

## RECORD OF PROCEEDINGS

### MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING  
AUGUST 6, 2013 7:00 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.

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

Meeting was called to order at 7:00 P.M. and pledge was given.

### ZONING DEPARTMENT:

- Mr. Stock said the Zoning Commission had reviewed a rezoning case and they recommended approval. He said the property was located at 2291 St. Rt. 235 and they were requesting rezoning it from M-3 to A-1. Mr. Stock explained there is a home on the property and they want to put an addition on the front and could not do so until the property was rezoned. He said they need to set a date for the public hearing so it can be put in the newspaper and the notices can be sent to the property owners within 500 feet of the property. The Trustees agreed to set the public hearing date at the next regular meeting at 5:30 P.M.
- Mr. Stock said he provided the Trustees with updated zoning text and discussed the minor changes that were made. Mr. Reed asked if anyone was working on compiling a binder with all the resolutions. Mr. Stock said they have a spreadsheet of the dates and what the resolutions are regarding. Mr. Reed thought it seems like something to work towards.
- Mr. Stock stated all properties have been mowed with the exception of the property on Brush Row and Wilberforce Clifton and 1333 Old 35.

### TRUSTEES' BUSINESS:

- Mr. Reed discussed the protection of those attending the Township meeting, and spoke about the recent Pennsylvania shooting at a Township meeting. He thought they should look into the cost of purchasing a metal detector to give everyone safety. After discussion, they decided to have Chief Fox come up with an emergency plan if something every happened.
- Mr. Reed said while he was out a resident came forward, and discussed their concerns about the fly rock distance and if the requirements were a safe distance. He suggested having the Zoning Commission review the current mining text in the Zoning Code and some ODNR reports to make sure the distances that are set are safe. Mr. Miller said they had this topic scheduled for discussion on the September Work Session agenda. Mr. Reed thought they should get Zoning Commission started in the review process to see what they recommend. A motion was made by Mr. Reed to have the Zoning Commission look at and review some of the ODNR reports regarding mining operation, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

### RESOLUTION NO. 2013-175

- Mr. Stock mentioned making a resolution for the \$6,000.00 for special audit and wasn't sure if a figure was calculated for traveling clerk. Mrs. Lewis questioned if they should get the books corrected then do audit. Mr. Miller asked if this could wait until Stephanie Hayden could join the Trustees.

### FIRE DEPARTMENT:

- Mr. Fox said Ed Harper left the area January 31, 2013 to pursue a job on the east coast, but he is back in the area and would like to become an employee again. He recommended rehiring Ed Harper. A motion was made by Mrs. Lewis to reinstate Ed Harper, seconded by Mr. Reed. Motion PASSED by roll call vote of 3-0.

### RESOLUTION NO. 2013-176

- Mr. Fox said Kelly Hines has been taking classes the past 2.5 years to get a degree. He explained he is taking a Fire Behavior and Combustion class at this

time and would like to see them sign into a contract for \$438.85 in tuition and \$71.50 in books to be reimbursed after successful completion of the class. He said if he passes the class with an A he will receive 80%, a B he would receive 70%, or a C he would receive 60%. Mrs. Lewis asked if he was a full time employee. Mr. Fox said yes. A motion was made by Mrs. Lewis to reimburse Mr. Hines for tuition and books upon completion of the class at the pay rate that Mr. Fox discussed, seconded by Mr. Miller. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2013-177**

- Mr. Stock read a letter dated August 6, 2013 from Mr. Fox regarding a water rescue on July 26, 2013.
- Mr. Stock read a letter of commendation regarding a call they received from Spring Valley Township Fire Department about a person strained on the Little Miami River after a canoeing accident. Xenia Township offered Boat 50 to offer assistant, and it was used during the rescue. The letter was thanking Xenia Township Fire Department for their effort.

**FISCAL OFFICER/FINANCE:**

- Mrs. Miller said they need to amend the budget, and said the amount of \$1,876.21 needs to be added to Fund 2031 which will bring the total to \$442,015.94. A motion was made by Mrs. Lewis to amend the \$440,139.73 to reflect the \$1,876.21 to arrive at the total amount of \$442,015.94 in Fund 2031, seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2013-178**

**MINUTES:**

- Mrs. Lewis MOVED approval of the record of proceedings of the October 4, 2012 Regular Meeting. Motion was seconded by Mr. Miller and PASSED by a roll call vote of 2-0-1. (Reed abstained)

**RESOLUTION NO. 2013-179**

- Mrs. Lewis MOVED approval of the record of proceedings of the October 4, 2012 Work Session Meeting. Motion was seconded by Mr. Miller and PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2013-180**

