

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
April 20, 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 6:00 p.m.

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

All participated in the Pledge of Allegiance.

## **IN THE READ FILE:**

GCCHD Annual Report/Press Release (2)

## **PRESENTATIONS:**

Mr. Stock introduced Arine Geter and explained that she was there to speak about the 9-11 flag. Mr. Stock advised that about a month ago she brought a 9-11 memorial flag into the office, the flag has all the names of those who perished on 9-11. It will be displayed over the piece of the World Trade Center in the Trustee Office.

Mrs. Geter stated that she was out shopping on day, saw the flag and thought it would be a powerful addition to her home. She explained that she stopped by the office and saw the World Trade Center steel and thought the flag would be a terrific addition to the Township's memorial. Mr. Combs thanked her for donating the flag. Mr. Stock asked for everyone to stand by the flag for a picture.

Mr. Stock advised for the next presentation everyone was to go out front and Mr. Colbrunn will do this presentation. Mr. Colbrunn explained that the Xenia Township Fire Community Association had been wanting to get something like this for years. With the Hamvention coming to town the association felt it was time to invest in this vehicle. The Association decided on the Kubota 4-wheel drive UTV with a med bed, and a trailer to haul the UTV will be coming at the end of the month. Mr. Colbrunn explained everything the vehicle was equipped with and that it is safe for the road if necessary. Everyone stepped outside to inspect the vehicle and take a picture.

## **ROAD DEPARTMENT:**

Mr. Stock advised the Township had received two bids for roofing at 125 Fairground Road. Mr. Stock explained the two bids in more detail and why Kerrigan Roofing was chosen. Mr. Stock introduced Darin Cook from Kerrigan Roofing.

Mr. Cook explained his roofing estimate for 125 Fairground Road in more detail for each building. He explained the materials that would be used for the repairs. Mr. Miller asked Mr. Cook to show them which material would be used for the blue building. Mr. Cook showed the Trustees a sample of the material, explained the product and how it is applied to the buildings. There was discussion about the details of the repairs to be done on each building. Mr. Miller asked Mr. Cook about the repairs to the quasit hut and how long he thought the roof would last on the quasit hut. Mr. Cook explained those repairs, and stated that he thought the roof would last at least another 10 years. Mrs. Spradlin asked about the blue building and the metal and rubber being together and then asphalt, and what was going to be done with that area. She asked if it would be removed since he had said those products do not go well together. Mr. Cook stated that they do not go together and it is causing some issues, but they are going to encapsulate it and it will no longer be an issue at that point. Mrs. Spradlin asked if they would be going over this area. Mr. Cook explained the process that would be used to seal this area and stated that it would not cause any more problems. There was discussion about other places this company has used this product. Mrs. Spradlin asked if the workers had to wear special protective equipment when applying this product. Mr. Cook stated that they do wear safety

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equipment to keep from falling off the roof. He stated that there are no volatile chemicals that would require special respiration equipment. Mrs. Spradlin asked about future repairs, and stated that at one time asbestos was the latest and greatest but now it takes thousands of dollars to get rid of it. Mr. Cook stated that this product does not have any crazy chemicals and he uses simple green to clean up after applying the product. There was discussion about the sky lights and the difference between repairing them or replacing them. Mr. Miller asked about the Trophy building and what was going to be done to it. Mr. Cook said that the Trophy Building only needed minor repairs and explained those repairs. There was discussion about when this work could be started. Mr. Stock stated that tonight he was looking to get a resolution so they could start to get things scheduled.

Mr. Combs asked about the transfer of funds and whether it was just for this purchase. Mr. Stock explained that he sat down with Mrs. Seiter and they discussed this at length. He advised that this transfer would cover the roof repair and some future purchases including a new furnace. Mr. Combs asked Mrs. Seiter if there was money in the fund to have this work done. Mrs. Seiter stated yes, the funds are there and explained the funds for the Road Department. Mr. Miller stated that the next expense after the roof repairs should be insulation. There was discussion about the buildings and the condition of the walls and floors. Mr. Pile stated that he feels everything is coming along very well and that he is happy with the work that has been completed so far. There was discussion about the other work that needs to be done at 125 Fairground Road in the future.

