

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
SEPTEMBER 19, 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.

EXECUTIVE SESSION:

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. Mr. Combs seconded the motion. Those included were all four elected officials and the Administrator.

Mrs. Spradlin advised they exited Executive Session at 6:03 p.m. and resumed the regular meeting.

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

FISCAL OFFICER:

Mrs. Seiter presented the bills. She advised the John R. Jurgensen invoice is for the paving portion of the purchase order only, she will mail the payment after final approval from Road Superintendent Pile. The balance due on the work and purchase order is for guardrails. 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. 2019-152

Mrs. Seiter presented the bi-weekly payroll. Mrs. Spradlin moved to approve the payroll as presented. 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. 2019-153

Mrs. Seiter reported we received notice from the County Auditor and Budget Commission that our hearing has been waived for 2020 tax budget based on the budget we turned in a couple months ago. She further advised they provided the tax levy figures for 2020 that we are to use when planning the final budget. Mrs. Seiter requested the approval of the required form Resolution Accepting Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying to the County Auditor.

Mr. Miller moved to approve the Resolution Accepting Amounts and Rates as Determined by the Budget Commission and Authorizing Necessity of Tax Levies and Certifying to the County Auditor. 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. 2019-154

Mrs. Seiter advised she had one last tax related note. She received the email for the final approval of the fire levy language from the Board of Elections. She forwarded it to Administrator Stock and Elizabeth Ellis of the Prosecutor's Office for additional confirmation. While it looked correct to her, in light of recent issues with Elections, she wanted another person's confirmation as well. Miss Ellis provided an email confirm that it looked correct to her as well.

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Mrs. Seiter provided another informational item of when we turned in the special assessments that were approved at the last meeting, we found there were format issues and a formula that was incorrect. Mr. Stock met with the Auditor's Office for about an hour to better understand what was currently needed. We updated both forms to include the address and they only wanted the total assessments on the Weed Nuisance ones. Mr. Stock further explained how we found old directions that we were not aware of but they still accepted that added to the confusion. Mrs. Spradlin asked about the 2M003 reference. Mrs. Seiter explained how each type of assessment was given a title back in the 1980, but was missed being put on future forms. She advised there is one new item that does need approved and asked Mr. Stock to explain. Mr. Stock explained and requested approval of lot splits or combinations of lots and pole services added in the Wilberforce area that had taken place over the year. He advised the Auditor's Office also requested a special form for these items. Therefore, for 2M003 Street Lighting, this form needs approved for 2019 assessed, collected in 2020, which is to take affect before the main one takes effect. Mr. Stock advised he missed putting it on the agenda, but it needed approved that evening.

Mrs. Spradlin moved to approve the presented lot split labeled 2M003 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. 2019-155**

FIRE DEPARTMENT:

Chief Beegle explained and requested a reconsideration to declare a reserve engine (old Engine 53, 1994 Pierce) obsolete, due to additional repairs not expected. He explained the repair cost history. The estimated cost to repair is \$2,805. Mr. Miller asked about the status of the two trucks being sold already. Chief Beegle explained how the most offered for the rescue was \$10,000 and no offers on the other truck. He also advised they have been in the process about a month, two passes through GovDeals, the offers are very low, and now an outside company that specializes in fire equipment is working with them. There has not been much activity. Mr. Stock explained another site that we cannot set a minimum bid. Chief Beegle advised they found the new issue when the truck was pulled out for a truck check. Mr. Miller talked about the issues when one truck goes down and having another for backup. He also talked about \$2,800 not being that expensive in the whole scope of the cost, especially when they are not selling. Mrs. Spradlin talked about services history and still think it is cheaper to keep it. She asked if anyone else in favor to keep it. Mr. Combs asked Chief for his opinion and noted it is already paid for. Chief Beegle re-stated his request to sell. Attendees discussed in further detail, other aspects like mutual aid, money put into the engines and lack of activity on the two already up for sale. Mrs. Spradlin asked if anyone is feeling strongly to keep it or let it go. Mr. Combs said both, other Trustees, have made a good case to keep it. Mrs. Spradlin advised the Trustees have decided to keep it. Chief Beegle stated that leads us to item two, a purchase order to All American. Mrs. Spradlin asked for clarification that it is for a third repair or replacement. Chief Beegle said yes, options.

