

## RECORD OF PROCEEDINGS

### MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

WORK SESSION  
FEBRUARY 7, 2013 5:00 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: Jim Reed, Chairman; Amy Lewis, Trustee; Scott Miller, Trustee; Alan Stock, Administrator; Barbara Miller, Fiscal Officer and guest speaker Jill O'Banion.

Mrs. Lewis called the meeting to order at 5:07 pm.

At the request of Barbara Miller, Jill O'Banion spoke to the Trustees. Jill O'Banion of Greene Soil and Water Conservation District discussed the Tire Amnesty Program. She discussed the upcoming Tire Amnesty Program. It is scheduled for March 12. Participants must be registered before that date in order to be sure that the necessary equipment is available and documentation to transport tires is in place.

Jill O'Banion also spoke about the Small Farms Connection Gathering that will be held at the end of the month. This will be open to anyone interested in learning more about resources available in Greene County. Agricultural programs, the soil and water conservation office, farm services and natural resources conservation services will be represented at this gathering.

Jill O'Banion also spoke about a Dam Safety meeting that is scheduled for April 3. The Ohio Department of Natural Resources and Greene County Emergency Management Agency will be present. This meeting will discuss the life issues and possible problems that could arise if a large dam would be damaged or breached. They will also discuss the course of action that would be taken if this were to happen. Greene County Fish and Game owns the only dam located within Xenia Township.

### TOWNSHIP ADMINISTRATOR:

Mr. Stock stated that the Fiscal Officer would like to hire a part-time helper. The Fiscal Officer has asked for \$14.00 per hour to be the rate of pay for this position. Mr. Stock states that \$14.25 per hour for 15 hours has been allotted in the budget. The scope of work to be done by a part-time helper will be determined by Mrs. Miller.

Mr. Stock spoke about the boilers at Station 52 that have been a problem. Both Fire Stations have very old boilers that have reached the end of their life cycle. Dave Shuey believes he can keep the boilers running thru the current season. However, they are very old and it is difficult to find replacement parts and someone who can work on them. \$50,000.00 has been allotted for conversion to propane systems for both stations. David Shuey believes this amount will cover the cost of conversion.

Mr. Stock discussed the Wills for Heroes event that is scheduled for March 23, from 8-4. The meeting will be held at the Xenia Township Office. This is a free service open to all first responders in Greene County.

Mr. Stock spoke about the Smoking on Premises policy at Xenia Township. Xenia Township has been 100% smoke free since 2005. This makes it difficult for people who are here on duty for long shifts. They must get in their car and leave the property to smoke. The policy will be amended to include a designated smoking area on the property. Mr. Stock has checked and there would be no increase in insurance or Workers Compensation rates and no change in current coverage. Chief Fox, David Shuey, and Alan Stock will determine the best area of the property to be designated at a smoking zone.

Mr. Stock discussed the Obamacare regulations. He is looking for clarification regarding the 30 hour rule. He is unsure if it is 30 hours per week or 30 hours per payroll. It is important to stay within the required regulations. However, this issue is still being researched for clarification.

LGIF was discussed by Mr. Stock. The information that was submitted has been accepted. Scoring for the grant will continue. February 20<sup>th</sup> is the meeting date. We should have grant information by then. Funds are in place to repay our matching grant interest.

**ZONING:**

Mr. Stock stated that the Zoning Commission is looking at signage issues such as size and visibility. He asked if anyone had any other questions to be addressed by the Zoning Commission.

Mr. Stock reviewed the following Zoning matters:

221 E. Krepps Road - Possible legal action in small claims court may result from a damaged mail box at that address. The Road Department does not believe that they damaged this mail box. The mail box in question is a very ornate box and the owners want it replaced with the same ornate style. Our policy states what will be replaced, but they are not satisfied. Stephanie Hayden is aware of this matter.

1000 Stone Road - The Victorian house that was destroyed by fire is nearing completion. Everything is good. The neighbor complaint concerning the placement of the new house was unfounded.

946 Davis - Garbage complaint. The bill was paid and everything has been taken care of.

1203 Old US 35 - Garage is almost complete. They need to finish the brick façade.

Turf Complaint - Regarding dirt being thrown over a fence by a township resident into the backyard of a property that is within the City of Xenia. Mr. Stock worked with his City of Xenia counterpart to get this issue resolved as it is not in our jurisdiction and not a zoning issue.

1041 Yellowstone - Deck complete

122 Renaissance Woods - Large accessory structure complete

637 Bell Road - Fence complete

1766 Union - Accessory structure complete

728 Bell Road - Pool and deck complete

703 Kinsey - Accessory structure (Inspection not yet completed)

822 - Hawkins Road - Accessory structure (Inspection not yet completed)

1832 Stewart - Sign Permit

Complaint on Bell Road regarding someone living in a barn with no water or sewer. Mr. Stock has visited this property several times and has been unable to determine if it is inhabited. Mark Issacson of Greene County Health stated that a permit for a well and sewer was issued for this property about 9 years ago, but the well was dry and the property owners decided not to build a house at this location. Mr. Stock will continue to investigate.

