

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING
FEBRUARY 21, 2013 7:00 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 place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

PRESENT: Amy Lewis, Chairman; Jim Reed, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Meeting was called to order at 7:00 P.M. and pledge was given.

PUBLIC COMMENTS:

The members of Boy Scout Troop 65 were introduced, and it was explained how they are all working on their Citizenship and Community Merit Badge and one member is working on his Communication Merit Badge. He stated part of the requirement to receive the badge is to attend a public meeting.

IN THE READ FILE:

- Alan Stock requested the Trustees let him know if they were interested in attending the meal for the new president of Central State University.
- Mr. Stock said the RSVP for the County Engineer's Meeting needs to be submitted by March 6th.
- The Greene County Prosecuting Attorney has a Zoning Workshop on April 3, 2013. He said the RSVP is due by March 20th, and will be held at Fire Station 61 at 2195 Dayton-Xenia Road in Beavercreek.
- Mr. Stock said he received information from the EECO Focus, ARC News, and Buckeye Farm News.

FISCAL OFFICER/FINANCE:

- Barb Miller said she has not gotten the bills printed off because she has been having issues with the program notifying her there is no more money in the account. The temporary budget/appropriations were discussed and how long the time frame was for. Mrs. Miller requested the Trustees appropriate money to the General Fund in the amount of \$300,000. Mr. Reed said he understood there was concern on where the money that was appropriated had been spent, but he said the bills needed to be paid. Mrs. Lewis stated she would like to see where the money had been spent, and what the amount and bills were for that were on Mrs. Miller's desk. She suggested after the information was compiled there could be a special meeting held to approve an amount. Mr. Reed said he was comfortable with approving an amount because the money could only pay bills, and the Township Administrator has to approve all the bills being paid.
- Mrs. Miller discussed an issue she was having with the payroll software regarding a part-time employee who took more vacation time than what she had accrued. Amy Lewis said they would come back to the two items later in the meeting.
- Barb Miller said she had been declined once before on purchasing a \$1200 sound system, so she went and purchased one on her own free will. Mrs. Miller said she wanted to see if it made a difference, and if the Township would choose to reimburse her the total cost was \$312. It was determined the set of minutes should be completed to see how adequate the recording was before the Trustees would decide to reimburse Mrs. Miller or not at the next regular meeting.

MINUTES:

- Amy Lewis MOVED approval of the record of proceedings of the January 3, 2013 Reorganization Meeting. Motion was seconded by Scott Miller and PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-47

- Amy Lewis MOVED approval of the record of proceedings of the December 6, 2012 Regular Meeting. Motion was seconded by Scott Miller and PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-48

- Amy Lewis MOVED approval of the record of proceedings of the May 3, 2012 Regular Meeting. Motion was seconded by Jim Reed and PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-49

- Amy Lewis MOVED approval of the record of proceedings of the May 3, 2012 Work Session Meeting. Motion was seconded by Scott Miller and PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-50

- Amy Lewis MOVED approval of the record of proceedings of the May 10, 2012 Regular Meeting. Motion was seconded by Scott Miller and PASSED by a roll call vote of 2-0. (Reed abstained)

RESOLUTION NO. 2013-51

- Amy Lewis MOVED approval of the record of proceedings of the May 10, 2012 Work Session Meeting. Motion was seconded by Jim Reed and PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-52

- Amy Lewis MOVED approval of the record of proceedings of the May 17, 2012 Regular Meeting. Motion was seconded by Scott Miller and PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-53

- Amy Lewis MOVED approval of the record of proceedings of the May 17, 2012 Work Session Meeting. Motion was seconded by Scott Miller and PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-54

TOWNSHIP ADMINISTRATOR:

- Alan Stock stated at the last meeting there was a question about the construction/remodeling project done for the Township office and he provided the Trustees with the final inspections from Greene County on the HVAC, the electrical, and the building. Mr. Reed questioned who the architect was on the project, and said there was some question about the classification of the structure. Mr. Stock stated he had no information regarding the architect, but the question about the classification of the building was written on the plans before the final inspections were done. Mr. Reed said since the Township was preparing to start another project he wanted to make sure the Township was 100% compliant with the Building and Fire Code requirements.

