

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
MAY 17, 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 5:35 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:** Tecumseh Land Trust Newsletter, Greene County Public Health Press Releases (2),

Mr. Combs moved to enter into Executive Session at 5:37 p.m. for O.R.C. 121.22 (G) (1) To consider the employment, dismissal, or compensation of a public employee. Mr. 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 Executive Session were the Township Administrator and all Trustees.

Mr. Combs stated they exited Executive Session at 6:20 p.m. and ready to start the regular session.

### **FISCAL OFFICER:**

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. 2018-059**

Mrs. Seiter presented the bills. Mrs. Spradlin stated that she had a question about one of the bills. She stated that the bill shows that a machine was purchased and she did not know about it. Mr. Stock stated that two years ago our machine was calibrated and it was not working well due to being beyond end of life. He stated that last year the Fire Department took the lead to buy a new one and asked other departments if they were interested at that time. He stated that no departments were interested and now Chief Cross of Spring Valley Township has taken the lead and now there were 7 departments participating. Mr. Stock explained since the cost was below his purchase limit of \$2,500 the purchase was made. Mrs. Spradlin stated that there was purchase agreement and a maintenance agreement. She stated that she thought the Trustees should have been involved in that agreement. Mrs. Spradlin stated that it should have been a trustee decision to enter into an agreement to purchase a piece of equipment and felt this was not handled correctly. Mrs. Spradlin stated that it did not matter what the purchase amount was, because when an agreement was to be made the Trustees need to say who was going to sign, be in charge of it and they had always had a say in those. She stated that she felt this was their responsibility to determine whether they wanted to be in this agreement. Mr. Miller stated that he did not disagree and thought the Trustees should have been a part of this decision. Mr. Stock stated that maybe he misunderstood the process and explained what he thought was supposed to happen. Mr. Combs stated that he was not disagreeing with the other Trustees, however since there was a \$2,500 rule do the other Trustees want to lower the amount, for example, to \$2,000. Mr. Miller stated when these types of purchases are made the Trustees need to be made aware of them so that they could have input. Mrs. Seiter noted that the unit that was used last year was borrowed however, they could have charged the Township for the use. She also noted that Spring Valley Township had the agreements with the vendor, not Xenia Township, so Xenia Township had not been given any agreements to approve or sign.

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Mr. Miller moved to approve the bills 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. 2018-060**

Mrs. Seiter gave an update on the last audit advising she had finished the process for the underpayment of trustees' salaries from 2014 – 2015. She stated that each person will have copies added to their personnel file and copies on the current audit file. She stated that she had spoken with OPERS to make sure everything was handled correctly.

Mrs. Seiter advised there was one set of minutes to approve. Mr. Combs moved to approve the minutes from the April 19, 2018 regular meeting. 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. 2018-061**

Mrs. Seiter advised that the next audit would begin on Monday. She stated that this would be a more basic one and there would be no requirement for a pre or post audit meeting. She stated that they could request a post audit meeting if the Trustees want to have one, however she and Mr. Stock would still meet with the Auditors.

**ADMINISTRATOR:**

Mr. Stock advised that he had more information about the cell phone upgrade with AT&T. He stated that he would like the Trustees to consider approving a two-year contract with AT&T. He stated that the Township was already under contract with AT&T and he explained what was included with the new contract. Mr. Stock added that the basic bill will not change. There was discussion about all of the Township's cell phones and the appropriate bill.

Mr. Combs moved to approve a Purchase Order for \$1,500 to purchase five phones from AT&T and enter into a two-year discount contract. 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. 2018-062**

Mr. Stock advised he distributed information regarding the Cooperative Economic Development Agreement (CEDA) with the City of Xenia. He stated that this was an agreement between the City and the Township from 2001 and it was a thirty-year agreement. Mr. Stock briefly explained the agreement. He stated that the City was asking if the Township would be interested in renegotiating that thirty-year agreement. He stated that he has given this to legal counsel to review. He explained the reason the City was asking for a renegotiation of this agreement. Mr. Stock stated that the agreement stated that the City would pay the Township a percentage of the generated tax but does not state anything about tax abatement or collected tax. He advised that they are looking at the wording. There was discussion about the agreement and what was included. Mr. Combs stated that someone had broken ground in this area and that he thought it may have been ODOT since they had a plan to move out there. Mr. Stock stated that he would continue to update the Trustees as he received more information.

Mr. Stock stated that the Board of Zoning Appeals would be holding a Public Hearing on May 31. He stated an application was received for a Use Variance and explained why the property owner was asking for it. Mrs. Spradlin asked for the address and Mr. Stock stated 1050 Union Road.

Mr. Stock stated there was going to be a new church on Old E 35. The North Side Christian Church would be building there and explained what he learned from talking to the pastor.

**UPCOMING MEETING DATES:**

May 22, Zoning Commission  
May 29, Combined Trustee/Zoning Boards meeting  
May 31, Board of Zoning Appeals Public Hearing

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**COMMITTEE REPORTS:**

Chamber of Commerce, Mr. Stock stated that they discussed upcoming events, one regarding a seminar about stop the bleeding, Hamvention and Greene County Jail. There was discussion about the plans of the new County Jail.

Mr. Combs asked Mr. Stock for an update regarding the vote on the referendum. Mr. Stock stated that he went to the Board of Elections today and stated that he would have more information at the next meeting.

Mr. Miller asked about the meeting for the Source Water Protection and asked Mr. Stock to check the date for him.

**GUESTS:** None

**ADJOURNMENT:**

Mr. Combs moved to adjourn at 7.21 p.m. Mrs. Spradlin 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