

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**SPECIAL WORK SESSION  
MAY 20, 2014 4:30 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 place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

PRESENT: Scott Miller, Chairman; Amy Lewis, Trustee; Susan Spradlin, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator; David Shuey, Road/Public Works Superintendent; Dean Fox, Fire Chief.

Chair Scott Miller called the work session to order at 4:40 pm. This was a special work session advertised on the Xenia Township website within 24 hours of scheduling the meeting.

## **ROAD DEPT:**

Cemetery—David Shuey reported about 2 burials in Stevenson Cemetery in May. Friends Cemetery has only had an above ground vault and disinterment during the past 5 years. There has been discussion about stone restoration in the cemeteries. Mr. Shuey said there are several options he has looked into: 1) Hiring a summer intern where he would stay with them about a week to teach them how to do it, check on them, and provide them with tools, a water source, concrete mixer, trailer and truck. 2) Miami Township uses a small company called Gravestone Groomer (Connersville, Indiana) to work on their grave stones and they get a lot done. He is leaning toward someone who already knows how to do it. This company charges \$90 an hour for 3 people. 3) Dodd's Monument would charge \$125 an hour. Mr. Miller asked Mr. Shuey to look at our cemeteries and give us a price on the restoration. Mrs. Spradlin has a lot of information on stone restoration and she will ask the Historical Society if they do anything with them.

An outstanding deed issue still needs to be resolved with Stevenson Cemetery. The owner of the property passed away and there were seventeen heirs. It is now down to two heirs that would need to sign. Stephanie Hayden will do a Quick Deed and have the two people sign.

Mr. Shuey would like to tear out the old fence at the entrance of Stevenson Cemetery and put up a new fence, along with a new sign. Barb Miller suggested Terry Knight from Cass Town who does farm fence.

Mr. Miller brought up an idea about buying land beside the cemetery to be able to expand and to clean out the fence which is in bad shape and very overgrown. Mrs. Spradlin said fence is a lot cheaper than buying land and if expanding the cemetery, we would take on more obligations so she is not interested in purchasing more land. Mrs. Lewis was concerned about the cost, feels they need to watch spending and keep spending to the necessary things. Mr. Shuey said at the current rate of burials there are about 50 years of life left in the cemetery. He says there are 80-120 lots left in the cemetery. Mr. Miller said the present procedure does not allow purchasing lots together in a group and the Trustees may want to revisit the procedure. There is \$50,000 allotted in line item 1000-410-323-0000 Repairs and Maintenance for stone restoration in the cemeteries. Mrs. Miller said there is a fund in the UAN program called Cemetery Fund that has not been activated. \$150 was paid to Dayton Mortuary Services to transport an indigent from the Dayton morgue to Anderson Funeral Home in Franklin. Mr. Shuey charges \$300 for the lot and \$300 to open and close the lot. He and Mrs. Miller discussed putting \$300 in the Cemetery Fund and \$300 for the Road Department (Road and Bridge) for a revenue stream. (One is for a purchasing asset and one is for labor.) Transferring funds from General to the Cemetery Fund will be on the next agenda. Mr. Shuey will come back in a few weeks with estimates for stone restoration at our cemeteries and options for the summer.

Washington Road deterioration was discussed. The Ohio Public Works Commission is bringing \$2.5 million to Greene County this year. Mr. Miller asked Mr. Shuey to look into the application process. Mr. Shuey mentioned there is a County culvert on

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the road and a state route at the opposite end which could get us points in the process. If we could get a grant we might be able to upgrade the whole road.

Mr. Shuey left at this time.

**FISCAL OFFICER/FINANCE:**

There was discussion about receiving the \$100,000 LGIF money. Previously, the Trustees approved an advance of \$150,000 from the General Fund to the Fire Department Fund for radio purchase. The remaining \$50,000 is owed to the General Fund and it was suggested they pay \$25,000 during the second quarter of 2015 and \$25,000 during the second quarter of 2016. The guideline for advances will be verified. A resolution can be done at the next meeting to establish the plan for repayment of the advance.

Mrs. Miller brought it to the attention of the Trustees that at the last meeting they stated they were approving minutes for the March 23, 2014 Work Session, Public Hearing and Trustees' Meeting, whereas they were April 23, 2014 minutes. The minutes can be amended to say April 23, 2014 and each one given a new resolution number at the next meeting.

