

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
APRIL 21, 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.

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

Meeting was called to order at 7:12 p.m. All participated in the Pledge of Allegiance.

READ FILE:

GC Public Health PR (4)

TOWNSHIP ADMINSTRATOR:

Mr. Stock asked for new fee prices and schedule for cemetery plots: \$1,100 resident, \$1,250 non-resident, \$700 infant, \$325 for cremation. Mr. Stock said that Jim Pile, Road Superintendent, would be present to discuss any questions on the cemetery fees and the zoning fees. Mrs. Spradlin made a motion to approve the new cemetery fee schedule, 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. 2016-085

FISCAL OFFICER/FINANCE:

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

RESOLUTION NO. 2016-086

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

RESOLUTION NO. 2016-087

Mr. Miller made a motion to approve the Work Session minutes from April 7, 2016, Mr. Combs seconded the motion. Roll Call: Roll Call: Mr. Miller – Aye, Mrs. Spradlin – Aye, Mr. Combs – Aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2016-088

Mr. Miller made a motion to approve the Emergency Special Meeting minutes from April 8, 2016, Mr. Combs seconded the motion. Roll Call: Roll Call: Mr. Miller – Aye, Mrs. Spradlin – Aye, Mr. Combs – Aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2016-089

Mrs. Spradlin made a motion to approve the Resolution Accepting Rates and Amounts per the County Auditor, .90 mils not to exceed 5 years and the amount estimated is \$117,000.00, Mr. Combs seconded the motion. Roll Call: Roll Call: Mr. Miller – Aye, Mrs. Spradlin – Aye, Mr. Combs – Aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2016-090

**XENIA TOWNSHIP TRUSTEE'S
REGULAR MEETING, APRIL 21, 2016**

TRUSTEE BUSINESS:

Mrs. Spradlin continued the discussion on the treadmill and cascade system that wasn't finished from a previous meeting on April 7th. Additional treadmill was requested. Mrs. Spradlin reported that Xenia City is attempting to purchase a new cascade system that will cost approximately \$65,000 which possibly opens up an opportunity to assist in the purchase and possibly use the system if it is purchased. Chief Fox asked questions about where the system would be stored and also offered information on the age of the compressor. Chief Fox said he was looking into a 2,300 treadmill.

Mr. Stock shared a discussion on the need to ensure the employees part time and pain – on – call working for the Fire Department meet their required number of hours. Employees will be notified if they were not all meeting their required hours. Employees who ask for a leave of absence will receive a response from the Administrator after a review with the Chief. Any appeals will come to the Administrator to have a hearing with the Board of Trustees for final disposition. This is to ensure that all employees are maintaining the required minimum hours at the Township.

Mrs. Seiter, Mr. Stock, and Chief Fox all agree to pay the paid – on – call employees at the same time as everyone else, which is on a biweekly pay period versus a quarterly pay period.

TOWNSHIP ADMINISTRATOR:

Mrs. Spradlin made a motion to approve the co-op purchasing agreement between the Greene County Engineer and Xenia Township for 2016 road improvements. Mr. Stock advised the purchase orders will be presented at the next meeting, Mr. Combs seconded the motion. Roll Call: Roll Call: Mr. Miller – Aye, Mrs. Spradlin – Aye, Mr. Combs – Aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2016-091

Mr. Stock proposed to use the Pontem cemetery software for mapping and for use as a database costing approximately \$1,500 with an annual maintenance fee of \$250. Mr. Miller asked if the Township had the ability to perform a data dump and pull all of the information from the database so that it can be use someplace else if in the event that the program does not perform the way that is needed or required. Mr. Stock confirmed that the data can be downloaded. Mr. Combs made a motion to purchase the Pontem software and to approve the annual maintenance fee attached, Mrs. Spradlin seconded the motion. Roll Call: Roll Call: Mr. Miller – Aye, Mrs. Spradlin – Aye, Mr. Combs – Aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2016-092

Mr. Stock asked to continue Third Party Administration with Careworks Comp, the deadline to send the enrollment forms is May 24, 2016, Mr. Miller made a motion to continue Third Party Administration with Careworks Comp for Ohio Bureau of Worker's Compensation claims, Mrs. Spradlin seconded. Roll Call: Roll Call: Mr. Miller – Aye, Mrs. Spradlin – Aye, Mr. Combs – Aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2016-093

Mr. Stock proposed a resolution for the Ohio Enterprise Zone Agreement entered into by Bob Evans Food, the Green County Board of Commissioners, and the Board of Trustees for Xenia Township in April 2014 where the parties agree to multiple tax exemption periods of the enterprised zone, where the parties agree that construction will commence on June 1, 2015 and be finished by December 15, 2015. Extension on the Enterprise Zone has been requested. Mr. Combs made a motion to accept the extension request for the Enterprised Zone as state by Mr. Stock, Mr. Miller seconded the motion. Roll Call: Roll Call: Mr. Miller – Aye, Mrs. Spradlin – Abstain, Mr. Combs – Aye. Motion **PASSED** by roll call of 2-0.

RESOLTUION NO. 2016-094

**XENIA TOWNSHIP TRUSTEE'S
REGULAR MEETING, APRIL 21, 2016**

Mr. Stock requests to use the Shared Service Agreement with Beavercreek Township to work on an employee handbook for a project ready document. The handbook will then be ready for the Trustees to discuss and personalize. Mrs. Spradlin asks about the cost and time that would be put in. This new handbook would be easier to make changes in and customize. Mr. Stock answers with the cost being approximately \$600 and the time would be under 10 hours. Mrs. Spradlin made a motion to accept the cost of \$600 to use the Shared Service Agreement with Beavercreek to work on a new employee handbook for the Trustees to look over, discuss, and customize, Mr. Combs seconded the motion. Mr. Combs commented on this being another \$600 expense for an employee handbook which is an important reason to get it done and out of the way before the end of the year. Roll Call: Roll Call: Mr. Miller – Aye, Mrs. Spradlin – Aye, Mr. Combs – Aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2016-095

Mr. Stock proposed that Shelby Ratliff be appointed for the temporary, part-time clerical position to be paid \$10 an hour. Mr. Combs made a motion to approve the appointment of Shelby Ratliff, Mrs. Spradlin seconded the motion. Roll Call: Roll Call: Mr. Miller – Aye, Mrs. Spradlin – Aye, Mr. Combs – Aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2016-096

Mr. Stock shared the three various farmer's market agreements that he had and discussed the idea of having a farmer's market in the Township which offers the opportunity to make some profit. Mr. Combs asked about how much space would be needed. Mr. Stock proposed using the parking lot to set up the Farmer's Market and having additional space for people to park in. Mr. Stock lists multiple configurations for how to create a large enough space. Mr. Stock will consolidate the three market agreements to form one for the Xenia Township so that the trustees can decide what they would and would not want at the farmer's market.

UPCOMING MEETINGS:

Mrs. Seiter advised she would like to miss the May 5th meeting, but it depends on the agenda.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Mr. Miller, Mrs. Spradlin seconded the motion. Roll Call: All voted Aye. Meeting was adjourned at 9:00 p.m.

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

MLP