Mr. Miller moved to approve a purchase order to All American Fire Equipment for the update of the broken materials for \$2,805 (2282-230-360-0000) 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. 2019-156**

Mr. Miller moved to approve the resignation of Tim Hines from the lieutenant position and change to the rank of FF2 /EMT at the rate of \$13.34 effective immediately and to thank him for his services as a lieutenant, amend that motion to meet the request, for pay change starting the new pay period. 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. 2019-157**

Mrs. Spradlin moved to approve Wes Hatfield's leave of absence until December 31, 2019. 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. 2019-158

ADMINISTRATOR:

Mr. Stock advised the first item on his agenda will be tabled for changes (job description.) The second item, (possible appointment) he advised the Trustees would like to return to Executive Session at the end of the meeting if Chief Beegle could wait to attend. Chief Beegle agreed.

Mr. Stock continued to item three of the request approval of the Ohio Plan risk management. He noted work to insure things at replacement value, at the right rate and in the right place. He advised all replacement costs went up 7.9%, we reduced our loss ratio to under 1%, which is unheard of in the business, our premiums for next year reflects both of those things and also one, if not two, pieces of fire apparatus going off, so our premium is down by \$1,832. He further explain changes to deductible and computer related services. Mr. Stock ask that the Board approve it for 2019-2020. Mrs. Spradlin asked Mrs. Seiter what line it would be paid from. Mrs. Seiter explained a split from the three main funds which have a specific line code with funds already budgeted. Attendees discussed our HCST computer vendor services. Mr. Miller asked how the two vehicles we are selling are being covered until sold. Mr. Stock stated he advised (Hylant) we wanted both of those vehicles off, they are covered to the end of the year. He offered to do a rider that says we have coverage for certain aspects for them. He advised when working on this renewal, they expected both of those pieces to be off/sold. He advised he took off the one that was worth less and kept on the Rescue vehicle that was worth more. Mr. Miller asked where the two pieces are being housed. Chief Beegle advised one is next door and one is at Station 52. Mr. Miller asked what the other two Trustees thought as the truck still has value, even though low. Mr. Combs stated he would keep them and reduce the value. Mr. Miller noted the equipment still on the truck(s) and their value. Mrs. Spradlin stated she felt more comfortable having them covered since we have things like a tornado around here, etc. and she thinks we still need them covered. Mr. Stock advised we have replacement value on the Rescue. He further explain how the options worked referencing the list in the policy. He offered the option for a rider at a set value with a \$1,000 deductible.

Mr. Miller moved to approve the purchase order to The Ohio Plan (Hylant) for hazard insurance as the quote states for \$28,430 with the additional coverage for the engine until we sell it and with whichever financial method is appropriate for the Township, until it sells. Mrs. Spradlin asked what he meant by financial method. Mr. Miller said for example, through the end of the year or next three months or a rider that the insurance is good until the date we sell it. Mr. Stock asked if we wanted replacement value or reduced value. Mr. Miller advised on the engine, reduced value is good. Mr. Combs agreed and said it would be nice to know the dollar of it now. Mrs. Spradlin confirmed it is old engine 53. Mr. Combs confirmed if the value is reduced, the insured amount is reduced. Mr. Stock said yes. Mr. Miller finished his motion to insure it to \$50,000. 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. 2019-159

Mr. Stock explained how we budget for expected revenue and we budgeted to sell both the engine for a total of \$50,000 and as of now we have zero for both. Therefore, he requested we reduce the budget by \$35,000 because he believes by the end of the year we can sell them for a combination of \$15,000. He advised what the Board was given is the 2019 appropriations and Chief Beegle and his crews provided proposed reductions. Mr. Stock called of each line code and the amount to be reduced. He also offered to pay for items from the EMS Billing Fund as needed. He explained about tightening repairs.

