

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**SPECIAL MEETING
January 13, 2025 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 Special 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.

All participated in the Pledge of Allegiance.

ROLL CALL: Steve Combs, Trustee; Chair, Scott Miller, Trustee, Jeremy VanDyne, Trustee, Jacqueline Robinson, Fiscal Officer, Absent.

In attendance: Alan Stock; Township Administrator. Adam Bistrek, Battalion Chief, Michael Whitby, Fire Department, and Ronnie Shaw, Road Department.

TRUSTEES' BUSINESS:

Mr. Shaw presented a discussion of the issues the he has with the new Xenia Township Handbook. Mr. Shaw stated that the major issues with the handbook are not being able to get overtime if you had a holiday, vacation or sick leave during the week. He went on to say that he could agree with the sick leave, but not the holiday or vacation. The next issue was that bereavement leave is now five (5) days, but it comes out of your sick leave where before the Township would cover three (3) day. That there is no benefit for further education, the Road Department is required to have a CDL, but the Township will not cover the cost of renewal overage of a regular license. He also stated that when you are called in, there is a minimum of working two (2) hours to get paid when sometimes the job only takes 30 minutes to an hour to accomplish. Mr. Shaw went on to say that this has always been a family atmosphere and by signing the policy manual, it is signing a contract that he does not agree with.

Mr. Combs stated that signing the policy manual is an acknowledgement that you received the manual not a contract. Mr. Stock went on to say that each employee should have already signed an old policy manual when hired. He went on to say that the Township was dinged by audits because there was not an updated policy manual, so the Trustees, Lawyers and Insurance company helped to update the manual. It was again stated that signing the policy manual is an acknowledgment of receiving it, not a contract or that you agree with it.

ROAD DEPARTMENT:

Mr. Shaw was asked how much Beat Heat was left in the tanks, he stated that one tank has five (5) inches and the other has seven (7) inches.

Mr. Stock asked the Trustees to move to create a PO for Beat Heat to K-Tech for 4,600 gallons at \$1.69 for a total of \$7,742.23 from 2021-330-420-0000.

Mr. Miller moved to create a PO for Beat Heat to K-Tech for 4,600 gallons at \$1.69 for a total of \$7,742.23 from 2021-330-420-0000. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne – aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2025-001

Mr. Stock asked the Trustees to move to accept the Greene County 2024 Road certification mileage for Xenia Township of 53.399, unchanged from 2023.

Mr. Miller moved to accept the Greene County 2024 Road certification mileage for Xenia Township of 53.399, unchanged from 2023. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne – aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2025-002

FIRE DEPARTMENT:

Mr. Stock and VanDyne read a letter of Commendation for December 28, 2024 for the treatment of fellow firefighter, Roy “Tank” Colbrunn.

Mr. Bistrek read a letter appreciation from Fire Chief, Charles Weaver for E53 and SCBA. Mr. Bistrek stated that the donations will be split between two (2) fire departments in Manchester County, Kentucky and that they will compile a list of donations for them.

Mr. Bistrek asked the Trustees to move to appoint PT FFI/EMTB Danny Schrand to the rank of Lieutenant with an adjustment in salary to \$18.06 p/hr starting the next full pay.

Mr. Combs moved to appoint PT FFI/EMTB Danny Schrand to the rank of Lieutenant with an adjustment in salary to \$18.06 p/hr starting the next full pay. Mr. Miller seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne – aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2025-003

Mr. Bistrek asked the Trustees to move to appoint PT FFI/EMTP Jessica Williams to the rank of Lieutenant with an adjustment in salary to \$18.99 p/hr starting the next full pay.

Mr. Combs moved to appoint PT FFI/EMTP Jessica Williams to the rank of Lieutenant with an adjustment in salary to \$18.99 p/hr starting the next full pay. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne – aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2025-004

Mr. Bistrek stated that the two new Lieutenants would be sworn in at the February 6 Trustee meeting.

Mr. Bistrek asked the Trustees to move to create a PO Acme Springs for \$2,642.12 from 2282-230-323-0130 for E51.

Mr. Miller moved to create a PO Acme Springs for \$2,642.12 from 2282-230-323-0130 for E51. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne – aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2025-005

Mr. Bistrek presented the last incentive pay for 2024. 600 Hours, Garrett Beam, \$500 earned \$0.82 more per hour worked this year; 1000 Hours –, \$750- (earned an additional \$1.58 more per hour worked this year); 1400 hours, Carl Schnieder, \$1,000 (earned an additional \$2.30 more per hour worked this year).

TOWNSHIP ADMINISTRATOR:

Mr. Stock presented that there have been 28 new homes built within Xenia Township since 2020. They went on to discuss annexation and the new M55 parcel numbers.

Mr. Stock presented a discussion for the upcoming January 23 meeting. It was agreed to cancel this meeting date.

FISCAL OFFICER:

Ms. Robinson was absent; Mr. Stock presented the monthly financials.

Ms. Robinson was absent; Mr. Stock asked the Trustees to move to approve bills as presented.

Mr. Combs moved to approve bills as presented. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne – aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2025-006

Ms. Robinson was absent; Mr. Stock asked the Trustees to move to approve the payroll as presented.

Mr. Miller moved to approve payroll as presented. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne – aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2025-007

Ms. Robinson was absent; Mr. Stock asked the Trustees to move to approve the Township minutes: Special Trustee's Meeting December 30, 2024.

Mr. Combs moved to approve the Trustees to move to approve the Township minutes: Special Trustee's Meeting December 30, 2024. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne – aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2025-008

GUESTS:

Will Urschel, City of Xenia Mayor. Mr. Urschel stated that the City has two new council members. He went on to say that the City is starting a Street Lighting District and will apply assessments to the homeowners for the new districts. Mr. Miller suggested

collaborating with the City to see if they could get better rates. He went on to say that the City will not renew the water contract with Central State until they have a strategy in place to maintain the water system. Mr. Urschel concluded by saying that the City will begin paving Residential streets, and that they will have a levy on the November ballot for this. He went on to say that if the levy fails, the City will place assessments per neighborhood to pay for the street paving.

MR. COMBS MOVED TO GO INTO EXECUTIVE SESSION UNDER SECTION 121.22 (G) (1) TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL. MR. VANDYNE SECONDED THE MOTION. ROLL CALL: MR. COMBS – AYE, MR. MILLER – AYE, MR. VANDYNE – AYE. MOTION PASSED BY ROLL CALL OF 3-0. PRESENT IN THE EXECUTIVE SESSION: ALL ELECTED OFFICIALS, MR. STOCK.

EXECUTIVE SESSION 7:17 PM – 8:28 PM

ADJOURNMENT:

Mr. Combs moved to adjourn at 8:29 P.M. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne – aye. Motion PASSED by roll call of 3-0.

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs, Chair

Resolution # 2025-_____

Attest:

Scott Miller

Jacqueline Robinson, Fiscal Officer

Jeremy VanDyne