

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
NOVEMBER 7, 2019 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 Susan Spradlin called the Regular Meeting to order at 5:30 p.m.

ROLL CALL: Sheila Seiter, Fiscal Officer; Susan Spradlin, Trustee Chair; Scott Miller, Trustee; Steve Combs Trustee; Alan Stock, Township Administrator.

Mrs. Spradlin moved to enter into Executive Session at 5:31 p.m. for R.C. 121.22 (G) (4) preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Mr. Combs seconded the motion. Those included were all elected officials, the Administrator and Fire Chief.

Mrs. Spradlin advised they exited Executive Session at 6:05 p.m. and resumed the regular meeting.

All participated in the Pledge of Allegiance.

Trustee L. Stephen Combs administered the Oath of Office, Swearing In, of recently appointed Fire Chief Gregory Beegle. Retired, and Uncle, Clifton Beegle performed the pinning on of the new badge. A full house of attendees celebrated in the fire house over cake and fellowship.

### **FISCAL OFFICER:**

Mrs. Seiter advised she had given everyone copies of the Monthly Financial Reports.

Mrs. Seiter provided a Supplemental Certificate of the Total Amount from All Sources Available for Expenditure and Balances in Fund 2021 for \$20,000 for additional Gas Tax Funds due to the State increased rate. Mrs. Spradlin moved to approve the Supplemental Revenue of \$20,000 for the 2021 Gas Tax Fund as presented. Mr. Combs seconded the motion. Roll Call: Mr. Mille – aye, Mr. Combs – aye, Mrs. Spradlin – aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2019-179**

Mrs. Seiter provided Supplemental Appropriations for the additional Fund 2021 Gas Tax as a result of the additional revenue. Mrs. Spradlin moved to approve the Supplemental Appropriations of \$20,000 for the 2021 Gas Tax Fund as presented. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin – aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2019-180**

Mrs. Seiter advised of inter fund transfers as permitted by the prior Trustees resolution in 2017. They were \$13,610 total in the Fire Fund from unemployment to capital for turn out gear for new employees and a pump for Tanker 51. Further, there was a transfer from General Fund contingencies to Machinery & Equipment for disbursement to Road and EMS Funds to reimburse them from the County Commissioner's Grant.

Mrs. Seiter presented the bills. Mrs. Spradlin moved to approve the bills. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0 **RESOLUTION NO. 2019-181**

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

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**RESOLUTION NO. 2019-182**

Mrs. Spradlin reminded approved bills are due to the Fiscal Officer on Tuesday before a meeting by 5:00 pm.

**TRUSTEE BUSINESS:**

Greene County Regional Planning Committee: Mr. Combs reported it was a lite meeting and advised The Narrows plat plan in Beaver creek was on the agenda.

Mr. Stock reported on the status of finding office help for four hours plus sick time and scheduled vacations. Attendees discussed hours and needs further. Mr. Stock advised he checked with three current fire department employees, but none of them were interested in the position. He is also reviewing the six prior applicants. Mrs. Spradlin talked about how the assistants are supposed to help with the minutes. Mr. Miller noted the time in the office needed to be worth their drive here.

Attendees discussed, in detail, possible ditch work on Washington Road by contractor Ken Middleton. They talked about the current not lining up and a neighbor mowing and weed wacking it. Mr. Stock explained the catch basin and two pipes under the road and driveway(s.) The area affects two properties whom the owners have not been talked to about the concern or potential costs. Mrs. Spradlin said she was ok with getting the quote at this time and alerting the owners first if we need on their property. Mr. Miller noted it is in our right-of-way and work area. Mr. Combs stated to get the quote and then go from there. Mr. Miller agreed and noted to ask Road Superintendent Pile first. Mr. Stock confirmed what he needed to do.

**FISCAL OFFICER CONTINUED:**

Mrs. Seiter advised there were two sets of minutes to approve.

Mr. Miller moved to approve the minutes from the regular meeting of October 17, 2019 as presented. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2019-183**

Mrs. Spradlin moved to approve the minutes from the regular meeting of October 3, 2019 as presented. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2019-184**

**FIRE DEPARTMENT:**

Mr. Miller moved to appoint Kyle Vincent as FF2/Paramedic at \$13.98 per hour effective immediately. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0

**RESOLUTION NO. 2019-185**

Mr. Stock reported on the resignation of Tyler Castle due to his taking a job at Xenia City.

Mr. Miller moved to accept the resignation of FF/EMT Tyler Castle effective November 9, 2019 and acknowledge appreciation of his service and he is eligible for rehire. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2019-186**

Chief Beegle reported on the need to replace a portable pump on Tanker 51. He advised it is 17 years old and beyond repair. Chief Beegle further requested a Purchase Order to All-American Fire Equipment for \$5,110.

Mrs. Spradlin moved to approve a Purchase Order to All-American Fire Equipment for \$5,110 from 2111-760-740-1202 for replacement portable pump on T51. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2019-187**

Chief Beegle reported on the need for additional turn out gear of the correct size for the recent new hires. He further requested a PO to Phoenix for \$8,500 from the Fire Fund.

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Mr. Miller moved to approve a purchase order to Phoenix from 2111-760-740-1201 for \$8,500 for turn out gear. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2019-188**

Chief Beegle reported on the recent Safety Council Meeting. He advised it was on smoking cessation, health and wellness. Help is free for employees.

