

## RECORD OF PROCEEDINGS

### MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING  
JULY 31, 2012 7:05 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 place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

PRESENT: Jim Reed, Chairman; Amy Lewis, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Meeting was called to order at 7:05 P.M. and pledge was given.

#### ACROSS THE DESK:

- Alan Stock read a letter from Dr. Cynthia Jackson-Hammond, new president at Central State University.
- Rhonda Painter sent a thank you letter to the Trustees regarding the plaque and thoughtful gift.
- On August 8<sup>th</sup> the Texas U-Turn meeting will be held at Station 61 in Beavercreek.

#### IN THE READ FILE:

- Health Commissioner's Report
- Xenia Planning and Zoning--limitations of HAM Radio Towers

#### FISCAL OFFICER/FINANCE:

- A motion was made by Scott Miller to approve the bills totaling \$24,403.58 and payroll totaling \$20,779.44, seconded by Amy Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-246**

#### MINUTES:

- Jim Reed MOVED approval of the record of proceedings of the June 18, 2012 Emergency Meeting. Motion was seconded by Amy Lewis and PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2012-247**

- Jim Reed MOVED approval of the record of proceedings of the March 29, 2012 Meeting. Motion was seconded by Amy Lewis and PASSED by a roll call vote of 2-1. (Miller)

**RESOLUTION NO. 2012-248**

#### TOWNSHIP ADMINISTRATOR:

- Alan Stock discussed the two RFPs for housecleaning. He reviewed the bids with or without the cleaning of the restrooms, and how long the contract would be. A motion was made by Jim Reed to accept the contract with Linda Howard minus the bathrooms for a one year contract with 30-day notice to terminate services at an amount of \$40 bi-weekly effective August 30, 2012, seconded by Amy Lewis. Motion PASSED by roll call vote of 3-0.
- **RESOLUTION NO. 2012-249**
- Mr. Stock stated they had 42 yearly clerical RFPs and they are down to two people now. He stated it would be for \$10 an hour, 3 hours a day.

#### ROAD DEPARTMENT:

- Mr. Stock discussed the PNR quote for \$5,217.70 for the road crew radios. Mr. Miller stated since the technology was changing to narrow banding they would need to purchase new radios. Mr. Stock said they did not have to make a decision tonight regarding the purchase of the radios.

#### ZONING DEPARTMENT:

- Mr. Stock stated he had gone through all the steps for nuisance mowing on three properties, and had come up with the administrative fees. A motion was made by Jim Reed to accept new administrative fees for nuisance mowing for 2012 that would be

adjusted annually at the Township's reorganizational meeting which would include the mowing per hour, the administrative and clerical fees, the postage and copies fees required by law including certified letters and pictures, the publications by law advertised in the local paper, and the vehicle abuse/fleet rate. The fee currently will be \$209.55 for 2012 to fluctuate with the Township's cost as needed, seconded by Amy Lewis. Motion PASSED by roll call vote of 3-0.

**RESOLUTION NO. 2012-250**

Scott Miller said this is per incident and if that was not stated in the motion then it needed to be. Jim Reed said he would amend the motion to add the language per incident. Resolution No. 2012-250 was revoked. A motion was made by Jim Reed to accept new administrative fees for nuisance mowing for 2012 that would be adjusted annually at the Township's reorganizational meeting which would include the mowing per hour, the administrative and clerical fees, the postage and copies fees required by law including certified letters and pictures, the publications by law advertised in the local paper, and the vehicle abuse/fleet rate. The fee currently per incident will be \$209.55 for 2012 to fluctuate with the Township's cost as needed, seconded by Amy Lewis. Motion PASSED by roll call vote of 3-0.

**RESOLUTION NO. 2012-251**

- A motion was made by Jim Reed to declare the property at 597 South Columbus Street a nuisance for mowing, seconded by Amy Lewis. Motion PASSED by roll call vote of 3-0.

**RESOLUTION NO. 2012-252**

- A motion was made by Jim Reed to declare the property at 1221 Turner Place a nuisance for mowing, seconded by Amy Lewis. Motion PASSED by roll call vote of 3-0.

**RESOLUTION NO. 2012-253**

- A motion was made by Jim Reed to declare the property at 1556 Wilberforce-Switch Road a nuisance for mowing, seconded by Amy Lewis. Motion PASSED by roll call vote of 3-0.

**RESOLUTION NO. 2012-254**

- Mr. Stock stated the Greene County Economic Recovery Funds is giving \$750,000 to the Greene County Treasurer for the demolition of abandoned run-down homes. He said he spoke to Missy Frost and she has requested a list by August 3, 2012 of homes the Township feels need to be demolished.

**FIRE DEPARTMENT:**

- Interim Chief Fox stated they have requested to have the piece of metal on display at the Fairgrounds during the time the Traveling Tribute will be there. He said Dodd's Monument will come and pick it up and bring it back to the Township facility.
- Dean Fox said it was time to have their air packs tested and Vogelpohl sold them the equipment so they are willing to test the 35 units for \$50 apiece plus the gas mileage at \$0.55 a mile. He said they will be testing several different things on the equipment and recommended having them be serviced for a total of \$1,910.60. Mr. Miller asked if that price included parts if necessary. Interim Chief Fox stated it did not cover that. A motion was made by Scott Miller to authorize the Fire Department to enter into an agreement with Vogelpohl for CVA annual maintenance to be performed this fall in the amount of up to \$2,200.00, seconded by Jim Reed. Motion PASSED by roll call vote of 3-0.

