

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

WORK SESSION
SEPTEMBER 15, 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 was held at the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

Chair Scott Miller called the meeting 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; Alan Stock, Township Administrator.

FISCAL OFFICER/FINANCE:

Mrs. Seiter advised the payroll and bills had no issues, Mrs. Spradlin had some question about the Fire Apparatus bill. Mr. Stock added that the question of whether both gages were bad at the same time and the amount of hours to fix, because it seems that one gage took much longer to fix than the other. There was discussion about work that had been done over the last year on both the 1991 and 1995 tankers. Both gages had been tested last year and found to be in good working order.

Mrs. Seiter spoke about the Resolution Accepting the Amounts and Rates from the Budget commission is for 2017, this is a document that we have to confirm and accept for all of our levies, and inside/outside millage, and that is the item that needs approved each year. With that came the commission's approval for 2017 that she will use to prepare the temporary and final Budget.

Mrs. Seiter advised that she had some adjustments for the year-end and would have a report showing the revenues and if any were different from what was projected.

Mrs. Seiter spoke about her meeting with Mr. Stock and a representative of the County Engineers office. They discussed the paperwork for Washington Road project for the first payment to go to the contractor, the timing and the level of the many parts of the paperwork. The representative explained everything. We need to do a Then and Now Purchase Order to the contractor out of our system. Mr. Miller asked how any overages would work into this, and Mr. Stock advised that he has paperwork showing that there is enough in the fund to cover overages. Mrs. Spradlin asked about when the road project was approved, she wanted to know the original approved amount. Mr. Stock advised that it was \$650,000 total with \$525,000 coming from the State and \$100,000, from the Township, which is 16% of \$525,000.

ADMINISTRATOR:

Mr. Stock explained the possible cost overages and why they chose to go with Jergens, and explained all the expenditures associated with the project. He advised that we will only be paying for actual material used, i.e., if 900 feet of pipe is used instead of 1000 then the payment will be for 900 feet. As of right now the project is \$3,206 over budget. Mr. Stock is disputing the first draw that has been submitted; he explained that the first was down for \$2,400. He explained the cost overrun requested, and explained the amounts for each line item. Mr. Miller asked if the overages were from incorrect engineering drawings. Mr. Stock explained that the engineers went back and stated that they did run into problems with the drawings, some were under build issues and some were over build issues. Mr. Stock met with Greg and had him look over the drawings. He is working on sticking with the \$33,000 instead of the \$40,000. Mr. Combs stated that he could see where there could be discrepancies, but he did not understand how the pipe was so far off. Mr. Stock explained that there was an addition error. There was discussion about the cost of the different pipes used for the project. There was also discussion about the stumps that would need to be removed, and whether it would be cheaper for the company to do this or for the township to do it.

**XENIA TOWNSHIP TRUSTEES
WORK SESSION SEPTEMBER 15, 2016**

Mr. Stock explained that the phone lines went down on Friday and Earthlink was called. AT&T was out on Friday and told them what was wrong with our primary line. On Monday the primary line was still not working and the secondary line was not working. AT&T came back out on Tuesday found what was wrong and fixed our secondary line, but the primary line was still not working and was saying that it had been disconnected. Mr. Stock explained that he had multiple calls into Earthlink and he explained to the supervisor on the phone the situation and that he wanted a solution before getting off the phone. He explained to Earthlink that AT&T said that the issue is not with the physical lines. The gentleman Mr. Stock spoke to this morning, at Earthlink, said he would forward a line to the Township Office; as soon as this was done the gentleman called back and explained that there was an error on their end. Earthlink called back in the afternoon and stated that he would be applying a discount for the troubles.

Mr. Stock explained that he had put out an internal request for new administrative assistants. We have received four names and interviewed three people. We are very satisfied with two out of the three, Mary Haller and Kaye Miller and just received their references. He asked that as long as Mrs. Seiter and he are in agreement and the references check out they would like to offer Mary and Kaye the part time positions, one three days a week and one two days a week at \$10.00 per hour.

