

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:
HELD ON: December 15, 2010

WORK SESSION
8:30 A.M.

PART 1

NOTES: These minutes are a summary of a work session and are not a word for word account of the discussions which took place.

The Xenia Township Trustees invited Jay Stewart of Kleingers & Associates and Frank Leone of Environmental Services to attend their monthly work session. The following people present from the Township: Trustees Scott Miller, John Faulkner and Jim Reed and Public Works Superintendent David Shuey and Zoning Inspector Rhonda Painter.

The purpose of the first part of the work session was to discuss Phase I of the water district project with Central State University. Jay Stewart said Central State Board is excited about the project and potential savings. With recent change in state administration, state university budgets will be cut. Dr. Garland has an urgency to get this done. It is time to begin negotiations. Project to have it done in the first quarter of 2011.

Frank Leone said the Central State water tower can provide about 40 psi at the interchange of Bickett Road and US 35 depending on the need. The cost of distribution lines will be built into the cost of developing the area. The tower has an elevation of 35 feet and has ½ million gallon per day storage capacity. Even with existing CSU usage and new dorms, there is still capacity. We don't know the condition of the tower and whether or not the water lines and tower would become part of the 6119. We would have to know when it was built, whether or not there have been any breaks in the lines and when the inspections were done.

Stewart continued this is the step we need to take to negotiate. What are our goals, issues, elements, deal breakers?

Attendees discussed various elements of the negotiations, such as:

- cash flow/investments
- roadway improvements
- liability
- ownership of assets
- academic value
- inspections
- cooperation with sharing of information.

Separately, we will need a lease of the facilities, and a land option (easement or lease) with private property owner for possible future wells.

Also discussed were makeup and responsibility of 6119 Board members. Not less than three or more than seven members. CSU has asked for two seats. The members are appointed by Trustees with staggered terms. They can be compensated and they will adopt their own by-laws. Creation of a board is part of the 6119 petition.

There was discussion about the possibility of residential customers as well as Wilberforce University and Payne Theological Seminary as customers. Stewart recommends these not be included at this time, due to possible political conflicts with City of Xenia and Greene County. Painter questioned the capacity of the water supply. If the wellfield produces 1 million gallons a day, and CSU takes half of that, and if we supply the existing residents and Wilberforce University with the remainder, how much will be left for new development? Once the area is built out, if there is still water left, we could supply residents and surrounding public institutions. Reed asked about distribution. The City of Xenia thinks it is not feasible, and are not interested in this area because of that. Leone responded great, please get that in writing.

Stewart said to get back to the negotiations with Central State, he and Frank Leone can be involved, or Trustees can handle it themselves. For Stewart and Leone, they would need another agreement, and suggested an hourly rate. This would be a Phase II. Stewart and Leone would prepare a proforma and will have it to us by mid-January. It will identify the responsibilities and roles of each party. The Trustees will review to see what is missed, and what questions remain to be answered. Then they will present it to CSU by the end of January. Phase III would be the petition, and we will need the assistance of an attorney.

Miller asked about including a sewer district. Leone said the city or county could provide it, in a number of ways: annexation or we could petition the court to add it. Another option is an on-site EPA approved package plant.

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Painter said we have discussed the possibility of a JEDD among ourselves for this area. We could possibly have an agreement with one of the cities or villages in Greene County. Is this a possibility we should discuss with CSU at this time? Stewart advised no. In the future, it will be easier to address as a revenue source for road and sewer improvements.

This portion of the work session was adjourned/recessed at 11:00 a.m.
The budget portion will reconvene at 11:30 a.m.

SCOTT W. MILLER, CHAIR

ATTEST:

JOHN D. FAULKNER

RHONDA PAINTER

JIM REED

RECORD OF PROCEEDINGS
MINUTES OF THE XENIA TOWNSHIP TRUSTEES: WORK SESSION
HELD ON: PART 2 DECEMBER 15, 2010

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.

This is part two of the monthly pre-scheduled work session as advertised at the beginning of the year. This portion was started at 11:42 am. Present were Trustees John Faulkner, Jim Reed and Scott Miller. Fiscal Officer Seiter, Zoning Inspector Painter (attended later), Fire Chief Meyers, Road Superintendent Shuey, and Fire Administrator Jeff DeVoe were also in attendance.