Mrs. Spradlin moved to approve the Supplemental Revenue reduction of \$35,000 for Fire Fund 2111-951-0000 as presented. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2019-160

Mrs. Seiter explained the difference between the revenue side and now the need to adjust the appropriations (expense) side with the detail spreadsheet Mr. Stock provided that totals the \$35,000.

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Mrs. Spradlin moved to approve Supplemental Appropriations as presented by the Fiscal Officer and Administrator for the Fire Fund in the amount of \$35,000 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. 2019-161**

Mr. Stock requested approval of the annual fee to Charity Advantage as the website provider and host. He further explained the benefits of the program for \$360 for the year. He advised it has been budgeted out of all three main departments. Attendees discussed refreshing the look of the site.

Mr. Miller moved to approve the contract with Charity Advantage as website provider for \$360 for the year. 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. 2019-162

Mr. Stock revisited the ongoing discussion of how to spend the grant monies from the Greene County Commissioners. He read from the proposed lists previously provided by the Trustees. The letter advising what we used the funds on is due in October. Attendees discussed road storm drain completion projects. They also discussed potential demolition of 1333 E. Main Street and 1221 Turner Place by Badger Construction for approximately \$18,300. This option was tabled. Attendees discussed potential use of Zeigler Environmental for 1333 E. Main Street and 1221 Turner Place. This option was also tabled. They discussed the funds usage possibilities much further.

BREAK: 7:00 – 7:12 PM

Xenia Chamber Committee: Mr. Stock reported Greene County Parks and Trails is advising their levy will not create any new taxes, and their new building being constructed off Dayton-Xenia Road is by General Fund monies, not levy monies and the Parks department will be renting from the County. There will be a Trunk and Treat at the Fairgrounds October 31.

Item 9 on the agenda regarding the new Employee Handbook sections was tabled.

TRUSTEE BUSINESS:

Mr. Miller talked about the CEDA agreements and the ODOT and Career Center area factors. He suggested the Township solicit help from Attorney John Albers, who made the documents. Mrs. Spradlin also noted we should include our local counsel. Mr. Miller suggested we set aside money for the reviews.

Mr. Miller moved to set aside \$4,000 from 1000-110-319-0000 to retain Albers & Albers legal counsel for reviewing CEDA and JEDDs currently in place. 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. 2019-163**

ROAD DEPARTMENT:

Mr. Miller asked about how the guard rails' weeds had been sprayed, but not removed. He wanted to know the plan. Mr. Stock will check with Mr. Pile and report back.

UPCOMING MEETING DATES:

- October 1, 6 pm, Zoning Commission
- October 1, 7 pm, Zoning Commission Public Hearing: Rezone 1075 Jasper Road
- October 3, 6 pm, Board of Trustee Meeting
- October 8, 6:30 pm, Greene County Township Association Meeting hosted by State Reps
- October 12, 1-5:00, Fire Department Open House, Station 52 on 68 South
- October 15, 6 pm, Zoning Commission
- October 17, 6 pm, Board of Trustee Meeting

COMMITTEE REPORTS: See above under Administrator for Xenia Chamber report.

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EXECUTIVE SESSION:

Mrs. Spradlin moved to enter into Executive Session at 7:42 p.m. for R.C. 121.22 (G) (1) to consider the employment, dismissal, or compensation of a public employee. Mr. Combs seconded the motion. Those included were all four elected officials, the Administrator and Fire Chief Greg Beegle.

Mrs. Spradlin advised they exited Executive Session at 8:19 p.m. and resumed the regular meeting.

Mrs. Spradlin explained how they are working on updating the job description for the Fire Chief. She further talked about how a permanent part time Fire Chief needed appointed to fill the vacancy left by Dean Fox, that Deputy Beegle had been filling in as the Interim Chief and everyone was very happy with his services.

Mrs. Spradlin moved to appoint Interim Chief Greg Beegle as the permanent part time Fire Chief effective immediately. 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. 2019-164

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 8:21 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