

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
NOVEMBER 19, 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 meeting to order then moved to go into executive session at 5:30pm.

5:30 p.m. Executive Session 121.22 (G) (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

Chair Scott Miller announced they have exited executive session and returned to the Regular Meeting at 6:08 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 Chief Greg Beegle, Fire Chief and Jim Pile, Road Supervisor.

FIRE DEPARTMENT:

Chief Beegle asked the Trustees for appointment of PT FFII/Paramedic Cassandra Copp at \$14.40 p/hr effective immediately,

Mr. Miller moved for appointment of PT FFII/Paramedic Cassandra Copp at \$14.40 p/hr effective immediately, 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. 2020-201

Chief Beegle asked the Trustees accept new grant contract and create a P.O. to Gatchell Grant Resources for \$795.00 from 2282-230-360-0000 for grant writing for a new Medic in 2021. Gatchell Grant is the company that was used prior; grant fee maximum is \$3005 see attached documents.

Mr. Miller moved to create a P.O. to Gatchell Grant Resources for \$795.00 from 2282-230-360-0000 for grant writing for a new Medic in 2021. 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. 2020-202

Chief Beegle asked the Trustees create a P.O. to Lowe's for \$2,404.47 from 2111-760-740-2013 for new refrigerator and stove for station #52. The current ones are over 20yrs old and inefficient.

Mr. Miller moved to create a P.O. to Lowe's for \$2,404.47 from 2111-760-740-2013 for new refrigerator and stove for station #52. 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. 2020-203

Safety Report – Chief Beegle discussed that the last meeting was virtual, they discussed the Bureau of Workers Compensation refunds; no onsite inspections due to COVID-19 they are consulted through a video conference.

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Milestones for those reaching 1,000 hours: Jason Evans and Luke Neikirk; Milestones for those reaching 600 hours: no more at this time.

ROAD DEPARTMENT:

Mr. Pile asked the Trustees to move to create a P.O. to Martin Marietta for \$4,500.00 for road berming and #8s for salt from 2020.330.420.0000.

Mr. Miller moved to create a P.O. to Martin Marietta for \$4,500.00 for road berming and #8s for salt from 2020.330.420.0000. 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. 2020-204

Jim asked the Trustees accept the State Bid and create a P.O. to the following Contractors: The Deere and Company of \$ 84,893.70.00 for a State Bid 6110M tractor as specified from \$52,893.70 from 2021.330.599.0120 and \$32,000.00 from 2031.760.750.0000; and The Dexter Company of \$56,610.00 for a tractor arm mower as specified from 2031.760.750.0000.

Mr. Combs moved to create a Purchase Order to the following Contractors: The Deere and Company of \$ 84,893.70.00 for a State Bid 6110M tractor as specified from \$52,893.70 from 2021.330.599.0120 and \$32,000.00 from 2031.760.750.0000; and The Dexter Company of \$56,610.00 for a tractor arm mower as specified from 2031.760.750.0000. 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. 2020-205

FISCAL OFFICER:

Ms. Robinson informed the trustees that the township is due to receive a check from BWC which will be the second rebate in 2020.

Ms. Robinson informed the trustees of transfers that will be made in order to cover tractor purchase if approved this evening. \$300.00 was transferred from Contingencies to fire training for a class, reimbursable by State Grant (Conley Fire Inspector).

Ms. Robinson presented the bills. Mr. Combs moved to approve the bills. 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. 2020-207

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

RESOLUTION NO. 2020-208

Ms. Robinson advised there was one set of minutes to approve, TM 10.15.20

Mr. Miller moved to approve the minutes from the regular meeting of October 15, 20 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. 2020-209

Mr. Stock asked the Trustees to create a P.O. to Xenia Glass for \$6,580.00 for desired change in front office entrance for security and heat savings from the following accounts:
8 Brush Row Road #1, \$2,350.00 from 2904-190-360-0000
893 SR 68 S (Station 52) #2, \$1,080.00 from 2111-760-740-2013
8 Brush Row Road #3, \$1,050.00 from 1000-760-730-0000
12 Brush Row Rd (Station 51) #4, \$2,100.00 from 2282-760-720-0000