ZONING DEPARTMENT:

- Amy Lewis explained the Flood Plain Text Amendment was a topic discussed in the public meeting before the Trustee's meeting, and the Trustees decided to continue the issue to give other residents the opportunity to get involved in the discussion and to give their input. She said the discussion will be continued to the next meeting that will be held on March 7, 2013 at 5:00 p.m.
- A motion was made by Amy Lewis to permit Mr. Stock to start the process to declare the vehicle as a junk vehicle at 1556 Wilberforce Switch Road, seconded by Scott Miller. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-55

- A motion was made by Amy Lewis to permit Mr. Stock to start the process to declare the vehicle as a junk vehicle at 1268 Hughey Drive, seconded by Scott Miller. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-56

- A motion was made by Scott Miller to declare the property at 1040 U.S. 68 South a nuisance based on the recommendation of the Zoning Inspector, seconded by Amy Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-57

ROAD DEPARTMENT:

- There was a discussion between Jim Reed and Barb Miller regarding some information David Shuey requested from Mrs. Miller about his line item funds.

FIRE DEPARTMENT:

- Dean Fox discussed the MED 3000 transport increase, and supplied the Trustees with the Montgomery County rates. He discussed the current amounts and what the new

rates would be. A motion was made by Jim Reed to approve the MED 3000 increase in rates, seconded by Amy Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-58

- The Township has a conditional offer currently with Tim Spradlin, and he has passed his BCI & FBI background checks and a medical physical. Mr. Fox recommended a permanent appointment of Tim Spradlin as a firefighter and an EMT-B. Motion was made by Jim Reed to approve Tim Spradlin as a volunteer for Xenia Township, seconded by Amy Lewis. Motion was PASSED by a roll call vote of 2-1. (Miller)

RESOLUTION NO. 2013-59

- Mr. Fox explained he had interviewed Matthew Carlson who is a Level II firefighter and EMT-B. Matthew completed all the necessary paperwork, so Mr. Fox would like to give Mr. Carlson a conditional appointment pending passing his FBI & BCI background checks and medical physical. Mr. Reed and Mr. Fox discussed when Mr. Carlson would start working, and Mr. Fox stated it would not be until he has passed the background checks and physical. A motion was made by Scott Miller to approve a conditional appointment for Matthew Carlson, seconded by Jim Reed. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-60

- Dean Fox requested the Trustees approve a six month leave of absence for Bryan Simpson who has been working for the Township for approximately three and a half years. Mr. Simpson recently took a job with the Dayton Fire Department so he has to give up his job at the Township. Mr. Reed asked if he will have to turn in his gear, and Mr. Fox said yes. A motion was made by Jim Reed to approve a six month leave of absence for Bryan Simpson, seconded by Scott Miller. Motion PASSED by a roll call of 3-0.

RESOLUTION NO. 2013-61

- Alan Stock provided the Trustees with a spreadsheet regarding the cost of the renovation to Fire Station 52. He explained Al Kuzma, Chief Building Official, has a copy of the proposed plans. There was a discussion on the proposed upgrades, and Mr. Reed was concerned because he did not see a breakdown of the labor costs. Mr. Stock stated David Shuey is depending on volunteer labor from the fire fighters. Mr. Reed said they would be approving the cost of the construction in the amount of \$38,170.00 for the renovation, but he would prefer to split the total amount into two categories, one for furniture costs and the other category for renovation costs. A motion was made by Amy Lewis to approve the cost of construction not to exceed \$20,000 for the renovation of Station 52, seconded by Jim Reed. Mr. Miller was concerned about what should be considered furniture, and Mr. Reed was apprehensive since there was no dollar amount allocated for labor. Dean Fox requested the motion be pulled off the table so he could do some further research.

