

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
MAY 5, 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.

PRESENT: Scott Miller, Chair; Susan Spradlin, Trustee; Steve Combs, Trustee; Alan Stock, Administrator.

Meeting was called to order at 7:05 p.m. All participated in the Pledge of Allegiance.

READ FILE:

GC Public Health PR (5)
Buckeye Farm News, May/June
League of Women Voters, May
Xenia Planning/Zoning, May

FISCAL OFFICER/ FINANCE:

Mr. Stock explained the documents that were given to the Trustees by the Fiscal Officer. He asked the Trustees to acknowledge receipt on the three financial reports.

Mr. Miller made a motion 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. 2016-097

Mr. Miller made a motion 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. 2016-098

Mr. Miller asked about changes made to the Regular Meeting minutes from April 21, 2016 and asked that they be read through. Mr. Miller requested that any changes to the minutes be sent out to the Trustees to keep them updated. Mr. Stock read through the changes made to the minutes as requested by Mr. Miller. Mr. Stock assured that the best would be done to ensure that the Trustees received updated copies of the minutes.

Mr. Miller made a motion to approve the Regular Meeting minutes for April 7, 2016, 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. 2016-099

Mr. Miller made a motion to approve the Work Session minutes from April 21, 2016, 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. 2016-100

Mr. Miller made a motion to approve the Regular Meeting minutes from April 21, 2016, 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. 2016-101

Mr. Miller made a motion to table indefinitely the A and B listings on the agenda for the 2012 meeting minutes until answers are given, 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. 2016-102

Mr. Stock shared with the Trustees that the pre-meeting for the bi-annual audit will be held on Monday, May 9, 2016. Mr. Stock said an agenda for the meeting would be printed and distributed to the Trustees. A discussion was held about whether or not the

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Auditor that would be assisting with the audit was related to a previous elected official. It was discovered that there is no relation.

TOWNSHIP ADMINISTRATOR:

Mr. Stock shared that the Center for Disease Control and the Green County Health Department had sent mosquito protection papers. Mr. Stock said that the papers give information topics such as where the larva is located, how to protect yourself while outside, and what happens when bitten. Mr. Stock said the mosquito protection papers would be put up on the website the following day.

Mr. Stock shared the resignation letter from Harold Snyder of the Zoning Commission, which was received April 28, 2016. Mr. Stock read the letter into the record. He informed that a newspaper advertisement looking for two alternate members for the Board of Zoning Appeals, two alternate members for the Zoning Commission, and one sitting member for the Board of Zoning Appeals would be placed in a week's time. Mr. Stock asked the Trustees to accept the resignation of Harold Snyder. Mr. Stock shared that a letter will be sent to Harold Snyder thanking him for his service to the Township. Mr. Miller made a motion to accept the resignation of Harold Snyder, 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. 2016-103

FIRE DEPARTMENT:

Mr. Stock informed the Trustees on the two Critical Incident Stress Management meetings that were held for the Greater Xenia area. Mr. Stock gave information about the death notifications sent to the Trustees, and about why they were sent. Mr. Stock gave information on why the Critical Incident Stress Management meetings were held, including who helped and some of the attendees. Mr. Stock informed the Trustees that the Township recognizes the difficulty and stress that first responders are put under and that the Township is doing what it can to help and provide aid. Mr. Miller reported that the call had originally gone to New Jasper Township where they realized it was not their district. He said they did not wave off the call until they knew the Xenia Township was aware of the call. The New Jasper Township Fire Department still went to support our Department during that difficult call.

Mr. Stock informed the Trustees that the Xenia Township Fire Department received the 2015 Fire Training Grant for the amount of \$595.12. The grant is to reimburse the Fire Department the money spent on fire inspector training in 2015. Mr. Stock thanked Chief Fox and Deputy Chief Beegle for applying for the grants that they use on a weekly basis for training.

Mr. Stock reported on an incident where a member of the Fire Department encountered a flea infestation in an unused building of Central State University. Mr. Stock assured that the clothes have been washed and an exterminator has been called to prevent fleas from coming. Mr. Stock reported that Chief Fox has stated that the Fire Department will not make entry into the specified building for the right of fire alarm inspection. If the Fire Department is called for an incident it will be treated as non-emergency and the Fire Department will stand by and wait for Central State police or maintenance employees. These employees will enter the building and determine the status of the alarm panel and the location. The building is a part of the University that needs to be inspected, but that inspection will not occur until the issue is taken care of. The City firefighters were also notified. Mr. Miller asked that this same courtesy be extended to neighboring township fire departments.

