

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**WORK SESSION
June 16, 2016**

4:35 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 place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

Susan Spradlin called the Work Session to order, as to the fact Mr. Miller said that he was running late and came in right after is started. This was a work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

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

FIRE DEPARTMENT:

Mrs. Spradlin raised the first topic on the agenda, which was a resignation, and gave the floor to Chief Fox. Chief Fox shared that the first item on the list to be shared was the resignation of Nate Tretiak. Chief Fox informed that Nate Tretiak had been with the Township for 20 year, and after the beginning of the year due to medical reasons his participation fell off. Chief Fox said that a conversation was had with Nate Tretiak and he made the decision to resign. Chief Fox stated that at the last Christmas part he received a 20 year commemoration plaque.

Mr. Miller arrived, and Mrs. Spradlin gave control of the meeting to him. Mr. Miller shared the next topic on the agenda, which was Jason Evans. Chief Fox advised that Jason Evans had successfully completed the certification process to become a paramedic. Chief Fox advised that he had also completed the internal organization process. Chief Fox recommended that Jason Evans be appointed (from EMT at \$11.94) to the position of part – time paramedic with an hourly wage of \$12.56. Chief Fox asked that this be effective on June 5, 2016.

Mr. Stock asked Chief Fox to return to the previous topic and share more about three letters he had sent out. Chief Fox shared that letters were sent out to Nate Tretiak and two others. Chief Fox advised that the first letter was asking for the employees to communicate with the Township, and then the second letter was a bit more firm. Mr. Stock asked why the letters were sent. Chief Fox said the letters were sent due to lack of participation, and said that the Fire Department needs some kind of participation due to the expenses each employee brings. Chief Fox shared that when Nate Tretiak came in, he said that he had been expecting to receive a letter like that. Chief Fox advised that the letter was professional and that there were no hard feelings. Mr. Stock asked Chief Fox for a brief highlight of the other two letters sent out. Chief Fox shared that the first letter was asking for some form of communication from the employees, the second letter informed the employee that something needed to be done, and the third informed the employee that if action was not taken, they would no longer get a choice in what happened. Mr. Stock said that one person came in and realized that they were not picking up enough shifts, and signed up for more and signed a letter acknowledging that they were under probation. Mr. Stock said that the other employee had not signed up for a shift for 14 weeks and has decided to come back and will be expected to sign a probation letter the first shift they work. Mr. Stock said that the letters were concise and clear and there were no surprises. Chief Fox advised that the probation lasts for about a year and that both employees will be asked to sign the same letter.

Mr. Miller returned to the topic about Jason Evans and asked to confirm that Jason Evans' appointment as a paramedic and his pay raise would take effect on June 5, 2016. Chief Fox confirmed this. Mr. Miller asked Chief Fox what the rate would be. Chief Fox responded that the rate would be \$12.56 an hour. Chief Fox advised that this would take effect at the beginning of the pay period. Mrs. Seiter asked if Jason Evans was previously an EMT. Chief Fox confirmed that he was.

Mr. Miller informed that the next topic on the agenda was over the Physio Control Service Agreement. Chief Fox said that the Fire Department looked into contracts to

