

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
APRIL 7, 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 (6)
Guns/Hoses Golf Outing
Pipeline Safety Meeting, WPAFB
League of Women Voters, April
Interfaith Hospitality Network

FISCAL OFFICER/ FINANCE:

Mrs. Seiter said she had the three consistent reports for the Trustees that she intends to have at each meeting.

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. 2016-070

Mr. Miller made a motion to approve the bills 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. 2016-071

Mr. Miller made a motion to approve the Work Session minutes from March 17, 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. 2016-072

Mr. Miller made a motion to approve the Regular Meeting minutes from March 17, 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. 2016-073

Mr. Miller made a motion to approve the Special Meeting minutes from March 22, 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. 2016-074

Mrs. Seiter reported on the blankets request. She gave details about the process the County Auditor takes. She requested that the super blankets not to exceed \$45,000.00 and the regular blankets not to exceed \$8,500.00. She gave a background on how she used to use them and how she can use them now. Mrs. Spradlin asked if January 1, 2016 is when the Township encumbered Mrs. Seiter, because she took office early. Mrs. Seiter replied yes, since they are audited a year at a time and making retroactive they should be okay, and if they are not, the Auditor’s Office should let them know. Mrs. Spradlin made a motion to update the resolutions from previous Trustees that were made back as far as 2008 on certificate limits retroactive from January 1, 2016, the first one to be Super Blankets not to exceed \$45,000.00 and Regular Blankets not to exceed \$8,500.00, 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. 2016-075

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Mrs. Seiter reported that because she was still getting used to the system at the time, when she and Mr. Stock were setting up the budget, they took year-end totals out of the wrong column. She gave more details about what they found and how she thought it should be fixed. She also said she would like to sit down at some point with the Trustees to show them the documents addressed. Mr. Miller asked if they could all be approved together. Mrs. Seiter replied, yes they could. Mr. Combs asked if they needed to name each fund. Mrs. Seiter replied no, they just needed to approve the document with the date it was approved. Mr. Miller made a motion to approve the supplemental appropriation adjustments by the Xenia Township Board of Trustees for a total of a reduction in the appropriated amount of \$45,151.43, 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. 2016-076

Mrs. Seiter reported that there were a couple purchase orders for the Fire Department. She said they have an unplanned truck repair where they could use the purchase order or use a blanket. She said the amount was \$3,273.66 for Medic 51. Mrs. Spradlin asked if that was the vehicle that was supposed to get an estimate that the Township never received. She asked if it was still under warranty. Mr. Combs asked who did the work. Chief Fox responded that Rush Truck did and had found a shortage. Deputy Chief Beegle further explained what the issues were with the Medic and what Rush Truck had told him. He said they were very hesitant to release information on what exactly was wrong with the truck. Mr. Combs asked if the Township has dealt with the company before. Chief Fox responded that we have. Mrs. Seiter said that they have a blanket certificate that would cover the full amount or they could do a then and now purchase order. She said it would be quick and easy to use the blanket certificate. Mrs. Spradlin asked if it was Rush Truck who was not saying what exactly was wrong. Mr. Miller said that they might have found something wrong within the module but they could not specifically find what inside the module was wrong but it was fixed once the module was replaced. Mr. Combs made a motion to approve the request to pay Rusk Truck for a module replacement in the amount of \$3,273.66 to be paid from the existing blanket, 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. 2016-077

Mrs. Seiter reported a purchase order that is needed for the Life Packs in the amount of \$4,410.68 from the invoice of March 20, 2016. She said in this case, there was not a blanket certificate that had enough money in it to cover this expense, she suggested they do a then and now purchase order out of the EMS billing line item. Deputy Chief Beegle explained the service/maintenance contract for the Life Packs. Mrs. Spradlin said she would like to see the contract again to double check if that amount would be a yearly charge or not. A discussion was held about the contract and the amount that is to be paid. Mr. Miller tabled the topic while Chief Fox gathers more information.

Mrs. Seiter reported a local government loan that was a part of the program through the City of Xenia. She said the Township is required to pay an annual fee of \$10,000.00 that is budgeted and funded as planned. Mr. Miller made a motion to approve the payment for the LGIF loan towards the radios in the amount of \$10,000.00 in the form of a then and now purchase order, 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. 2016-078

FIRE DEPARTMENT:

Mr. Miller asked about the Cascade System purchase. Chief Fox said the Department had previously asked for their own cascade system. He gave information about why they would like their own. He said they currently use other entities' system. Xenia Township has needed one for the past 5-7 years. Mr. Combs asked how much one system would cost. Chief Fox responded that it would roughly cost \$37,000.00. Mrs. Seiter and Mr. Stock explained what was in the packet that was given to the Trustees. Captain Surls explained what the Department uses the system for and why they requested the specific model. He said that they use the system for training where they then have to drive to other departments to get ready for the next run. Captain Surls also explained that they have taken extra time to get to a call because they had to travel to