Mr. Miller moved to transfer \$40,000 from 2031-760-790-0000 to 2031-760-720-0000 for the purposes of roof repair and other repairs at 125 Fairground Road. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-069**

Mr. Miller moved to award the contract to Kerrigan Roofing in the amount of \$49,831.43 for roofing renovations to three buildings at 125 Fairground Road property from 2031-760-720-0000. Mr. Combs seconded the motion. Roll Call: Mr. Miller –aye, Mrs. Spradlin –aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-070**

Mr. Pile stated that he reached out to Yes for Youth for an office assistant. Mrs. Breanna Jones was selected and she started this past Monday and will be with us until the first or second week of June. Mr. Pile stated that Mrs. Jones is working on some cemetery work at Friends Cemetery. Mrs. Spradlin asked if this was the same person from last year. Mr. pile stated that no she was not.

Mr. Stock explained that work had started regarding the demolition of the front building at 125 Fairground Road. He stated that the building is roughly 7,000 square feet. Mr. Stock explained the process of everything that would need to be done before the demolition could be started. He shared with the Trustees some bids that had been received for this work. He stated that an environmental study has been done and he expects to receive the results of that study tomorrow. Mr. Combs asked if the quotes included back fill. Mr. Stock stated that each company was asked to include tearing down, hauling away, and having a flat grade when completed. Mr. Miller asked if this included taking out the sidewalks and Mr. Stock stated that yes it did and the slab. There was discussion about the quote from Badger Construction and some prior work the company had done. Mr. Miller asked about the permits that would be needed to have this work done, and whether they were included in the quote or was this an expense for the Township. Mr. Stock stated that the permits would be pulled and he had the permit from Al Kuzma, Greene County Regional Planning. Mr. Stock explained the process for the permits. Mr. Stock advised that he had spoken with the Greene County Commissioners, his counterpart at the City of Xenia about any grants regarding demolition of the building. Mrs. Spradlin asked if he would be able to dispose of the building at the dump. Mr. Stock stated that yes that is where he would take it and that he has taken other stuff there from other projects. There was discussion about the two properties in the township that need to come

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down and whether Badger Construction would be interested in doing those. There was discussion about which fund should be used for this expense.

Mr. Combs moved to transfer \$35,000 from contingencies 1000-930-930-0000 to improvement of sites 1000-760-730-0000 for the purpose of demo at 125 Fairground Road, asbestos abatement and also the possibility of two additional houses. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-071**

Mr. Combs moved to award the demolition contract at 125 Fairground Road to Badger Construction for \$14,800 coming from 1000-760-730-0000. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-072**

Mr. Pile advised that F & F Tree service did agree to the contract the Township purposed. Mr. Pile stated that the work may start as soon as Saturday. Mrs. Spradlin asked if there was a completion date in the contract. Mr. Pile stated that yes there was and the completion date is June 30<sup>th</sup>. Mr. Combs asked if this would work with the paving. Mr. Pile stated that the paving should start in mid-July.

Mr. Pile advised of the Road Collective Bidding process and he explained the bids from the County. Mr. Miller asked if Mr. Pile could take a look at Hedges Road and if they are going to have the equipment there and doing part of that road, then could they expand and do some more work on that road. Mr. Pile stated that he would figure out that cost.

**FISCAL OFFICER/FINANCE**

Mrs. Seiter advised of the bi-weekly payroll and stated that there were no questions on payroll or the bills.

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

**RESOLUTION NO. 2017-073**

Mrs. Seiter stated that she received a bill from J.P. Edmonds for the repair for the Road Department. Mrs. Spradlin asked about a bill for painting bays at Station 51 and 52, she thought she saw in the minutes from the last meeting. Mr. Stock advised that there was only discussion about this at the last meeting. Mr. Stock stated that two doors were done in the past. Mrs. Spradlin stated that she thought this was approved two years ago and stated that they would have to go back and look at that. Mr. Stock stated that this has been on the wish list since he has been Administrator but it has only been talked about every single year. Mrs. Spradlin stated that she would look into it and Mr. Stock stated that he would too.

