

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
APRIL 5, 2018**

**6:45 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 was held at the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio. This was a Regular Trustee Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Chair Steve Combs called the Regular Meeting to order at 6:45 p.m.

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

All participated in the Pledge of Allegiance.

**IN THE READ FILE:** Letter from resident to Road Department, Greene County Public Health (6), Fire Department notification, Core Program, Farm News (April), The Voter (April).

### **ROAD DEPT:**

Mr. Pile explained the need for a trailer for the Road Department and stated the specification for the trailer. He explained the quotes that he received for a trailer. There was detailed discussion about the trailer Mr. Pile would like to purchase for the Road Department. Mr. Combs asked if Mr. Pile had looked into purchasing a used trailer and Mr. Pile stated he had. Mr. Pile explained the used trailers he had found and explained why he felt a new trailer would be the best choice. Mrs. Spradlin asked about the funding for this trailer and Mrs. Seiter explained the funding for this purchase. Mr. Miller asked Mr. Pile about the differences in the quotes and asked what his thoughts were about the difference in pricing. Mr. Pile stated that it was about quality and the life expectancy of each trailer. There was discussion about the warranty on the trailer and whether the funds for this purchase were available now. Mr. Miller stated that he would like to see a quote from a local company. There was discussion about seeing the trailer and if any were available to see locally. It was decided to wait on this purchase for now until the Trustees could go and see the trailer to make a more informed decision.

Mr. Pile stated that he needed final approval of the Approval for Greene County Collective Bidding Program and to secure the funding for the program. Mr. Stock stated that they needed this approval now because it would be due before the next Trustee meeting. Mr. Miller stated that typically they would approve to be a part of the Collective Bidding Program and once bids were accepted then adjustments could be made if necessary.

Mr. Miller moved to enter the agreement with the Greene County Engineer to be a part of the Collective Bidding Project. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2018-034**

Mr. Stock stated that during the road ride they discussed the shared Hilltop Paving with Beaver Creek Township combined with the non-performa from Greene County to be paid to Beaver Creek Township. He confirmed with Mrs. Seiter that the funds were available for this project. Mr. Stock briefly explained the joint project. Mrs. Spradlin asked about the funding and Mrs. Seiter stated that Mr. Stock, Mr. Pile and herself discussed the available funding.

Mr. Combs moved to approve the shared Hilltop Road paving with Beaver Creek Township to be paid to Beaver Creek Township from 2011-330-599-0120 not to exceed \$7,000. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2018-035**

### **FIRE DEPT:**

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Chief Fox stated that the Fire Department had been looking into getting a new engine for a few years. He explained the different vendors that had come and supplied quotes. He spoke about the people involved in the process of choosing an engine and the experience they shared in making the decisions for the new engine. Chief Fox described the engine that they wanted to purchase. There was discussion about the process and specification of the new engine. Mr. Stock explained the payment options and explained the sale of older vehicles for this. Mrs. Spradlin asked why they wanted to get rid of the Rescue Engine with the cascade system when it could be used for training. She stated that she felt this would be a big mistake because she knows that down the road the Trustees will be asked about a new cascade system. She explained the Trustees had to work with the budget and could not approve every new purchase the Fire Department requested. There was discussion about how funds from the sale of a vehicle could be used. Members of the Fire Department stated why the rescue was no longer used and how the new engine would take its place. There was discussion about why the rescue was not utilized as much and that volunteerism was down. Mr. Colbrunn, Township Firefighters Association stated that the Association was committed to helping the Township with purchasing some of the equipment and tools. Mrs. Spradlin thanked Mr. Colbrunn and the Association for everything they do for the Township.

Mr. Stock advised that he was asking for a Resolution to commit to purchasing the Fire Engine and the Purchase could be done next time unless Mrs. Seiter wanted to do both tonight. Mrs. Seiter stated that she would prefer to do both tonight as there was no reason for delay. Mrs. Seiter explained the process she would use to transfer the money into the appropriate fund.

