

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING
DECEMBER 7, 2017 6:00 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. This was a Regular Trustee Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Chair Steve Combs called the Regular Meeting to order at 6:05 p.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 Health Department Press release (2), Bellbrook Community Newsletter (Dec), League of Women Voters(Dec), Greene Council on Aging (Nov/Dec), Greene County Farm Bureau, Xenia Planning & Zoning Agenda for tonight

Mr. Combs moved to enter an executive session at 6:08 p.m. for two separate items one under 121.22 (G) (8); To consider confidential information related to marketing plans and 121.22 (G) (6); Details relative to the security arrangements and emergency response protocols for a public body or a public office Mrs. Spradlin 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 the session were all elected officials, all department heads, Township Administrator.

Mr. Combs advised they exited executive session at 7:00 p.m.

Mr. Combs moved to enter an executive session at 7:01 p.m. under 121.22 (G) (4); Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Mr. Miller 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 the session were all elected officials, all department heads, Township Administrator.

Mr. Combs advised they exited executive session at 7:16 p.m. and started the regular meeting.

ADMINISTRATOR:

Mr. Stock advised to the proposed 2018 Budget and stated that he would be happy to answer any questions the Trustees may have on it so far. He explained that the carryover was brought down, and the next big decision was regarding health insurance. Mr. Stock advised to some of the expenses for the Road Department and the Fire Department. There was discussion about these expenses.

Mr. Stock advised that the Vintage Market Days had approximately 6,500 people attend, and they are hoping to grow to around 10,000 and 20,000. He stated that the group was excited for next year's event in June.

Mr. Stock asked if the Trustees would want to change the Trustee Meeting Date from Feb 1 to Feb 8 due to OTA Conference. There was discussion about changing the date and what date would be best. It was decided that February 8 would work for everyone.

Mr. Stock advise that Mr. Frank Harmon was in attendance to speak about the personal insurance. Mr. Stock explained the handout, each of the quotes and what Mr. Harmon was there to talk about. Mr. Harmon thanked Mr. Stock and explained the different options available to the Township. Mr. Harmon explained the differences between deductibles and co-insurance. There was discussion about which plan that would be best for the Township. Mrs. Spradlin asked Mr. Stock which plan he preferred and Mr. Stock explained which plan he thought would be best for the Township and its employees.

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Mr. Miller moved to accept Anthem Silver PPO 4500/30%/7350 with change to the other program from \$3,000 and \$1,000 to \$5,000 and \$1,800 effective January 1, 2018 through Ohio Insurance Services. Mrs. Spradlin asked if they needed to make this motion tonight or if would it be better to wait until the reorganizational meeting. Mr. Stock explained the other items to be determined based on this motion. 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. 2017-212

Mr. Harmon asked if Mr. Stock would be authorized to sign any paperwork and gather anything else needed. Mr. Miller moved to authorize Administrator Mr. Stock to sign the required documents for the prior resolution. 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. 2017-213

Mr. Stock advised that he was in need of a resolution for authorization to finalize the wording for a Fire Contract under the terms previously discussed and take it to Central State University. Mr. Combs moved to authorize the Administrator to present to legal counsel a contract to CSU and authorize the Administrator to sign. 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. 2017-214

Mr. Stock advised that there had been discussion during Executive Session regarding the Security Plan. Mr. Combs moved to approve and adopt the addition to the Xenia Township Security plan presented by the Township Administrator. Mrs. Spradlin asked if this was with the changes that had been discussed and Mr. Combs advised that it was. 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. 2017-215

FICAL OFFICER:

Mrs. Seiter advised that she had given everyone a copy of the monthly financial reports.

Mrs. Seiter advised that she had given everyone a copy of the adjustments needed to be done for 2017 year-end for the Revenue side and explained why and what adjustments were needed. There was discussion about the DAR grant money for the cemetery restoration. Mr. Combs moved to adopt the adjustments to the 2017 Revenues as presented. (by the Fiscal Officer, Supplemental Certificate for the Total Amount from all sources available for expenditures and balances) 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. 2017-216

Mrs. Seiter advised to the needed adjustments to the 2017 Supplemental Appropriations. Mr. Combs moved to accept the adjustments to 2017 Supplemental Appropriations for expenses as presented. (by Fiscal Officer) 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. 2017-217

Mr. Seiter advised to the need of three transfers within the Fire Fund to meet payroll and further explained why they needed separate approved.

Mr. Miller moved to approve the retroactive transfer to November 20 within the Fire Fund from 2111-930-930-0000 to 2111-220-190-0000 in the amount of \$7,000.00. 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. 2017-218

Mr. Miller moved to approve the retroactive transfer to December 5 within the Fire Fund from 2111-930-930-0000 to 2111-220-190-0000 in the amount of \$15,000.00. 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. 2017-219

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Mr. Miller moved to approve the transfer within the Fire Fund from 2111-930-930-0000 to 2111-220-190-0000 in the amount of \$20,000.00. 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. 2017-220

Mrs. Seiter presented the various payrolls. Mr. Miller moved to approve the payrolls as presented. 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. 2017-221

Mrs. Seiter presented the bills. Mr. Miller moved to approve the bills. 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. 2017-222

Mrs. Seiter advised there was one set of minutes to approve. Mr. Combs moved to approve the minutes from the regular meeting of November 16, 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. 2017-223

TRUSTEE BUSINESS:

Mr. Miller asked Chief Fox if he had any progress of the pump testing and Chief Fox advised to the progress.

UPCOMING MEETING DATES:

- Dec. 19, Zoning Commission
- Dec. 20, Trustee meeting
- Dec. 29, Reorganizational meeting

COMMITTEE REPORTS:

Safety Council: Chief Fox advised the meeting was about how to implement a safety committee.

Chamber of Commerce: Mr. Stock advised that the REACH program was confident they would reach their goal, and the Air Force Band of Flight will be performing at the Air Force museum on December 15, 16, and 17, call the museum for tickets. He advised there was an open house on December 19th for Mayor Marsha Bayless for her retirement.

There was discussion about the Trustee and Staff Christmas Luncheon.

ADJOURNMENT:

Mr. Combs moved to adjourn at 9:21 p.m. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs, Chair

Resolution # _____

Attest:

Scott Miller

Sheila J. Seiter, Fiscal Officer
MEH

Susan Spradlin