

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
NOVEMBER 21, 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.

ROLL CALL: Alan Stock, Administrator; Jacqueline Robinson Fiscal Assistant/Fiscal Officer Elect; Susan Spradlin, Trustee Chair; Scott Miller, Trustee; Steve Combs Trustee.

All participated in the Pledge of Allegiance.

Mrs. Spradlin moved to enter into Executive Session at 5:00 p.m. for ORC. 121.22 (G) (1) To consider the employment, dismissal, or compensation of a public employee. Mr. Combs seconded the motion. Mrs. Spradlin advised those included would be the three elected officials, the Administrator, Mrs. Seiter is out on vacation, and Ms. Robinson.

Mrs. Spradlin advised they exited Executive Session at 6:04 p.m. and resumed the regular meeting.

FIRE DEPARTMENT:

Chief Beegle noted he was made aware there were public comments at the last meeting after he left prematurely about service delivery and call volume with Xenia City. He advised he wanted to offer input and answer questions. He talked about having data from 2006 through 2019 and possible confusion about response data. Mrs. Spradlin advised he was referring to remarks made by Mr. Colbrunn regarding run cards and dispatching being changed by districts and the affects related to annexation. She also explained how she wanted the run cards set up the way he, Chief Beegle, wanted them, not Xenia City. Chief Beegle advised that was not the case at all and they have been included in all discussions. He further explained the areas on US. RT. 35 covered by each entity and how calls are covered including mutual aid. Mr. Miller asked for clarifications on run cards. Chief Beegle advised they were updated when the change was made to the MARCs radios and he was included. Mr. Stock explained how Chief responds to radio traffic based on his knowledge of the location and the needs of the patient, not just the revenue side of the responsible jurisdiction. Mrs. Spradlin agreed to the patient first aspect. Mr. Combs confirmed the prior meeting comment was over stated. Chief agreed and clarified.

Mr. Stock advised, on item two on the agenda, no action needed to be taken. He further explained how quotes have been received, the amount is under his approval limit and we have a PO in place to cover it. Mrs. Spradlin ask how the windshield got broke. Chief Beegle advised how it was cracked during drivers training by a tree branch within the right-of-way on Stephenson Road. The County has since taken the leaning tree down and no one was hurt. Sutphen provided the best quote at \$1,344.

FISCAL OFFICER:

Ms. Robinson (on behalf of Mrs. Seiter) presented the bills. Mr. Miller 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. 2019-193

Ms. Robinson presented the monthly, bi-weekly, incentive, and signing bonus payroll. Mr. Miller moved to approve the payroll 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. 2019-194

Ms. Robinson provided a Supplemental Certificate of the Total Amount from All Sources Available for Expenditure and Balances for year-end adjustments as prepared by Mrs. Seiter and herself. Mrs. Spradlin moved to approve the Supplemental Certificate of the

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Total Amount from All Sources Available for Expenditure and Balances. 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. 2019-195**

Ms. Robinson provided Supplemental Appropriations for year-end adjustments as prepared by Mrs. Seiter and herself. Mr. Miller moved to approve the Supplemental Appropriations 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. 2019-196

Ms. Robinson provided notice of transfers in General Fund for Medicare of \$350 to cover the rest of the year and in Fire Fund of \$1,000 for Uniforms for additional new hires.

Mrs. Spradlin asked if everyone had been told when to stop purchasing. Ms. Robinson and Mr. Stock advised yes, Monday (November 25, 2019). Mr. Stock explained how Mrs. Seiter and Ms. Robinson have been working a lot for a smooth transition including him as needed as well.

TRUSTEE BUSINESS:

Mr. Stock advised of Ken Middleton's price quote for Washington Road to do all work to connect a pipe through the neighbors. He could have the work done by the end of the year. Mrs. Spradlin confirmed the cost would be \$5900 to the Township, two neighbors were involved, but has not asked for the work nor have they been asked to help pay half. Mr. Stock agreed. Attendees discussed timing, cost and who could do the work in further detail. Trustees agreed to table the project until spring. Administrator Stock is to go back and ask the vendor if pricing will stay the same if work is not done until the spring. Trustees did not committed to the project so no decision was made to ask the residents for reimbursement.

ADMINISTRATOR:

Mr. Stock requested approval of the major medical insurance plan discussed at the November. 19, 2019 meeting and his opinion, United Healthcare Gold Choice 4250. Attendees discussed in detail. Mrs. Spradlin moved to approve the UHC Gold Choice 4250. 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. 2019-197**

Mr. Stock requested approval for a Binder for UHC to pay one (1) month in 2019 and eleven (11) months in 2020. Mr. Stock further advised of possible transfers and a PO to UHC for \$15,646.52. Mrs. Spradlin moved to approve the PO to UHC for \$15,646.52 and transfers 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. 2019-198

Mr. Stock requested approval for a Then and Now PO for Harworth Tire for \$1,126.96 for tires for 1-ton dump in getting ready for snow season. Mrs. Spradlin moved to approve a Then and Now PO to Harworth Tire for \$1,126.96 from 2021-330-323-0000 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. 2019-199**

Mr. Stock explained a request to institute a new zoning fee. He also explained to add "commercial" to the tower fee of \$300 and create a personal tower fee of \$50 or \$100. Attendees discussed height and other features. Mr. Stock advised any further change in features would require Zoning Commission action first. The Trustees can change fee schedule. Mr. Combs moved to add commercial to the tower fee and create a personal tower fee of \$50.00. 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. 2019-200

Mr. Stock explained and requested approval for Board of Zoning Appeals and Zoning Commission to attend either the American Planning Association class at Sinclair or Ohio

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Township Association Conference, attendees would need to become non-voting members of the Township Associations. Mr. Miller moved to approve BZA and ZC to attend either APA at Sinclair and/or OTA Conference. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - nay. Motion PASSED by roll call of 2-1. **RESOLUTION NO. 2019-201**

COMMITTEE REPORTS:

Chamber of Commerce-monthly-third Tuesday: (Nov. 19) Alan Stock provided a report of many local area events and happenings.
Safety Council Meeting: December 4, 2019, Chief Beegle to attend

Personnel Manual:

Tabled until next meeting due to Mr. Miller not feeling well.

UPCOMING MEETING DATES:

December 5, 2019, Regular Trustee meeting

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 7:11 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

Jacqueline Robinson
On behalf of Sheila Seiter
SJS Approved

Scott Miller