

RECORD OF PROCEEDINGS

**MINUTES OF THE XENIA TOWNSHIP TRUSTEES:
HELD ON:**

**REGULAR MEETING
AUGUST 26, 2010 6:00 PM**

NOTES: These minutes are a summary of the township business meeting and are not a word for word account of the discussions which took place.

There was to be a work session, prior to this meeting, at 5:00; however two attendees had schedule issues and did not arrive until 6:00 pm

Chair Scott Miller called the regular meeting to order at 6:02 p.m. with a welcome. Board Members present were John Faulkner Scott Miller, and Jim Reed. Also in attendance were Fiscal Officer Seiter, Zoning/Office Manger Painter, Public Works Superintendent Shuey, Fire Chief Meyers, Deputy Chief Fox, Frank Harmon of Ohio Insurance Services and guests Judy Randall and Doug McDaniels. All participated in the Pledge of Allegiance.

GUEST: Judy Randall advised she had no comments, simply in attendance to watch.

FIRE:

Miller offered the floor to Chief Meyers for his first item involving guest Gary (Doug) McDaniel. Chief provided a report and request for appointment of Mr. McDaniel as a FF/EMT with 18 years experience.

Faulkner moved to approve said request. Motion seconded by Miller. Resolution No. 2010- 178
Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

RECESS REGULAR: 6:05 pm

Miller moved to recess the regular meeting to hold the work session previously scheduled at 5:00. Faulkner seconded. Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

WORK SESSION: 6:06 pm

Miller called the work session to order. Frank Harmon of Ohio Insurance Services provided a detailed overview of proposed renewals and changes for the health and life employee benefit packages. The changes included Anthem's health 5.9% increase, option for deductible increase due to lack of exposure and ability to see a savings vs. increased costs. Discussed option of changing life package from Anthem to Hartford with an increased benefit limit at a reduced rate as well as optional coverage for spouse and children. Harmon confirmed the elected officials could not have the dependent benefit portion cost covered by the township until the start of a new term. However, they can participate and refund the township. Attendees discussed possible options to provide part time/POC staff with a life insurance benefit. Mr. Harmon is to get more answers. Attendees discussed the features of the new law on adult child coverage. Mr. Harmon explained the recent health care reform laws and affects on the township. He also talked briefly about long and short term disability plans. Painter asked about possible changes in 2011. Harmon advised there is nothing specific, but renewals could be up 12-19%. Painter asked about the requirement to offer long term care in 2011 as a "class act." Harman advised it would be to offer it, but no requirement to pay for it.

ADJOURN: 6:52 Faulkner moved to adjourn the work session. Reed seconded.
Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

REGULAR MEETING RECONVIENED: 6:53 pm

Faulkner moved to increase the deductible from \$2,000 to \$3,000 and to renew the Anthem health package. Motion seconded by Reed. Resolution No. 2010- 179
Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

Miller moved to change the life package from Anthem to Hartford at the same level coverage of \$20,000 per employee effective September 1, 2010. Motion seconded by Faulkner. Discussion: Faulkner talked about group dependent (spouse & children) life per earlier discussions. Seiter asked about the age end limit for children. Harmon confirmed benefit ends at age 25, as term life. Resolution No. 2010- 180
Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

Faulkner moved to adopt the Hartford group family life (spouse & children) plan for all full time and elected employees at \$20,000 & \$7,500 respectively at the \$3. per month per family rate at the township's cost, due to the savings from the change in providers and health coverage. Motion seconded by Reed. Resolution No. 2010- 181 Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

Reed further noted the cost savings from the changes and moved to change the life benefit limit for fulltime (and elected if possible) employees from \$20,000 to \$40,000 at the approximate fee of \$8. per employee per month vs. the \$4. for \$20,000. Motion seconded by Miller. Resolution No. 2010- 182
Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

Attendees discussed possible life insurance coverage for part time and paid on call employees based on a minimum participation. Harmon advised the insurance company has minimum requirements as well. Coverage to be determined later. Seiter to provide hours reports to aid in determination.

Painter thanked the Trustees on behalf of the staff. Mr. Harmon left the meeting.

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MINUTES: 7:40 pm

Miller advised he had suggested changes from the proposed August 12 minutes. He stated several on page 2 under the admin. office discussion-to strike the light hearted comments about moving the Trustee meetings to the fire meeting room, laughing and unplugging the water cooler. (re: radon in office) Seiter advised she was confident that what she put in the minutes is what was said, however she would remove the language if all Trustees agreed. Miller moved to approve and dispense with the public reading of the minutes of the regular meeting of August 12, 2010 with the above discussed changes and due to the Trustees reading them prior to the meeting. Reed seconded the motion.

