

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION  
July 21, 2016**

**5:00 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 place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

Scott Miller called the Work Session to order at 5:05 p.m. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

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

## **TRUSTEES' BUSINESS:**

Mr. Miller asked for an update on the purchase of property on 125 Fairground Road. Mr. Stock advised that the tentative closing date was Friday, July 29<sup>th</sup>, 2016. Mr. Stock said the purchase price for the twelve acres was \$245,000. He advised that this was written in a contract. Mr. Stock said the title company had advised him they could get him the cost of the real estate closing taxes. Mr. Stock shared that \$1,390.00 would be the cost for the title insurance. Mr. Stock said that this would be included in the closing. He shared that the only closing costs that we would accrue are the price of the real estate, the taxes on the short term proration, and the title insurance. Mrs. Spradlin asked if it would be short or long term proration, because she believed it was long. Mr. Stock advised that they wanted to change it to short term proration. Mr. Stock advised that we offered the seller long term proration, which is what is normal in Greene County, but the seller wanted to go with the short term proration. Mr. Stock advised that he had given the Trustees a seven month figure. Mr. Stock advised that the title insurance would be paid to the company that does the title search. Mr. Stock shared that the title search had come back and it was a lengthy document. He said that the representative from the title search company had said that because of the length, they had not gotten a chance to go through the entire document so they advised that they would e-mail him the closing numbers later. Mr. Stock advised that was why he had put "not to exceed \$260,000.00 in the regular meeting agenda. He said this gives \$15,000.00 for everything else. Mr. Stock said that Trustee approval is needed for purchase and to give the Township Administrator the power to sign any necessary papers. Mr. Stock advised that his bond only covers negligence and not the power to sign papers. Mr. Stock said that an electrician has been out to the property and he explained what the electrician looked at and told him. Mr. Stock said that two overhead door companies came out to the property as well as Xenia Glass & Lock because security is needed at this facility. Mr. Stock advised the Trustees that the list of transfers are on their agendas. Mr. Stock advised that the title insurance is one hundred percent based on the purchase of the property. Mr. Miller asked for thoughts on title insurance. Mr. Combs said that he was not really big on title insurance, but he said in this instance with this property it may not be a bad idea. Mr. Miller was inclined to agree. Mrs. Spradlin said that the paperwork was said to be very involved and it had not been completely looked over yet. Mr. Combs and Mrs. Spradlin both agreed this could be a red flag. Mrs. Spradlin advised that she would feel more comfortable with title insurance.

## **TOWNSHIP ADMINISTRATOR:**

Mr. Stock said that it is written in to the (Fairground Road) contract that we have one hundred percent access to all of the land and buildings once the contract is signed and we already have the keys to the buildings. Mr. Stock informed that the guard rail, the posts for the guard rail and all of the telephones have been taken from Washington Road to 125 Fairground Road. Mr. Combs asked for clarification if this was covered under the contract. Mr. Stock said yes.

Mr. Stock said that the salt shed was completed and needed to be delivered. Mr. Stock advised that it was not erected but all of the materials had been delivered. Mr. Stock informed that next week the lower half of the salt shed was to be delivered. Mr. Miller said that he was concerned if closing fell through, the materials would have to be moved. He advised that putting off the delivery for another week would not do any