RESOLUTION NO. 2013-62 FAILED

Mr. Reed requested a weekly time table be completed showing what will be accomplished and who would be working on the renovation. He requested the Chief get an estimate from a contractor on what it would cost to do the whole project. Chief stated he would try to have that information by the next meeting. There was a discussion about a licensed electrician and plumbing being required to do the electrical and plumbing work. The Trustees agreed the project needed to be done, and requested to be notified as soon as Mr. Kuzma was finished reviewing the plans. Amy Lewis said the discussion will be continued at the next meeting.

TRUSTEE'S BUSINESS:

- Barb Miller said the fire fighters will be provided a paper with their checks tomorrow giving them the option of direct deposit. She said it will take the bank ten days from the time they get the forms for it to be implemented. It was decided the forms should be returned to Mrs. Miller by Friday, March 1, 2013 if they are interested.
- Thomas Sears, 1550 Stone Road, asked what the status was on Daryl Myers. Amy Lewis said they had no new information and they could have it added to the agenda at the next regular meeting so it could be discussed.

UPCOMING MEETING DATES:

March 7, 2013, 5:00 p.m. Trustees' Work Session

XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, FEBRUARY 21, 2013

March 7, 2013, 7:00 p.m.	Trustees' Meeting
March 12, 2013, 6:30 p.m.	Greene County Engineer's Dinner
March 14, 2013, 5:00 p.m.	Trustees' Work Session
March 14, 2013, 7:00 p.m.	Trustees' Meeting
March 19, 2013, 6:00 p.m.	Zoning Commission, Notifications and Minimal Levels
April 3, 2013, 7:00 p.m.	Zoning Workshop

EXECUTIVE SESSION:

Amy Lewis made a motion to enter into Executive Session for the purpose of reviewing a personnel issue, seconded by Jim Reed. Motion PASSED by a roll call vote of 3-0.

Amy Lewis made a motion to adjourn executive session and reconvene the regular meeting at 10:00 p.m., seconded by Scott Miller. Motion PASSED by a roll call vote of 3-0.

TRUSTEE'S NEW BUSINESS:

- Amy Lewis explained in Executive Session payroll concerns were addressed and a motion was made by Amy Lewis to allow the Fiscal Officer to determine if Daryl Meyer's payroll will be paid out of sick leave or vacation, seconded by Jim Reed. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-64

- There was a discussion about appropriating money to the General Fund. A motion was made by Jim Reed to appropriate \$300,000 to the General Fund, seconded by Amy Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2013-65

Amy Lewis requested to see what bills have been paid out of each line item at the next meeting for the General Fund.

- Mr. Stock gave the Trustees a packet of information pertaining to the hours of Fletcher Technology last year. He discussed the hours per week and the total cost. Mr. Reed asked if it was accurate to say the amount they paid to Fletcher Technology is more than what was paid in previous years. Mr. Stock said he would like to share that information with them once the Fiscal Officer is able to get the information together. Mr. Reed said he doesn't have a concern with the dollar amounts, but had heard from several people they are not happy with the way their systems are running. Amy Lewis said since this topic was not on the agenda she would like to have it added to the next work session agenda. Mr. Fox said since David Shuey has spoken with Mr. Stock, he believed the issues are being worked through. Motion was made by Scott Miller to table the issue, seconded by Amy Lewis. Motion was PASSED by roll call vote of 3-0.

There being no further business, motion was made by Amy Lewis to adjourn the meeting at 10:19 P.M., seconded by Scott Miller. Motion PASSED by a roll call vote of 3-0.

XENIA TOWNSHIP BOARD OF TRUSTEES

Amy Lewis, Chair

Scott Miller

Jim Reed

ATTEST:

Barbara Miller, Fiscal Officer