

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
June 1, 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: Susan Spradlin, Trustee; Scott Miller, Trustee; Steve Combs Trustee; Alan Stock, Township Administrator. Sheila Seiter, Fiscal Officer.

All participated in the Pledge of Allegiance.

IN THE READ FILE: GCCHD Report /Press Release (2), LWV newsletter June

FISCAL OFFICER/FINANCE:

Mrs. Seiter advised that she gave everyone a copy of the monthly reports, including summaries of revenues and expenses. Mrs. Seiter advised that she received a bank deposit agreement for renewal. She stated that she spoke with the representative at Security bank to be sure she understood the commitments of the document. Mrs. Seiter advised that this agreement needed to be signed by the Board and a resolution that you accept the renewal agreement, which she understands to be the same as before except for needing the Board signatures. Mrs. Seiter explained the agreement in further detail to the Trustees.

Mr. Combs moved to approve the Memorandum of Agreement with Security Bank for a five-year term from 2017-2022. 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. 2017-105

Mrs. Seiter advised that she did not have any issues with the payroll and was looking for approval on it as presented.

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. 2017-106

Mrs. Seiter advised that she had the bills ready with one questions to confirm about the Xenia Glass and Lock bill, was it for the Road Department and Mr. Stock confirmed yes.

Mr. Combs moved to approve the bills as presented. 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. 2017-107

Mr. Combs moved to approve the Regular Meeting Minutes from May 4, 2017, 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.

RESOLUTION NO. 2017-108

ROAD DEPARTMENT:

Mr. Stock advised that he would be handling the Road Department for Mr. Pile who could not make the meeting. Mr. Stock advised how the demolition at 125 Fairground road was progressing. He explained the process of the demolition.

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Mr. Stock advised of the progress and plan to finish installing the road signs has been delayed due to waiting for equipment. Mr. Stock stated that the equipment has been paid for and should be delivered in six to seven weeks. Mr. Pile has until February to finish the project.

Mr. Stock advised that there was a copy of a memorandum of understanding for everyone to look at for a rental of outside space at 125 Fairground Road to Studio "B" Signs. Mr. Stock advised that he had forwarded this to Stephanie Hayden, Greene County Prosecutor's Office, to look over and advise of any needed changes. Mr. Harner spoke with Mr. Pile about renting a space at 125 Fairground Road to store his signs and Mr. Pile stated that he would not mind charging \$30 per month. Mr. Combs asked what type of access Mr. Harner would have and who came up with the \$30 per month. Mr. Stock stated that he would be given a code with 24-hour access and that we would know when each time that code was used and that Mr. Pile had decided on the dollar amount. Mr. Combs stated that he wished that there had been some discussion on the dollar amount. Mrs. Seiter asked if Mr. Harner knew that amount already and Mr. Stock said yes, he did. Mr. Stock stated that Mr. Pile is usually good with number so he did not question him. There was discussion about the amount of space to be rented and the location. Mr. Combs stated that in the future he would like to have input before any rent amount was decided. Mr. Pile arrived and Mr. Combs stated that he had some questions for him about the rental of the cement slab. Mr. Combs asked if he came up with \$30 per month or did Mr. Harner come up with it. Mr. Stock stated that they had talked about what would be reasonable for that space. Mrs. Spradlin stated that the contract does not state the size of the area. Mr. Miller stated that he would like to wait until they hear back from Mrs. Hayden. Mr. Miller stated that he agrees with Mrs. Spradlin that the contract should call out the location or the size of the area to be rented. There was discussion about the wording in the agreement. Mrs. Spradlin advised that she would like to be sure that all zoning rules are being followed when it comes to renting space at 125 Fairground Road. Mr. Stock advised that the property is zoned B-3, which is the highest form short of manufacturing. Mrs. Spradlin stated that she wanted to be sure that the Township is charging a fair amount and not losing money on the rent of the space. Mr. Combs stated that he likes the agreement as it is, but would like to see what changes if any that Mrs. Hayden returns to Mr. Stock. Mr. Combs asked if this would be approved to night or if they wanted to wait to see the thoughts of Mrs. Hayden. Mr. Miller stated that he would like to see the document after Mrs. Hayden's approval.

