

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
OCTOBER 17, 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; Scott Miller, Trustee; Steve Combs Trustee; Alan Stock, Township Administrator.

All participated in the Pledge of Allegiance.

ROAD DEPARTMENT:

Mr. Pile presented the Annual Road Condition Report as requested by the County Engineer. He reminded of the two draft reports provided at the last meeting, including the one for Township use with more details. Mr. Miller questioned and requested the conditions listed for Bickett Road to be changed to Fair. He further talked about Eavey Street and possible repairs. He talked about changing it to Poor. Mr. Pile explained how he came to his decisions. Mr. Pile talked in detail and viewed pictures on the condition of Murray Hill. They talked about the four foot area down the middle with issues that probably came from an old City water line. Mr. Pile recommended it be swept, durapatched and sealed, further advising this would buy them about three years in order to do the curb and gutters. He talked about the difference of the residents' requirements to do repairs vs. the Township doing it. He advised he had one quote from a vendor Bath Township has used, and the Ohio Township Association conference, for an area five foot wide and approximately 1,000 feet long for approximately \$2,200. Mrs. Spradlin talked about these road plans and having to spend money on two other unexpected roads. She also talked about a three year time plan to take care of the Murray Hill area roads properly and the residents need time to take care of what they want and need. Mr. Combs advised he also liked the idea, buy time and not very expensive. Mr. Miller asked what was found with the sidewalks. Mr. Pile advised many are in bad shape, and wondered if others will last to the 10 year rotation. Mr. Pile advised the catch basin frame and lid is about \$600 and 2-3 weeks out. We would do the body in-house. Mr. Miller advised his preference is to expose the gutter plates, then decide what needs done and get it done by us, or our vendor, so it is all the same. He talked about determining which sidewalks need done, give residents a deadline if they want to get it done themselves, then we do it all at once. Mr. Miller noted it would be good for our part of the walks, curbs and cutters all in one summer. Mrs. Spradlin asked if a PO is needed and there is enough money. Mr. Stock advised they were not asking tonight, it would be under his purchasing limits, there are two issues with one just coming up the day before, and he and Mrs. Seiter still need to confirm what is available. Mrs. Seiter advised it is the cash we need to confirm based on the large payments such as Jurgensen still due, yet a (revenue) check came in that day. Attendees agreed the Township's section of Eavey Street will be addressed at the same time. Mr. Miller advised he talked with County Engineer Goeff and she talked about how there are some split street that should be combined and she can work with ODOT to make that happen. Mr. Miller wanted the streets combined on the report. Mrs. Seiter noted it is the County and ODOT's form to update. Approval of Minutes NOTE: Spradlin asked the following sentence to be added. The Board approved the \$2,200 and agreed on the three year time to get Murray Hill done. Miller stated the sentence should be up in the body of the paragraph. Seiter re-listened to the recording. The language was already in the narrative via comments from several and not an actual statement by one. SJS

Mr. Miller moved to approve the Annual Report of Township Roads for 2019 with the following update of changing Hedges Road from Good to Fair and making the notation as requested by the County Engineer for the North/South East/West as requested. Mr.

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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. 2019-174**

Mr. Pile reported on the department's employees' attendance at the Emergency Vehicle Training week long program. They learned many new things, some being about, age, life, etc. of tires and fuel lines, electronics and software, etc. They all found it very beneficial.

Mrs. Spradlin asked if Parsons had come to look at the Bomford arm mower. Mr. Pile advised the grandson came here and first replaced the joy stick and then found the computer board was also bad. There may not be any charge.

FISCAL OFFICER:

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. 2019-175**

Mrs. Seiter presented the bi-weekly payroll. Mr. Miller moved to approve the payroll 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. 2019-176**

Mrs. Seiter apologized and advised the minutes for the October 3rd meeting were not ready to approve. Mrs. Spradlin advised the minutes would be tabled.

Mrs. Spradlin thanked Mrs. Seiter for doing a lot. Mrs. Spradlin questioned and noted we had applications for assistant and we need to look at some of those as far as trying to get some extra help and training Missy to do the minutes especially since Mrs. Seiter is not going to be here and there will be a lot they will put on the new Fiscal Officer and we need to look at them the next meeting. Mrs. Seiter advised she did not have anything, Mr. Stock does, we had six prior candidates, but nothing has changes since then that she is aware of, as that is his employee. Mrs. Spradlin stated that since Mrs. Seiter is going to be gone, has been the one doing the minutes, Missy needs to be trained or ready to do them. Mrs. Seiter advised Missy has been doing the zoning minutes and said she would do them herself until the transition. Mrs. Seiter advised she did just hire Jacqueline Robinson as her assistant, until she takes over. Mrs. Seiter advised that would be great if the other assistant would be hired and do them, the minutes. Mrs. Spradlin talked about the need for coverage a couple weeks ago, we were scrambling again and herself nor Mrs. Seiter were available to cover, Mr. Stock was on vacation. Mrs. Seiter advised she did cover one day and Missy came in the other day after all. Mrs. Spradlin asked the other Board Members if they agreed. Mr. Combs asked Mr. Stock what he thought. Mr. Stock advised of Missy's hours Monday thru Thursday 9-4 and Friday 9-12, is doing a fabulous job, and has not been off sick nor vacation. He said he could find someone to cover four hours, would probably need to be a secretary instead since they would only do minimal things since only there four hours a week. He said he did not have a problem looking for that. Mr. Stock talked about originally doing 20 and 20 (hours) and how she is fabulous, she was to be trained then hire the seconded person. But she/Missy is happy with the 29 hours per week. He noted how she has a life and will want to go on vacation and will get sick. Mrs. Spradlin reminded that while he was on vacation, she was off sick, so we didn't have anyone to cover the office, was scrambling, she nor Mrs. Seiter could come in, so we need someone else. Mr. Stock agreed he could do that.

