

**RECORD OF PROCEEDINGS**

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
MARCH 3, 2016                      7:00 PM**

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.

Scott Miller called the Regular Meeting to order at 7:12 p.m.

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

All participated in the Pledge of Allegiance.

**READ FILE:**

GC Public Health PR (2)  
PR (1) Xenia City Zoning and Planning, March  
League of Women Voters

**FISCAL OFFICER/ FINANCE:**

Mr. Miller made a motion to approve the payroll as presented, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2016-056**

Mr. Combs made a motion to approve the bills as presented, Mr. Miller seconded the motion. Mrs. Spradlin asked for discussion to talk about the phone bill. She said it appeared the business phones are being used for personal use with a lot of data being used. She said the Township is not being charged extra for the usage, but with the phones being provided by the Township she does not agree with the way the phones are being used. Mr. Combs agreed with Mrs. Spradlin even though it is not an additional expense. Mrs. Spradlin cautioned it is a tool that will wear out faster with excessive use. Chief Fox said his phone is probably one of the top culprits, and he also receives business calls on his personal cell phone. Mr. Miller asked the Department heads to talk with the employees about appropriate use of the phones. Mrs. Seiter verified a Carquest invoice with Mr. Pile so they could include it in the approval of bills. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2016-057**

Mr. Miller made a motion to approve a Then and Now request for \$20,936.11 to Compass for salt, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2016-058**

Mrs. Spradlin made a motion to approve the Work Session minutes from February 4, 2016, Mr. Combs seconded the motion. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2016-059**

Mr. Miller made a motion to approve the Work Session minutes from February 18, 2016, Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2016-060**

Mr. Miller made a motion to approve the Trustee Meeting minutes from February 18, 2016, Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2016-061**

**XENIA TOWNSHIP TRUSTEE'S  
REGULAR MEETING, MARCH 3, 2016**

**FIRE DEPARTMENT:**

Chief Fox gave the 2015 Caesarscreek Report for the Department's response to the calls for the Township. He said they received 94 calls and performed 7 fire inspections. He also reported there were no major losses due to fires in Caesarscreek Township in 2015. Chief Fox also reported the types of calls, EMS with or without vehicle accidents and fire, to which Xenia Township responded.

**FISCAL OFFIICER/FINANCE cont.:**

Mrs. Seiter said she will start to print out one copy of three reports each month for the Trustees. They will include the revenue status and appropriation status, both showing how much the Township has spent and received year-to-date. The third report will be a summary of all cash flow and each fund's total amount.

**FIRE DEPARTMENT cont.:**

Chief Fox spoke about the River Road Runners marathon on April 10. He said they stage a Medic at the water tower on Wilberforce-Switch Road. This is their fourth year and they have around 1,000 runners.

**TOWNSHIP ADMINISTRATOR:**

Mr. Stock asked for a purchase order in the amount of \$2,500.00 for the shared services agreement with Beavercreek Human Resources. Mr. Combs made a motion to approve the request for a PO for the shared services agreement with Beavercreek Township in the amount of \$2,500.00, Mr. Miller seconded the motion. Roll Call: Mr. Miller- Aye, Mrs. Spradlin- Aye, Mr. Combs- Aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2016-062**

Mr. Miller said the Road Department did not have anything for the Regular Meeting.

Chief Fox reported on the Safety Council meeting with Tara Hastings from WDTN News speaking about weather related incidents. He said the topic next month will be Machine Guarding. He gave Mr. Stock a brochure about cyber-attacks on computers that will be held at the Library. Mrs. Spradlin spoke about Daryle Williams becoming a weather spotter for this area. She suggested other fire department members take the course. Mr. Stock said there would be a National Weather Service Spotter Training on Monday, March 7<sup>th</sup> from 6:30 p.m. to 8:30 p.m. at the Ledbetter Media Room to learn how to spot the signs of catastrophic weather. He said it is open to the public and anyone is welcome to attend. Chief Fox suggested the training for the secretaries.

**UPCOMING MEETINGS:**

Mr. Miller announced all of the upcoming meetings for the rest of March and April.

Mr. Miller suggested the Work Sessions on April 7<sup>th</sup> and April 21<sup>st</sup> begin at 4:30 p.m. instead of 5:00 p.m. to try and complete projects.

