

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
FEBRUARY 20, 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 the Meeting to order at 5:37 p.m.

ROLL CALL: Scott Miller, Trustee; Alan Stock, Administrator; Steve Combs, Trustee; Susan Spradlin, Trustee; Jacqueline Robinson, Fiscal Officer Elect and Sheila Seiter, Fiscal Officer.

All participated in the Pledge of Allegiance.

Mr. Combs moved to enter into Executive Session at 5:39 p.m. for R.C. 121.22 (G) (1) to consider the employment, dismissal, or compensation of a public employee. Mrs. Spradlin seconded the motion. Those included were all elected officials and the Administrator.

Mr. Miller advised they exited Executive Session at 6:49 p.m. and resumed the regular meeting.

ROAD DEPARTMENT:

Mr. Pile presented the report and explained the 2020 Road Collective Bidding plan with the County Engineer's Office. This is for paving, chip seal, guardrails and pavement markings (striping.) He also reported on projects to be done in-house by our four great guys. Note: The Board of Trustees will act on the final program after the bids come in.

Mr. Pile provided a presentation and printed annual report of 2019 Road Department Review.

Mr. Pile reported on the two workshops he attended at the annual Ohio Township Association conference. He advised he enjoyed and learned from them. He also hopes to go more next year. He advised he also got to network with lots of vendors.

Mr. Pile and Mr. Stock presented their plan for the Community Clean-Up Days program this year. Mr. Pile suggested the dumpsters only be placed at 125 Fairground Road and inside the fence as discussed last year after the last event. Further, it will be for residents of Xenia Township only and proof of residency and ID would be required. Mr. Stock provided a draft brochure. Attendees discussed the program and brochure in further details. Minor changes will be made to the brochure. We will seek volunteers to cover two to four hour shifts. WCPOVA representatives have advised they would help. Gabby of Channel 7 will do a special report on it in hopes to help prevent the issues we experienced last year with over dumping and from people outside the Township and even outside Greene County. Trustees agreed with the program plans and provided additional guidance and volunteering.

FIRE DEPARTMENT:

Chief Beegle provided a presentation and printed annual report of 2019 Fire Department Review. He also spoke about more outreach and grants.

Chief Beegle reported on the two workshops he attended at the OTA conference. He talked about networking with vendors at the trade show for the next medic at approximately \$200-235,000 for a baseline new medic. He advised he would like to target the class schedule and days better next year.

Chief Beegle gave the Xenia Chamber Safety Committee Report. It was on hand cleanliness and we now have hand sanitizers in both stations.

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FISCAL OFFICER:

Mrs. Seiter advised she had given everyone copies of the Monthly Financial Reports this meeting due to there not being a meeting at the beginning of the month.

Mrs. Seiter requested approval of a Supplemental Certificate of Resources revenue for the FEMA and State 2019 Tornado Grant funds for the special fund 2903 and reimbursement to the three main funds per the attached form. Attendees discussed the status briefly. Mr. Miller moved to approve the Supplemental Certificate of Resources Available for FEMA and State 2019 Tornado Grant for grand total (affect) of \$77,548.98. 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. 2020-32

Mrs. Seiter advised of increased projected tax revenues as provided by the County Auditor’s January Amended Certificate. She further requested approval of a second Supplemental Certificate of Resources. Mr. Miller moved to approve a Supplemental Certificate of Resources Available for General, Road and Bridge, and Fire for County Auditor adjustment for total of \$45,000. 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. 2020-33

Mrs. Seiter presented the bills. Mrs. Spradlin questioned the annual renewal invoice for Aladtec for \$1,939. Chief Beegle explained the use of the computer software program for staff scheduling and reporting for many years. Mrs. Spradlin voiced her concerns about bills being out of the Trustees’ hands and she would rather have more say and if it is an emergency. She said it is more about the amount than the purposes. Mr. Miller moved to approve the bills. 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. 2020-34

Mrs. Seiter presented the bi-weekly and regular payroll. Mr. Miller moved to approve the payroll as presented. 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. 2020-35

Mrs. Seiter advised there was one set of minutes to approve.

Mr. Miller moved to approve the minutes from the regular meeting of January 30, 2020 as presented. 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. 2020-36

Mrs. Seiter advised Chair Miller, Ms. Robinson, Mr. Stock and herself held a Records Retention Meeting earlier that day. They approved a Zoning Unit Schedule on the RC-2 State form and a batch of records from the Administrative Unit Schedule previously approved last summer with then Chair Spradlin. The batch will be gathered for shredding by Greene Inc. over the next few weeks. Then a Road and Fire/EMS schedule needs created under the new Ohio History process.

Mrs. Seiter read a letter received from County Auditor Graham reminding of the upcoming ability to renew the Road levy. We could start at the election this fall or next spring. Attendees discussed briefly. Mrs. Spradlin advised she would rather start this November election, rather than later. Others agreed.

ADMINISTRATOR:

Mr. Stock provided a draft letter to from Township Attorney John Albers to the City of Xenia regarding the prior CEDA agreement(s). Attendees had no changes to the letter.

Mr. Stock reported on the February 18 Xenia Chamber Meeting. He advised of their new assistant, Board of Director’s meeting, status of old Kmart property, job fair at High School on March 18, WPAFB summer internship program, and several other area programs.

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2020 FINAL BUDGET

Mr. Stock presented and requested approval of a final 2020 Budget. He advised the figures include the additional taxes, FEMA, State and reimbursement amounts previously approved in this meeting. The Board asked several questions. Attendees discussed further, noting the administrative parking lot cost is to come out of general fund, not road funds. Mr. Stock advised he would make that adjustment as needed. Mr. Combs moved to approve the Final 2020 Budget except adjusting paving administrative parking lot from General Fund not Road, as discussed (attached.) 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. 2020-37

TRUSTEE BUSINESS:

Mr. Combs requested input on his proposed Annual Township Scholarship. Attendees talked about the possible guidelines and qualifications. Mr. Stock advised he has requested information and sample applications from a couple sources and is waiting on responses. He will also talk to Greene Giving about their process and involvement. He has heard there is no fee for their services. Attendees also discussed who could apply, i.e. township residents attending area high school as a senior, trade schools or college. They discussed dates, time lines and deadlines to assure the scholarship would be used properly.

The Handbook agenda items were tabled, due to the lateness of the meeting.

ANNUAL ROAD RIDE

Trustees and Administrator set the required annual road ride for March 20 in the morning.

Mr. Miller advised he would like to co-sponsor the annual Greene County Township Association December Christmas party this year. He reported on communications with the Greene County Career Center staff about holding it at the new facility. The date may need moved back a week due to the Career Center’s schedule. Bath Township is interested in co-hosting and maybe one other township. The other Trustees and staff agreed to continue planning.

UPCOMING MEETING DATES:

- February 25, 6 pm Zoning Commission
- March 5, 6 pm Board of Trustee meeting
- March 10, 6:30 pm Greene County Township Association Meeting, County Sanitary
- March 19, 6 pm Board of Trustee meeting (incorrect on agenda as 9 am)
- March 24 6 pm Zoning Commission

COMMITTEE REPORTS:

- Gr. Co. Regional Plan: Combs
- Health District Advisory Council: March 19 Susan Spradlin
- Safety Council: Feb 5 Chief Beegle

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 9:29 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-_____

Attest:

L. Stephen Combs

Sheila J. Seiter, Fiscal Officer
sjs

Susan Spradlin