Mr. Stock spoke about 125 Fairgrounds Road and explained that there is still work being done. DP&L and Vectren are working with us to get some parameters set. The salt storage is 99% up and the structure was approved from the Building Department and we are just finishing up going around the outside of it with large angle iron. The pad is being created for the 3,000 gallon beet juice tank. There are repairs to doors that are being done and progressing very well. We are working on trying to move the Road Department by Christmas. Mr. Miller spoke about talking with other municipalities regarding using the facility, and bringing this up at the county township association meeting next month. Mr. Stock advised that he is working with vendors for food and putting information about the property for discussion. He also mentioned that he has Mr. Hild, from Greene County Career Center, coming to do a presentation regarding personal safety.

Mr. Combs spoke with Mike Kalter about daily parking and weekend camping at our new facility during the Hamvention the week of May 17. Mr. Stock and Chief Fox talked about this and the logistics of it to be sure the Fire Department could access the area. There was discussion about having up front cost to hook up electricity and how much potential revenue could be made during the Hamvention. There was discussion of using a fee structure by way of zoning fees, which could be used in the future for other events. (Farmer's Market, Old Timer's Days, Fair) He also explained that safety issues are being researched.

Mr. Miller asked about the IT upgrade. Mr. Stock explained that the singular hub is connectivity, and we need faster speeds for internet. With this we have phones and a small business server. It handles all our emails and it handles our file server for storage. He explained that right now we have three places that we will need to have service. One is here at this facility, one at Station 52 and one at 125 Fairground Road. Right now we are paying \$500/month for 2.85mps, he explained that what is being looked at is connectivity and phones. There are one time fees and monthly fees. The one time fees are in set up and the need to purchase new phones, after that will be the monthly fees. Right now we have 7 lines, and with the new package we will have 27 lines 20 of those will be direct-in dial (DID). So instead of going through a switch board there could be a DID, and give certain lines a DID. The monthly charge would be \$600/month that is for the connectivity. It will cost another \$108/month for all the things we want to do with the phones. We are getting more lines and faster speed for about \$27.00 per month less. Mr. Stock advised that he is getting quotes for this service and the different options that will be available.

Mr. Stock spoke about the Trustees being invited by the village of Yellow Springs for the Water Treatment plant ground breaking ceremony on September 22, 2016 at 11:00 a.m.

**XENIA TOWNSHIP TRUSTEES
WORK SESSION SEPTEMBER 15, 2016**

Mr. Stock mentioned on September 6, 2016, he had sent out the OPEC-HC Contract for your review. We are on the third year of a three year commitment for a self-funded plan through Ohio Insurance Services. There are different options, and the good news is only gone up 4% instead of 15%. Mr. Stock recommended Option 2, because it was the safest, is roughly \$500 annually and helps with our cash flow by not paying a lump sum up front.

Mr. Stock discussed the propane fuel, and making sure everything was topped off before the winter months.

Mr. Stock explained that Bob Geyer, County Engineer, came in after a meeting he had with CEMEX. He advised a company from Texas, Eagle, has purchased the facility on 235. As part of that, some things need to be done. One of the things is on 235 where it dips down along the Fairborn line a bridge is going to be put in so that CEMEX can go underneath 235. CEMEX will be putting that in and ODOT gave them permission and they will be closing 235, just past W. Enon and the detour would be W. Enon to Hyde Rd. to U.S. 68. The date will be late summer/early fall 2017 and possibly 60 to 90 days. If approved, any damages done to the township roads will be repaired by ODOT at no cost to the township.

Mr. Stock advised that Mr. Pile is on vacation until one week from today. Mr. Stock advised that he has a vacation for himself from October 6th through the 16th.

ZONING DEPARTMENT:

Mr. Stock explained the nuisance mowing for 1587 US 68, and that he is asking the trustees for a Resolution; Lindstrom Sprague Mechanical has been notified and no response has been received. Mr. Stock would like a resolution to deem this property a nuisance.

ADJOURNMENT:

Mr. Miller moved to adjourn, Mrs. Spradlin 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 7:05 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # _____

Attest:

Susan Spradlin

Sheila J. Seiter, Fiscal Officer

L. Stephen Combs