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

**RESOLUTION NO. 2017-074**

Mrs. Seiter advised that she had one set of minutes from the April 6, 2017 Trustee meeting needing approval. There was discussion about the minutes.

Mr. Combs moved to approve the minutes from the April 6, 2017 meeting. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – abstain (was absent at that meeting), Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-075**

**ADMINISTRATOR:**

Mr. Stock stated that during the last meeting they discussed a Disaster Declaration, that would give the Administrator the ability to go to the commissioners and to incur

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some expenses in the event a majority of Trustees could not meet to take action. Mr. Stock advised that he spoke with Stephanie Hayden, Greene County Prosecutor's Office, and she stated that with this declaration the Administrator is restricted to the amount he can spend and the Trustees would have to approve it for a specific amount of time. Mr. Stock explained that no one else could be deemed able to do this according to the Ohio Revised Code. This declaration would be for the time period from midnight, May 16, 2017 through midnight, May 22, 2017.

Mr. Miller asked why the Fire Chief could not be an alternate, and Mr. Stock stated that it is in the Ohio Revised Code that states the Township Administrator is an Administrative Head and not anyone else. Mr. Miller stated that he didn't understand why the Fire Chief could not be named an Administrative Head for the period of time so that he could also take care of this position. Mr. Stock explained that the legal counsel advised that this is how it needed to be worded according to the Ohio Revised Code.

Mr. Combs moved to approve the Disaster Declaration as presented, Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-076**

Mr. Stock advised that the Township received a petition from the court to acquire the property at 1287 Brush Row Road. Mr. Stock stated that he spoke with Stephanie Hayden, Greene County Prosecutor Office, and he was hoping to have something in writing from her before this meeting. He explained that he asked her if the Trustees were to do this, what kind of liabilities would the Township have, and what about the delinquent taxes that are owed on the property. Mr. Combs stated that this is a perfect example of a property that should go through a land bank. Mr. Combs asked if anyone knew the condition of the house. Mr. Stock stated that the Township has mowed it every year for the last five years. Mr. Miller asked where on Brush Row this was located and Mr. Stock explained the location. Mr. Stock stated that this is not an ideal property for the Township since it is not in the annexation corridor to Central State. Mr. Combs stated that he did not think it was a very valuable investment. Mr. Miller stated that if the taxes stand then he agrees with Mr. Combs. Mr. Miller was curious why the Judge thought we would be interested in this property. Mrs. Spradlin asked if there were any liens against the property and Mr. Stock stated that those would be included in the delinquent taxes. Mr. Combs asked if anyone knew whether there were any delinquent water bills. Mr. Miller stated that they only have a ten-day window, so if the Township could get the property free and clear without any debt on it, then there is a discussion to be had. Mr. Combs would like to know the condition of the house. Mr. Stock stated that he will be getting more information from Stephanie, and he would find someone to go with him to check the condition of the property. Mrs. Spradlin stated that this was received April 14, 2017, so we have about 3 days to make a decision. Mr. Stock stated that he would pass along any information as soon as he got it.

Mr. Stock advised that he had spoken with John Nordine, from the U.S. EPA, at length regarding the 125 Fairground property. Mr. Stock stated that the EPA he has received paperwork from them regarding the property and explained the paperwork. Mr. Stock advised the EPA must do a 30-day examination of the of the documents for the 125 Fairground Road property. Mr. Stock stated that he was told this is something the EPA must do and explained everything that the EPA will be doing in more detail. Mr. Stock advised that the EPA stated, it does not need to have any further oversight of this facility and that the Township should have the local oversight of the property. Mr. Stock explained what the Township would have to show the EPA for this to occur. Mr. Combs stated that it sounds like the Township is doing the right things at 125 Fairgrounds Road in accordance with the EPA. Mr. Stock agreed and stated that the EPA would come out and check the property every one to five years. The EPA will be looking for the local control standards on the property and this work has already been done or is in the process of being done.