Bell Road – Barn construction

1556 Wilberforce Switch Road – 2 junk cars. The mowing contractors have found 2 junk cars at this location. This property has been declared a nuisance. The vegetation was so tall the vehicles could not be seen from the road. Greene County Combined Health is

seeking an injunction to demolish this property. Chief Fox looked at the property to see if it was appropriate to do a live burn. He decided it was not worth the price of necessary permits or the conditions the Fire Fighters would need to endure.

1268 Hughey – junk cars. One of the cars on this property is owned by an elderly woman in North Carolina who is in a nursing home. Mr. Stock has sent to Stephanie Hayden the verbage for a procedure to have the vehicles removed. When he receives the feedback, he will start the process of having the junk cars removed.

1040 South 68 – The original complaint regarding this property was November 20, 2011. Greene County Combined Health District is taking this issue to a judge. They are interested in having Xenia Township partner with them in an effort the get this property cleaned up. This property was ordered to be cleaned up for a period of 4 years and it was. Approximately 4 years and 2 days later, it started to become filled with junk and trash again.

Mr. Stock spoke about the renovations for Station 52. Chief Fox has had input from command staff and the public regarding the needed changes to the station. The upgrades will include new commercial grade carpet and linoleum, removal of paneling with all walls patched and painted, new drywall, a new shower stall and a new washer and dryer added. Metal dividers in the restroom will be replaced. The third bedroom door will be sealed to prevent fumes from the bay from entering the bedroom. Ceiling fans, lights and dressers will be added. There will be new lockers provided along with new bookcases. There will be a two person work area also. New beds, mattresses, kitchen table and chairs along with couches and chairs similar to Station 51 will be purchased. A new water conditioner will also be purchased. This will show our Fire Fighters that they are valuable to us and they are supported. New outside numbers will be added to both stations to identify Station 51 and Station 52.

Since the station will be in use during the remodel, Chief Fox has made the necessary changes to the schedule in order to assure full coverage. He has located a place to secure the third engine inside during the remodel. Plans will be submitted to the County. Most of the work will be done by staff and volunteers. Electrical and plumbing will need to be handled by the appropriate professional contractors. The total price of the remodel is not to exceed \$37,000.00.

#### **TRUSTEES' BUSINESS:**

Mr. Stock is working to be sure that Agenda items are sent out by Friday for Trustees' input and clarification. They are being returned by Monday or Tuesday. They have been put on the website by Tuesday afternoon. Everyone is working hard to accomplish this.

#### **FISCAL OFFICER:**

Mrs. Miller gave an update of the progress of the CPA that was hired. So far he has worked 22 hours. End of year was balanced out. All W-2's are distributed along with all 1099's. Everything is caught up. Mrs. Miller has fixed the problem with the City of Xenia School tax and everything is correct now.

The CPA has offered to come in once a month and make sure everything is done correctly and reports are generated. Mrs. Miller would like to see his time be part of the budgeted amount for her part-time helper that was discussed. The CPA amount that was requested was \$2,500.00. Mrs. Miller had previously requested an additional \$1,000.00 to cover his services. She does not expect to exceed that amount.

The bank audit is complete and has been reconciled. UAN audit is in progress. The Fiscal Officer is learning the new program. The Fiscal Officer presented copies of reports with carryover amounts to the department heads. Everything for 2012 has been completed. The line item names still do not mirror the budget items. Mr. Stock and Mrs. Miller will work together on this. They will also work to identify all sources of revenue for 2013.

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Mrs. Miller presented the bills to be paid. She asked that in the future, bills and payroll are separate. Property taxes were paid late in 2013, so Mrs. Miller would like to address this issue so that they may be paid on time. Mr. Reed questioned whether or not the Township should be paying this tax at all since government entities should be exempt. Mrs. Miller will research this issue.

The issue of the Deferred Compensation money and credit union money that was withheld but not deposited was resolved. The amount collected for 911 dispatch was discussed. An unpredicted expenses amount was put on a blanket certificate to cover any unexpected cost that may occur.

Mrs. Lewis made a motion to go into Executive Session to discuss JEDD issues. Mr. Reed seconded the motion. All voted AYE.

Mrs. Lewis made a motion to return from Executive Session. Mr. Reed seconded the motion. All voted AYE.

Motion to go back to Executive Session to discuss personnel issues was made by Mrs. Lewis, seconded by Mr. Reed. All voted AYE.

Motion to come out of Executive Session was made by Mr. Reed, seconded by Mrs. Lewis. All voted AYE.

There being no further business, Mrs. Lewis mad a motion to adjourn the Work Session. Mr. Reed seconded. All voted AYE. Meeting adjourned at 7:13 pm.

XENIA TOWNSHIP BOARD OF  
TRUSTEES

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Resolution Number

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Jim Reed, Chair

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Date Approved

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Amy Lewis, Trustee

ATTEST:

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Scott Miller, Trustee

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Barbara Miller, Fiscal Officer