

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
July 7, 2016**

4:30 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. 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. Road Superintendent Pile, Chief Fox and Deputy Chief Beegle were also in attendance.

EXECUTIVE SESSION:

Mr. Miller made a motion to go into an Executive Session under section 121.22 (G) (2) regarding property at competitive bidding and section 121.22 (G) (1) regarding appointment compensation of employee. Mr. Combs seconded. Roll Call: All voted Aye. Mr. Miller advised all elected officials would attend both portions and the administrator, Chief Fox, and Deputy Beegle would attend portions of the Executive Session. Mrs. Spradlin reported Mr. Stock would not be included in one. Executive sessions began at 4:33 p.m.

Mr. Miller made a motion to exit the Executive Session, Mr. Combs seconded. Roll Call: All Voted Aye. Executive Session ended at 5:45 p.m. Mr. Miller said that Deputy Chief Beegle was also present during part of the Executive Session.

FISCAL OFFICER:

Mrs. Seiter said that the State Auditor had been with us for the past couple of months, and that they estimated to be finished by the end of July. Mrs. Seiter advised that a week and a half ago the State Auditor told her that he was close to finishing up. She advised that she would be out that week on vacation. Mrs. Seiter informed that he moved on to another audit and will come back to finish ours when we have gathered more information they need. He left a list of seventeen items that he needed clarity on. Mrs. Seiter advised that she gave him folders on most of the items prior to her going on vacation. Mrs. Seiter said that the State Auditor and her have been emailing back and forth to be sure he has all of the information he needs, but he has not yet been back to look through all of it. Mrs. Seiter advised that she told him there are still things from the pre-audit meeting they were to help us adjust regarding bank reconciliations from prior years. Mrs. Seiter advised that still needs to get answers on some IRS issues. Mrs. Seiter shared there were no major issues during the process, and there was one employee payout processed through accounting versus payroll from the prior year. She does not know how the State Auditor wants that addressed yet.

Mrs. Seiter shared that a Public Hearing for the 2017 Tax Budget Approval needs to be set for next week. Mrs. Seiter said that it has been an incredibly busy time for all staff and officials, and that planning for the Tax Budget has fallen behind. Mrs. Seiter advised that the Tax Budget needs to be given to the County Auditor by July 20th. Mrs. Seiter advised that she would get some of the figures needed together and have them ready for next week. Mrs. Seiter said that she was looking at holding the hearing on July 19th. Mr. Stock said that this will be an assembly of what the budget will be, and that they just want to see that we are being fiscally responsible. Mrs. Spradlin asked if the figures they were given that night was the budget (and gestured to printed reports). Mrs. Seiter advised no, and that those figures were a part of the pre-planning process. Mrs. Spradlin asked if they could set the date that evening. Mrs. Seiter said that the Trustees had to, to meet the advertisement requirements. Mrs. Seiter advised that her and Mr. Stock would work on the budget and present the Trustees with the budget for the last four years, the budget for 2016, and the projected budget of what they would want for 2017.

ROAD DEPARTMENT:

**XENIA TOWNSHIP TRUSTEES
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Mr. Miller raised the next topic regarding the Yes! For Youth summer intern Tori Brown. Mr. Pile advised that Tori Brown was on her second week working with the Xenia Township. He advised that she had been working hard on the spreadsheets for the cemeteries. Mr. Pile informed that she has been a hard worker, and that she is doing a wonderful job.

Mr. Miller shared the next topic, which covered the West Enon culvert. Mr. Pile advised that a pothole had appeared on West Enon Road, so the Road Department investigated the culvert breakdown, which was located just north of the Greene County Career Center. Mr. Pile informed that there was a hole of about twelve inches, and that the road had recently been repaved three or four years ago. Mr. Pile advised that they tried to reline the road to save it, but it went about seven or eight feet out and they could not push it anymore. Mr. Pile said that West Enon Road is scheduled to be closed from July 12th to July 15th. Mrs. Spradlin asked if the pothole was right in front of the Career Center. Mr. Pile advised that it was just a little bit north. Mrs. Spradlin asked if it was on the same side of the road. Mr. Pile said that it was on the opposite side of the road. Mr. Miller asked if the culvert ran under West Enon. Mr. Pile said that it indeed did. Mrs. Spradlin asked if Mr. Pile thought that the breakdown was from the culvert being old. Mr. Pile advised that this issue was due to pipe failure, and advised that whenever you mix two different materials together it can cause a pipe failure. He explained that the culvert was made of two materials, which led to the pipe failure.

Mr. Miller advised that the next topic on an update on the salt storage facility. Mr. Pile advised that the permit was on hold because more information is needed. Mr. Pile advised that Greene County was asking for scale dimensions of the property in relation to other buildings. Mr. Pile advised that they were also requesting that sprinkler systems be installed. Mr. Pile said that Chief Fox assisted with this. Mr. Stock informed that Chief Fox had said he would not give the Xenia Township any special treatment when inspecting the salt storage area. Mr. Stock shared that Chief Fox had said he had never heard of needing sprinkler systems for a salt storage area. Chief Fox advised that after the inspection he decided to grant a variance for the salt storage area which will allow them to install either a sprinkler system or fire extinguishers. Mr. Miller advised that fire extinguishers were reasonable, but that a sprinkler system seems strange. Chief Fox advised that every piece of equipment would have a fire extinguisher with it and he said that he was fine with that.

Mr. Miller raised the next topic, which was an update on the SWAP4G salt bid. Mr. Pile advised that our bid came in at \$58.45 for a ton. Mr. Pile advised that eight hundred tons were requested for this year. Mr. Pile advised that the total price was going to come to \$46,760.00.

Mr. Miller asked Mr. Pile if there was anything new that needed to be shared in regards to the Washington Road rebuild. Mr. Pile advised that the relocation of the pine trees on Washington Road was successful. Mr. Pile said that the property owners were very happy. Mrs. Spradlin asked if this was just one property that we got the bill for. Mr. Pile said that there were a dozen pine trees that were all located on one property. Mr. Pile said he believed the address was 274 Washington Road. Mr. Pile also advised that all of the trees that had been relocated because of this project have been marked on our map to protect us from double charging.

ADJOURNMENT:

Mr. Miller advised the Work Session was suspended at 6:02 p.m. Due to the lack of time for the upcoming 6:00 continued hearing.

Mr. Miller suggested that they adjourn the Work Session at 7:04 p.m. Mr. Miller made a motion to adjourn the Work Session, Mr. Combs seconded. Roll Call: All voted aye. Work Session was adjourned at 7:04 p.m.

**XENIA TOWNSHIP TRUSTEES
WORK SESSION, JULY 7, 2016**

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # _____

Attest:

Susan Spradlin

Sheila J. Seiter, Fiscal Officer

L. Stephen Combs

SLR