

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
MARCH 17, 2016 7:00 PM**

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 place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

Mrs. Spradlin called the meeting to order at 7:12 p.m. She reported Scott Miller had gone home ill from the Work Session

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

All participated in the Pledge of Allegiance.

READ FILE:

GC Public Health PR (6)
YMCA ask Scholarships
First Fridays Sponsorships

FISCAL OFFICER/ FINANCE:

Mrs. Seiter gave an update on the three monthly reports she printed.

Mrs. Spradlin made a motion to approve the payroll as presented, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Absent, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2016-063

Mrs. Spradlin made a motion to approve the bills as presented, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Absent, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2016-064

Mrs. Spradlin made a motion to approve the Work Session minutes from March 3, 2016, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Absent, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2016-065

Mrs. Spradlin made a motion to approve the Trustee Meeting minutes from March 3, 2016, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Absent, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2016-066

TOWNSHIP ADMINISTRATOR:

Mr. Stock gave an update on the Washington Road project. He said he and Jim Pile met with the contractor to gather an accurate timeline for the Trustees. He gave extra details about the timeline about how long the project is supposed to take with each company they spoke to. Mr. Combs said it might be a good idea to insert a completion time so the company doesn't take extra time to finish the project. Mr. Stock replied that he will be referencing the ODOT book from 2013. Mr. Stock continued to deliver details about the project.

Mr. Stock reported on the Memorandum of Understanding (MOU) for mutual aid for river rescue with Sugarcreek Township. He said Sugarcreek Township is looking for a grant and will be asking three to five other fire departments if they would like to be included. He said Xenia Township was one of the original three that was considered. These departments would receive their own equipment. Mr. Stock gave an update on what was discussed in earlier meetings. Mrs. Spradlin explained what she had questions on and gave an update of what she found out when doing extra research. Mrs. Spradlin made a motion to approve the Memorandum of Understanding between Sugarcreek

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Township Fire Department and Xenia Township Fire Department as presented in the contract and to appoint Chief Dean Fox and Alan Stock as the signers of the contract.

Mr. Combs asked the Chief if he was okay with the motion, Chief Fox said he was. Mr. Combs seconded the motion. Roll Call: Mr. Miller- Absent, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2016-067

Mr. Stock gave an update on the 2016 Final Budget. A discussion was held about the accounts which have been changed. Mrs. Spradlin said the report to be approved will not be the same as the one given out at the Work Session meeting. She said there are small calculations that need to be changed and fixed. Mrs. Spradlin made a motion to approve the Final Budget due April 1, 2016, Mr. Combs seconded the motion. Roll call: Mr. Miller- Absent, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by a roll call of 2-0.

RESOLUTION NO. 2016-068

FIRE DEPARTMENT:

Chief Fox read a letter of commendation for four Xenia Township firefighters. The letter was regarding a cardiac arrest call on March 7, 2016 and it recognized Captain Roy Colbrunn, Firefighter/Paramedic Meghan Burrell, EMT/Firefighter Brandon Strunk, and EMT/Firefighter Carl Schneider on their life-saving treatment and professional care.

ROAD DEPARTMENT:

Mrs. Spradlin announced the Road Levy passed at the March 15th election. She gave a big thank you to those who voted for it.

GUESTS:

Dan O'Callaghan complimented the Road Department on their dedication and hard work with keeping the Township's roads in good shape. He said there will be times when he passes a hole that needs filled and by the time he returns to the same location, it will have already been fixed.

UPCOMING MEETINGS:

Mrs. Spradlin announced the upcoming meetings. She asked if the Special meeting on March 22 would be open to the public. Mr. Stock responded that because of the presence of a lawyer, the meeting would have to be considered an Executive Session.

COMMITTEES:

Mrs. Spradlin reported on the Health District Meeting. She reported on the main topics that were discussed. She said she will leave her papers from the meeting at the Township Office to be kept for the records.

TRUSTEE BUSINESS:

Chief Fox asked the Trustees if they would consider updating the Employee Handbook. Mr. Combs said if it has not been updated in 10 years, it must not have been too important of an issue. Mrs. Spradlin agreed with Chief Fox and said it should be updated soon. A discussion was held about a deadline for having the handbook updated.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Mrs. Spradlin, seconded by Mr. Combs. Roll Call: All voted Aye. Meeting was adjourned at 7:40 p.m.

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2016-73
Resolution #

4-7-16
Date Approved

ATTEST:

Sheila Seiter
Sheila Seiter, Fiscal Officer

XENIA TOWNSHIP BOARD OF TRUSTEES

[Signature]
Scott Miller, Chair

[Signature]
Susan Spradlin

[Signature]
Steve Combs

MLP