Roll Call: Ayes: Faulkner, Reed & Miller Motion Carried

Miller advised there were also minor changes for the proposed August 18 minutes. He stated on page 1 under Tecumseh school section change last line from -beginning of 2012 school year to beginning of school in August 2012; and on page 2 item 2) regarding notice of fire coverage, last line strike -before the 15th of the month prior to the event as schedules are set by that date- as it was not said. Seiter advised it was said; however she would make the changes if the other Trustees agreed. Miller moved to approve and dispense with the public reading of the minutes of the monthly work session of August 18, 2010 with the above discussed changes. Faulkner seconded the motion. Chief Meyers spoke up and advised that statement was made about the 15th deadline and it is important enough to leave in. Faulkner recalled his second to the motion for the change on page 2 to return as written on the portion of the Chief's explanation of the 15th of the prior month. Miller moved to approve as amended. Faulkner seconded the motion.

Roll Call: Ayes: Faulkner, Reed & Miller Motion Carried

Seiter advised she would reprint both minutes with changes for signing.

Seiter reminded a summary reported was provided at the last meeting by Painter for the informational public meeting on August 4th with residents regarding the well field changes. Faulkner requested Trustee signature lines be added for the public record. Therefore, a revised document was provided. Miller stated it should be as formal meeting minutes. Seiter stated she understood it was not formally opened and closed as a meeting. Miller stated it was and Painter and Faulkner advised no.

ROAD DEPARTMENT: Public Works Superintendent Shuey had no road items.

ZONING: Inspector Painter provided the following:

Permits issued since August 8:

- 1848 US 35 E., Craig Wright, addition to accessory building
- 671 Wilson Drive, Tracey Carlson, vinyl fence
- 620 Wilson Drive, James Miller, patio cover
- 2029 Clark Run Road, Shawn Harbison, single family dwelling

Zoning Commission: work session on September 2

FIRE DEPARTMENT CONTINUED: Fire Chief Meyers provided the following:

-Report and educational agreement for final quarter (5th) of paramedics for Elizabeth Beam for \$800.58.

Faulkner moved to approve said request. Motion seconded by Miller. Resolution No. 2010- 183

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Report and educational agreement for 3rd quarter of paramedics for Michael N. Todd for \$805.83.

Faulkner moved to approve said request. Motion seconded by Miller. Resolution No. 2010- 184

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Request for purchase order to Sinclair for cost for the Beam and Todd schooling as just approved for a total of \$1,606.41. Faulkner moved to approve said request. Motion seconded by Reed. Resolution No. 2010- 185

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Report on need and EMS Grant for additional training equipment. The reimbursement type grant is for \$4,450. Meyers further provided a request for purchase order to Bound Tree for \$4,502.73 using the grant funds and \$52.73 of township funds for the equipment. Reed moved to approve said request. Motion seconded by Faulkner. Resolution No. 2010- 186

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

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-Report of mechanic Franz Seiter's attendance at the annual Ohio Assoc. of Emergency Vehicle Technician classes in September. Fiscal Officer Seiter also helped explain the cost coverage. The total cost of approximately \$725 is split between fire and road funds. The registration of \$385 will be paid from fire and hotel, travel and meals by road. No purchase order is needed. Trustees and Shuey agreed.

-Report and purchase order for 70 winter coats from RavenRock for a total of \$7,564.15. The coats are a safety green and multi layered for multi use in various weather. Chief reported on other quotes. He also advised 58 are needed with the additional for possible replacement needs at the bulk price. Attendees discussed use by the road department staff as well and agreed on the benefit for them also. Miller moved to approve up to \$8,035 to RavenRock for fire and road as discussed. Motion seconded by Faulkner. Resolution No. 2010- 187

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Report and purchase order to Alphabet Embroidery for reflective heat transferred lettering on the above fire coats for a total of \$840. The same from the supplier is double the cost. Faulkner moved to approve said request. Motion seconded by Reed. Resolution No. 2010- 188

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Report on delivery and payment of the new tanker on Friday, August 27th. The chassis is a 2011 not a 2009 as originally expected, but at the same cost. Insurance has been taken care of.

-Trustees asked about disposal of the 1985 Ford tanker. After detailed discussions regarding advertisement, value, etc, Faulkner moved to sale tanker T51 by sealed bid per the attached resolution. Motion seconded by Reed. Miller requested the motion be amended to include the effective date as when it goes out of service, retired. Others agreed. Resolution No. 2010- 189

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Report on floor deterioration of brush truck 52: The floor is being replaced in house. Attendees discussed undercoating options and method of repair further.