Mr. Miller said the Annual Road Ride would be April 15.

**COMMITTEES:**

Mr. Combs reported there was nothing that pertained to Xenia Township in the Greene County Regional Planning Meeting. He said the meeting pertained to Spring Valley Township, its wellfield and the proposed new gravel pit on SR 725.

Mrs. Spradlin reported the Health District meeting would be on the 15<sup>th</sup> of March. She received an email about a pertussis outbreak (whooping cough). She said she received her report in the mail and gave updates on area health issues.

**TRUSTEE BUSINESS:**

Mr. Miller continued the discussion of the topics from the Work Session that were not covered.

Mr. Miller gave an update on the Miami Valley Regional Planning Commission membership. He said MVRPC sent out a notification of what the expense would be if the Township joined—it would be around \$3,000. He also said if the Township decides to join, they would be given two seats--one on the Executive Board and one on the Technical Advisory Committee. There was discussion about issues on different state highways as well as the sharp, blind curve on US 35 within the Township. Mr. Miller talked about how they could get ODOT to see the danger. Chief Fox commented about the large amount of gravel in the ditch in front of the car lot next to Station 52. Mr. Combs said he was told by Ken LeBlanc that it would most likely help Xenia Township in the long run with obtaining road improvement funds if they joined MVRPC. Mr. Combs asked to wait for a vote until the next Trustee meeting. Mrs. Spradlin said she also spoke with Mr. Leblanc and was told the same thing. She tried to contact Keith Smith from ODOT who did the presentation at a Greene County Regional Planning to get footage from the drone, but he is out of town until March 7. She said the subject of joining MVRPC has been presented to the Board of Trustees several times and it has been voted down each time because it was unclear of what MVRPC did for Xenia Township when they were a member in the past. Mr. Combs said US 35 will get the super street improvement but it will not reach the sharp, blind curve.

Mr. Stock said a member of the Board of Zoning Appeals had moved out of the Township and the Board is in need of another alternate. Mr. Stock asked how the Trustees would like him to handle this. Mr. Miller would like to have all board openings filled. Mrs. Spradlin said she would like to see 5 sitting members and 2 alternates for each board. She also suggested advertising the openings on the website as well as in the newspaper. Mr. Miller said he thought the best way to advertise in the newspaper would be to write an article versus an ad.

Mr. Stock presented the Fee Structure recommendations for Xenia Township. He explained the spreadsheet. Mr. Stock listed the fees for a regular sign, an electronic sign and a billboard. Mr. Miller asked about the sign fees and asked if there should be a different fee structure for a commercial sign company putting up a sign and selling that space vs putting up a sign for a church or business on their own property. Mrs. Spradlin said that would not be allowed under the ORC. A discussion continued about the sign fees that should be implemented in the Township. Mr. Stock will find out fee structures that can be charged. Based upon content neutral he is not sure they could have different fees. He thought about the time required for checking the signs when setting fees. Mrs. Spradlin said if people want to change a sign after it is constructed they could be required to apply for another permit. She does not want to stifle what businesses can erect as signs. Mr. Combs wants it to be reasonable for everyone. Mr. Stock explained how late fees could work. Mr. Stock explained other costs from different townships that Xenia Township does not have.

Mr. Stock gave an update about the chicken issue on Robert Lane. Mrs. Spradlin said she would like Mr. Stock to send the complainant a response saying the situation is being taken care of.

Mr. Stock gave an update on the Central State University properties on SR 42 East that are to be rezoned for building a research center.

Mr. Stock reported on improving a future business in Wilberforce. He said the post office property was recently purchased and is under a legal 5-year contract with the United States Postal Service for it to remain a post office.

A discussion was held about the proposed wind turbine at the Greene County Career Center Equine Center.

**XENIA TOWNSHIP TRUSTEE'S  
REGULAR MEETING, MARCH 3, 2016**

**ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Mrs. Spradlin, seconded by Mr. Combs. Roll Call: All voted Aye. Meeting was adjourned at 9:04 p.m.

_____	XENIA TOWNSHIP BOARD OF TRUSTEES
Resolution #	_____
_____	Scott Miller, Chair
Date Approved	_____
ATTEST:	Susan Spradlin
_____	_____
Sheila Seiter, Fiscal Officer	Steve Combs

MLP