

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REORGANIZATIONAL MEETING
JANUARY 06, 2022 6:00 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. This was a Regular Trustee Meeting advertised annually and on the Xenia Township website within 24 hours of scheduling this meeting.

Beginning in January, all Trustee Meetings will be offered to the public via Zoom with the invitation credentials on the website the day before. Zoom meetings are offered but quorum cannot be met by Zoom.

6:45 a.m. Executive Session 121.22 (G) (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

Chair Steve Combs called the Reorganizational Meeting to order at 6:00 pm.

All participated in the Pledge of Allegiance.

ROLL CALL: Steve Combs, Trustee Chair; Scott Miller, Trustee; Jeremy VanDyne, Trustee; and Jacqueline Robinson, Fiscal Officer.

Greene County Treasurer, Kraig Hagler Swearing-In of elected Trustees, Steve Combs and Jeremy VanDyne.

FISCAL OFFICER:

Ms. Robinson presented the financials; all payroll encumbrances have been liquidated for 2021 and all payables to date have been expended.

Ms. Robinson presented bi-weekly and monthly payrolls.

Mr. Miller moved to approve the payroll as presented. Mr. Miller seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-001

Ms. Robinson presented the bills.

Mr. Miller moved to approve the payroll as presented. Mr. Miller seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-002

Ms. Robinson presented the trustee minutes from 12.16.21.

Mr. Combs moved to approve the trustee minutes from 12.16.21 as presented. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - abstain. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2022-003

Ms. Robinson requested that the Trustees to approve the Township's ability to request early draws from the County Auditor's Office on the semiannual property tax settlements if the Fiscal Officer and Township Administrator sees an upcoming cash-flow need during 2022.

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, January 06, 2022**

Mr. Miller moved to approve the Township's ability to request early draws from the County Auditor's Office on the semiannual property tax settlements if the Fiscal Officer and Township Administrator sees an upcoming cash-flow need during 2022. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-004

TOWNSHIP ADMINISTRATOR:

Mr. Stock asked the trustees to enter into tuition reimbursement (1/2 tuition) Retro Danny Schrand Fire Officer II. Danny attended Sinclair university, the reimbursement amount was \$346.56.

Mr. Combs moved to enter into tuition reimbursement (1/2 tuition) Retro Danny Schrand Fire Officer II. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-005

Mr. Stock asked the trustees to allow the Fire Administration and Township Administrator to enter into tuition agreements with during 2022 for up to 3 firefighters in good standing for the following: Fire Officer I; Fire Officer II; and Firefighter II.

Mr. Combs moved to allow Fire Administration and Township Administrator to enter into tuition reimbursement (1/2 tuition) during 2022 for three firefighters in good standing and compliance with the participation requirements for Fire Officer I. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-006

Mr. Miller moved to allow Fire Administration and Township Administrator to enter into tuition reimbursement (1/2 tuition) during 2022 for three firefighters in good standing and compliance with the participation requirements for Fire Officer II. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-007

Mr. VanDyne moved to allow Fire Administration and Township Administrator to enter into tuition payment, eligible for State Reimbursement Training Grant during 2022 for three firefighters in good standing and compliance with the participation requirements for Firefighter II. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-008

Mr. Stock asked the trustees to accept the 2022 Hazmat services contract for \$500 and pay with BC 250.

Mr. Miller moved to accept the 2022 Hazmat services contract for \$500 and pay with BC 250. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-009

Mr. Stock asked the trustees to accept the 2022 WS Electronics contract of \$1,975.00 for radio maintenance for tornado sirens.

Mr. Miller moved to accept the 2022 WS Electronics contract of \$1,975.00 for radio maintenance for tornado sirens. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-010

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, January 06, 2022**

Mr. Stock informed the trustees of the Fire Department Bonus incentive for the end of December 2021: 600 hrs, Cody Dotson; 1,000 hrs, Joe Mehaffey; 1,400 hrs, Wesley Moss, Luke Neikirk, and Carl Schnieder. Current pay period we expect potentially three more at 600, and two at 1,400.

Mr. Stock asked the trustees to accept the 2022 NOVOPRINT advertisement \$695 for two (2) year publishing.

Mr. Combs moved to accept the 2022 NOVOPRINT \$695 for two (2) year publishing. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-011

Mr. Stock presented information for discussion to allow Elected officials, if needed, to keep their Township Business separate from their Personal/Business, the option of a Township provided Cell Phone by working with the Township Administrator to properly order and place on Township account.

Mr. Miller moved to allow Elected officials, if needed, to keep their Township Business separate from their Personal/Business, the option of a Township provided Cell Phone by working with the Township Administrator to properly order and place on Township account. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-012

Mr. Stock presented a preliminary snapshot of the township as of December 31, 201. Revenue is over budget for the year in all funds approximately \$154k.

The Trustee's took a break in the meeting at 6:44pm; the meeting resumed at 6:51pm.

The temporary budget has been presented and ready for approval.

TRUSTEE BUSINESS:

Mr. Stock introduced Christopher Stout and asked the trustees to appoint him to the unexpired term of Kent Harbison; this expires 12-31-2024.

Mr. Combs moved to appoint Christopher Stout to the unexpired term of Kent Harbison; this expires 12-31-2024. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-013

Mr. Combs moved to set the Trustees Compensation: The Trustees, under the provision of ORC 505.24, are choosing to be paid 200 times daily rate from the General Fund, paid monthly. Mr. Miller seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-014

Mr. Miller moved to set the 2022 Meeting dates and times; 1st and 3rd Thursday at 6:00 pm. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-015

Mr. Combs moved to recognize the Federal Holiday Juneteenth as a Township Holiday. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-016

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, January 06, 2022**

Mr. VanDyne moved to set the percentage of all insurances Township Employees pay at 10%; beginning the first full pay of 2022. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-017

Mr. Combs moved to appoint the Attached Committee Appointments to the trustees. Mr. Miller seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-018

Mr. Combs moved to appoint Alan King to the Zoning Commission from 1 Jan 2022 until 31 Dec, 2026. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-019

Mr. Miller moved to appoint Janice James to the Zoning Commission from 1 Jan 2022 until 31 Dec, 2026. Mr. Miller seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-020

Mr. VanDyne moved to nominate Steve Combs as Chair of the trustee board. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-021

Mr. Combs moved to nominate Scott Miller as Vice Chair of the trustee board. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-022

Mr. Combs moved to approve the temporary budget as presented. Mr. Miller seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2022-023

ADJOURNMENT:

Mr. Miller moved to adjourn at 8:11 p.m. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mr. VanDyne – aye. Motion **PASSED** by roll call of 3-0.

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # 2022-_____

Attest:

L. Stephen Combs

Jacqueline Robinson, Fiscal Officer

Jeremy VanDyne