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harm. Mr. Stock advised that he and Mr. Pile have been handling many details for the closing of Fairground Road, the salt shed, and the Washington Road project. He said that there are so many moving parts, and their backs were to the wall. Mr. Miller advised that he would not have the structure built until after closing was complete. Mr. Combs asked when they wanted to do this. Mr. Stock said the expectation is that the blocks are there and ready, and the person that moved the trees said that they could move those blocks for us and they would use their equipment to help for a small fee. Mr. Combs asked who the individual was. Mr. Stock said that it was Steve Reese. Mr. Stock advised that the plan was to start the block delivery next Wednesday and finish on Friday. The blocks were ordered on Monday. He advised that the metal to secure the blocks had not come in yet. Mr. Combs asked for the date of the salt structure to be completed. Mr. Stock advised that the salt structure would be constructed the Monday or Wednesday after closing. Mr. Miller advised that arranging and stacking the blocks before the official closing did not seem to make much sense either. Mr. Stock informed that the transportation that is lined up had a set time frame. Mrs. Spradlin advised that what was written in the contract makes this okay for her. She noticed that the taxes had not been switched from Montgomery County to Greene County in the contract to purchase. Mr. Miller advised that the sale on contract is not complete until the closing happens; therefore erection of the salt structure makes no sense. Mr. Combs asked who was doing the transportation. Mr. Stock advised that Steve Reese offered to help. He informed that without his equipment we can move six blocks per dump truck and there are two hundred twenty blocks total. Mr. Combs asked how many Steve Reese can do. Mr. Stock advised that with his equipment he can do twenty-five per. Mr. Combs asked if there was any chance we could delay his services to a later date. Mr. Stock informed that delaying Steve Reese would put everything off for another month. He informed that all of the prep work was already done, and if the Trustees did not want anything else to happen on the property until closing then the property would just be locked up and nothing else would happen until the closing was completed. Mrs. Spradlin asked Mr. Stock why security was so important now, and if there are currently any problems. Mr. Stock advised that they went into the facility and found a nude man reading a bible. Mr. Stock informed that there is evidence that he has been in every building. Mrs. Spradlin asked if he was a homeless veteran. Mr. Stock informed that that was what he told them. Mr. Stock advised that because he is able to get into every building, the doors and locks need changed. Mrs. Spradlin asked if a cause for the standing water was ever found and whether or not it had been drained out. Mrs. Spradlin saw it as a liability if it is not secured. No Trespassing signs need to be put up. The contract states we have full access upon the signing/acceptance of the contract. Mr. Stock advised that he has mosquito wafers that he can throw in there, and that he will call the Health Department for full treatment. Mr. Stock also advised that the insurance company is fully aware and that their risk manager is going to come out soon to tell us what to do in terms of signs. Mr. Miller said that he does not want to see us take on another liability for a property we do not own yet, but planning was fine. Mr. Combs said that the blocks are already there and asked if Mr. Miller wanted them moved. Mr. Miller said that he just does not want much more done on the property. Mr. Combs agreed that this was not the best situation to be in, but the contract gives the Township permission to access the property. Mr. Miller asked if there is insurance on the stored supplies. Mr. Stock advised that offsite storage was covered in the contract, and that he can call the insurance company tomorrow and get it started at no extra cost. Mr. Miller asked if the insurance company knows that we do not have the title to the property. Mr. Combs advised that this should not matter for just the supplies. Mrs. Spradlin said no insurance should be placed on buildings that we do not own because all of the proceeds would go to the current owner in the event of a disaster before the closing. Mr. Combs said that Mr. Stock was only referring to the supplies. Mr. Combs said that you cannot insure what you don't own and that the supplies should already be insured. Mr. Stock said that it was and that it was called offsite storage. Mr. Combs acknowledged that they were under time constraints. Mrs. Spradlin said that she could not see asking Steve Reese to wait a week. She advised that he could get another job and not be able to help us right away, then the salt shed would end up not being ready for the salt delivery. Mr. Combs recognized the risks involved but said that the blocks should be set. Mr. Miller said to be sure the materials are covered.

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**TRUSTEES' BUSINESS**

Mr. Stock shared the proposed availability to use specially equipped vehicles for the Road Superintendent. Mr. Stock advised that both Stephanie Hayden from the Prosecutor's Office and Jill Denison, our auditor from two years ago, were sent copies of this. Mr. Stock advised that changes were made per their suggestions. He informed that they suggested we do a policy for anyone with an emergency vehicle. Mr. Stock said that this was taken from three or four other jurisdictions. He said that Jill Denison said the resolution was good, and to start with that, then do a separate policy and include the Fire Chief because he is on the clock twenty four/seven. Mr. Stock advised that we will have the policy next month. Mr. Stock said that in the policy, it states that you can stop for lunch if you are out on Township business, but personal errands are not to be run in company vehicles. Mrs. Spradlin suggested that we include the insurance policy recommendations. Mr. Stock said that he thought we had a waiver to cover that. Mrs. Spradlin asked if he meant something like an SOP. Mr. Stock said that he believed we have something similar to an SOP. Mrs. Spradlin informed that when she became a Trustee she did not have to sign anything to drive the vehicles. Mr. Stock asked where she would like it included. Mrs. Spradlin told him in the third paragraph. Mr. Stock said that Jill Denison and Stephanie Hayden both confirmed that the wording sounded good. Mr. Stock rephrased some wording per their suggestions and read out of the policy that family members are not allowed in Township vehicles and will not be covered. Mr. Miller said that this was in policy already somewhere. Mr. Combs advised that it should not say just family members, but should include all non-employees. Mr. Stock made the suggested change and read the revision.