Mr. Stock asked Mr. Pile if he knew how much time it would take to finish putting up the street signs once the new equipment arrives. Mr. Pile stated that it would take approximately six weeks.

Mr. Miller asked about the workload for the Road Department now that Hamvention is past. Mr. Pile stated that they had started mowing, the pipes on Wilberforce-Switch had been replaced, and preparing to work on Stone Road to prepare for paving work that is supposed to start at the end of July.

Mr. Combs asked about the progress on the tree trimming. Mr. Pile stated that Brush Row is completed from US 68 to the bottom of the hill past Stevenson. Mr. Combs asked if Mr. Pile was satisfied with the work he was seeing so far. Mr. Pile stated that he was satisfied so far.

Mr. Miller stated that he was in both cemeteries during Memorial Day and wanted to let the Road Crew know that both cemeteries looked very nice.

FIRE DEPARTMENT:

Chief advised that he was in need of a resolution to declare some fire hose obsolete and to dispose of it. Mr. Combs asked if the Chief knew how old the hose was and Chief stated that it was 22 to 30 years old. He stated that it is unusable and needs to be replaced. Mrs. Spradlin asked if the ends would be cut off and what would be done with those. Chief Fox stated that they cut the ends off so that other companies cannot use it. Mrs. Spradlin asked if the hose had been tested and Chief Fox stated

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that the hose failed testing. Mrs. Spradlin asked if he knew how much footage of hose this was and Chief Fox stated that he thought it was 600 feet.

Mr. Miller moved to scrap the twelve sections of hose, six being of 1 ¾" and six being of 4" hose that has been tested and failed and has aged out of the system. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2017-109

Mrs. Spradlin asked if this was on the asset sheet and if Chief Fox had a number to put in the resolution. Mrs. Seiter stated that there are documents that shows the assets numbers. There was discussion about uses for the obsolete hose for the Road Department.

Chief advised that Mrs. Spradlin had asked him to do some investigating regarding the McKesson (Med3000) billing. Deputy Chief Beegle advised they found out how processing system works with McKesson and duplicate payments. He stated that this occurs sometimes because a patient or insurance company will pay then this is applied and adjusted to the fees. He stated that they requested that McKesson send to them the process to show them the refunds. Mrs. Spradlin asked if they received this paperwork that shows these refunds. Deputy Chief Beegle stated that yes, he does have the paperwork. Mrs. Seiter explained the process of how McKesson requests the refunds. Mrs. Spradlin asked if this support document is emailed to them or something that they have to go look for. Deputy Chief Beegle stated that this was a document that they have to go look for to confirm. Mrs. Spradlin stated that she would like to see this so that it will show all of the checks and balances, because it is helpful to see what amounts have been taken off. There was discussion about what is being shown on the bill. Mrs. Seiter explained her process of going over the bills to check for the charges and refunds. Mr. Stock stated that Deputy Chief Beegle goes over the write offs with him at the end of the year to check for all the correct paperwork and signatures to be sure that all the write-offs are correct. Mrs. Spradlin stated that there are other companies that do the same type of billing and that it may be worth checking into them. Mr. Combs asked if there was some kind of concern of fraud here or mistakes, and wanted to know what the concern was with this. Mrs. Spradlin stated that it was to be the account was being watched to make sure all credits were being given. Mrs. Spradlin stated that she was satisfied with this issue.

Mr. Miller asked about the write-offs and asked the Fire Department to look at all the write-offs for last year and the total of those. Mr. Miller stated that they have the rates set and asked what percentage of this was the Township receiving. He was curious if the township receives 25% or more of the fees that are charged, so what is the Township truly getting. There was discussion about the billing.

