

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
SEPTEMBER 17, 2020 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.

Chair Scott Miller called the Regular Meeting to order at 6:00 p.m.

All participated in the Pledge of Allegiance.

ROLL CALL: Jacqueline Robinson, Fiscal Officer; Susan Spradlin, Trustee; Steve Combs, Trustee; Scott Miller, Trustee Chair; Alan Stock, Township Administrator and Greg Beegle, Chief of Fire Department.

FIRE DEPARTMENT:

Chief Beegle reported the Safety Council met virtually and will continue virtual meetings for the remainder of 2020 and 2021. They will not be offering a discount for attendance going forward. Trustee Miller asked the Chief to inquire as to why they are doing away with the discount.

Chief Beegle requested a Purchase Order for the purchase of turn out gear and polo shirts for the fire department to Phoenix Safety Outfitters for \$13,892 for budgeted replacement items: Turn Out Gear: \$11,540.00; 2111.760.740.1201 and Polo Uniform Shirts: \$2,352.00; 2111.220.490.0000.

Mr. Miller moved to create a P.O. to Phoenix Safety Outfitters for \$13,892.00 for budgeted replacement items: Turn Out Gear \$11,540.00; 2111.760.740.1201; Polo uniform shirts \$2,352.00; 2111.220.490.0000. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-160

Chief Beegle requested a Purchase Order for repairs to Engine 51's gas tank/exhaust system in the amount of \$5,423.99; \$3,00.00 2282.230.323.0130; \$2,423.99 2111.220.323.0000.

Mr. Miller moved to create a Purchase Order for repairs to Engine 51's gas tank/exhaust system in the amount of \$5,423.99; \$3,00.00 2282.230.323.0130; \$2,423.99 2111.220.323.0000. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-161

Chief Beegle commented on the need to adopt a policy for procurement as it relates to the FEMA funds that the township is receiving. Chief Beegle and Mr. Stock have drafted a policy and have submitted to the prosecutor's office for review.

Chief Beegle reported that Lt. Shawn Richter has reached the 1,000 hours milestone and Luke Neikirk has reached 600 hours. Chief Beegle thanked the Trustees for the program.

TOWNSHIP ADMINISTRATOR:

Mr. Stock presented an overview of the funds received and expended related to the COVID-19 budget, the CARES Act Grant was awarded for the following:

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To reduce the spread of the virus; unbudgeted items; any unspent XTWP money will be reallocated to other jurisdictions for their use; and to infuse the economy with the purchases. XTWP – Do not create future, ongoing expenses with items purchased.

Mr. Stock requested a Purchase Order for three Icemakers to Scotsman Mid-Ohio for \$22,872: \$17,025 from 2904.190.740.0000 and \$5,847 from 2904.190.360.0000.

Mr. Combs moved to create a Purchase Order to Scotsman Mid-Ohio for \$22,872: \$17,025 from 2904.190.740.0000 and \$5,847 from 2904.190.360.0000. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-162

Mr. Stock requested a Purchase Order for individually assigned portable radio microphones to Motorola for \$18,562.50 from 2904.190.740.0000.

Mr. Miller moved to create a Purchase Order to Motorola for \$18,562.50 from 2904.190.740.0000. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-163

Mr. Stock requested a Purchase Order for safety gear; firefighting gloves, protective leather work gloves and protective working boots to Phoenix Safety Outfitters for \$9,100.00 from 2904.190.740.0000.

Mr. Miller moved to create a Purchase Order to Phoenix Safety Outfitters for \$9,100.00 from 2904.190.740.0000. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-164

Mr. Stock requested a Purchase Order for individual TIC (thermal imaging camera) to MES/Warren Fire Equipment for \$21,359.60 from 2904.190.740.0000.