Mr. Stock informed that the internal posting for Lieutenant of the Fire Department has been posted along with the requirements for the job.

TOWNSHIP ADMINISTRATOR cont.:

Mr. Stock shared the 2016 Farmer's Market Vender packet with the Trustees. Mr. Stock pointed out the important information that the Trustees may want to discuss or make a decision on. A discussion was held about the products and what specific ones would be considered. Mrs. Spradlin liked that cash would not be accepted, but recognized that it

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will make it hard to check that each vendor at the market has paid the proper fees. Mr. Stock shared some ideas on different ways to handle the payments and ways to handle cash if it was decided that cash would be accepted. Mr. Stock gave some options for hours of operations and when to hold the market. He said that electricity would not be provided. Mr. Stock recommended that the market start out small and allow for growth. Mr. Miller suggested that if the vendors choose to pay the fee by month, that they receive a break, and that those vendors that pay by year receive an even better break. He said that once the market agreement is complete it should go back to the Trustees for approval. Mrs. Spradlin suggested the Trustees should make the decision on whether or not the vendors sell out of their trucks and vehicles instead of Alan making that decision. She said it would not be fair to him to have that fall back on him if something were to happen. She also suggested they have the vendors sign paperwork stating that they accept all responsibility for any injuries that occurs due to their involvement and negligence. A discussion was further held about the insurance issue. Mr. Combs suggested having the vendors under their own vehicle insurance. It was suggested to have Stephanie Hayden look over the agreement when the final draft was completed.

Mr. Miller read the Letter of Conveyance from the Zoning Commission for the rezoning of Kil-Kare into the record. Mr. Miller said they have 30 days to set a Public Hearing date for the case. He asked if they would be able to hold the Public Hearing on the same night as the regular meeting. Mr. Stock responded with the amount of time it took at the Zoning Commission. Mr. Miller suggested holding the Public Hearing on June 2nd. A discussion was held about the process Mr. Stock has to follow. It was determined that the Public Hearing will be held on June 2, 2016 at 6:00 p.m.

ROAD DEPARTMENT:

Mr. Stock gave an update on the Washington Road project. He said he believed the trees that were supposed to be downed are gone. A discussion was held to further explain what the subcontractor was supposed to do. Mr. Stock said the telephone poles are up. He further explained the next processes that will be taking place for the project.

Mr. Stock gave an update on the cemetery work the Trustees had approved. He said Grave Groomers was able to complete ten more stones for the price they approved. Mr. Stock asked if the Trustees would like to have the company complete the work out of the cemetery fund later in the summer, if they can schedule them. He said they are skipping the DAR stone because they will be doing those out of that fund. Mr. Miller asked to base it on time instead of money. Mr. Stock explained the process the company makes in determining the price per stone. Janis James volunteered to take before and after pictures and to write an article for a newspaper article for the Township.

Mr. Stock gave an update on the Township's pavement projects. He said Kinsey Road and Stone Road are completed with the exception of the painted lines.

TRUSTEE BUSINESS:

Mr. Stock read into the record the certificate the Township received for 100% prevention of a work place injury from the Greene County Safety Council. Mr. Stock explained the two different types of work place injury. He said they are able to apply for grants as well as a lower workers comp rate.

Mr. Miller asked if it would be a good idea to start the search for a temporary salt storage facility. He doesn't want to delay the search much further. Mr. Combs agreed. Mr. Stock said they already have a basis for it. He said he will provide the Trustees with three quotes.

Mrs. Spradlin thanked Mr. Stock for the extra work he does for the Township. She asked why the Fire Department Chief or Deputy Chief was not at the meeting. He said they all had family events they had to attend. Mrs. Spradlin offered her assistance to Mr. Stock if he ever gets overwhelmed or needs an extra hand.

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ADJOURNMENT:

There being no further business, a motion to adjourn was made by Mr. Miller, Mrs. Spradlin seconded the motion. Roll Call: All voted Aye. Meeting was adjourned at 8:21 p.m.

_____	XENIA TOWNSHIP BOARD OF TRUSTEES
Resolution #	
_____	_____
Date Approved	Scott Miller, Chair
ATTEST:	_____
_____	Susan Spradlin
Alan Stock, Administrator	_____
	Steve Combs

MLP