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service the compression device. Chief Fox informed that Physio Control is starting to perform services like this. Chief Fox advised that they are willing to give the Fire Department a 25% discount until December 31, 2016. Chief Fox said that the list price is \$6,200.00 for a four year contract, and that the contract will not start until a day after the one year warranty ends. Chief Fox advised that the contract will start October 24, 2016. Chief Fox said that the 25% discount off of the \$6,200.00 comes out to \$4,106.25. Mr. Stock explained to the Trustees that tonight they would be asked to agree to a four year Physio Control service contract for \$4,106.50, which is \$1,162.50 annually. Mr. Stock shared that he, Mrs. Seiter, and Deputy Chief Beegle had a discussion about this, and decided that the Trustees would approve the contract, but for the budget a note would be put on the side saying that \$1,162.50 needs to be budgeted in the contract. Mr. Stock advised that the Fire Department, within the next three weeks, will get a list of all of the long term contracts that are up in 2018, 2019, and 2020. He explained that this is because if the Trustees agreed to all of this now, Mrs. Seiter would have to write up a \$4,000.00 purchase order, and then next year \$1,200 would still be left, and then we would still be \$3,000 short of being able to use it. Mr. Stock informed the money would come from fund 2282-233-60-0000. Year to date expenditures is 61% with \$17,000 appropriations. Mrs. Seiter informed that the last time money owed was payed to Physio Control under contract there was some confusion, so we ended up with a credit just over \$1,000.00. Mrs. Seiter advised that if we apply the credit we will not owe anything this year and still have some of the credit leftover for next year. Mr. Miller asked if Physio Control was the only company that would come and perform services for these machines. Chief Fox advised that as far as he knew yes, and that all of their other contracts were with Physio Control so that is why they went with them. Mr. Miller asked if the company we bought the equipment from did maintenance. Chief Fox advised that he did not believe they did, but he could check. Mr. Miller said that this amount of money was not huge, but it was still pretty big and he said that he wanted to be sure we were getting the best possible care for our money. Mr. Miller asked Chief Fox if, through the Chief's Organization, they were looking to go collectively to Physio Control to try and get a broader contract and better pricing. Chief Fox said there had been many discussions about it. Chief Fox informed, although, that the Chief's Meeting had been cancelled due to lack of participation. Mr. Stock advised that he could text Deputy Chief Beegle and ask him his thoughts on the matter. Mr. Miller asked for any other questions or comments concerning this topic.

Mr. Miller raised that topic of Chief Baldwin's recognition. Chief Fox informed that on Saturday Chief Baldwin was having his retirement party. He advised that Chief Baldwin has over forty years in fire service. Chief Fox said that they went to Mr. Stock and asked him if he could right up a recognition resolution for his service with the Xenia Township Fire Department that could be presented to him. Mr. Miller said perhaps Chief Fox and Deputy Chief Beegle could draft something. Mr. Miller advised that Chief Baldwin has been a wonderful asset to the Xenia Township Fire Department. Mr. Stock advised that if they made the resolution that night he could make it look nice and get it written up.

Mr. Stock said that his question to Deputy Chief Beegle was, "for the 'thumper', is Physio Control the only maintenance contractor." Mr. Stock advised that he believed so because it is a proprietary operation, and they would not want competitors at risk of working on their patented technology. Mr. Stock advised that that was the answer Deputy Chief Beegle gave him. Mr. Miller asked if Physio Control was doing this on behalf of the manufacturer. Mr. Stock informed that he believed so. He said that it is a proprietary affiliation, and they would not want other competitors at risk of working on their patented technology. Mr. Miller said that his question would be if there was a connection between Physio Control and the manufacturer over a specific item, or if they would just be doing this because they see a service need.

FISCAL OFFICER:

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Mr. Miller went back to the first item in the Fiscal Officer business, which were the bills and any notes or concerns. Mrs. Seiter advised that there were no notes on any of the bills and that she did not have anything that needed to be shared in regards to that

Mr. Miller asked if there were minutes that needed to be approved during the Regular Trustee Meeting. Mrs. Seiter advised that there were four sets of minutes that needed to be approved. Mrs. Seiter advised that the minutes for the Kil-Kare Public Hearing had some minor adjustments in terms of spelling, but all of the other three sets seemed fine.

TOWNSHIP ADMINISTRATOR:

Mr. Miller raised the Township Administrator business next. Mr. Stock reported on the three Aflac meetings the Xenia Township held. Mr. Stock advised that about one-third of the employees that attended the presentations were eligible to sign up for Aflac. Mr. Stock informed that of that, about 52% of the employees said they would like to sign up. Mr. Stock advised that he was not sure exactly how many employees signed up, and that that was the last bit of data he had. Mr. Stock said that in the Regular Trustee Meeting, he would ask the Trustees to make a resolution to accept this voluntary payroll deduction program. Mr. Stock said that this Aflac program was not a hard sell. Mr. Stock advised that the Aflac Representative said that one of the goals was to provide a supplemental program for as long as the employee wanted it and could afford it. Mr. Stock advised that the representative told him that the rule of thumb for Aflac was that one hour of pay would be what your monthly payment should be. Mrs. Spradlin said that there were stipulations placed during the last Trustee Meeting that said each employee had to be signed up for one shift per pay period, and she asked if everyone was aware of this. Chief Fox said that he sat in on one of the meetings, and said that it was an no pressure sale, and he advised that the representative told the employees that everyone signs up through Xenia Township, and if they were to leave or go off on their own, the individual would be charged but they would still get the group rate.

