

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
JUNE 20, 2019**

**6:00 P.M.**

NOTE: These minutes are a summary of the discussions 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; Susan Spradlin, Trustee Chair; Scott Miller, Trustee; Steve Combs Trustee; Alan Stock, Township Administrator.

All participated in the Pledge of Allegiance.

Mrs. Spradlin moved to enter into Executive Session at 5:31 p.m. for R.C. 121.22 (G) (1) To consider the employment, dismissal, or compensation of a public employee and (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.. Mr. Combs seconded the motion. Those included were all elected officials, Administrator and Fire Chief Greg Beegle.

Mrs. Spradlin advised they exited Executive Session at 6:00 p.m. and resumed the regular meeting.

## **FISCAL OFFICER:**

Mrs. Seiter presented the bills. Mrs. Spradlin moved to approve the bills. 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. 2019-99**

Mrs. Seiter presented the bi-weekly payroll. Mrs. Spradlin 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. 2019-100**  
Mrs. Seiter advised there would be a second batch of fire department incentive payments next week.

Mrs. Seiter presented the June 6, 2019 minutes for approval, further advising Mr. Miller provided a change just before the meeting of a sentence change to a statement he had made. Mrs. Spradlin tabled the approval for further review of said minutes. Mrs. Seiter advised she is almost done with the May 16<sup>th</sup> minutes, as that meeting was much longer and detailed.

## **FIRE DEPARTMENT:**

Chief Beegle reported and requested the appointment of Wade Davis as Part Time FFII/EMTB at \$13.34 per hour effective immediately.

Mr. Miller moved to hire Wade Davis as Part Time FFII/EMTB at \$13.34 effective immediately as requested by the Chief with condition of confirmed drug screen. 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. 2019-101**

Chief Beegle provided a follow up report to the effects on our Township of the May 27<sup>th</sup> Tornado. Mr. Stock advised FEMA would be in Xenia Township next week for the process on possible claims for our area. He has an estimated \$23,000 so far in labor and equipment costs. Mrs. Spradlin asked about an invoice she had seen for cones and asked if that was related to the tornado event. Mr. Stock explained how half to whole dozen cones have been stolen from the road ways over the last few months. He

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advised they are labeled Xenia Township clearly. Further, they confirmed the Sheriff nor State Highway Patrol had them.

Chief Beegle advised of a Grant award for Fire Training Reimbursement for classes taken by Hannah Conley. Mrs. Seiter advised we have received the payment. Mr. Beegle also advised of receipt of a third EMS reporting tablet grant item.

Chair Spradlin suggested they discuss the fire department equipment status item listed under the Trustees Business now so Chief can leave after his participation in the meeting. Mr. Stock read from the fire department section of his Additional Data for Trustee Meeting 2019.06.20 Report as attached. Attendees discussed fire equipment. Mr. Miller asked questions and made comments regarding the cascade system. Mrs. Spradlin talked about the bottle situation not being a problem previously when we had the portable cascade system in use before converting to a fire rescue truck. She voiced that was a concern she asked of prior to approval of the new combo truck. She also talked about it being a possible joint project with Xenia City Fire. Mr. Beegle reported on seven of the eight officer's attendance at a three day Company Officer Academy training from national speakers held at Soin Hospital. Mrs. Spradlin thanked the officers for taking their time to attend on their own. Mr. Beegle reported on Hamvention. He advised there were no concerns, it was a smooth weekend.

**ADMINISTRATOR:**

Mr. Stock requested approval of a Purchase Order for the annual iWorQ maintenance agreement July 2019-June 2020 for \$4,600 split evenly between the three departments. He explained the multiple applications of the program that serves everything from fleet management and public concerns reporting to zoning and sign and road maintenance tracking. Mrs. Spradlin asked several questions for clarification. Mrs. Seiter commented on the comparable costs at the \$4,600 to other programs the township and her personal business has experience with using.

Mr. Miller moved to approve a Purchase Order for annual iWorQ maintenance agreement for July 2019-June 2020 for \$4,600 split evenly between three departments as noted (1000-110-360-0000, 2031-330-360-0000 and 2111-220-360-0000) 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. 2019-102**

Mr. Stock reminded the Board they need to sign an updated agreement within the next two meetings for the Miami Valley (-DP&L Energy) LED Lighting District proposal. Documents were previously provided for their review. The Trustees asked several questions. Mr. Stock explained further the five year agreement with new option for LED lighting with new rates and increased costs in years 3, 4 and 5. He explained how the poles and fixtures are owned by DP&L Energy and how meters will be added to any new poles starting next year. Attendees talked about the Street Lighting Fund's ability to cover the additional costs and how funds could be loaned from General Fund if needed. Mrs. Seiter talked about the semi-annual payments and timing of the changes.

Mrs. Spradlin moved to approve the Street Lighting Agreement for 5 years effective 1/1/2020 with Miami Valley Lighting-DP&L Energy per contract as presented with the new LED lights and authorize Administrator Stock to sign the agreement. 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. 2019-103**

Recess:

Mr. Miller requested a moment for comments off record. The recorder was turned off. The comments were concerns about a leaking urinal. The recorder was turned back on.

Mr. Stock advised there is no up-coming June or July Xenia Chamber meeting. He reported on YMCA, July 4 and several other activities in the near future.

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**TRUSTEE BUSINESS:**

Mr. Miller talked about the continued need for the Employee Handbook to be updated. He suggested a first meeting in September deadline. Others agreed. Mr. Stock offered to put the last draft proposal and samples of other jurisdictions that were used to create it on everyone's thumb drives. He further advised the insurance company and prior Assistant County Prosecutor Stephanie Hayden were good with the last draft.

Mr. Miller had previously requested an equipment status report from Fire and Road. Note: Fire was given earlier in this meeting. A written printed report was also provided. Mr. Stock read from the printed report for the Road portion. Trustees and Mr. Stock discussed trucks, mowers and equipment in further detail including the age and service needs which include one dump truck and the utility pickup Mr. Pile drives.

Mr. Miller requested a post Hamvention report. Mr. Stock advised Hamvention had a meeting last week and we should be receiving their payment soon.

**ROAD DEPARTMENT:**

Mr. Pile was not in attendance. No report.

**UPCOMING MEETING DATES:**

June 25 6:00 pm, Zoning Commission  
July 8, 6:00 pm, Board of Trustee Meeting moved from July 4 due to Holiday.  
July 9, 6:30 pm, Greene County Township Association Meeting Host: Silvercreek Twp

**COMMITTEE REPORTS:** None at this time  
Chamber of Commerce: June 18 cancelled

**ADJOURNMENT:**

Mrs. Spradlin moved to adjourn at 7:06 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

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

SJS