

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

WORK SESSION
DECEMBER 15, 2016 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 was held at the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

Vice-Chair Susan Spradlin called the meeting 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, Vice-Chair; Steve Combs, Trustee; Sheila Seiter, Fiscal Officer; Alan Stock, Township Administrator. Mr. Miller was absent.

Vice- Chair Spradlin moved to go into Executive Session for 121.22(G)(1), To consider the compensation of a public employee, and 121.22 (G)(8), To consider confidential information related to negotiations with other political subdivisions.. Mr. Combs seconded the motion. Executive Session entered at 5:02 p.m. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion PASSED by a roll call of 2-0. All elected officials and the Township Administrator were in attendance.

Mrs. Spradlin advised they exited Executive Session at 6:13 p.m.

ADMINISTRATOR:

Mr. Stock advised that Shared Service Agreement with Beavercreek Township has been completed. He shared that it was interesting the Township was billed for 127 hours and it cost \$6,845.00, which is much less than hiring an attorney, which would have potentially cost \$35,000. His research found that those who hired attorney spent on average this amount of money for the same services.

Mr. Stock gave an update on Washington Road, he provided a detailed report. The most important issue is that the road is completed although not signed off, which means we will not be receiving any more bills from the company. There is retainage, which is roughly \$20,000 dollars, and this will not be sent until the majority of the Trustees sign off on it. This is a guarantee that they will be back to do things to your satisfaction. Mr. Stock spoke about the work that had been done and where money saving efforts was taken. There was discussion about the good job done by the company, and the good relationship built between township staff and them.

Mr. Stock advised about the technology update, and wanted to let everyone know that on Monday, December 19, 2016 between 8:00 a.m. and 12:00 p.m., we will be down due to the replacement of the fiber connections, but when completed there will be much faster speed. There was discussion about how things are being coordinated so that work will continue to get done during this down time.

Mr. Stock advised that the new boiler would be installed at Station 51 by Wednesday, December 21, 2016 by 6:00 p.m., and that the company would be here on Monday to get everything set up and ready to go so that the installation would go quickly and the Fire Station would be without heat for a minimal amount of time. The company was bringing in space heaters to be sure the water line would not freeze. There will be a new boiler installed at Station 52 within a couple of weeks.

Mr. Stock spoke about the Zoning seminar, and wanted to thank the Trustees for paying for the zoning commissioners to go. He read a thank you card from Donna Randall. He continued to speak about the different topics that were discussed at the seminar, including agrihoods, crafting local code, and medical marijuana.

FIRE DEPARTMENT:

Mr. Stock advised that Brett McNamara has submitted his letter of resignation, although Brett loves it here, his life is just too busy.

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Mr. Stock advised that Daryle Williams was asking for a change in status from EMS Captain to Paid-On-Call.

There was discussion about not replacing either Captain position until January 2018. Mr. Stock advised that discussion needs to be planned and they would need to discuss if changes need to be made to the role of Captain and Lieutenant and what the duties for those positions should be in the future.

Mrs. Spradlin spoke about the Xerox machine at Station 52. Mr. Stock advised that this Xerox machine was purchased for \$9,000.00 on August 25, 2006. This machine was originally in this building and taken to Station 52 when the new machine was brought into the administration office. This machine has been repaired many times and is worn out from use. Mr. Stock advised that he is asking for the Trustees to declare it surplus and then disposed of as junk. It does not work at this time.

Mrs. Spradlin spoke about the need to watch what type of copies are being done. Color copies are more expensive. Mr. Stock advised that he is looking into whether he can assign a log-in number to employees, and that he is planning to send an email to employees to be more cautious about how they are printing and copying.

ADJOURNMENT:

Mrs. Spradlin moved to adjourn, Mr. Combs Seconded. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye. Motion PASSED by a roll call of 2-0. The work session was adjourned at 6:54 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