Chief Beegle provided a report on obsolete items sold through Govdeals.com. He advised there were 11 batches for a total revenue of \$1,199. Mrs. Seiter advised we are still waiting on payment for three batches that we received email confirmations of being sold.

Chief Beegle explained the importance of participating with and paying for the Dayton Regional Hazmat and Weapons of Mass Destruction annual program and fee. It covers Greene and Montgomery Counties for many types of services, tornadoes for example.

Mr. Miller moved to approve the payments to Dayton Regional Hazmat and WMD invoices for 2020 for \$1,415.18. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2019-189**

**ADMINISTRATOR:**

Mr. Stock presented the new Collective Bargaining Agreement with IAFF Local 5063 and recommended approval of the same. Attendees discussed.

Mrs. Spradlin moved to approve the acceptance of the Collective Bargaining Agreement with IAFF Local 5063 after the good faith bargaining process as presented. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2019-190**

Mr. Stock requested approval of a PO to Leader Machinery Company for the road work already done on Murray Hill. Mrs. Seiter expressed her concerns for the work being done before a PO was approved and advised it needed to be a Then and Now PO back to the date the work was authorized. Mr. Stock advised it was under his purchasing limits and the date was October 23<sup>rd</sup>.

Mr. Miller moved to approve a Then and Now PO to Leader Machinery Company for road work on Murray Hill of \$2,600 from 2021-330-599-0120 as presented on the agenda and October 23<sup>rd</sup>. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2019-191**

Mr. Stock reported on the quarterly Water and Wastewater Advisory Committee meeting.

Mr. Stock reminded and explained about the Board's need to appoint two members for the 2020 Volunteer Fire Fighter's Dependents Fund. He advised the Fire Department chose Ed Harper and Brian Miller as their two representatives. Mr. Stock confirm some rules on who could be appointed and that part time fire department employees are also covered by the program. Attendees discussed options features of the program in further detail. Mr. Miller suggested Ms. Robinson be appointed, then when the Fiscal Officer changes, the Dependent Fund appointment be changed to Mrs. Seiter. Ms. Robinson and Mrs. Seiter advised she would be open to that option.

Mr. Miller moved to appoint Jaqueline Robinson and Don Dye as Board Members for the Volunteer Fire Fighter's Dependents Fund for 2020. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2019-192**

Mr. Stock suggested the Board consider ways to show appreciation and value to the employees. He suggested some items and milestones. The four elected officials offered ideas of the ways we have or could show appreciation. Some of them included: luncheons; cook outs; dinners; financially based on evaluations, incentives, money saving

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ideas, or covering 100% of insurance premiums; personal and public ways; wellness; phone calls; or celebrating birthdays and anniversaries. To be discussed further later.

Mr. Stock recommended the Board vote on the new medical insurance plan at the next meeting on November 21, 2019. He advised Mr. Harmon could come for a special review meeting and he would advertise on our website. Note: The meeting was set for November 19<sup>th</sup> at 3:00 pm.

Mr. Stock offered a meeting between the Board of Trustees and Attorney John Albers for CEDA and JEDD review. The dates were December 2, 3 or 6. It would be an executive session special meeting for legal reasons. The County Prosecutor's Office Representative Anu may attend as well.

The Board of Trustees tabled the discussions of Handbook Sections 1 and 2. Mr. Miller will have more data the following Monday.

**UPCOMING MEETING DATES:**

November 12, 6:30 pm Greene County Twp Association Meeting at Xenia Library  
November 19, 6:00 pm Zoning Commission  
November 21, 6:00 pm Board of Trustee Meeting  
November 28-29: Office Closed for Thanksgiving Holiday

**COMMITTEE REPORTS:** See Trustee and Fire Sections Above for Two Reports

**GUESTS:**

Roy Colbrunn advised the Xenia Township Fire Association is purchasing a Kubota RTV with a fire package including foam and water pump. He further advised the County Parks Department has donated a large amount to help cover the cost and the Hamvention representatives may donate as well.

Mr. Colbrunn talked about him being made aware, during his campaigning, of the City of Xenia re-writing run cards for the fire departments due to location and putting themselves as the first response. Attendee talked about the fairness on the funding factor, false narrative, coverage, mutual aid, etc. Mrs. Spradlin advised she would definitely follow up on this. Mr. Colbrunn recommended a letter or policy that changes cannot happen without all approval. Note: Chief Beegle provided a response to these concerns at the December 5, 2019 Trustee's meeting. He advised there is open communications and no concern. Mr. Colbrunn stated staffing changes within the fire department have gone exceptionally well with the last few promotions.

Attendees talked about how the Election was two days prior and we still do not know, from the County Board of Elections, who was elected for Trustee. Mr. Combs noted his disappointment. Mrs. Spradlin agreed.

**ADJOURNMENT:**

Mr. Miller moved to adjourn at 8:30 p.m. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion **PASSED** by roll call of 3-0.

**Xenia Township Board of Trustees**

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Susan Spradlin, Chair

Resolution # \_\_\_\_\_

Attest:

\_\_\_\_\_  
L. Stephen Combs

\_\_\_\_\_  
Sheila J. Seiter, Fiscal Officer  
sjs

\_\_\_\_\_  
Scott Miller