**TOWNSHIP TRUSTEES:**

Mr. Stock met with Deborah McDonnell, Fairborn City Manager, about the Cemex annexation into Fairborn. He handed out information to the Trustees. It was written from a city's viewpoint. He talked about the buffer parcels and the parcels Cemex wants to mine right away. He summarized Fairborn's plans for annexation in the future. The group looked at the map showing roads and parcels that would be annexed. Barry Tiffany, Sugarcreek Township, would be willing to come to talk to the Trustees about setting up a TIF. Mr. Stock does not know the amount of money we could lose yet. Mrs. Lewis suggested setting up a meeting with Barry Tiffany and Bath Township Trustees. Mr. Stock will set up the meeting.

There was discussion about Wills for Heroes being held at the Township Admin Office/Station 51. It will be held on a Saturday in the future.

Township Tuesdays was discussed. A CPR class in August was proposed. Chief Fox will find out about instructors, size of classes, length of time for class, etc. Mr. Stock can find out about a blood drive—possibly in September. Mrs. Lewis said they could have hearing tests in October. A website page will be drafted for "Township Tuesdays".

County Fair Tent Permits—if there are any changes to the cost of tent permits, the intent is to have them in place before the Greene County Fair this year so the Fair Board can educate their vendors for next years' fair. Mr. Stock said presently tent permits are \$25 for the first tent and \$1 for each tent thereafter. Mr. Stock and Chief Fox had a meeting with Bobby King and Dan Bullen from the Fair Board in November of 2013 regarding a possible increase in price. Chief Fox does not have outside costs for inspections as he uses inspectors from the Xenia Township Fire Department to inspect the tents. They inspect several times during the week. The Chief looks at the Fair as a good public relations builder. The Zoning Inspector spends around 1 ½ hours for inspections at the Fair the first time and less than 45 minutes the next two times. The Fair representative comes to the Zoning Department and applies for the total number of tents that will be there. Some others that get tent permits are Old Timers, Dayton Ave. Baptist Church, Central State University, and the Gold Wings. Mr. Stock said he is consistent throughout the Township with issuing tent permits. Mr. Miller could see raising the fee a small amount to cover cost of fuel—possibly \$50 first tent, \$1 or \$5 for each tent thereafter. Mrs. Spradlin and Mrs. Lewis prefer not to raise the fees for tents. They will all think about this and make a decision at the next Trustees' Meeting.

Mr. Stock reported that Mark Fishel looked at the 1994 Xenia Township handbook and at the new draft. Mr. Fishel thought the draft looked pretty good and thought he

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could finish up from the draft for \$1500 to \$2,000. Mr. Stock has been working on the draft and had sent it to the Trustees in an email several meetings ago. He thinks he could have it finished in house by the end of July (it would probably take 8-10 additional hours to finish).

580 Union Road /Xenia Township Union Road property--Mr. Stock said Matt Sheridan will do an appraisal of the Union Road property owned by the Township. It will cost \$300. He will also look at the 580 Union Road property to see if it would increase the value of our property if we bought that property. Mr. Stock said two people are waiting to hear the price if we want to sell the Township property.

Part-time Secretary--Mr. Stock talked to 5 or 6 people about the open position. Three people turned it down when they found out the pay. A list of qualifications was considered for the applicant. The applicant was given a test to set up a spreadsheet, research online to find information for a letter and to compose a letter. All references gave very favorable recommendations. She is a college student who wants to take a year off. Mrs. Spradlin had checked with the Greene County Career Center and there were several students the teacher could recommend. Mr. Stock also checked with them and the schedules did not coincide with what was needed. Mrs. Miller suggested they check the current secretary's hours in regard to her benefits.

While talking about contracts, Mrs. Spradlin said when she was given the contract for Fletcher Technology, she found it ended in May 2013. Mr. Miller said Mr. O'Callahan, Xenia Township resident, plans to look at our computer set-up in the near future.

Mrs. Miller said she and Chief Fox have talked about ways to dispense with the late fees on bills. She would like to use a locked file cabinet in the Admin Office to place bills to be signed. Trustees would each have a key and come in at their convenience to sign urgent checks. Mrs. Miller will send them a text in those cases. She will also have a log for them to sign. Mrs. Miller reminded everyone if they charge on a personal credit card they need to give her an itemized list. Mrs. Spradlin said at the last meeting Chairman Miller directed Mr. Stock the task of verifying how many credit cards the Township has and what names are on the accounts. Mr. Stock said he will get with Mrs. Miller about the cards to call about. Mrs. Lewis suggested keeping a master list of all cards and user names.

**ADJOURNMENT:**

A motion was made by Mrs. Spradlin to adjourn the Work Session, seconded by Mr. Miller. Roll Call vote: All voted Aye. Work Session adjourned at 6:49 p.m.

**Xenia Township Board of Trustees**

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

\_\_\_\_\_  
Scott Miller, Chair

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

\_\_\_\_\_  
Amy Lewis

Attest:

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Susan Spradlin

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Barbara Miller, Fiscal Officer