

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING
DECEMBER 20, 2017 8:30 A.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, also announced at the regular meeting on December 7, 2017.

Chair Steve Combs called the Regular Meeting to order at 8:32 a.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 District (2 items)

FICAL OFFICER:

Mrs. Seiter explained transfers needed to finish the last payrolls, Medicare, Social Security and OPERS payments for the year.

Mr. Miller moved to approve the retroactive transfer to December 19 in the amount of \$50.00 from 1000-110-240-0000 (unemployment) to 1000-110-213-0000 (Medicare). 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. 2017-224

Mr. Miller moved to approve a transfer of \$600 from 1000-110-240-0000 (unemployment) to 1000-110-211-0000 (OPERS). 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. 2017-225

Mr. Miller moved to approve retroactive transfer to December 19 of \$800.00 from 2111-930-930-0000 (Contingencies) to 2111-220-212-0000 (Social Security). 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. 2017-226

Mrs. Seiter presented the last bi-weekly and monthly payrolls. Mr. Combs moved to approve the payrolls as presented. 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. 2017-227

Mrs. Seiter presented the bills and advised that a request to pay the first partial payment to Badger Construction for the demo of the back building at 125 Fairground Road and had added that check to the existing bills. Mrs. Spradlin stated that she had spoken with Mrs. Seiter about the medical bill for an employee injury. Mr. Stock explained the bill and what had happened to the employee. Mrs. Spradlin stated that her concern was for safety and wanted to be sure the safety equipment was proper and fitted correctly. Mr. Stock advised he would confirm the fitting of the equipment. 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. 2017-228

Mrs. Seiter advised there was one set of minutes to approve. Mr. Combs moved to approve the minutes from the regular meeting of December 7, 2017. 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. 2017-229

**XENIA TOWNSHIP TRUSTEES
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ADMINISTRATOR:

Mr. Stock advised that he had given the Trustees a draft agenda for the reorganizational meeting, so they could let him know if anything needed added. There was detailed discussion about the reorganizational meeting.

Mr. Stock advised to the Zoning Boards and that each board were to have five sitting members and two alternates. He explained the appointment of members that would occur during the reorganizational meeting and the residents that were resigning from the Boards. Mr. Stock advised to the residents that have showed interest in being on a Board.

Mr. Stock reported that Jeff Burrell had submitted his resignation following a leave of absence. Mr. Burrell had accepted a full-time job in another state. Mr. Stock reported on Tim Garey's status that he was waiting for a resignation letter from him. He stated that Mr. Garey moved a year ago and that they may have to do the termination process for him. There was discussion about the two firefighters.

Mr. Stock advised that the 2018 calendars were prepared with pay period end dates and holidays. He stated that the Trustees also needed to decide if they wanted to keep the meetings on the first and third Thursday of the month to be set at the reorganizational meeting.

Mr. Combs moved to approve the Township Calendar and Holidays for 2018 as presented. 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. 2017-230

Mr. Stock reminded of the resignation letter from Jeff Burrell for the Trustees to accept. Mr. Combs moved to accept the resignation of Firefighter Jeff Burrell as presented. 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. 2017-231

Mr. Miller stated that Jeff Burrell had been a part of the Fire Department for quite some time and he stated that he appreciated his efforts and wished him well on the new job.

Mr. Stock advised that Mr. Mullikin had given a verbal resignation from the Board of Zoning Appeals because he was moving out of Xenia Township. Mr. Stock asked the Trustees to accept his verbal resignation and that he expected to receive a written notice soon. Mr. Miller asked if they could wait until the reorganizational meeting or until the letter was in hand. Mr. Combs asked if Mr. Stock thought it would take long to receive the letter. Mr. Stock advised that Mr. Mullikan was a busy person. Mr. Stock advised that Mrs. Amy Lewis stated that she would like to be on the Board of Zoning Appeals, he was not sure what type of paperwork the Trustees would like from her. Mr. Miller asked if she had taken the Zoning quiz. Mr. Stock advised that she had not taken the test yet. There was discussion about interest from others and the requirements to become a member.