-Report on air condition repairs to medic 52: The Fire Apparatus company has been working on it and helped determined it is a manufacture problem. The manufacture, Road Rescue, will be sending all new AC parts for the patient section at no costs to the township.

OLD/UNFINISHED BUSINESS:

-Liability insurance: Attendees discussed contents coverage amounts and the annual renewal with some changes in detail. Seiter recommended approval of a then and now purchase order to cover the current annual invoice and the amount for pending additional changes of up to \$33,000. The cost of the coverage for the new tanker and credit for removal of the old one is yet to be advised. Faulkner moved to approve a purchase order as recommended. Motion seconded by Miller. Resolution No. 2010- 190

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Painter provided a purchase order request for the electrical portion of the improvements to the administrative office of outlets and switches for \$1,560 to J & J Electric. The electric for the radon unit will cost a little more. Quotes for upgrading the panel box and major service to the building are to come. Miller advised he has talked to Shuey a lot about the upgrades. Reed asked if the outlets and switches portion is done first, if there is enough power. Shuey advised yes with half breakers. The panel box should be done regardless. Half breakers were also used for the fire remodel. Attendees determined there are four needs: panel box update, new walls, radon/outside electric source and power for a generator. No 400 amp upgrade is needed. Attendees discussed different steps to the electric and when they should be done. Miller wanted to wait until all electric could be done at the same time. Painter and Shuey advised they have submitted for the building permit, it will take 2-4 weeks to get the electric permit, and that we can be working on the framing portion now. Seiter pointed out there is a portion on the J & J quote from April 12, 2010 for a panel upgrade for \$1,616. It was noted that we budgeted \$8,000 for radon mitigation and the cost for the installed unit is only around \$800 so there are funds available. Faulkner moved to approve a purchase order to J & J Electric for up to \$4,000 for the outlets, switches, panel upgrade and radon electric. Reed seconded the motion. Resolution No. 2010- 191

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Shuey provided a purchase order request to Radon Technology for the Radon mitigation unit in the administration office for \$765. Two other quotes were obtained and all three vendors advised they could put the unit outside and go under/thru the footer. Reed moved to approve the request. Miller seconded. Resolution No. 2010- 192

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

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-Painter provided a purchase order to Premiere Flooring for carpet, ceramic, trim molding, installation and removal of old carpet for \$2,991 for the admin office. It is the same as what is in the fire meeting room. Miller asked if it was zipper proof due to a pick in the fire meeting room. No one knew as that question was not asked for the fire project. Tabled until receive an answer. The pick in the fire house carpet was at the edge going into the kitchen and was fixed that week. (different vendor used)

-Shuey and Painter provided a purchase order to Lowes for \$3,200 for building materials for the office improvements of lumber, insulation, drywall, trim, paint, and supplies. Miller moved to approve the request. Faulkner seconded. Resolution No. 2010- 193

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Shuey reported on an upcoming quote for the three doors and installation from Modern Building supplies. Chief asked what size the doors would be and recommended 36". Shuey will change from the 32". Quotes are also to come for drywall finishing and ceiling painting.

Faulkner reminded that any and all change orders must be communicated and approved appropriately.

-Wilberforce Hickman Road property sales: Painter reported the Prosecutor's Office is busy and short handed. Therefore, we need to consider hiring an attorney or title agency to complete the sale. After a brief discussion, Trustees asked Painter to talk to the Prosecutor's Office again.

FINANCE: Fiscal Officer Seiter provided the following:

-A request for approval of bills and payroll in the amount of \$256,992.00 a copy of the payment registers are attached to these minutes and made a part hereof. Faulkner moved to approve said payments. Motion seconded by Reed. Resolution No. 2010- 194

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-A request for approval of the annual Wilberforce and Oldtown street lighting assessments resolution for the County Auditor's Office. Miller moved to approve said assessments. Motion seconded by Faulkner. Resolution No. 2010- 195

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Report and request for approval of the annual weed special assessments resolution. Seiter reported on Painter and Blackaby's processing and cost. There were 12 properties mowed and assessed for a total of \$2,383.37. Miller moved to approve said assessments. Motion seconded by Faulkner. Resolution No. 2010- 196 Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Current fund status reports are in the correspondence file for Trustee's review.

-Seiter reported on the expired lock in price agreement with Ohio Gas for propane. She obtained a revised agreement/quote. Shuey reported on additional quotes Miller requested he obtain. One quote was lower and one higher. Shuey to review further. Tabled.