**TOWNSHIP ADMINISTRATOR CONTINUED:**

Mr. Miller asked for further information on the land bank. Mr. Stock advised that the Trustees have a copy of the land bank, and said that Mr. Combs had mentioned this at the last meeting. He informed that the Greene County Commissioners are allowing public input on this, and he gave further details on what Mr. Combs had said at the meetings. Mr. Stock informed that the land bank idea is something we used to do. He said the Commissioners are looking at, before we take a property, needing to know who the end purchaser is. Mr. Stock said that this will keep us out of the real estate business. He advised that changes will be made based on public input, and that what they have in front of them is just the starting point. Mr. Stock said that Regional Planning will be tasked with resolution for each Township to incorporate whatever the final product will be. Mrs. Spradlin asked if the Commissioners prepared this. Mr. Stock informed that he was not sure who did, but that they are in charge of it now. Mr. Stock said that he will provide the final copy and resolution to the Trustees. Mr. Miller asked if this was just a draft at this point for reference. Mr. Stock confirmed that this was just the framework.

Mr. Stock informed that the cemetery mapping on the Pontem Software was almost done. Mr. Stock informed that tomorrow all of the preliminary set up was going to get done. He said next week we have our first official training day. Mr. Stock said that the summer intern Tori Brown was doing a marvelous job and was spearheading all of the data entry under himself, Jim Pile, and Shelby Ratliff. He advised that Mr. Pile was fully aware of everything that was going on. Mr. Stock said that Shelby Ratliff will be in charge of making the revisions. Mr. Stock said that our goal was to be completely done by the time Tori leaves, completely updated and finished. Mr. Stock advised that Shelby Ratliff will take over the data input after Tori Brown leaves. He informed that both he and Mr. Pile will be in charge of doing all of the authorizing and checking. Mr. Miller asked how much time Tori Brown had with us. Mr. Stock said that it could be through the second week of October. Mrs. Spradlin said that Shelby Ratliff will also be going back to school soon. Mr. Stock informed that Shelby Ratliff was not going back to school. Mrs. Spradlin asked if she liked her current job so much that she wanted to stay. Mr. Stock advised that this was correct and that she loves it here. Mr. Stock acknowledged that we would lose Morgan Pickering due to her pursuing a degree she is interested in. Mr. Stock informed that Shelby Ratliff did not plan on returning to college unless it was for something job related.

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Mr. Stock shared that we had our second farmer's market the previous day. Mr. Stock informed that this was the first one so far that we had a vendor. He shared that four or five people had called and said that they may come, but only one filled out the paperwork and showed up. Mr. Stock said between the set hours of ten and two, six more people called. He shared that the vendor that set up had twelve people stop and almost everyone bought something. Mr. Stock informed that an advertisement was placed on the Xenia Chamber of Commerce website, and that flyers were made. Mr. Stock said that it may take a while to catch on, but he believes that it will.

Mr. Stock said that he wanted to let the Trustees know what was going on with the IT connectivity and migration potential. Mr. Stock said that the final was to have the final proposal and migration done in two months. HCST expects to have options next Wednesday. Mr. Stock advised that Dan O'Callohan said that when we have the options in hand, he will look through them and do what is best for us. Mr. Stock informed that connectivity is our biggest problems at three MPS. He advised that we are at three MPS because of the necessity to run a virtual private network through Greene Central. Mr. Stock said the HCST has a meeting with Jason Sweeny tomorrow to investigate why we would need to continue to do this. He informed that the VPN does two things: gives us access to new world, which Kenny Rigsby said we could do from his office because, we usually only do this once a week; and gives us our rip and run sheets. Mr. Stock said that any time a run comes in, the crew can grab the info they need quickly. He advised that this was now obsolete because we do the 911 alerts. Mr. Stock said eliminating the VPN will allow us to explore different options. Mr. Stock informed that at the end of the year Microsoft will no longer support small business servers. Mr. Stock said that suggestions have been made to go to a cloud based server. He said that this could allow for telephone service upgrades. Mr. Stock said that the Trustees have set aside #25,000.00 to \$35,000.00 for this to happen. Mr. Stock said that he did not have an exact cost at the time. Mrs. Spradlin asked if Dan O'Callohan was going to charge for the consultation. Mr. Stock said no. Mr. Stock advised that both the front desk computer and his computer are due to be upgraded so he is looking at prices for replacements.