The purpose is to review and plan the 2011 budget. The following was discussed:

-Miller report on the Trustees December 9th work session: Discussed the proposed part time zoning and full time fire employees, tax revenue and not yet prepared, need to understand revenue. Chief Meyers advised he did not agree due to prior and current funding. Miller talked about staffing. Meyers talked about being years behind on house keeping issues. Discussed confusion on type of position requested. Trustee thought it was a new firefighter/paramedic. Meyers explained it was to utilize the administrative assistant/paramedic as a full time position. Reed asked about increasing other administrative staff's hours like DeVoe's. Reed asked what each person's hours were and recommended the other two pick up the extra hours, yet staying under the 1,500 hour limit. Faulkner suggested using DeVoe more in the first quarter during his off season of other job. Miller asked if Beam's hours would be 24 hour shifts or a regular 40 hour work week. Meyers explained 8-4:00 Monday thru Friday with flex or over time or trade as needed with the base of 40 hours per week. Miller talked about being conservative until the first settlement check comes. Seiter explained the local government funds go into general fund only and how Beam is paid out of the EMS billing fund not the fire fund so the first settlement check will not apply to that item. Faulkner agreed to hold off on the first quarter also.

-Zoning: Trustees advised to leave \$5,000 in as is for the intern position; allow for increased board training cost; increase zoning advertising and meeting costs by 25% due to land use planning's increased zoning district process; increase Trustees advertising costs due to above items, etc.

-Trustees advised of the following: to budget \$1,500 to \$2,500 for Tecumseh/Arnovitz JEDD board set up; to keep \$10,000 in legal services line item; to keep funding in contract services for economic development, etc.

-Matching funds for grants: general is the place to save unless a specific need is identified for a specific fund and how much. Attendees discussed hiring a grant writer at estimated \$1,500 each grant for up to \$5,000 to \$15,000. Discussed matching funds of \$20-\$50,000 in general building & equipment if available. Plan \$30 to \$40,000 for a generator.

-Road: Seiter and Shuey stressed the need for a new levy. Reed advised he was not in favor of that. Trustees agreed to budget for trying for a new levy in November, but will decide in 2011 the details. Attendees discussed the new sign requirements. Plan for a new MIG welder for approximately \$2,000 and laser transit for \$1,000 in 2011. Discussed hand held radios and a chipper. Trustees advised to hold off on both.

-Trustees advised to plan for the replacement asphalt and concrete at station 51 between buildings for approximately \$15,000 with possible split between general and fire.

-Union Road property: Miller requested planning for at least \$250,000 or as much as possible to use as a grant match or work with. Do not budget for land swap due to encroachment by neighbor.

-Coleman Drive property: Trustees discussed and advised do not budget to combine the two lots.

-Cemeteries: Stevenson (Jones Road) may need a new entrance fence. Discussed if the deed was signed and completed for the Jones Road change. Miller talked about Friend's Cemetery and lining the right fence line with pine trees for a visual break. Discussed maintenance. Continue with saving project of \$15,000 per year for stone restoration. 2011 would be third year providing \$45,000.

-Faulkner talked about the historical markers in the Oldtown area. He recommended cleaning up the area around them during the install of the City's water line. Discussed looking at deeds.

-Miller questioned continuing with Time Warner. Discussed expense and lack of service. DeVoe advised a request is in to Midwest Design for a proposal to replace. Attendees discussed towers at both stations and possible replacements up to \$25,000 to possibly be split between funds.

-Re-key buildings: Trustees advised to budget \$2,000. Reed and Meyers advised to change vendors. Plan for security equipment approximately \$2,000 for administration.

-Fire staff advised to plan to replace radios due to re-banding and dispatch radio problems. Meyers reported on the system being down again for 58 minutes before anyone knew it. There has been no action for repairs in the last six months. Attendees discussed in further detail.

-Life insurance for fire staff (actually for all part timers and paid on call): all agreed it would be the thing to do if we can make it work. Faulkner will work on getting further information. Trustees advised to put \$3,000 in the fire insurance line.

-Discussed increasing the authority to purchase up from \$500 to \$750 before approval by the Board.

Seiter had to leave due to prior commitment. 2:35

Miller provided the following final comments: No pay increases are planned at this time. Plan for merit increase for a total of \$10,000 between everyone and all funds.

ADJOURN: 3:30 pm

Faulkner moved to adjourn. Miller seconded.

SCOTT W. MILLER, CHAIR

ATTEST:

JOHN D. FAULKNER

SHEILA J. SEITER

JIM REED