**RESOLUTION NO. 2012-255**

- Interim Chief Fox read a letter from Greg Beegle regarding the CPR program and training materials. A motion was made by Jim Reed to approve the amount of \$854.50 for the CPR program and training materials, seconded by Scott Miller. Motion PASSED by roll call vote of 3-0.

**RESOLUTION NO. 2012-256**

- Interim Chief Fox discussed purchasing AEDs for the Township. After discussion, the Trustees agreed to purchase three AEDs, one for the administrative building, one for the road crew, and one located at Station 2. A motion was made by Jim Reed to purchase three AED machines from Ohio Health Safety in the amount of \$3,105.00, seconded by Amy Lewis. Motion PASSED by roll call vote of 3-0.

**RESOLUTION NO. 2012-257**

It was determined the amount would be split between the Fire, Road and General Fund.

- Interim Chief Fox stated he had a person interested in going to Fire Safety Inspector School and would like the Township to pay for the school. He discussed the amount for the class and the textbook fees. There was a discussion if one of the potential full-time employees had this certification, which Interim Chief Fox said they did not. A motion was made by Scott Miller to authorize Chief Fox to send two individuals to Fire Inspector Safety School, seconded by Amy Lewis. Motion PASSED by roll call vote of 3-0.

**RESOLUTION NO. 2012-258**

- Dean Fox read a description about the three full-time Fire Fighter/Paramedics he recommended. He said this would be a conditional offer pending results from their physicals and medical test results.

**EXECUTIVE SESSION:**

Jim Reed made a motion to go into executive session for purposes of hiring an employee, seconded by Amy Lewis. Motion PASSED by a roll call vote of 3-0.

Scott Miller made a motion to reconvene the regular meeting, seconded by Jim Reed. Motion PASSED by a roll call vote of 3-0.

**FIRE DEPARTMENT:**

- A motion was made to accept the Chief's recommendation to hire Joel Hall, Kelly Hines, and Elizabeth Beam as conditional full-time employees as paramedic/fire fighters pending satisfactory test results, physical and medical testing to be determined by the Chief, seconded by Amy Lewis. Motion PASSED by roll call vote of 3-0.

**RESOLUTION NO. 2012-259**

**TRUSTEE NEW BUSINESS:**

- Mr. Reed felt that the Board of Zoning Appeals needed some direction regarding the Kil-Kare request. He stated the front parcels are not part of Kil-Kare and are owned by a shareholder. Mr. Reed said it cannot be a conditional use or an expansion because of who owns it, and thought the property needed to be rezoned. Mr. Stock stated he spoke to Stephanie Hayden and she felt it was an extension from the first one. Mr. Miller thought it was inappropriate to be having a discussion regarding this matter since they may see a case come before them.
- The Trustees discussed the approval of the Township Administrator position, and Mr. Reed felt there still needed to be parameters and duties set for the job. Mr. Miller said Mr. Stock has been interim administrator and has done exceptionally well and is doing his best to communicate with everyone. Mrs. Lewis thought Mr. Stock has been doing an excellent job since he has been here. A motion was made by Scott Miller to create the position of Township Administrator officially and to appoint Alan Stock as that individual with the salary and benefit package already established and the job description effective immediately, seconded by Amy Lewis. Motion PASSED by roll call vote of 2-1. (Reed)

**RESOLUTION NO. 2012-262**

**EXECUTIVE SESSION:**

Scott Miller made a motion to go into executive session at 9:15 p.m., seconded by Amy Lewis. Motion PASSED by a roll call vote of 3-0.

Scott Miller made a motion to reconvene the regular meeting, seconded by Jim Reed. Motion PASSED by a roll call vote of 3-0.

**TRUSTEE NEW BUSINESS:**

- Dean Fox said he received a letter from Derek Dennehy regarding his resignation effective immediately. A motion was made by Scott Miller to accept Derek Dennehy's resignation, seconded by Amy Lewis. Motion PASSED by roll call vote of 3-0.

**RESOLUTION NO. 2012-265**

**UPCOMING MEETING DATES:**

- July 31, 2012, 5:00 p.m. Work Session Trustees
- July 31, 2012, 7:00 p.m. Trustees' Meeting
- August 6, 2012, 7:00 p.m. BZA Public Hearing Kil-kare Conditional Use "Front"
- August 13, 2012, 7:00 p.m. Farm Bureau Meeting at Trupointe
- August 14, 2012, 6:00 p.m. ZC Public Hearing- Land Use Plan
- August 16, 2012, 5:00 p.m. Work Session Trustees
- August 16, 2012, 7:00 p.m. Trustees' Meeting
- September 11, 2012, 6:00 p.m. ZC-Land Use Plan Resolution/Flood Plain Text

There being no further business, motion was made by Scott Miller to adjourn the meeting at 9:29 p.m., seconded by Amy Lewis. Motion PASSED by a roll call vote of 3-0.

XENIA TOWNSHIP BOARD OF TRUSTEES

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Jim Reed, Chair

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Amy Lewis

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Scott Miller

ATTEST:

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Barbara Miller, Fiscal Officer