

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**SPECIAL MEETING
December 21, 2025 8:00 A.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 Special Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Scott Miller called the Special Meeting to order at 8:04 A.M.

All participated in the Pledge of Allegiance.

ROLL CALL: Scott Miller Trustee, Jeremy VanDyne, Trustee, Jacqueline Robinson, Fiscal Office. Steve Combs, Trustee; Chair, absent for medical reasons.

In attendance: Alan Stock; Township Administrator, Ronnie Shaw, Acting Road Superintendent

ROAD DEPARTMENT:

Mr. Shaw gave an update on the Boiler at Station 52. He stated that this is a recall repair.

Mr. Shaw gave an update on the latest snow/ice events. He stated that they have used 250 tons of salt and 600 gallons of beat juice so far this season.

Mr. Shaw gave an update on the advantage of having a seasonal snow plow driver. He stated that with heavy snow, it's hard to keep up with three people. He went on to say that Alex only works nights.

Mr. Shaw gave an update on the repair of Dump Truck 19. He stated that it is the oldest in the fleet, and only needed a new starter and replacement of ground cable from starter to battery.

FISCAL OFFICER:

Ms. Robinson asked the Trustees to move to approve the bills as presented.

Mr. VanDyne moved to approve the bills as presented. Mr. Miller seconded the motion. Roll Call: Mr. Combs – absent, Mr. Miller – aye, Mr. VanDyne – Aye. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2025-181

Ms. Robinson asked the Trustees to move to approve payroll as presented.

Mr. VanDyne moved to approve payroll as presented. Mr. Miller seconded the motion. Roll Call: Mr. Combs – Absent, Mr. Miller – aye, Mr. VanDyne – Aye. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2025-182

Ms. Robinson asked the Trustees to move to approve Trustee Regular Meeting of November 20, 2025.

Mr. Miller moved to approve Trustee Regular Meeting of November 20, 2025. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – Absent, Mr. Miller – aye, Mr. VanDyne – Aye. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2025-183

Ms. Robinson asked the Trustees to move to approve Trustee Special Meeting of December 3, 2025.

Mr. Miller moved to approve Trustee Special Meeting of December 3, 2025, with corrections. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – Absent, Mr. Miller – aye, Mr. VanDyne – Aye. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2025-184

EXECUTIVE SESSION:

**MR. MILLER MOVED TO ENTER EXECUTIVE SESSION UNDER 121.22 (G) (1) To CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, OR COMPENSATION OF A PUBLIC EMPLOYEE. MR. VANDYNE SECONDED THE MOTION. ROLL CALL: MR. COMBS – ABSENT, MR. MILLER – AYE, MR. VANDYNE – AYE. MOTION PASSED BY ROLL CALL OF 2-0. IN ATTENDANCE: ALL ELECTED OFFICIALS, TOWNSHIP ADMINISTRATOR, ALAN STOCK AND RONNIE SHAW
EXECUTIVE SESSION 8:18 AM TO 8:26 AM**

TOWNSHIP ADMINISTRATOR:

Mr. Stock asked the Trustees to move to approve an hourly raise for non-salaried Road employees by \$1.00 effective the next pay period.

Mr. VanDyne moved to approve an hourly raise for non-salaried Road employees by \$1.00 effective the next pay period. Mr. Miller seconded the motion. Roll Call: Mr. Combs – Absent, Mr. Miller – aye, Mr. VanDyne – Aye. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2025-185

Mr. Stock asked the Trustees to move to hire Kohen Liming as a full-time employee for the Road Department at a beginning wage of \$21.00 effective Monday, December 22, 2025. The Township will create a PO from 2031-330-318-0000 and pay up-front costs for the job description requirement of the CDL license. The Administrator is authorized to enter into an employment agreement for repayment and repayment stipulations of the CDL class.

Mr. Miller moved to hire Kohen Liming as a full-time employee for the Road Department at a beginning wage of \$21.00 effective Monday, December 22, 2025. The Township will create a PO from 2031-330-318-0000 and pay up-front costs for the job description requirement of the CDL license. The Administrator is authorized to enter into an employment agreement for repayment and repayment stipulations of the CDL class. Mr. VanDyne seconded the motion. Roll Call: Mr. Combs – Absent, Mr. Miller – aye, Mr. VanDyne – Aye. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2025-186

Mr. Stock gave a reminder of the changed January and February Trustee meeting dates. January 1 to January 8, January 15 to January 22, February 5 to February 12, and February 19 to February 26.

Mr. Stock asked Mr. Miller and Mr. VanDyne whom that would like to be sworn in by at the January 8 meeting. Mr. Miller stated that he was sworn in at the OTA Banquet. Mr. VanDyne would like Judge Lewis to swear him in.

Mr. Stock presented a Letter of Conveyance to the Trustees from the Zoning Commission for the rezone of 902 North Bickett from Agricultural (A) to Institutional Government (IG). It was agreed to hold this public hearing for the rezone on January 8 at 6:30 PM.

Mr. Stock presented a discussion of the 2026 Annual Budget.

Mr. Stock asked the Trustees to move to approve the 2026 annual budget as presented with the understanding that carryover amounts will be adjusted once 2025 can be booked.

Mr. Van Dyne moved to approve the 2026 annual budget as presented with the understanding that carryover amounts will be adjusted once 2025 can be booked. Mr. Miller seconded the motion. Roll Call: Mr. Combs – Absent, Mr. Miller – aye, Mr. VanDyne – Aye. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2025-187

ADJOURNMENT:

Mr. VanDyne moved to adjourn at 7:17 P.M. Mr. Miller seconded the motion. Roll Call: Mr. Combs – Absent, Mr. Miller – aye, Mr. VanDyne – Aye. Motion PASSED by roll call of 2-0.

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs, Chair, Absent

Resolution # 2025-_____

Attest:

Scott Miller

Jacqueline Robinson, Fiscal Officer

Jeremy VanDyne