Mrs. Seiter provided a request from Board of Elections for us to post a Proclamation for Notice of General Election of the positions and issues up for vote for the upcoming election. The request advised if we posted it in our office, they would not need to advertise in the local paper. Mrs. Spradlin asked if it needed to be worded that way, as it is confusing. Mrs. Spradlin pointed out the wording of Township and Fiscal Officer and no actual reference to a Trustee position being on the ballot. She advised she had an email out to Elections requesting clarification. Mr. Miller agreed it appears to be a typo that needs corrected. Mr. Stock advised we could hang it on the door and put it on the website.

Mrs. Spradlin asked about Fire Levy signs. Mr. Stock explained a few aspects of the process. Attendees discussed further, including the annual newsletter mailed out by the

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Fire Association. Mr. Stock will check to see where the signs are. Mrs. Seiter offered for one to be put on her property. Mrs. Spradlin thanked the Association for the letter.

Mrs. Spradlin went back to the Board of Elections' request and asked if the others were in favor of posting it on the door and website if it is clarified to say Township or Trustee before posted. Mrs. Spradlin and Mr. Miller advised they would be ok with the posting after the typo is clarified. Mr. Combs advised he is not in favor of posting anything from Greene County Board of Elections that would be his vote of no confidence. Mrs. Spradlin noted that an official vote was not taken, but the consensus is that we will post it with the possible typo changed to reflect Trustee.

ADMINISTRATOR:

Administrator Stock provided a detailed report of the Chamber of Commerce awards and Safety Council meeting regarding tobacco, vaping, etc. and the next one to be on cyber-attacks.

Mr. Stock advised Chief Beegle is out of town and requested appointment of two new members on his behalf.

Mr. Miller moved to appoint TJ Fries as FF2/EMT at \$13.34 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. 2019-177

Mr. Miller moved to appoint Megan Massie as FF2/EMT at \$13.34 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. 2019-178

Mrs. Spradlin noted neither new hire was in attendance.

Mr. Stock reminded of the upcoming October 29th joint meeting with the Zoning Boards. He requested the Board provide him with any agenda items in the next couple days.

TRUSTEE BUSINESS:

Mr. Miller reported on the October 15th Source Water Protection meeting. He advised 6-7 people were in attendance. He advised of the surprise that the water plant production level has not dropped since the County took over the eastern area. He talked about the law enforcement and fire departments awareness and training being put in place on well field protection areas, but they have not made it happen. He advised he tasked himself to get it put into GIS for a resource to dispatch, but the City staff has not made that happen. He noted we may not be the department responding and other departments need to be made aware and trained. It is important for the whole County, not just us and our area. He talked further about the Source Water program.

Mrs. Spradlin advised she greatly appreciated the pass along log Mr. Stock has been providing and the meetings have got a lot better by only placing items on the agenda which needed approved or denied or a resolution.

UPCOMING MEETING DATES:

October 29, 6:00 pm Combined Board of Trustee and Zoning Board Meeting
October 29, 7:00 pm Zoning Commission Public Hearing on Rezoning at 1075 Jasper Road – Continued
November 6, 6:00 pm Board of Zoning Appeals Public Hearing on Lock & Store
November 7, 6:00 pm Board of Trustee Meeting, Swearing in of Chief Beegle
November 12, 6:30 pm Greene County Township Association Meeting, Hosted by Library
November 19, 6:00 pm Zoning Commission Meeting
November 21, 6:00 pm Board of Trustee Meeting
November 28-29, Closed for Thanksgiving Holiday

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COMMITTEE REPORTS:

Source Water Protection-biannually: Oct 18 Scott Miller – See under Trustee Business
Chamber of Commerce-monthly-third Tuesday: Sept 20 Alan Stock – See under
Administrator Report

Mrs. Spradlin advised she appreciates the crews as regards to the recent difficult situation
of a call where two students died. She advised if there is anything they needed, to please
let us know. Mr. Combs said ditto across the Board.

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 6:59 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