TRUSTEES BUSINESS:

Mr. Combs asked about the 2017 Farmer's Market for the Township and asked Mr. Stock for an update about this. Mr. Miller stated that he had asked about this and was curious as to where it was going and if the Township had any inquiries about it. Mr. Stock advised that he gave the Trustees a copy from last year's market. He stated that last year the Township had three vendors who came to the market. Mr. Combs asked if this was worth doing or not, and asked Mr. Stock for his opinion. Mr. Stock stated that the Township did not lose any money and made approximately \$400. Mrs. Spradlin advised that it may be better to have the farmer's market at the Fairground Road property since it would get more traffic. Mr. Stock stated that there was no cost to the Township for the market except for the time to set up five cones and take them down. Mr. Combs stated that he likes the Farmer's Market and is all for it, but he wished it was a little more successful. Mr. Stock stated that last year they advertised and handed out flyers to get the word out and stated that he was not sure what else they could change. Mrs. Spradlin asked if the location could be changed. Mr. Stock stated that he was not sure if this was the year to change the location because the Township does not have occupancy of 125 Fairground Road yet. He stated that maybe they can, but then someone would need to go out there to collect the money and regulate it. Mr. Combs asked if there was any feedback from the vendors that did

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come last year. Mr. Stock stated that the gentleman that sold corn told him that it was good for him because he had sold out sooner than he had ever sold anywhere else. This gentleman said that he would be back but never did and he did not know why. The vendor that sold soap stated that they broke even but they never came back. He stated that Parker General Store was the only one to come back and he was here 80% of the summer. The General Store said that they felt they did better here than at First Friday's but that was because First Friday's was very expensive. Mrs. Spradlin stated that she thought more people would slow down along there more than they do here and that the vendors may do better there. Mr. Miller stated that he read through the fee structure and thinks it is good but maybe consider lowering the yearly rate to see if that helps. Mrs. Spradlin advised that maybe they should lower the rates to get more vendors and then see where it goes the next time. Mr. Stock asked the Trustees what they thought would be good prices. Mr. Miller suggested \$20, \$60 and \$300. Mr. Combs and Mrs. Spradlin agreed these prices were good and may attract more vendors.

Mr. Combs stated that during the last meeting there were questions about the medical insurance. He advised that Mr. Stock had given the Trustees a packet of information for review. Mr. Stock stated that if they need any other documents to let him know and he will forward them to the Trustees. Mrs. Seiter asked if the Trustees would like a copy of one of the bills that shows the breakdown of charges. Mr. Combs advised Mrs. Seiter that a copy would be very helpful and if she would forward that copy to them as soon as possible.

Mr. Combs advised that the during the last meeting there were questions regarding the GSA per diem and Mr. Stock has provided a packet of information to the Trustees for review and discussion for the next meeting. Mrs. Spradlin stated that the breakdown is in the packet but does not have the meal breakdown. Mr. Stock stated that he had not found a current per meal yet. Mrs. Spradlin stated that she had one and would get a copy to everyone.