Mr. Miller moved to create a P.O. to Xenia Glass for \$6,580.00 for desired change in front office entrance for security and heat savings from the following accounts:

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8 Brush Row Road #1, \$2,350.00 from 2904-190-360-0000
893 SR 68 S (Station 52) #2, \$1,080.00 from 2111-760-740-2013
8 Brush Row Road #3, \$1,050.00 from 1000-760-730-0000
12 Brush Row Rd (Station 51) #4, \$2,100.00 from 2282-760-720-0000. 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. 2020-210

Mr. Stock asked the Trustees to move to accept the bid and create a P.O. to RJ Pro Tint, LLC for \$9,502.00 from 1000-760-730-0000 for bullet resistant 3M film on all TWP windows.

Mrs. Spradlin moved to accept the bid and create a P.O. to RJ Pro Tint, LLC for \$9,502.00 from 1000-760-730-0000 for bullet resistant 3M film on all TWP windows. 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. 2020-211

Mr. Stock asked the Trustees to allocate the unspent COVID-19 monies at the proper time to reimburse the Fire Fund for fire salaries as allowed by Statue and reinforced by the Greene County Prosecutor's Office.

Mr. Miller moved to allocate the unspent COVID-19 monies at the proper time to reimburse the Fire Fund for fire salaries as allowed by Statue and reinforced by the Greene County Prosecutor's Office. 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. 2020-212

Mr. Stock asked the Trustees to declare the attached items obsolete and verify their value is under \$2,500.00 to be disposed of by sealed bids afterwards unclaimed by donation if possible. The list includes a snow blower and a Dell printer.

Mr. Miller moved to declare the attached items obsolete and verify their value is under \$2,500.00 to be disposed of by sealed bids afterwards unclaimed by donation if possible. 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. 2020-213

Mr. Stock discussed the financial status of the township and despite COVID-19; revenue has not declined this year. Mr. Stock presented preliminary budget numbers for 2021.

Mr. Stock discussed setting the Reorganization/Temporary Budget Date – December 30, 2020 at 8am.

BZA determination: The private road on Stevenson is approved. Once the houses are built, the paving will start, from the back going forward.

Mr. Stock informed the Trustees that the 2021 VVFD Fire Department nomination and acceptance is Bryan Simpson and Lt Shawn Richter.

Mr. Stock asked the Trustees to move to nominate Sheila Seiter and Don Dye as the Trustees VVFD 2021 Nomination.

Mr. Combs moved to nominate Sheila Seiter and Don Dye as the Trustees for the VVFD 2021 Nomination. 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. 2020-214

**XENIA TOWNSHIP TRUSTEES
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Mr. Stock asked the Trustees to move to create a PO for Card Member Services for the purchase of five laptops for elected officials and zoning board for \$8032.85 from COVID-19 funds.

Mr. Miller moved to create a PO for Card Member Services for the purchase of five laptops for elected officials and zoning board for \$8032.85 from COVID-19 funds. 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. 2020-215

Mr. Stock gave an update on door project and Road Vacation Legacy: The door project will start December 7, 2020; 125 Fairgrounds Rd will be first; Station #52 second; and Station #51 last. The electricity for the extractors is complete.

The Road vacation legacy payments are set to be paid in December – Ronnie Shaw and Roger Morris are eligible. This is the second of three payments; two in 2020 and one in 2021.

The Department Heads have been notified that our spending cutting off date is Wednesday, November 25, the last day before Thanksgiving through January.

TRUSTEE BUSINESS:

Nothing new – will adjourn regular meeting to go back into executive session at 8:13pm. Executive Session 121.22 (G) (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 9:04 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: _____

Scott Miller, Chair

Resolution # 2020-_____

L. Stephen Combs

Attest:



Jacqueline Robinson, Fiscal Officer
jr



Susan Spradlin