Mr. Miller asked for an update on Washington Road. Mr. Stock said the people can simply go to the website to see the plans and for updates on road closures. Mr. Stock advised that all of the signs have been taken down, except for the stop sign at the end of the road. Mr. Pile did not feel comfortable taking it down, so it was left up for the contractor. Mr. Stock said the expectation is that by Friday, all of the trees will be removed and it will be grubbed. Mr. Stock said that the last of the telephone poles had been removed that day. He informed that all of the guard rails and posts had been taken down for reuse. Mr. Stock shared that fifty percent of the grubbing and the trees are down. Mr. Miller advised that the south side with the big dip will pose a great challenger for them. Mr. Combs asked if this is where the septic tank in question was. Mr. Stock said no, this one is at a hill and belongs to John Fristoe. Mr. Combs asked what the potential problem was. Mr. Miller said that work on this area had not started yet and there is a lot there to clear. Mr. Stock said that they are expecting to have the trees done plus a good number of the tiles delivered. Mr. Stock said after that happens; they will start doing excavation and drainage, which they are hoping to start Monday or Tuesday. Mr. Stock informed that updates were put on the website and two or three people thanked us for the updates. Mrs. Spradlin asked for an explanation about a bill. Mr. Stock said that Mr. and Mrs. Wolf own WS Electronic. He informed that WS Electronics has a building that is encroaches on our setbacks. Mr. Stock informed that Mr. Wolf hired a lawyer to look into it. He advised that the lawyer spoke with both ODOT and the Township and had us do revisions to protect them. Mr. Stock shared that they want us to pay five hundred dollars for the lawyer fees to cover what they had to do to protect their business from our road project. Mrs. Spradlin asked what we are doing to their corner lot. Mr. Stock informed that we are widening the road to make it safer when turning on and off State Route 380. Mr. Stock shared that this is one of the more narrow spots in the road. Mr. Stock assured that this fee was only for the lawyer and not for the land or easement. Mr. Combs asked for clarification if the building was encroaching on the right of ways. Mr. Stock said no, and clarified that it was encroaching on the setbacks. Mr. Combs asked if it was too close. Mr. Stock said yes. Mr. Combs asked if this building would be grandfathered in and asked how old it was. Mr. Stock said that there is a major issue