Mr. Miller moved to transfer funds from 2282-930-930-0000 Contingencies to 2282-760-790-0000 Other Capital \$178,101.08. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2018-036**

Mrs. Spradlin moved to approve the Purchase Order to Sutphen for Rescue Engine for \$424,020.08 with Option 4 from 2282-760-790-0000 for \$178,101.08 and 2111-760-750-0000 for \$245,919.00. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2018-037**

Deputy Chief Beegle stated that in continuation from last year's program to purchase turn out gear from a grant program. He explained the gear would be to replace turn out gear that was at end of life. He also stated that some employees were using hand me down gear and this would be a chance for those employees to get their own updated gear.

Mr. Miller moved to approve a Purchase Order to Phoenix Safety Outfitters for \$17,800 for eight sets of bunker gear from 2111-760-740-1201. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2018-038**

Deputy Chief Beegle advised to the work done by all Tuesday to conduct assessments after the tornado came through the area. He stated that he wanted to thank everyone for coming together to get the work done and supporting the mission of the Fire Department. Chief Fox added that the Road Department did a fabulous and timely job cleaning up the roads after the event and that they should be commended for the work as well. Mr. Stock stated that while he was out the next day with NOAA, residents were coming and thanking the Township for the work they did the night before. There was discussion about the work done the night of and the day after the event. The tornado was declared an F1 however there would be no FEMA reimbursement because the cost was below the minimums.

**TOWNSHIP ADMINISTRATOR:**

Mr. Stock asked if anyone would like a short recess, everyone agreed to take a short recess. Mr. Combs advised they had returned and were ready to continue.

Mr. Stock asked the Trustees to approve the 2018 Hamvention Contract. He stated that last year the contract was for \$7,000 and he would like to keep it the same for this year.

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Mr. Stock advised how the \$7,000 would be split between the departments. He explained the costs from last year for each department.

Mr. Miller moved to approve the agreement between Xenia Township and Hamvention with noted corrections for 2018, Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2018-039**

Mr. Stock advised that Chief Fox had looked for agreements regarding the tornado sirens. He explained that he and Chief Fox jointly sent out five letters to neighboring jurisdictions regarding this type of agreement. Mr. Stock advised that they had heard back from two that stated they did not have any agreement, but they were trying to find more data on this topic.

Mr. Stock advised that he had the agreement to work on the mechanical part of the tornado sirens. He advised that the charge was the same as last year. He asked the Trustees to approve this, so Federal Field Service could do inspections on the mechanical portion of the sirens. There was discussion about the work that is done during these inspections. Mrs. Spradlin advised that she had hoped to discuss this before receiving the bill, because this past tornado had come through and was gone before the sirens were sounded. She stated that she questions the reason to pay for the sirens due to this. There was discussion about the sirens and how they were activated.

Mr. Miller moved to approve the Tornado sirens agreement with Federal Field Services \$2,375.00 from 2282.230.360.0000. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2018-040**

Mr. Stock advised to items added to the action list for 125 Fairground Road. He stated that Mr. Miller had made some additions and would like to work on this and discuss it next time. He advised that he was waiting for the review from Greene County for occupancy of the first building at 125 Fairground Road. He advised that sprinklers will be in this building. He advised that there was a meeting set with A-1 Sprinkler to get an updated quote form them.

Mr. Stock advised to the Community Clean Up Days and stated he heard wonderful things. He advised to the known costs and stated that he was waiting for the final bills to come in to have the total cost of the event.

Mr. Stock advised that he had asked Legacy Christian Academy if they had organizations that may volunteer to do a Road Trash Cleanup. He stated he had also asked Xenia High School and found out that the County, Rumpke and Waste Management no longer do this type of service. He contacted ManPower and they longer do this service due to a liability issue, however they gave us the name of another company that we are waiting to hear back from.

Mr. Stock advised that everyone had a handout for Major Maintenance and asked everyone to look at it and to continue to give him items to add to the list.

**FISCAL OFFICER:**

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

**RESOLUTION NO. 2018-041**

Mrs. Seiter presented the bills and answered all questions brought to her attention. Mr. Combs moved to approve the bills. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2018-042**

Mrs. Seiter advised there were two sets of minutes to approve. Mr. Combs moved to approve the minutes from the regular meeting of March 1, 2018. Mrs. Spradlin seconded

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the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2018-043**

Mr. Miller stated that he had not had a chance to review the minutes from March 15, 2018 and everyone decided to table this set of minutes until the next meeting.

