection of the buildings to determine what would be needed.

Mrs. Seiter advised she shared the quotes with her husband for a third opinion from someone in that type of business and a township resident. She advised he stated that Detmer had done their homework and probably spent hours on the quote and if he were to recommend one of the bids it would be Detmer.

Mr. Miller moved to transfer \$38, 500 from 2282.930.930.0000 to 2282.760.740.0000.

Mr. Combs asked for discussion and explanation of the difference between his earlier motion and the current motion. Mrs. Seiter explained that the motion by Mr. Combs was a transfer and a purchase specifically to Detmer, and the current motion is just for the transfer funds only. Mr. Combs seconded the motion but stated that this should have already been resolved. He also expressed his desire to go ahead with Detmer. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.  
**RESOLUTION NO. 2016-272**

Mr. Stock advised he wanted to thank Mr. Pile for working with so many vendors and educating himself and working with the Fire Chief to accomplish not just the boilers but also the mowers. He also mentioned the need to take action this month and the staff's needs.

Mr. Combs moved to accept the quote from Detmer for propane for Station 51 at \$19,750 and propane for Station 52 at \$18,750. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 2-0.  
**RESOLUTION NO. 2016-273**

Mr. Miller asked for the Department heads and the Administrator, when it comes to purchases like this and that they are known to be on the horizon bring the trustees in the loop well ahead of time so that more discussion can be done. If there is going to be an expenditure of this amount then there should be a minimum of three bids. Mr. Stock stated that he understood and this would be done in the future.

**ADMINISTRATOR:**

Mr. Stock asked if the office staff could go ahead with the Christmas luncheon and make it happen. He stated that between Mrs. Seiter, himself, and the administrative assistants, they would get it ready, by sending out invitation, purchasing the ham, putting out a sign-up sheet.

Mr. Stock briefly spoke about the medical insurance costs and the upcoming changes and what is paid.

Mr. Stock briefly explained that an ad was run for the vacancies on the Zoning Board and Board of Zoning Appeals, and that he has heard from two people so far.

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Mr. Stock briefly explained about concrete work that needs done at 8 Brush Row Road. Mr. Miller suggested that this project be tabled until spring due to the work being done with the propane tanks. All agreed.

**TRUSTEES BUSINESS:**

Mr. Miller briefly discussed the issues at 125 Fairground Road regarding barrels that need to be secured until there is an opportunity to formally know what exactly is in the barrels. He suggested they be secured in the kiln building. There was discussion about how many were empty and/or full, and to work on a plan to deal with the barrels, and holes in the floors in some buildings.

**ADJOURNMENT:**

Mr. Miller moved to adjourn, Mr. Combs Seconded. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion PASSED by a roll call of 2-0. The regular meeting was adjourned at 8:52 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