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with both of those questions. Mr. Stock advised that down that road, there are major property line issues. He said that it happened to work out that their property line fell in the middle of the road, which is where their setback would come from. Mrs. Spradlin asked if the building is in accordance to the zoning laws when it was built. Mr. Stock said that it was. Mrs. Spradlin clarified that the building is no longer in compliance due to us changing our zoning, but that it was not out of compliance before the zoning changes were made. Mr. Stock advised that we exacerbated this by adding the easement and right of way. Mrs. Spradlin wanted to make sure the easement was truly for widening the road because the utility company had to remove a telephone pole and deal with that. Mr. Stock advised that he is ecstatic because he had to ask DP & L or AT & T to move it. Mr. Stock advised that he was also ecstatic about one of the two trees that were moved. Mrs. Spradlin asked if they weren't putting another pole in that spot so we would not have to pay for a permanent easement. Mr. Stock advised that he did not go through the other three pages because they were not needed for the auditor. Mrs. Spradlin pointed out that it mentions buying a permanent easement in the last paragraph. Mrs. Seiter asked that when things like this come up, that she get all of the information and just the receipt in case questions like this come up. Mr. Combs asked what he got from the attorney. Mr. Stock advised that he had both spoken with and e-mailed the attorney, and Mr. Miller had gone out to speak with the property owner to work through some of these issues. Mr. Combs asked if Mr. Stock felt this charge was minimal. Mr. Stock advised that he did not like having to pay it, but they did get all of the easements for five hundred dollars. Mr. Combs asked if the lawyer requested any changes, like in the wording. Mr. Stock advised that he did four different times. Mr. Miller shared that the intersection also cuts into his land so that can also cause some issues as well. Mrs. Spradlin said that in the bottom paragraph it mentions that the five hundred dollars gives permanent easement access. Mr. Stock explained that on his property there is a permit right of way and a construction right of way. The construction right of way was always on dotted lines because if they are going to make a four to one slope, they needed to be able to get on the property and re-seed or re-sod wherever the temporary is. Mrs. Spradlin advised that this documentation makes it sound like we are buying a permanent easement, but Mr. Stock said that this was only to cover the lawyer fee. Mr. Stock informed that this was why he had written a note across the top so that everyone understood that we were not paying everyone for their easements. He advised that we are just reimbursing someone for lawyer fees according to the resident. Mrs. Spradlin said that she was not happy paying it because she never told him to get a lawyer. Mr. Miller asked if all of the downed trees were to be removed by tomorrow. Mr. Stock advised that that was the goal. Mrs. Spradlin re-read the document given to them by the attorney and said that it is granting us something that Mr. Stock had said we already had. Mr. Combs said that the five hundred dollars was not for the easement. Mrs. Spradlin directed Mr. Combs to the paragraph she had been referring to and told him that it was written in there. Mr. Combs agreed that the wording did make it sound like the five hundred dollars was for the easement. Mrs. Spradlin said it sounded that way because of the wording choice, and she read "for a permanent easement of highway and utility purposes" which we already have. Mrs. Spradlin said that in exhibit a it states "together with a temporary easement to facilitate construction for the improvements. Mr. Stock asked if the Trustees wanted him to get a separate invoice from the lawyer for this. Mr. Combs said that the wording made it sound like we are buying a temporary easement. Mr. Stock clarified once again that that was why he had put the note at the top. Mr. Miller said that he doubted he was the only one with legal issues. Mrs. Spradlin said that she doubted it as well, and asked why he should be singled out compared to everyone else. Mr. Combs asked if they wanted to authorize the payment or not. Mrs. Spradlin said that the bills had to be authorized during the regular meeting session, and said that she did not feel it was right to give him special treatment when other residents also had to give and take to get their property improved. Mrs. Spradlin stated that he is getting his property improved too and he wants us to pay for it. Mrs. Spradlin advised that this did not sit right with her. Mr. Combs said that due to this property being on a corner there is going to be more work done there than anywhere else on the job site. Mr. Combs clarified that he was not saying he disagreed with Mrs. Spradlin. Mr. Miller asked if more work would be done on this corner lot even compared to the corner lot right across the street. Mr. Combs said that he believed so. Mr. Miller asked if the way they do the turn radius had something to do with it. Mr. Combs said that the

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building there is a business building also, and there was the encroachment on top of that. Mr. Stock said that on this plot in particular it took us long because Greene County Sanitation had to go out there. He advised that we have a good idea where the leach lines are now. Mr. Combs said they could have easily said no. Mrs. Spradlin said he could also still have the pole in his yard, but he was happy when it was removed. Mr. Combs advised they benefitted somewhat from this deal.