-A request for approval of the annual Resolution Accepting Rates for the Tax Levies for 2011 as required by the Budget Commission/County Auditor. Miller moved to approve the resolution. Motion seconded by Reed. Resolution No. 2010- 197

Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

NEW BUSINESS:

-Miller reported on a Greene County EMA program for individual jurisdictions to hold a table top exercise regarding a mock disaster in their specific township. All agreed it would be beneficial. Miller will contact Rosanne for program in October or November.

-Trustees and staff discussed the new Tecumseh School facility and possible walk access for the neighborhood children. Faulkner reported on a visit from Sheriff Fischer to review the plans. The Sheriff would like drivable access behind the building. Sheriff, who lives in the area, advised the neighborhood is currently bused and there are no sidewalks at all. There are two vacant lots adjoining the school property and one is not a buildable site. Trustees requested Painter go back to the project manager for answers.

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UPCOMING MEETINGS:

- Need to meet with City of Xenia regarding well fields –date to be set.
- September 9, 7:00 pm Trustees’ Regular Meeting
- September 15, 8:00 am Trustees’ Monthly Work Session Re: Road, Zoning & Admin. goals, objectives and budget needs – near and long term.
- September 23, 7:00 pm Trustees’ Regular Meeting
- October 14, 7:00 pm Trustees’ Regular Meeting
- October 20, 8:00 am Trustees’ Monthly Work Session Re: Fire goals, object. & budget needs.

COMMITTEE REPORTS:

Miami Valley Reg. Plan. Com.: No meeting
 ---Technical Advisory Committee: Miller reported no action at the end of August meeting.
 Greene Co. Reg. Plan. Coordin. Com.: No Report
 District Advisory Council of Health District: No Report
 Water & Wastewater Adv. Committee: (quarterly)
 Source water: Next meeting October 26.
 Xenia Economic Growth Corp.: Miller unable to attend. However, he provided a report from other attendees re: Progress tower area will receive a strip mall, another grocer will go in old Fulmer’s spot with the State liquor store and the Tecumseh JEDD will go to Xenia City Council soon per Mr. Brodsky.
 County Managers and Officials: No Report
 Safety Council: Painter will attend on September 1. Faulkner will attend the annual meeting in October.

CORRESPONDENCE IN FILE:

- From Chief Meyers, Aug. 23, memo re: mechanic Seiter’s OAEVT class and costs.
- From Greene Co. Auditor, Aug. 12, 2011 approved tax budget, Official Cert. of Estimated Resources and Resolution Accepting Rates form for approval.
- From Greene Co. EMS, Aug. 17, e-mail invitation for disaster training exercise.
- From J & J Electric, April 12, quotes for upgrades. Has been in the pending file.
- From Painter, April 19, e-mail to Trustees and Seiter advising of details of the J & J quote.
- To Xenia Gazette, from Seiter, Aug. 19, news item notice of Aug. 26, 5:00 work session re: insurance.
- From Seiter, August 2010, reports on costs of fire and road remodels.
- From CareWorks, 2nd qtr workers comp report.
- From Seiter, Aug. 19, copies of receipts for the following: Time Warner for cable franchise fee; Ohio Bell/AT&T for cable franchise fee (1st payment); KilKare for fire/EMS services (2 events); and Xenia City for (3) annexation payments for 2nd half \$58.72.
- From Greene Co. Auditor, Aug. 17, notice of 2011 local government revenue projection-up from 2010

Miller advised he had a question for Reed regarding bills. Miller stated they passed a resolution to approve bills so why won’t he (Reed) sign all of them. Reed stated he wants a Prosecutor’s opinion on the individuals’ contracts. Miller made reference to a prior conversation regarding the vendors as employees and agreeing to go to the Ethics Commission for answers. Reed stated he believes them to be a violation and the Ethics board said so at the Ohio Township Association seminar. Reed further stated he would not be forced to sign a check. Seiter advised she has made the State Auditor aware of the employees’ non job related services and they have had no problem. She stated she has always been upfront and asked. The only one the Auditor said to not do business with was Montgomery Insurance due to Richard Montgomery being a Trustee at the time. All three Trustees agreed to get an Ethics Commission opinion.

ADJOURN: 10:45 pm

There being no further business, Faulkner moved to adjourn. Reed seconded the motion.

SCOTT W. MILLER, CHAIR

ATTEST:

JOHN D. FAULKNER

SHEILA J. SEITER, FISCAL OFFICER

JIM REED