

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
MARCH 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.

Chair Susan Spradlin called the Regular Meeting to order at 5:30 p.m.

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

All participated in the Pledge of Allegiance.

### **IN THE READ FILE:**

Farm Bureau, OTA Leadership Workshops for Trustees, Greene County Public Health Press Release, City of Xenia Planning and Zoning, Xenia Adult Recreation

Mrs. Spradlin moved to enter Executive Session at 5:35 p.m. for O.R.C. 121.22 (G) (1) To consider the employment, dismissal, or compensation of a public employee. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0. Those included were all elected officials and Township Administrator.

Mrs. Spradlin advised they had exited Executive Session at 6:20 p.m. and reconvened the regular meeting.

### **FISCAL OFFICER:**

Mrs. Seiter presented the bills. Mrs. Spradlin moved to approve the bills. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

### **RESOLUTION NO. 2019-049**

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

### **RESOLUTION NO. 2019-050**

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

Mrs. Spradlin moved to approve the minutes from the regular meeting of February 27, 2019. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

### **RESOLUTION NO. 2019-051**

Mrs. Spradlin moved to approve the minutes from the regular meeting of March 7, 2019. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

### **RESOLUTION NO. 2019-052**

Mrs. Seiter stated she received a letter from the County Auditor reminding the Fire Levy will expire in 2019, so 2020 is the last year of collection for this levy. She stated they can put a new levy on the ballot starting this November 2019 or any ballot in 2020 to continue the levy.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, MARCH 21, 2019**

**TRUSTEE BUSINESS:**

Mrs. Spradlin stated she attended the Health District Advisory Council and stated one of the big focuses for the Health Department this year is Hepatitis A. She reported what the Health Department was doing to help prevent the spread of Hepatitis A in Greene County. She stated the Health Department reported there was a shortage of nurses and were seeking nurses and health care students to help with this issue. She stated the Health Department would be seeking ways to secure funds because of the loss of grant funds.

Mrs. Spradlin asked everyone to bring three bullet points about OTA conference for discussion during the next meeting.

Mr. Stock advised of the handout for the potential projects for Greene County Commissioner's Grant. Mrs. Spradlin stated they needed to take into account everyone's ideas for this grant money. Mr. Miller stated there was one property that needs to be demolished and stated during the road ride they could consider whether other properties need to be addressed. Mr. Stock advised they had checked into the cost of the demolition and it could be \$6,000 to \$8,000. There was discussion about other ideas for spending the grant money.

Mr. Miller stated they had spoken about the Murray Hill project before and wanted to know if they were going to start this project this year. He wanted to be sure steps were being taken so that meetings could be scheduled properly. There was discussion about the sidewalks and curbs for Murray Hill and the process to get things started and completed. Mrs. Spradlin stated she wondered if it would help to send out letters to the residents of the roads that need sidewalks and curbs reviewed and let them know that they would be out and looking at their roads. Mr. Stock asked Mr. Pile to explain the difference between a curb and a gutter plate to help everyone understand everything that needs to be looked at and how to determine what needs replaced. There was discussion about the process of replacing everything and the time it will take to do it. Mrs. Spradlin stated they would start a system with a letter to residents and a check list. Mr. Stock advised they may want to look into getting a grinder to help with this project.

**ROAD DEPARTMENT:**

Mrs. Spradlin asked Mr. Pile if he had anything to add to the discussion before they moved onto other items on the agenda. Mr. Pile advised not at this time. Mr. Stock advised he wanted Mr. Pile here for items one through three of this part of the agenda, so he could answer any questions.

Mr. Stock advised of the desire for blown in insulation in main building at 125 Fairground at \$41,000.00 shared with General Fund Monies of \$15,000.00 from contingencies. Mrs. Spradlin stated they had asked for no other money to be spent but here is a request for \$41,000. Mr. Stock stated this had been a request for several weeks. Mrs. Spradlin stated there was not supposed to be any more money spent for now except for upkeep. Mr. Miller stated there was another building that was supposed to have insulation and was approved but if we cannot get the permit for it, he does not understand why they are spending money there when they could be putting insulation into the building that should be the priority.

**ADMINISTRATOR:**

***125 Fairground Update***

Mr. Stock advised that Mr. Miller would like to meet with the architect, and the architect said he would not want to do this by phone. Mr. Stock advised of the questions that Mr. Miller wanted to talk to the architect about and that the architect would prefer to do this on-site. Mrs. Spradlin asked what the architect charges and Mr. Stock advised it was \$125.00 per hour. Mr. Stock advised he was trying to fulfill Mr. Miller's request to meet with the architect. Mrs. Spradlin stated there were many things that could happen at 125 Fairground Road and thinks spending \$125 per hour would add up very fast. She asked if there was a way to put the questions that could be delivered and then possibly not be charged \$125.00 per hour to answer. There was discussion about what work needed to be completed by the architect. Mr. Stock advised the survey work was almost complete and this was needed before they can complete occupancy of the front building. He stated

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, MARCH 21, 2019**

they would need to agree on the occupancy level for the buildings so that insulation and fire suppression could be finished.