Mr. Combs moved to accept the verbal resignation of Joe Mullikan from the BZA. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – nay, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

RESOLUTION NO. 2017-232

Mr. Stock advised that Mrs. Donna Randall had requested to resign as a sitting member of the Zoning Commission and be reassigned as an alternate due to life circumstance at this time.

Mr. Combs moved to reassign Donna Randall to an alternate of the Zoning Commission. 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. 2017-233

**XENIA TOWNSHIP TRUSTEES
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Mr. Combs asked for input from the other Trustees regarding Amy Lewis as member of the Board of Zoning Appeals since he did not know her. Mr. Miller asked about the training and whether it normally takes place before the appointment. Mr. Stock advised that it normally happens before appointment. He stated that the reason he brought it to them now was because she had been a Trustee and had been through several public hearings for zoning changes and had experience and understanding of the process. Mr. Stock advised that if a resident were to come and apply for a BZA hearing they could not have one because they do not have enough members. Mrs. Spradlin stated that they do not have to schedule those that soon. Mr. Stock advised that they had thirty days from application to schedule a meeting based on the Ohio Revised Code. There was discussion about membership of the BZA. Mr. Miller suggested waiting so that he and others could ask if other people may be interested in being on the Board of Zoning Appeals and everyone agreed.

Mr. Stock advised that he had information regarding the personal insurance. He stated that he was hoping to find out what percentage of employee contribution and the amount of raise, if any, to cover any increases. Mr. Stock explained the spreadsheet that showed the increase in cost of health insurance. There was discussion about the health insurance for employees. Mr. Miller stated that this would be better to discuss during an executive session.

Mr. Miller moved to enter into executive session for 121.22 (G)(1) to discuss employee compensation at 9:34 a.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. Those included in executive session were all elected officials and administrator.

Mr. Combs advised they exited executive session at 10:26 a.m. and resumed the regular meeting.

Mr. Miller moved to address employee raises, excluding fulltime fire fighters, due to union contract, to 3.1% and insurance percentage of employee participation to 12% and leave policies in place for spousal carveouts and other items of the sort that exist today. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – nay, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

RESOLUTION NO. 2017-234

Mr. Stock advised that there needed to be clarification of the implementation of the daily meal allowance. He stated that he was asked to collect information from other townships so that they could compare the differences. There was discussion about the GSA rates and meal rates.

Mr. Miller moved to change the meal payment method currently in place and rescind the resolution that exists today. Putting in a per diem program that Xenia Township would pay for meals for approved travel to a maximum of \$59.00 per day, for anytime there was a twelve hour or greater off station event. There would be a meal deduction from the daily allotment anytime a hotel or conference provides a meal. Reimbursement will be based on receipts submitted, including tips up to 20% in the daily allotment, no alcohol will be covered. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – nay, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

RESOLUTION NO. 2017-235

Mr. Stock asked for clarification about whether this previous resolution would apply to the OTA Winter Conference, because the original resolution regarding Winter Conference only addressed hotel. There was discussion about the meal rates. Mr. Stock stated that he wanted to clarify any questions about parking, conference and lodging and meals. Mrs. Spradlin stated that meals have now been covered by the new resolution. Mr. Combs stated that there were now two resolutions that address everything that was pertinent.

**XENIA TOWNSHIP TRUSTEES
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UPCOMING MEETING DATES:

Dec. 29, Reorganizational Meeting
Jan. 4, Trustee Meeting

COMMITTEE REPORTS:

Chamber of Commerce: Mr. Stock advised that the meeting was about the Xenia YMCA and that they are doing a great job but still approximately \$100,000 short for REACH.

ADJOURNMENT:

Mr. Combs moved to adjourn. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0. Meeting adjourned at 10:55 a.m.

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs, Chair

Resolution # _____

Attest:

Scott Miller

Sheila J. Seiter, Fiscal Officer
MEH

Susan Spradlin