**ZONING DEPARTMENT**

Mr. Stock advised that the Trustees have two letters of conveyances and resolutions. He informed them that the hearings were held on Tuesday of that week, so there was no way the minutes could be prepared for the Trustees to look at during this meeting. Mr. Stock shared that the hearings were held for the rezone on U.S. Route 68 and for the agritourism zoning text amendment. He advised that both were approved. Mr. Stock said they have thirty days to set a date for a hearing according to the ORC. Mr. Stock advised that when the dates for the hearings are set, that they allow an hour to an hour and a half for the Route 68 rezone. Mr. Stock shared that during the Zoning Commission's hearing, twenty-eight people were in attendance and twenty-five of them spoke. Mr. Miller said, in regards to the agritourism text change, that there was a date that the prosecutor's office wanted these in place by. Mr. Stock advised that they could set the hearing during the same date as the next Trustee meeting and then they would be covered. Mrs. Spradlin asked if what the Zoning Commission recommended for the agritourism changes is what they changed. Mr. Stock informed that they put in a definition of agritourism that used the same language as the ORC, and that they also made it a conditional use within every district except for M-3 and B-1. Mr. Miller said, tentatively, that they could look at holding the agritourism public hearing on August 4, 2016. This would give Mr. Stock the ten days he needs to put an ad in the newspaper. Mr. Stock advised that no one came to the public hearing for the agritourism text changes and there were no comments made. He believed the hearing would only take fifteen minutes. Mrs. Spradlin shared that she was concerned that people were online speaking out against the rezone already. She advised that there is a group of people in that area that will get a referendum when they are dead set against something. She said that she was concerned if they did not hear them and give them time to get the referendum put together by November, if needed we will have to pay for it. Mr. Stock asked if she meant we would have to pay for a special election. Mrs. Spradlin said yes, and that this needed to be heard. She felt the timing was important and that it needed to be done quickly. Mr. Stock advised that both could be done the same night. Mr. Miller said that he would look more at August 11, 2016 so that everything was not so rushed and everyone could mark it down on their calendars. Mr. Stock advised that holding the hearings on August 4, 2016 was possible, and that he could have the letters in the mail and the sign posted the following day and that ad in the newspaper could be ran by the following Tuesday, all of which meet ORC regulations. Mrs. Spradlin advised that this needed to happen soon because they need ninety days to get a referendum on the ballot. Mr. Combs asked if they wanted to change the date of the agritourism hearing. Mrs. Spradlin said that she would like to do them both on the same day, and would like to have the hearings start at 5:30 p.m. to get people a chance to get off work. Mr. Stock said, in this case, the Work Session would be thirty minutes and start at 5:00 p.m., then the public hearings would start at 5:30 p.m. to 7:00 p.m., and then the Regular Trustee Meeting would start at 7:00 p.m. Mr. Stock advised that he could make this happen. Mrs. Spradlin stated that this was just a suggestion. Mr. Miller said that he felt the date was being rushed if there is going to be a lot of public input. He said it would be better to put it off so that people can prepare themselves instead of rush through it. Mr. Stock asked Robert McNelly, a member of that community, if he felt this was doable and would give them enough time to prepare. Mr. McNelly said that for this subject matter, he felt it was doable and that people would be able to make it. Mr. Stock said that the general consensus seemed to be that it was doable. Mr. Miller asked about the possibility of sending the ad to the newspaper that evening. Mr. Stock said that he would do it before he went home that night.

**FISCAL OFFICER:**

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Mrs. Seiter advised that she filed the budget on time. She said that she was not sure what day or week that the hearings will be held, and that not everyone was selected for one. Mrs. Seiter informed that the hearing would be held to discuss the 2017 Tax Budget. Mr. Miller suggested that more preparations for this budget are done in the fall so that everything is not crammed into December like the previous year. Mr. Miller proposed that they have the Road Department budget items brought to them during the last meeting in September, the Fire Department budget items during the first meeting in October, and the general fund during the last meeting in October. Mr. Miller said this way; it can be discussed and ironed out. Mr. Stock informed that the way the budget is comprised, the revenue dictates everything else, and we will not know our revenue until later. Mr. Stock informed that another large portion of the budget is pay, and whether or not there are decreases and increases. Mr. Stock said another thing that keeps getting put off as well is the amount of insurance coverage at what percentage each employer will pay. Mr. Stock said that he would rather look at these issues rather than look at everything by department. Mr. Stock advised that this will allow for more time for our expenditures. Mr. Miller said that he asked earlier this year to see capital improvement items from all departments. He advised they never delved into it and he wants it out of the way early on. Mr. Stock advised that with this budget cycle and the last they have provided them the next fifty years of vehicles, their wish list for the next ten years, and assigned prices, years, and priorities based on what the Trustees had asked. Mr. Miler advised that paperwork has come through in the past but no discussion was ever had about it. Mr. Stock asked how he wanted to handle it. Mr. Miller said that they should consider the schedule and how they want to approach it so that they can get it on the calendar coming up. Mrs. Seiter advised that in September we will get our second annual proportionment from the auditor, which will help us know what we have revenue wise and the budget hearing will have occurred by then.

**ADJOURNMENT:**

Mrs. Spradlin made a motion to adjourn, Mr. Combs Seconded. Roll Call: Mr. Miller – aye, Mrs. Spradlin – aye, Mr. Combs – aye. Motion PASSED by a roll call of 3-0. The Work Session was adjourned at 6:51 p.m.

**Xenia Township Board of Trustees**

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

\_\_\_\_\_  
Scott Miller, Chair

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

Attest:

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

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

\_\_\_\_\_  
L. Stephen Combs

SLR