Mr. Miller shared the next topic on the agenda which covered information regarding the vehicle C51. Mr. Stock informed that this was a second event for this truck. Mr. Stock shared that there was a cardia arrest on Hook Road. He said that the 911 operator that took the call was a relative to the man in cardiac arrest. Mr. Stock said when she went to leave the scene she hit our parked vehicle. Mr. Stock said that the vehicle now has a busted headlight and a scuff on one side. Mr. Stock said that we have gotten two estimates on the damage and the other party's insurance company is going to pay for the costs. Chief Fox clarified that it was the rear bumper and the taillight that got damaged. Chief Fox said that she hit the vehicle when she was backing out after the whole event was over. Chief Fox also confirmed that our vehicle was completely parked.

ZONING DEPARTMENT:

Mr. Miller asked for any information from the Zoning Department. Mr. Stock advised that a lot of work for the Central State University rezone has been done, so that covers a lot. He said that Agrotorism has also been a huge topic recently. Mr. Stock shared that something that has been left undone for a while is the Zoning Application Fees update. He noted the Trustees had gone through the first page, and left off on second page at the one year time and travel inspection. Mr. Stock said this item is the only time a break occurs. Mr. Stock advised that the Trustees had said four hundred dollars. Mr. Stock said that it was everything below the one year time and travel. Mr. Stock said that we got stuck on really wanting to spend a decent amount of time on the subdivision creative with a fee for per lot. Mr. Stock said that the Trustees had also begun to discuss charging one hundred dollars to parcel out land. Mr. Stock also shared that in addition it would be fifty dollars per subdivision. Mr. Stock shared that after all of this discussion the Trustees decided that they needed to look over all of this with fresh eyes, and that that was where they stood at that point. Mr. Stock advised that he had put down some of the fees and costs. Mr. Stock advised that one thing he noticed that he left off were the home occupancy certificates. Mr. Stock said