- Mrs. Lewis MOVED approval of the record of proceedings of the October 4, 2012 Public Hearing Meeting. Motion was seconded by Mr. Miller and PASSED by a roll call vote of 2-0-1. (Reed abstained)

**RESOLUTION NO. 2013-181**

- Mrs. Lewis said they need to make a motion to allot money for the Fiscal Officer to have a full time clerk. Mr. Miller said there was a lot of discussion early tonight on the status of the books, the organization of them and where they stand with the funds. They discussed bringing in a state auditor or having a visiting fiscal officer come in to help with the books. After discussion, it was determined they should have an auditor come in and do an audit. Ms. Hayden suggested checking with the auditor's office to see if they have any concerns with having a travelling clerk at the Township at the same time. A motion was made by Mr. Miller to have the state auditor come in and do an audit for an amount up to \$5,000.00, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

**RESOLUTION NO. 2013-182**

**GUESTS:**

- Thomas Sears, 1550 Stone Road, thanked everyone who participated in the Lane Use Plan meetings. He said they have several drafts and would like to have the Trustees input.
- Dan O'Callaghan, 1075 U.S. 42 East, said he thought the meat of the document was there, and wanted to make sure the committee is on the right path. He explained he was not sure what the next steps are, and explained there are serious issues with the old plan. Mrs. Lewis invited them to make a presentation at the next work session.

- Susan Spradlin, Hilltop Road, asked what the resolution number was for sending the information regarding the fly rock to the Zoning Commission. Mrs. Miller said it was Resolution 2013-175.
- Steve Fletcher stated he attends the meetings as a Township resident and apologized to Mrs. Miller regarding his comment he made in the work session. He said as Fletcher Technology Consulting it made it sound like the Township had wasted a lot of money on the time clock system and they are still not working. He explained the time clocks were operational and had not heard of any issues with the Road Department clock until earlier tonight. He said he is trying to do the best job he can as a Township resident and as a contractor. Mr. Reed said he took the discussion earlier tonight as a point of this is how much money has been spent on the installation of the time clocks, and why are they not implemented yet. Mrs. Miller said her comments were nothing against him, and felt the Trustees should have made a resolution implementing the time clocks a long time ago.

A motion was made by Mr. Reed to implement the time clocks for all non-exempt employees and for them to be utilized, seconded by Mrs. Lewis. Mr. Miller thought the Fiscal Officer was going to create a policy so the employees knew what was expected of them. Mr. Reed thought they were giving her the authority to do that now. Mr. Miller thought the policy needs to be implemented in writing. Mr. Fox stated the time clocks are going to be a mess with the Fire Department, and said they will sit for hours trying to figure the timesheets out. Mr. Fox requested seeing another policy from another fire department that does runs from home that uses time clocks before he was going to start requiring his employees to use them. Mrs. Miller said she provide him with a copy of a policy. Stephanie Hayden suggested tabling this topic until the next meeting, so she and Mrs. Miller could work out a policy. She said then they could do the policy and the resolution all at the same time. The motion was tabled until the next meeting.

**UPCOMING MEETING DATES:**

August 6, 2013, 7:00 p.m.	BZA Conditional Use, Sprowl
August 20, 2013, 6:00 p.m.	Trustee Work Session
August 20, 2013, 7:00 p.m.	Trustee Meeting
September 5, 2013, 5:00 p.m.	Trustee Work Session
September 5, 2013, 7:00 p.m.	Trustee Meeting
September 10, 2013, 6:00 p.m.	GC Township Association Meeting Greene County Commissioners
September 19, 2013, 5:00 p.m.	Trustee Work Session
September 19, 2013, 7:00 p.m.	Trustee Meeting
October 1, 2013, 6:30 p.m.	GC Township Association at Greene County Career Center
October 3, 2013, 5:00 p.m.	Trustee Work Session
October 3, 2013, 7:00 p.m.	Trustee Meeting
October 17, 2013, 5:00 p.m.	Trustee Work Session
October 17, 2013, 7:00 p.m.	Trustee Meeting
November 12, 2013, 6:30 p.m.	GC Township Association Meeting Greene County Library Foundation

**EXECUTIVE SESSION:**

Mrs. Lewis made a motion to enter into Executive Session for the purpose of a possible employee discipline, seconded by Mr. Reed. Motion PASSED by a roll call vote of 3-0.

There being no further business, motion was made by Mr. Miller to adjourn the meeting, seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

XENIA TOWNSHIP BOARD OF  
TRUSTEES

XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, AUGUST 6, 2013

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Amy Lewis, Chair

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Scott Miller

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Jim Reed

ATTEST:

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Barbara Miller, Fiscal Officer