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other entities to fill their bottles up. He said if they can't fill their bottles up in a timely manner then they can't do their job. Captain Colbrunn reported that they have asked multiple years for quotes for these systems and it has remained the same. He gave extra information of the bottles and the cascade system. Mr. Combs asked what the differences were in the three quotes presented. Captain Colbrunn responded with the differences. Mr. Miller asked if they have checked with any manufacturer to see if they have upgraded to the 7,000 psi compressors. Captain Colbrunn responded that there are new bottles coming out that are 5,500 psi bottles. Mr. Miller asked what the life cycles are for the current bottles. It was responded that they are good for 10 years and they are halfway through the life cycle. Mr. Miller reported that he had asked for the hold on the system because the technology is pushing to a 7,000 psi compressor and as of 2015 no one had made that jump yet. Mr. Miller gave more background information on the air packs and helping the firefighters. Captain Colbrunn and Mr. Miller further discussed the need of the bottles and why they should wait or not. Captain Colbrunn said that because Xenia Township is a professional Fire Department they should and need to be able to support themselves with what they need instead of relying on other entities. Mr. Combs asked if the Department would be okay with any of the three options. Mr. Miller asked what the service agreement would cost. Chief Fox responded that it was under a two-year warranty and not a service agreement. Mrs. Seiter asked if that would come out of the fire fund, Mr. Stock responded it would come from the EMS fund. Mr. Miller suggested that they look over it at the FDIC and bring it back to the next meeting. Mrs. Spradlin said she had spoken with the Chief and Deputy Chief of the City of Xenia and she was told that they do not mind others using their system.

Mr. Miller asked Chief Fox to pass along the gratitude and complement of all the great work he has provided the Township with. Mrs. Spradlin made a motion to accept the resignation of Ben Narker from the Fire Department, 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. 2016-079

Mr. Combs made a motion to approve the request for travel, food and lodging for two Fire Department members for a two day rescue training, 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. 2016-080

FISCAL OFFICER/ FINANCE cont.:

A discussion was held to further explain the Life Pack agreement. Mr. Miller made a motion to approve the then and now purchase order for Physio Control in the amount of \$4,410.68 for the annual Life Pack Agreement, 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. 2016-081

TRUSTEE BUSINESS:

Mr. Combs reported that he had received an email from Kelly Hines about a new treadmill for Station 51. Kelly Hines said he took it upon himself to send the email because he was on duty. Captain Colbrunn gave background information on why they would like/need a new treadmill. He said he had a quote that decreased a small amount. Mr. Combs clarified that the Fire Department wanted the Association to buy one and the Department buy one, Captain Colbrunn replied yes. Mr. Combs then asked if the Department would be okay with meeting half way for the cascade system. Captain Colbrunn said yes they would but he didn't think it would be considered. It was asked where the treadmills would go if they got the cascade system as well. It was replied that the decision where the cascade system would go would be made by the Chief at that time.

Mr. Miller read the ballot total for the Road Levy that had passed the month before. He gave the total votes that were for and against the levy. He thanked all the residents who supported the Levy.

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ROAD DEPARTMENT:

Mr. Pile gave an update on the Cemetery Restoration project. He said there had been previous work for stone restoration, and had requested that another section be worked on next. He gave more information on Section L that will be requested to restore. Mr. Miller asked if the Road Department plans to be with them to work alongside. Mr. Pile said he would like to have one person there with them. A discussion was held about the timeline for the project. Mr. Miller made a motion to approve the purchase order for Grave Groomers from Southern Ohio in the amount of \$4,150.00. He asked if they would need a little leeway. Mr. Stock said he put in for \$5,000.00 in case they get done sooner and could do a couple extra stones. Mr. Miller amended his motion to approve the purchase order for Grave Groomers not to exceed \$5,000.00 for stone restoration, 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. 2016-082

A discussion was held about the Annual Road Ride.

TOWNSHIP ADMINISTRATOR:

Mr. Stock gave an update the Yes for Youth Program the Trustees had voted on in the previous year. He asked for the approval to apply for two people between the ages of 18 and 24 for the program; one position would be an office helper for the data and the second position would be for the labor position if they can lift at least fifty pounds. A discussion was held about the two positions and what the Township would need to provide. Mr. Combs made a motion to approve the Yes for Youth program for two people, 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. 2016-083

Mrs. Spradlin asked if the Yes for Youth program will be in addition to the resolution that allowed one person who could be hired for seasonal help if needed. Mr. Stock replied that the resolution in question was made to amend the budget in the case of needing a seasonal employee.

Mr. Stock gave an update on the cemetery software purchase request. He gave information on how the Township is currently storing the information and the different software he has information for. He also reported how the software systems would let people find the information and the prices of each software system. Mr. Miller asked if there were any other townships that we could share the software with to reduce the cost for ours. A discussion was held to further explain if we could link up with other cemeteries in the county.

Captain Colbrunn reported a parking issue on Wilson Drive. He said there are cars that park on both sides of the road and it would be very difficult for their vehicles to get down if they ever needed to. He said he will contact the Sheriff's Department to get a "No Parking" sign for one of the sides of the road.

UPCOMING MEETINGS:

It was announced that the time for the Annual Road Ride will begin at 10:00 a.m. instead of 8:00 a.m.

COMMITTEES:

Mr. Combs reported that the Regional Planning Committee does not have much going on that affects Xenia Township.

Mrs. Spradlin reported that the monthly flier for the Health District was in the read file.

Mr. Stock said he forgot to change the date for the Water & Wastewater meeting. He said Mr. Pile had already reported on it.

Chief Fox reported that he attended a machine guarding for industrial accidents.

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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 9:15 p.m.

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

MLP