Mr. Combs stated the next topic was about firearms on Township property in accordance to SB199 and asked for discussion. Mr. Miller stated that he would like to discuss the wording "in the conduct" and is not sure what is being said with this phrase. Mr. Stock advised that this was the legalese from Mrs. Hayden, Greene County Prosecutors Office, and stated that this document had been approved by her. Mr. Combs stated that he did not believe that this had anything to do with behavior but it is about conducting business. There was discussion about where this would apply within the Township. Mr. Stock advised that there are two issues, the first being about the overall employee possession from firearms in Xenia Township, and second there is an exception which would be if the Trustees want to grant the exception to the Township Administrator. Mr. Miller advised that under the definitions of firearm, in his opinion, is broader than it needs to be. Mr. Stock advised that this statement is a direct quote from SB 199. Mrs. Spradlin asked why they had to have this when they already have it in the Ohio Revised Code (ORC) set for Concealed Carry Weapon. She stated that according to the ORC a person with a CCW license carries their weapon as allowed per CCW. Mr. Combs stated that he did not know if the ORC can permit a CCW to carry it on Township Property. Mrs. Spradlin agreed and asked why do they need this then. Mr. Combs stated that is why they are having the discussion to decide what they want. Mr. Stock advised for the Trustees to not look at the exception and just look at the SB199 which states that the Trustees can say yes or no to Conceal Carry or Open Carry. He stated that those are two different issues that were brought up in SB199. There was discussion about SB199. Mr. Combs asked if Mr. Stock could elaborate on the Open Carry part of this bill. Mr. Stock explained the Open Carry part of SB199 and being able to carry a weapon into buildings. If there were no signs near the doors then anyone who is open carry could come in because there was nothing saying they could not. He stated that now the Trustees have the ability to say yes or no to conceal carry. Mrs. Spradlin stated that if the sign is on the door then it is saying no firearms which also covers concealed carry. Mr. Miller asked if they allowed concealed carry what kind of sign would be placed on the doors. Mr. Stock stated that unless a person has lawful permission by the governing authority, they could not carry a weapon on Township property. Mr. Stock stated that there was discussion before about whether the Township wanted to have firefighters to have the

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ability to carry firearms while on calls. He advised that the Trustees need to have a written policy on weapons because of SB199. Mr. Combs asked if they say yes to SB199 then do they have to list the firefighters individually. Mr. Stock stated that would be under the exceptions and this would be done by person or group. He advised that this policy needs to go in the current handbook. Mrs. Spradlin asked which handbook and Mr. Stock stated that it would be part of the employee handbook. Mrs. Spradlin stated that the employee handbook need to be done and did not feel this was a priority issue since there are signs on the doors stating no firearms allowed and that this would carry it for now. Mrs. Spradlin advised that the whole handbook needs updating not just certain sections. Mrs. Spradlin stated that she wanted to have the handbook updated during her term and now four years later it is not done and things are being picked and chosen what parts of the handbook are being updated. Mr. Stock advised that the only reason this section was chosen was because of SB199 being passed. Mrs. Spradlin stated that she thinks the Township is covered and she does not want any of the firefighters to be carrying on duty, if they have a CCW then they can leave it in their personal vehicle. Mrs. Spradlin advised to situations that could cause injury or a misfire of a weapon. Mrs. Spradlin stated that most scenes are secured by law enforcement. Mr. Combs stated that he agreed with this statement, however the Trustee meetings are unsecure and this is his concern. Mr. Miller advised that the exception that was being requested was for the Administrator and with that there was a request for some financial support as well. Mr. Combs stated that they have been discussing this for some time now and he will be ready to make a motion during the next meeting. Mrs. Spradlin stated that since they have discussed it for some time why not make the motion now instead of next week. She stated that she was not for providing any training or ammunition because she feels that as a CCW holder she has to practice and be proficient and that is her responsibility. She advised that if the Township starts to do things like this then it feels like the Township is coming one step closer to providing police activities/security. Mrs. Spradlin felt this is not where she thinks the Township should go and wonders if it could affect the insurance. Mr. Combs stated that arming the Administrator would not be close to having a police department, but Mrs. Spradlin stated that she disagreed. Mrs. Seiter advised that if this was a requirement for the job then it would make sense to pay for it, but it is not a requirement but a benefit. Mrs. Spradlin stated that this is a risk, and Mr. Combs stated that it is a risk with or without it and Mrs. Spradlin agreed. Mr. Stock stated that this would not change the insurance. Mr. Miller stated that he feels that the firefighters do not need to carry while on calls. He advised that during certain types of inspections, at other departments, where the inspector has been through the training and is authorized to carry to complete any inspections. Mr. Miller stated he was not sure if that instance would apply at Xenia Township but if it was needed he stated that he was sure an officer could be requested to accompany the inspector. Mr. Combs stated that he is not in favor of firefighters carrying a weapon and he is in favor of the Township Administrator being armed. Mrs. Spradlin asked if once a certification expires then should the Township pay for them. Mr. Combs stated that he is undecided on that part but will be ready at the next meeting.