Mr. Miller moved to create a Purchase Order to MES/Warren Fire Equipment for \$21,359.60 from 2904.190.740.0000. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-165

Mr. Stock advised that Doug Cope submitted his resignation from the BZA. Mr. Combs moved to accept Doug Cope's resignation from the BZA. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-166

Mr. Stock discussed the Chamber of Commerce meeting, it was held via Zoom. The chamber's budget is approximately \$22k behind due to COVID-19 and not being able to hold their annual golf outing. Mr. Miller asked Mr. Stock to inquire about the 4% incentive that was discontinued and can they petition Ohio Bureau of Worker's Compensation to reinstate.

Mr. Stock presented information on the upcoming election and the levy's that are on the ballot, November 3, 2020. Issue 19 Road Levy; Issue 24 Warner Jr. High School building and Issue 25 Health Department. The state created the language and reviewed for Issue 19.

Mr. Stock informed that the township has sent letters to business in the township about the availability of CARES funding. This information is posted on the township website. As of today, no one has applied for funds from the township.

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Mr. Stock presented information about life insurance for the part-time firefighters and a quote from Frank Harman, Hylant Group. The trustees tabled this discussion and will be discuss in executive session.

Mr. Stock stated that Fire pump testing is scheduled for October 8, 2020.

FISCAL OFFICER:

Ms. Robinson asked for a resolution to accept supplemental certificate of the total amount from all sources available for expenditures and balances, for SB 357.

Mr. Miller moved to accept supplemental certificate of the total amount from all sources available for expenditures and balances, for SB 357. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin-aye, Mr. Combs-aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-167

Ms. Robinson asked for a resolution to accept supplemental appropriations for SB 357.

Mr. Miller moved to accept supplemental appropriations for SB 357. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin-aye, Mr. Combs-aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-168

Ms. Robinson asked for a Then and Now P.O. dated 9-2-2020 to Ray Hensley for chip seal for \$31,814.32 from 2231.330.360.0120. This was for Brush Row Rd.

Mrs. Spradlin moved to create Then and Now P.O. dated 9-2-2020 to Ray Hensley for \$31,814.32 from 2231.330.360.0120. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin-aye, Mr. Combs-aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-169

Ms. Robinson asked for a Purchase Order to JR Jurgensen for pavement of the admin parking lot for \$12,402.46 from 1000.760.730.0000.

Mrs. Spradlin moved to create a Purchase Order to JR Jurgensen for \$12,402.46 from 1000.760.730.0000. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin-aye, Mr. Combs-aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-170

Ms. Robinson asked for a Purchase Order to Greene County Engineer for road line painting for \$12,000 from 2011.330.360.000.

Mrs. Spradlin moved to create a Purchase Order to Greene County Engineering for \$12,000 from 2011.330.360.0000 Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin-aye, Mr. Combs-aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-171

Ms. Robinson presented the bills.

Mr. Miller moved to approve the bills. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin-aye, Mr. Combs-aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0

RESOLUTION NO. 2020-172

Ms. Robinson presented the bi-weekly payroll.

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

RESOLUTION NO. 2020-173

Ms. Robinson advised there was one set of minutes to approve from 2020.08.05.

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Mr. Miller moved to approve the minutes from the regular meeting of August 05, 2020, as presented. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-174

Road Department: No business

TRUSTEE BUSINESS:

Mr. Miller discussed the Road Levy that is on the November 2020 ballot and whether or not the township wants to promote the levy. This will be discussed independent of this meeting.

Mr. Miller moved to enter into Executive Session at 6:59p.m. for R.C. 121.22 (G) (1) to consider the employment, dismissal, or compensation of a public employee. Mr. Combs seconded the motion. Those included were all elected officials and the Administrator.

RESOLUTION NO. 2020-175

Mr. Miller advised they exited Executive Session at 7:24p.m. and resumed the regular meeting.

ADJOURNMENT:

Mr. Miller moved to adjourn at 7:25 p.m. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller - aye. Motion **PASSED** by roll call of 3-0.

Xenia Township Board of Trustees

Date Approved: 10/1/20

Resolution # 2020- 176

Attest:

Jacqueline Robinson
Jacqueline Robinson, Fiscal Officer
jr

Scott Miller

Scott Miller, Chair

L. Stephen Combs

L. Stephen Combs

Susan Spradlin
Susan Spradlin