Mr. Stock advised of the quotes that have been received for painting the two bays at Fire Station 51 and 52. He explained what the quotes included and that he is

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expecting another on Monday. The quotes also include repairs to the ceilings and walls. Mr. Stock stated that he is showing a third company next week.

Mr. Stock advised of the fence work to be done at 125 Fairground Road and in about a week and a half for that to start. Mr. Stock explained the prep work the Road Department has done so that Bellbrook Fence can do the fence repairs.

Mr. Stock advised that Hamvention is coming closer and that he is doing a joint letter with the City of Xenia that will be sent out to the area around Purcell and the Beverly Hills area. This letter will let those residents know what will be happening that weekend. Mr. Stock advised that the City Schools will be using the one-call system to send a phone call out within two weeks of the letter. Mrs. Gabriel Enright, with WHIO TV, wants to do a story when the letter goes out to help get the information to the public. Mrs. Seiter asked about the EMA one-call that has been done before. Mr. Stock stated that they cannot get to 100% of the people but that they are trying to get the information out in different formats so that the information can reach as many people as possible.

Mr. Stock advised that the sidewalks at 8 Brush Row Road should be done by the second week of May.

Mr. Stock asked about the Medical Marijuana Resolution date, since they have not talked much about this issue since the Listening Sessions. Mr. Stock asked if there were any other public hearings that the Trustees think are necessary or if they would like to have something put on the agenda to get more information regarding the issue. Mr. Combs stated that he does not need any more information and he was good with doing discussion and a resolution at the next meeting. Mrs. Spradlin asked if the moratorium was until September and whether they could do anything before that time. Mr. Stock stated that they could make a decision before the moratorium was complete. Mrs. Spradlin stated that she was not sure if they could act during the moratorium. Mr. Stock stated that the moratorium keeps anyone from starting a marijuana business in the Township until the Trustees make a decision. Mr. Stock stated that he had spoken with Mrs. Hayden about what language was needed for a resolution and the only thing needed is whether they are voting yes or no. There was discussion about what was needed before the next meeting.

**FIRE DEPARTMENT:**

Chief Fox advised that Ohio Weekend at the National Fire Academy is coming up. He explained that each weekend the National Fire Academy has a different state come and take classes. He explained the classes being offered during the weekend at the Academy. Chief Fox stated that he would like to have five firefighters attend. Mr. Combs asked if he had been before and where the academy was located. Chief Fox stated that he has been twice and that it is in Emmitsburg, Maryland. Mrs. Spradlin advised to the excellent state of the art training that is provided by the Academy. Mr. Combs asked how the Chief will decide who gets to attend. Chief Fox stated that it will be decided by participation in the Fire Department. Mr. Miller stated that this has top notch classes with some of the best instructors in the Fire Service throughout the U.S. Mr. Miller stated that the cost is minimal compared to the experience that can be gained and told the Chief if he has the money in his budget to go ahead with it. Chief Fox asked the Trustees to approve five Firefighters to go and pay for one meal on the way and one meal for the trip home. Mrs. Spradlin stated that she did not think they should have to pay for meals as they have to eat anyhow and meals are provided at the Academy, so if they are paying \$220.00 for each person then they could buy their own meals. Mrs. Spradlin also asked if they take the Durango then why is he asking for gas to be included. Chief Fox stated that they may have to put gas in while on the trip he did not know what the gas mileage was for the Durango. Mrs. Spradlin asked how the Chief came up with five people. Chief stated that this was the number of people the Durango could hold. Mrs. Spradlin asked about baggage and Chief stated that the bags could go in the back. Mrs. Spradlin advised that it should be taken down to four so that there would be room for baggage. Mr. Miller stated that each should only have one duffel bag and that they should fit comfortably. There was discussion about whether it should be offered to four or five firefighters.

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Mr. Miller moved to authorize five Township Firefighters as determined by the Fire Chief to attend the National Fire Academy for Ohio Weekend and to cover the tuition of \$220 per person, plus the use of the Durango along with two meals per person for the trip. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – nay, Mr. Combs – aye. Motion **PASSED** by roll call of 2-1.