Mrs. Seiter stated that everyone should have received a set of monthly financial reports.

Mrs. Seiter advised that they had the exit meeting with the State Auditor for the 2014-15 audit. She stated that the process was final, and she did receive the final report which she sent a copy to everyone. There was discussion about some of the changes that did not happen. Mrs. Seiter advised that there was a dollar amount that they could not find the issue for and the State Auditor recommended we do a Memo Expense to General Fund for \$146.74. She stated that by doing this the bank statements would truly balance.

Mr. Miller moved to approve a Memo Expense to the General Fund for \$146.74 to make an adjustment, approved by the State Auditor, from 1000-110-599-0000 Other for Audit 2014-2015. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2018-044**

Mrs. Seiter stated that during the audit it was found that some Elected Officials had not been paid according to the proper budget at the time. She explained how this could happen. Mrs. Seiter stated that these payments should come from payroll and W-2's could be issued. Mrs. Spradlin asked how Mr. Miller and herself were to vote on this issue since they were being compensated through this motion. Mr. Stock stated that this was not compensation but an expenditure. He stated that the expenditure was because it was not expended over a two-year period. Mrs. Seiter stated that she has documentation instructing them to do this, so there would be no conflict of interest.

Mr. Combs moved for approval of lump sum payments to under-compensated Elected Official, per the State Auditor, from the previous audit (2014-15) as follows: Amy Lewis, \$359.00, Susan Spradlin \$1,198.00, Scott Miller \$1,198.00, Barbra Miller, \$1,657.00. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**RESOLUTION NO. 2018-045**

Mrs. Seiter explained that the W-2's for each of the above-named people would reflect this amount. She stated that she would send a letter, with copies of the Audit Report, to the Elected Officials that were no longer with the Township to explain why they were receiving the check.

Mrs. Seiter stated that one Elected Official was over compensated, and she explained how this happened. She stated that Mr. O'Callaghan was over compensated by \$33.00. Mrs. Seiter stated that Mr. O'Callaghan has helped the Township with many projects since he left, and she did not feel right asking him for the money. She stated that between two current Elected Officials and an employee the money was collected and deposited back into the bank with the proper receipt. She asked the Trustees to acknowledge that the Township was made whole for the over compensation to the Elected Official and that the payment was made by others.

Mr. Combs acknowledged that the \$33.00 of over compensation to the Elected Official has been addressed and made whole.

Mrs. Seiter stated that Mrs. Spradlin and herself had picked up information during the Township Association meeting that could be a great opportunity for the Township. She stated that she was mostly interested in the Ohio Year of the Trails. She explained her interest in this program. She thought it would be great to acknowledge the Greene County Parks and Trails for their work. This was tabled to collect more details

**UPCOMING MEETING DATES:**

**XENIA TOWNSHIP TRUSTEES  
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April 24, Zoning Commission meeting  
May 3, Trustee Meeting

**COMMITTEE REPORTS:**

Mr. Combs, Greene County Regional Planning discussed the proposed plat at the corner of Conference Road and Wilmington-Dayton Road.

Mrs. Spradlin, Greene County Combined Health District discussed the budget, the new building to be done in June.

Chief Fox, Safety Council, discussed regulations for walking and working surfaces, fall standards regarding ladders and next month will be driver safety.

Alan Stock, Chamber of Commerce, discussed the City putting \$500,000 into their roads and that the City was holding meetings regarding the road conditions.

**ADJOURNMENT:**

Mr. Miller moved to adjourn at 9:32 p.m. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

**Xenia Township Board of Trustees**

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
L. Stephen Combs, Chair

Resolution # \_\_\_\_\_

Attest:

\_\_\_\_\_  
Scott Miller

\_\_\_\_\_  
Sheila J. Seiter, Fiscal Officer  
MEH

\_\_\_\_\_  
Susan Spradlin