

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
AUGUST 15, 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 6:00 p.m.

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

All participated in the Pledge of Allegiance.

ROAD DEPARTMENT:

Mr. Pile was in attendance to provide update reports on projects and maintenance. Mr. Pile advised of paving projects of Hook Road work has been done in house (by Township employees); 920 Oakdale with the water issue, area put back; Jacoby Road off Clifton Road has been prepared for chip seal via the Collective Bid Project with the County; and Jacoby Road, the other end, a joint project with Miami Township. The July 4 rains provided 2" in 20 minutes, causing Routzong Road to loose half a lane, washed away, there was a blockage, by the 36" pipe. The County Engineer provided the material and we did the labor for the repair. Hilltop Road got gravel berming on both sides. Many pot holes patched. Detailed report on a water issue that started earlier in the year at 460 Kinsey Road area, 120' area wet from water shooting up. Chlorine tested number of times. City of Xenia debating it is their issue. Bath Township looked at it with their experience. Water was retested several times and found positive with chlorine. Residents in the Kinsey Road area were sent notices that there was no water leak. The neighborhood behind was not checked as far as he knows. Two day project so far, with Miami Township's assistance. Trenching, catch basin installed, dirt brought in to prevent losing the road base. The water is running up hill, if you can believe that, you can hear it running. They are half way done. Attendees discussed land elevations and where water is ponding. He had a group meeting with Bath Township, Ken Middleton of Soil & Water, later Xenia City showed up. Mr. Bush's driveway had a pipe, but is was completely clogged, he didn't know there was one since he moved in.

FISCAL OFFICER:

Mrs. Seiter provided a report on transfers she and Mr. Stock needed within funds as permitted by prior Resolution from 2017 to cover some year-end expenses. They are within the Fire and General Funds for a total of \$12,000.

Mrs. Seiter presented the bills. Mrs. Spradlin moved to approve the bills as presented by the Fiscal Officer. 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. 2019-138

Mrs. Seiter presented the bi-weekly payroll. Mrs. Spradlin asked if there would be any fire department incentive payments this month. Mrs. Seiter advised yes, at least two at the second level of 1,000 hours and at least one at the first level. They are paid the last week of the month and this is a three pay month for the regular payroll, so that will be taken into account also this time. Mrs. Spradlin moved to approve the bi-weekly payroll as presented by the Fiscal Officer. 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. 2019-139

Mrs. Spradlin advised there was three sets of minutes ready to approve.

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Mrs. Spradlin moved to approve the July 15, 2019 Tax Budget Public Hearing minutes. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2019-140**

Mrs. Spradlin moved to approve the July 18, 2019 Regular Trustee meeting minutes. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2019-141**

Mrs. Spradlin moved to approve the July 29, 2019 Special Trustee meeting minutes. 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. 2019-142**

ADMINISTRATOR:

Mr. Stock reported on discussions with the new County Engineer, Ms. Goff, on the request for 100% of the (Permissive Motor Vehicle) License Tax for 2020. Ms. Goff advised she received requests from two other Townships and needed more time to review the records left by Mr. Geyer and she would get back with us. Mr. Stock advised he explained to her our use of the funds this year for road maintenance only and planned to do the same in the future. He hopes to have an answer by next meeting. Mr. Miller reported on a recent Greene County OPWC meeting. He referenced a project on the list that will probably get approved that is a Greene County Road, but affects Xenia Township. It is Old 35. He had a conversation with Engineer Goff. It is in the eastern area of 35 at Nash and Federal Roads and there is a hump that needs cut down four feet. He requested since they will be paving that whole stretch, it be considered, cut down and relieve the problem. Mrs. Spradlin noted the number of accidents in that area and they could pull those crash reports. Mr. Miller encouraged they talk to Engineer Goff and encourage the project.

Mr. Stock reminded discussions started in March for the projects using the \$42,000 grant from the Greene County Commissioners and needs reported by October. The following items were listed on the agenda from the March discussions: a. Demo of abandoned homes b. Litter control c. Milling vehicle d. Admin electronic sign e. Spray insulation at 125 f. Ultra text alerts vs. tornado sirens g. water fountain at 125 h. Bike hub path and i. bucket truck. Mr. Stock requested direction so he could have things ready for the next meeting since the deadline is looming. He also asked if there was anything else that may take priority. These are some of the points discussed: Yes, there may be more than these. Demo of State owned (by default-no bidders at sale) E. Main Street property estimated at \$8,500. Other properties in Wilberforce (Turner Place & Wilberforce-Clifton) could cost \$10,000 each to remove house and clean up properties. Entities would forgo fees and help cap wells, etc. Estimated \$1,800 each for abatement, asbestos shingles possibly. The third location was sold at Brush Row and Wilberforce-Switch. It is still boarded up, the new owner lives in Dayton and keeps outside cleaned up, so it has not been a nuisance to the Township for about 18 months. Estimated \$54,000 in back taxes owed from three residential lots. Water fountain at 125 Fairground Road property in the area of the bike path from the spring and capture the pressure was also discussed in detail. Mr. Miller talked about the upgrades to the restrooms, which would probably include a fountain, at the James Ranch per Parks and Trails Director Dobney. Mrs. Spradlin talked about a shelter at 125 Fairground Road by the bike path. Mr. Stock and Mr. Miller talked about land access on Brush Row Road by the bike path. Mr. Combs talked about the deadline and demos need to be under contract by October and this would be best way to spend the money. Mr. Stock talked about there being a few items we already paid for that could be considered: community clean up dumpsters (\$5,000+) and the vehicle cleaning/maintenance (Enzo) system (\$15,000+). Mrs. Seiter advised the grant funds do need spent by October, there is an extension option. Mrs. Seiter noted the Enzo system was split paid for from the road, fire and general fund; the grant funds are all in general fund and we would need to do paperwork to change it. Mr. Stock said we could transfer the funds. Mr. Miller talked about using it on storm drain and other road repairs. Mr. Stock noted Brush Row Road at Wilberforce Clifton, Kinsey Road project, Hickman Road and Eavey Road repairs. The demo projects' importance were mentioned again. Having purchase orders in place for what items we want the grant applied to was noted again.

