

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
FEBRUARY 15, 2018 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 6:00 p.m.

ROLL CALL: Sheila Seiter, Fiscal Officer; Scott Miller, Trustee; Steve Combs Trustee, Chair; Susan Spradlin, Trustee; Alan Stock, Township Administrator.

All participated in the Pledge of Allegiance.

### **IN THE READ FILE:**

Greene County Medical Foundation

### **FISCAL OFFICER:**

Mrs. Seiter stated she had the 2018 Final Budget ready for approval. Mrs. Seiter reminded to the changes made due to changes in property taxes. There was discussion about the changes in property taxes. There was discussion about how this change could affect repairs being done at the Road Department.

Mr. Combs moved to approve the 2018 Final Budget 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. 2018-015**

Mrs. Seiter advised that she had communications with the members of the Volunteer Fire Fighters Dependents Fund and they agreed on the fifth member. She stated that she was waiting on a final confirmation for the Chairperson and Secretary, then will complete the form and get it mailed. There was discussion about the process for getting this process completed.

Mrs. Seiter advised that she attended a Township Association meeting and the main topic was presented by Greene County Auditor David Graham on Levy Processes. She advised what she had learned during this meeting and that Mr. Miller was also in attendance. There was discussion about the levy process for the Road and Fire Departments and that there were state specific items and that there would be multiple steps to the process.

Mrs. Seiter presented the payroll. Mr. Miller moved to approve the payroll as presented. 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. 2018-016**

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. 2018-017**

### **FIRE DEPARTMENT:**

Chief Fox reported on the Preliminary Vehicle maintenance and the current status of the vehicles. He explained the report the Trustees received and the current maintenance for the vehicles. There was discussion about which maintenance items that could be done in house and what needed to be sent out. There was discussion about future vehicle purchases for the Fire Department.

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Chief Fox advised that the Safety Council meeting had been cancelled due to a snow event and that it may be rescheduled sometime in March.

Chief Fox asked if the Trustees would support up to four employees going to FDIC. Chief Fox advised that he thought it was going to be a good year for the classes and trade show. Mrs. Spradlin asked if Chief Fox was asking for admission tickets. Chief advised that yes tickets, driving his vehicle there and back, parking and meals. Mrs. Spradlin stated that she did not have a problem with tickets but did not want meals included.

Mr. Miller moved to approve the registration, travel expenses, to include mileage, parking and meals for four employees to go to the FDIC in Indianapolis for this year. 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. 2018-018**

**ADMINISTRATOR:**

Mr. Stock advised that he made changes to the Major Maintenance Historical Spreadsheet. He advised to these changes and that he was still finding costs for some items. He stated that this will be a work in progress and wanted to check if the Trustees wanted any other items added to this list. There was discussion about other items at Station 51 and 52 that had been done recently.

Mr. Stock advised that the Trustees had the Adult Entertainment Zoning Licensure Application in front of them. He explained the document and asked if they wanted anything else added. There was discussion about a few changes the Trustees wanted. Mrs. Spradlin asked what if the applicant was charged but charges were dropped for any reason or not convicted due to technicalities. Mr. Stock advised that he would check with legal council on that question. Mr. Miller asked if they could add something about complaints filed but possibly settled out of court. There was discussion that this could apply to multiple questions on the application.

Mr. Stock advised that he checked into the website hits for the last three years and provided a report. He advised that he has asked if he could get a date range for the website hits and explained some of the changes that occur with the various pages on the website that could skew the numbers. Mrs. Spradlin asked for the date of the current numbers and Mr. Stock advised the numbers were current as of February 9, 2018. Mr. Miller stated that he would like to see monthly hit numbers and geographic location of visitors. Mr. Stock stated that he would check to see if he could get that information. Mrs. Seiter stated that she overheard a conversation between the secretary and a resident and that the resident has property in the Township but lives in another state and he regularly checks the website for minutes.

Mr. Stock stated that he had a wonderful time at the OTA Winter Conference. He provided details of the classes he attended and the things he learned in those classes.

Mr. Stock advised that he was needing a Purchase Order for one laptop, two Desktop as budgeted not to exceed \$4,000 to either Dell or HCST. Mr. Stock advised what would be included with the purchase of these computers. Mrs. Seiter asked for clarification for this purchase order. There was discussion about the Purchase Order details.

Mr. Miller moved to approve the purchase of one laptop and one desktop for the Road Department and one desktop for the Fire Department and the purchase not to exceed \$4,000 to the vendor with the best prices to be taken form the IT lines. 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. 2018-019**

**TRUSTEE BUSINESS:**

Mr. Combs stated that he attended three classes at the Winter OTA Conference. He advised to which classes and what he learned from them. Mr. Miller advised to which classes he attended and what he learned from each one.

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Mr. Miller stated that Hilltop Road could be a potential OPWC Project. He stated that he spoke with Beavercreek Township and the Greene County Engineer's Office about the work that will need to be done along this road. He advised to the grant process that would be possible to help pay for the paving that needs to be done. Mrs. Spradlin advised to the current condition of the road. She stated it was very bad due to the damage being done by the water line contractors. Mr. Stock reported that he and Mr. Pile had walked the road and he reported the damage done to the other side of the road from where the work was being done. There was further discussion about the work being done for the County Water line and which Township roads it would cross.

Mr. Combs advised that they move the Tornado Sirens discussion to the next meeting.

Mrs. Seiter advised that she had copies for everyone from the County Auditor that shows the Township's levies. She explained the notes that she had added to the document.

Mr. Stock advised that the Board of Elections would be providing the approved ballot language for the Kil-Kare referendum. He stated that he would have an update at the next meeting.

**UPCOMING MEETING DATES:**

February 20, Zoning Commission 6 p.m.  
February 20, ZC Public Hearing 7 p.m.  
March 1, Trustee Meeting

**ADJOURNMENT:**

Mrs. Spradlin moved to adjourn at 8:48 p.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.

**Xenia Township Board of Trustees**

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
L. Stephen Combs, Chair

Resolution # \_\_\_\_\_

Attest:

\_\_\_\_\_  
Scott Miller

\_\_\_\_\_  
Sheila J. Seiter, Fiscal Officer  
MEH

\_\_\_\_\_  
Susan Spradlin