**RESOLUTION NO. 2017-077**

Mr. Stock advised that he and Mrs. Seiter worked out which fund should be used for the P & R bill. Mr. Combs asked if anyone wanted to discuss this bill. Mrs. Spradlin asked why the word resolution was at the end of this on the agenda. Mrs. Seiter advised that the bill is for \$4,716.00 therefore it needs a Purchase Order so a Resolution was necessary.

Mr. Miller moved to approve a Purchase Order to P & R Communications for the annual radio maintenance agreement in the amount of \$4,716.00 to come from 2822-230-319-0000. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-078**

Chief Fox advised that CJ Keene has given his letter of resignation. He stated that CJ had been on leave for three months and his leave is up. So, he had to decide if he was coming back. Chief Fox explained that he received a part-time job in Lebanon and that it may become full-time. This job is closer to his home, so he decided to turn in his resignation to Xenia Township.

Mr. Combs moved to accept the resignation of CJ Keene as presented in his letter to Township Administrator dated April 10, 2017. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2017-079**

Mrs. Spradlin asked the Chief if Mr. Keene had turned everything in to the Fire Department. Chief Fox stated yes, he had turned everything in. Mr. Miller asked the Chief to pass a message to Mr. Keene that the Trustees wish him well in his future endeavors.

**TRUSTEES BUSINESS:**

Mrs. Spradlin asked if anyone knew about the road study being done on Hawkins Road. Mr. Stock stated that this was very interesting and advised that an individual can ask the County Sheriff to put a portable speed sign on a road. Mr. Stock stated that he thought Hawkins Road was 55 mph, but there is only one speed limit sign going from Fairground Road to Dayton-Xenia and there are three signs from Dayton-Xenia to Fairground Road. Mrs. Spradlin stated that she was just wondering if the Township was doing a road study that she did not know about. There was discussion about the sign being on the road.

Mrs. Spradlin asked where the Zoning Commission was regarding wind turbines. Mr. Stock advised that the Zoning Commission was looking at solar and wind, but they decided to drop the topic due to other pressing issues. Mrs. Spradlin stated that while on a trip out west she saw stores that were being powered by solar panel in their parking lots, and wind turbines for miles. She stated that the western states seem to be more conscious of this resource than we are here in Ohio. She said this made her think of 125 Fairgrounds and possibly capturing something there. Mr. Combs stated that the Greene County Career Center considered putting one at the horse farm. Mrs. Spradlin stated that yes, they had talked about it. She stated that this could be one way to get some money back.

Mrs. Spradlin stated that also while out west she observed billboards along a road way where marijuana had been legalized and passed. She stated that she saw a “Rocky Mountain High” to “Reefer Rollers” billboards and everything was focused on getting high and nothing was focused on the medical use of marijuana. She stated that you could tell a lot about the area where there were dispensaries because it was dirty, trashy and unsafe looking.

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Mrs. Spradlin stated that her last statement would be to encourage everyone to vote because there is a school issue on the ballot and she just wanted to be sure people knew there was an issue on the ballot. Mr. Miller stated May 2, 2017 is election day. Mrs. Spradlin wanted to be sure that Xenia Township residents knew that they could vote on this issue because it is a school board issue.

**GUESTS:**

Donna Randall asked the Trustees if they had heard of CBD and the medical marijuana issue. There was discussion about the CBD.

**UPCOMING MEETING DATES:**

April 25, Zoning Commission  
May 4, Trustee meeting

**COMMITTEE REPORTS:**

Health District Advisory Council: Susan Spradlin – She said they had a meeting on March 21 and the next meeting will be March 20, 2018. The meeting discussed how to get a quorum and how to get people to show up to the meetings. She stated that the Health Department is working on many things for the near future. She also stated that they have a food safety pocket guide, and explained what was in the guide.

Chamber of Commerce-monthly-third Tuesday: Alan Stock – The new discussion was mostly about the retirement of Carol Braun. Mary Burr is taking her place.

**ADJOURNMENT:**

Mr. Combs moved to adjourn, Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion PASSED by a roll call of 3-0. The regular meeting was adjourned at 9:28 p.m.

**Xenia Township Board of Trustees**

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

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

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

Attest:

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

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

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

MEH