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Mr. Stock confirm his three action items: talk to Treasurer Hagler about E. Main Street property; talk to County Administrator Huddleson for letters to waive tax and fees. Attendees discussed process, taxes, land bank, etc. in further detail. Mr. Stock advised E Main is made up of three residential lots with over \$54,000 in back taxes. The State has it in receivership vs. ownership to protect it from incurring more taxes. Mrs. Spradlin talked about putting plan together for next year if we can't make happen this year. Mr. Stock also noted he would get updated demo costs and dates and get with Mrs. Seiter on expenses already paid. Mr. Stock talked about the possibility of receiving the County Commissioners Grant again.

Mr. Stock requested approval of Memorandum of Understandings for FEMA with Bellbrook City, Caesarscreek Township and Miami Township retroactive to July 15. It has been approved by the Greene County Prosecutor's Office including Not to Exceed statement. The local match applies so they will receive less. Mr. Stock explained each Township's assistance and normal mutual aid would not include payment, but for the FEMA events, it can be recouped. Mrs. Spradlin advised the FEMA-SBA deadline was extended again to September.

Mr. Miller moved to approve the Memorandum of Understandings with Bellbrook City, Caesarscreek Township and Miami Township for FEMA reimbursement as presented. 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. 2019-143**

Mr. Stock provided draft updates to the new handbook Section IV Working Hours and Leave Policies. Mr. Stock noted highlights: overtime under FLSA standards and overtime being time actually worked over 40 hours, same for sick and comp time; and setting comp time/overtime limits; and vacation being limited to 1 and ½. He talked about what he calls "legacy," keeping X amount and the remainder paid out over two to three years. He checked with retirement system and reported those options for employees to put into tax shelter programs like Deferred Compensation accounts and that it is non pensionable as long as not from current year earned leave. He noted the cost if we did not pay out the legacy time and had two people retire in one year with large payouts. Mr. Stock advised the other proposed change is funeral/bereavement leave between two and five days, would come from sick leave. He noted this draft has not been sent to the Prosecutor's Office yet, but has been to the risk management group and they say they do not word smith, but agreed it has all the subjects address they would recommend. He advised he will have five or six more sections to the Elected Officials next week. Mr. Stock stated we do not have short and long term disability options to help employees from using sick and vacation leave. Mrs. Spradlin asked if that was not covered under AFLAC. Mrs. Seiter advised AFLAC does have those options, but only a couple signed up for them. Attendees discussed further and advised they would review. Subject tabled.

Mr. Stock advised he would be out on vacation September 3 -10, 2019. Mrs. Seiter advised she would be out on vacation October 14-18 and November 20-30 and noted she and Mr. Stock would miss meetings during those times.

FIRE DEPARTMENT:

Mr. Stock advised Chief Beegle could not be in attendance this evening. Therefore, he gave the Xenia Chamber Safety Committee Report. He advised they did a tour of the Greene Inc. facility and discussed the safety features.

Mr. Stock provided two lists of equipment and turn-out gear valued under \$2,500. He reported on some of the items and advised some have asset tag numbers. He requested the items be disposed of under the direction of himself and the Administrator. Mrs. Seiter asked how the items would be disposed of, by GovDeals or trash. Mr. Stock noted the turn out gear would be destroyed because of the names on them and other items sold. He reported on revenue for the previously approved obsolete sold items. Mr. Miller asked for a report of how disposed of after the process is done.

Mrs. Spradlin moved to declare items listed on the obsolete fire equipment to be disposed of with the understanding the turn out gear is to be destroyed, the other items sold or

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given to other fire departments if unable to sell with the two attached list of obsolete fire gear and other obsolete fire equipment. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2019-144

Mr. Miller said for clarity, any other entity would be better because you may have other government entities that may be interested, not just fire departments. Mrs. Spradlin questioned which she said and other confirmed she said fire departments. Mr. Stock also noted it was for things to be given away, vs. thrown away if not sold, that is why they requested under the direction of the Fire Chief and Administrator. Mrs. Spradlin and Mr. Stock gave samples and how to handle them.

UPCOMING MEETING DATES:

August 27, 6:00 pm Zoning Commission Meeting
September 5, 6:00 pm Board of Trustees Meeting
September 10, 6:30 pm Greene County Township Association Meeting at the Fairgrounds

COMMITTEE REPORTS: None

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 7:29 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