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that when someone a residential and agricultural zone would like to do a home business, this certificate would apply. Mr. Stock advised that this would be fifty dollars. Mrs. Spradlin said there is another inspection that needs to be done if someone wants to start doing foster care, and she asked if this was included in the list at all. Mr. Stock informed that this was not a zoning concern. Chief Fox said this comes from the Health Department. Mrs. Spradlin asked if a daycare would be considered zoning since it would be used as a business. Mr. Stock said that we would need to tell Al Kuzma who would give them an occupancy permit or a use permit. Mr. Stock shared that he would only have to do a letter of verification that in that specific zone, there will be a daycare allowed. Mr. Stock advised that another item that was not included on the list was when a use is change in a zone, we do not currently charge for that and he was unsure as to if the Trustees wanted to start charging for that service. Mr. Miller asked, for example, if a plumber sold out his business to an electrician, they are two completely different things but both provide services to buildings, homes, and business. Mr. Stock said that in the case provided that would not count as a change of use. Mr. Stock gave the example of a plumber or electrician selling out his business to a doctor. Mrs. Spradlin asked Mr. Stock if conditional use follows over to the new owner. Mr. Stock answered that a variance or conditional use runs with the land. Mr. Combs asked, if this was the case, how it would be conditional. Mr. Stock informed that it is because it is not a primary principal use. Mr. Miller said that he has heard there are certain things that run with the owner and not the land, and he asked Mr. Stock what those items would be. Mr. Stock said that at the time he was unsure. Mr. Stock said that there were two types of variances: an area variance and a use variance. He said that one type of variance has the Duncan Standards that had gone through the Ohio Supreme Court. Mr. Miller said that in regards to the one year time and travel, he asked if that was specific to the overlay. Mr. Stock advised that it was not specific to the overlay. Mr. Stock advised that the Trustees wanted a price for the inspection. Mr. Stock said we inspect twice a year but we do it three hundred sixty-five days a year. Mr. Stock advised that in the spring, we do the residential portions and then in the fall we do the commercial portions. Mr. Stock said that one of the things that the Trustees wanted to do was to allot \$23,000 and he said that Mrs. Spradlin thought it more reasonable to charge the City of Xenia four hundred dollars for one year time and travel. Mr. Miller said if there is a change in any overlay or any kind, or if someone wants to create an overlay is what should be included to zoning. Mr. Miller advised that the inspection that Mr. Stock is doing does not pertain to zoning; it is just a service that the Xenia Township provides. Mr. Stock said that he can take that off the list, but he said that he knows for certain that one of the Trustees wants the inspection to be on the list. Mr. Miller said that in that case, both should be on there respectively as two points: one for the inspection and another for the creation or changing of overlays. Mr. Stock said that the four hundred had always been implied, but he can print it up on the first page. Mr. Miller said that, in terms of the creation of an overlay, the fee for that could amount to two parcels, one parcel, or a group of parcels. Mr. Stock gave Mr. Miller the example of the Central State Rezone that was going to be purposed to the Trustees that evening. Mr. Stock said that two things were born from this. The first thing was that the Zoning Commission said they would really like to hear from the Trustees ahead of time, and asked if they could meet on one of the fifth Tuesdays that occur to see where they stand. The other thing was a mixed use overlay that is not as restrictive as a PUD. Mr. Stock said that within the next eight to ten months, he expected to see a recommendation from the Zoning Commission that has to do with the mixed use overlay. He said that this goes along with what Mr. Miller was sharing. Mr. Miller asked for any further questions on the scheduled fees at this time.

Mr. Stock shared another topic on the agenda that covered the planned unit development. Mr. Stock said that the average for a PUD, including major and minor modifications, you are looking at a parcel or parcels of land like what had been discussed previously. Mr. Stock said, for example, people want to build a specific building and once it is done they will share the water, electricity, sewer, and things of that nature. Mr. Stock then said back further a restaurant could be built, then a set of condos. Mr. Stock said that a rezone is four hundred dollars. Mr. Stock said that a PUD could be as little as three or four different uses or have many buildings. Mrs. Spradlin said that Mr. Stock would need to fill in the blanks on the sheet Mr. Stock noted how Beavercreek has fees for each one, and said that he was not sure whether

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or not the Trustees wanted to do that same. Mr. Stock said that this is something that we have never done before. Mr. Stock said that he also spoke with Ronda Painter and she said that she had not done a PUD in ten years. Mr. Stock left the fees and the processes up to the Trustees. Mr. Stock informed that he had spent a couple of hours at Regional Planning looking at how they handle it and the way the Township could go. Mrs. Spradlin advised that if we were to start off with a PUD initial fee, she said that we would have to make sure the amount was enough to cover Mr. Stock's time. Mr. Stock said that for the Regular Trustee Meeting, he is just looking for their input, because this is a big thing to look over. Mr. Miller asked for clarification that what Mr. Stock had described was how Beaver Creek Township handles PUDs. Mr. Stock confirmed that this was true. Mr. Stock said that if you just wanted to do a PUD, the base cost would be four hundred dollars.

FISCAL OFFICER CONT:

Mrs. Seiter advised that she would be on vacation the following week. She advised that she would come in Sunday to do payroll.

ADJOURNMENT:

Mr. Miller made a motion to adjourn the Work Session, Mrs. Spradlin seconded the motion. Roll Call: All Voted Aye. Work Session ended at 5:50 p.m.

Xenia Township Board of Trustees

Date Approved: _____

Scott Miller, Chair

Resolution # _____

Attest:

Susan Spradlin

Sheila J. Seiter, Fiscal Officer

L. Stephen Combs

SLR