Mr. Stock advised the Message Boards will be worked on and the Agricultural Society will be sending a check for \$800 to help with the repairs. He stated there were other groups that would like to contribute to the use and repairs as well.

Mr. Stock advised he was working with a group, he met from OTA, on the retaining wall. He advised this group was helping at no cost to help determine ways to work on this project. There was discussion about the retaining wall and what could be done to make it safe. Mr. Stock advised he asked this group if they could also map the storm water and sewage at the property. Mr. Stock advised Greene County Sanitary Engineering was helping with finding and mapping the area. Mr. Miller asked if they would be able to do the same out in Amlin Heights. There was discussion about the storm water and sewage drains in the Amlin Heights area.

Mr. Stock advised of the potential cost of fuel tax increase and the revenue generated for Xenia Township. He gave everyone a handout with the projections of the possible cost for fuel. He stated he wanted to give everyone a heads up on this.

Mr. Stock stated he was unsure of a price to charge for parking on Township property for events at the Fairgrounds. He asked if they would like for part of this charge to go towards maintenance. Mr. Combs asked if this had to do with the circus and the PETA group that may come. There was discussion about the events, groups and whether there should be a price set for parking at the 125 Fairground property. Mr. Stock advised he had spoken with Sheriff Fisher about the protest groups and his request for these groups to be able to park outside the fence at 125 Fairground Road. There was discussion about the group using the property. There was discussion about the circus and the permits required for this event. There was also discussion about fire protection for the events over the weekend. Mr. Miller asked about the parking price and whether it was for passenger vehicles or semi-trailers. Mr. Stock advised it would be for passenger vehicles. There was discussion about all the events and that the Fairgrounds is becoming a popular place to hold events. Mr. Stock advised he was looking for a set price for parking in front of the fence. Mr. Combs asked Mr. Stock for his opinion on a price and Mr. Stock said \$5 - \$10 would be a good price. He added this would not include Hamvention because this was already included in the price of the contract. Everyone agreed to the parking price would be \$10 and the percentage for the Township would be 50%. There was discussion about whether a resolution is needed for this price and whether there should be signage regarding damages or stolen items.

Mrs. Spradlin moved to set a price for event parking at 125 Fairground Road to be \$10.00 per event and the Township is to receive 50% of the proceeds and the non-profit to receive the other 50%. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2019-053**

Mr. Stock advised a Xenia Township School Ledger was on display and on loan from Xenia Community Schools for Sept 14, 1874 through May 30, 1882. There was discussion about the ledger.

Mr. Stock advised the Department of Commerce Liquor License had sent the annual list. He advised the only active license in the Township was for Kil-Kare, Inc. He stated OTA was taking the license fees and 80% of those fees would be going to entities that run cemeteries. He stated this would be given out in grants and there would be an application process and explained what types of things the money could be used for at the cemeteries. There was discussion about the cemeteries.

Mr. Stock advised the Chamber of Commerce was holding their Pancake Day on April 3, 2019 at the Fairgrounds. They also discussed job openings at Wright-Patt Air Force Base and a renewal levy for city parks.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, MARCH 21, 2019**

Mr. Stock advised there was good communication happening with the staff at the Fairground and Convention Center. He stated this area is just ready to explode with new things. Mr. Stock advised Hamvention has signed another five-year contract to stay at the Fairgrounds.

Mr. Stock advised the Industrial Commission meets on Bureau of Worker's Compensation claims. He stated this happens when the employer does not agree that it was work related. He stated he thought they may need to hire legal counsel to help facilitate hearings we may have coming.

Mrs. Spradlin moved to approve up to \$2,000 from the general fund for the same legal counsel used before for Human Resource service, involving the Industrial Commission. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2019-054**

Mr. Stock advised he had communicated with the department heads and Ms. Haller the responsibilities while he would be out of office.

**FIRE DEPARTMENT:**

Mr. Stock stated he wanted to do an update regarding the station alerting system to a MARCS system. There was discussion about the system and the costs.

Deputy Chief Beegle reported on the engine apparatus analysis and made recommendations for which vehicles should go and which should stay. There was discussion about the fire department apparatus and plans for coverage if an apparatus is out of service.

Deputy Chief Beegle stated they had discussed as a group the officer responsibilities and duties. He gave an update on the responsibilities and duties for employees.

Deputy Chief Beegle gave an update on the new Rescue Engine 52. There was discussion about the new rescue engine.

**GUESTS:**

Roy Colbrunn, 689 Wilson Drive, said he came to ask about Regina Drive off of Wilson Drive. He said he spoke with Mr. Pile about a new house going up.

**UPCOMING MEETING DATES:**

- April 4, Trustee Meeting
- April 18, Trustee Meeting
- April 23, Zoning Commission
- April 30, Combined Trustee Zoning Meeting

**ADJOURNMENT:**

Mrs. Spradlin moved to adjourn at 8:47 p.m. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – 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  
MEH

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