Mrs. Spradlin advised that she had received phone calls with complainants about a barn on Stone Road that is being turned into a house. She stated that the complainant wanted to be sure that the Township was aware of this. Mrs. Spradlin stated that the person was concerned for firefighter's safety. Mrs. Spradlin stated that she received another phone call about whether the Township had set fees for towing, because she was told that the City had a resolution or ordinance that states the amount of rates that they can be charged. Mrs. Spradlin advised that a resident was charged a very large fee for an accident on Bickett Road. Chief Fox stated that the State asks for next available and does not have anything to do with Xenia Township. Mrs. Spradlin stated that she was curious if Xenia Township could set up a flat fee for towing. She advised that she is currently looking into it since it was a resident complaint. There was discussion about towing fees and if this could be looked into to get more information.

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ADMINISTRATOR:

Mr. Stock advised that the personal liability insurance contract for the Township is going to be up soon. He advised that he was looking for permission to request quotes for insurance rates for the Township. He advised that the Township is near the end of the three-year term and last year was considering getting out. Mr. Stock advise that this would not hurt anything but only help to see the current prices. There was discussion about how the insurance has worked in regards to the deductibles and copays.

Mr. Stock advised that the Collective Bargaining Agreement, with the Bargaining Unit there was no agreement on overtime. The Township had one year to reopen this so there was a meeting to go through this and nothing is going to be changed, so it is now closed. Mr. Stock advised to what was discussed during the meeting.

Mrs. Seiter excused herself from the meeting at that time.

Mr. Stock advised that he has a few more revisions to finish on the handbook before he brings it to the Trustees. He stated that he is working with Trisha and hopes to be done in about four weeks.

Mr. Stock stated that he had applied for two grants for the Township from the State of Ohio. The State in working on a two month delay due to a computer problem. Mr. Stock explained what the grants would be used for and when he thinks he will hear a final answer.

Mr. Stock stated that in a month he would be able to give the Trustees a percentage of headstones that are done. Mr. Stock stated that there are 350 internments at Stevenson Cemetery and with the DAR grant that helped restore an additional 58 stones. Mr. Nocella is only twelve stones from completion of those. At that time, there will be 100 of the 350 that will be completed at Stevenson. Mr. Stock advised that Key Chrysler called to let him know that they were going to try to use the Gravestone Cleaning class as a service project. Mr. Stock advised to the next step to be done at Stevenson Cemetery. Mr. Stock advised that if the Township will make a resolution for the Stevenson Cemetery restoration it will lock Mr. Nocella for the rest of the year and part of next year.

Mr. Miller moved to approve \$2,000 for Friends Cemetery to close that project. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2017-110

There was discussion about the work that needs to be done at both cemeteries. Mr. Miller advised that the fences at both cemeteries need work, maybe not this year but soon. Mr. Miller suggested doing a walk through as a group to discuss any work they see could be done. Mrs. Spradlin stated that she was worried about spending too much out of the cemetery fund, however she is for the beautification work and suggested planting some perennials to help make the area more appealing. There was discussion about marketing the cemeteries in the future.

Mr. Combs moved to appropriate \$15,000 for future gravestone restoration at Stevenson Cemeteries by American Grave Groomers from account 2014-410-360-0000. Mr. Miller second the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion **PASSED** by a roll call of 3-0.

RESOLUTION NO. 2017-111

UPCOMING MEETING DATES:

June 27, Zoning Commission
June 29, Zoning Commission Public Hearing
July 6, Trustee meetings

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COMMITTEE REPORTS:

Gr. Co. Regional Plan: Steve Combs – rails and trails main focus with guest speaker
Inspection 1 year time-of-travel Water Protection: Residential Alan Stock–billing sent

Mr. Miller asked about the work by ODOT at the corner of Brush Row and US 68. Mr. Stock advised to the work that was done.

ADJOURNMENT:

Mr. Spradlin moved to adjourn, Mr. Miller 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 8:45 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