

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
JUNE 21, 2018**

6:00 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 6:00 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:

Death Notification, Greene County Public Health (4)

TRUSTEE BUSINESS:

Bickett Road Improvements

Mr. Miller stated that he wanted to discuss the work to be done on N. Bickett Road and determine if any additional work should be done. He stated that he was not sure if Mr. Pile had any specific starting or ending point that the contractor had marked down so far. Mr. Combs asked what was included in the work that was about to be done and what was not. Mr. Pile stated that the road has been marked and it would be done with a "V" cut in for the repairs. Mr. Miller asked about the area of N. Bickett near the bike path. Mr. Pile stated that he had spoken with the contractor to get more information. Mr. Stock asked Mr. Pile to show everyone where this was on the map. Mr. Miller stated that he should be able to start at the southeast end of the bridge cut and not have to go all the way to US 42. Mr. Pile agreed and stated the strip down work of N. Bickett Road was already scheduled. Mr. Pile advised to his handout about the paving work along N. Bickett Road from US 42 to the 900 block would cost \$36,750, from 900 block to the bike path, which the Trustees approve the cost at \$38,500, then the final stage from the bike path to Old US 35 would cost \$44,100. Mr. Combs asked how Mr. Pile came up with all these costs. Mr. Pile stated that he had been working hard on a formula which has helped him to estimate these costs and he feels these costs were a very close estimate. He stated that he was hoping next year to check for a top coat type of paving for all from US 42 to Old US 35. Mr. Combs asked if there had been talks about widening the turn radius. There was discussion about work to be done around N. Bickett and US 42 area. There was discussion about an accident in this area and whether improvements could be done. Mr. Miller stated that there would be sections of N. Bickett Road where the road is good and there would be other with no edge whatsoever. Mr. Pile agreed and stated if he could overlay the whole area for the same amount of asphalt, why not make the whole road black edge to edge. Mr. Pile explained that his original idea was to just fix the tire ruts, but if they could take the same amount of asphalt and not change anything except for the appearance of the road. There was discussion about Mr. Pile ideas. Mr. Miller stated that Miami Valley Regional Planning had the issue of trucks going through Wilberforce University for a long time and this was a project that needed to happen at this level. Mrs. Spradlin stated that the Township could not keep trucks from going down N. Bickett Road because it was done with Issue 2 OPWC Grant money. Mr. Miller stated that the project he was referring to would change the road so it did not go through the University.

Kinsey Road Closure

Mr. Pile stated that Kinsey Road was closed this week to replace the bridge deck just passed Woodland Drive. Mr. Pile stated that the County sent out a notice that Kinsey Road would be closed for two weeks.

Greene Co. Health Department Request

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Mr. Miller stated that the Greene County Health Department was moving to a new building and they have some supplies that they need to store. He stated that they have three pallets and need some dry storage for them and he told them there was space at 125 Fairground Road, but he wanted to speak to everyone and get everyone's thoughts. Mr. Miller stated that the Health Department agreed to have the items on heavy pallets and well wrapped so that they would be water tight. Mr. Combs asked if this storage would be indefinitely. Mr. Miller stated that it would be to some degree, but if the Township needed the space they would give the Health Department ample notice that the pallets would need to be moved. Mr. Combs asked Mr. Pile if there was room for something like this at 125 Fairground Road. Mr. Pile advised that this would not cause the Road Department any problems. Mr. Combs asked Mrs. Spradlin if this worked for her. Mrs. Spradlin stated that she remembers a meeting where there was discussion about long-term storage without charge was an issue. Mr. Comb stated that he did not think it was a bad idea but did not want to set a precedent for this. Mrs. Spradlin stated that there were already other things stored at 125 Fairground Road and part of having this location was to help make revenue. There was discussion about whether there should be a charge. Chief Fox asked if the items had a value to them and whose insurance would cover it. There was discussion about storage rates in the area. Mr. Miller stated that these were disposable masks and he would go back and speak to the Health Department about the discussion tonight and if they may be willing to pay a fee. Mr. Combs asked Mr. Miller to go back to the Health Department to see if they would be willing to set a time frame. Mrs. Spradlin asked if there had been a meeting she missed because she is our representative and Mr. Miller advised that someone from the Health Department approached him with this question. Chief Fox asked what the Health Department did for the Township. Mr. Stock advised that they help with WIC families, health care, mosquito spraying and they provide information about sanitation for zoning and building. Mr. Stock advised that they consulted the Township on many occasions for zoning changes. Mrs. Seiter advised the Township pays an annual required fee of approximately \$12,000

FIRE DEPARTMENT:

Chief Fox stated that he had given the Standard Operating Procedure (SOP) for Swift Water Rescue document to the Trustees three weeks ago. He asked if they had a chance to review the document. Chief Fox stated that Mr. Miller had mentioned some corrections. Mr. Miller stated that what he found were mostly typos and asked why this was being done. Chief Fox stated that this has been a long time coming and asked if there were any other questions. Mr. Miller asked if this was addressed in other ways and the maintenance of and inventory of it. Chief Fox stated that it was addressed internally. Mr. Miller stated that inventory and maintenance should be addressed in the document. There was discussion about the document and if it were ready for passing tonight. Chief Fox advised that they looked at other departments SOP's and modified those to fit Xenia Township. This item was tabled until the next meeting for FPA standards information.

Chief Fox advised to the resignation of Matt Staley due to the one hat rule. Mrs. Spradlin asked who had a one hat rule and Chief Fox stated the City of Xenia for those in the union. Mr. Combs asked about Mr. Staley being eligible for rehire. Chief Fox stated that if he were to leave the City of Xenia Fire Department then he would be eligible for rehire at the Township.

Mr. Combs moved to accept the resignation of Matt Staley as presented and note that he would be eligible for rehire. 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. 2018-074

Chief Fox stated that Engine 51 had been having problems with the valves. Chief Fox advised that he spoke with Mr. Pile about his issue and his suggestion was to replace the entire valve body. Chief Fox explained this would be the best way to repair the Engine. There was discussion about the cost and that the work would be done in house. Mr. Combs asked how long the Engine would be out of service. Chief Fox stated three to ten days. Mrs. Spradlin advised that they should check the warranties on the valves because they had spent so much money on those valves. Chief Fox advised that the valves on

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Engine 51 were the original and that they replaced the valves on Engine 52. Mrs. Spradlin stated that she felt it would be important to check on the warranties before doing this work. Mrs. Spradlin stated that this was important because the work may need to be done by an Emergency Vehicle Technician (EVT). Mr. Stock stated that there was a class that Mr. Pile would like all the Road Department staff to take to become EVT certified and explained why Mr. Pile wanted to do this. There was discussion about the EVT class and who should attend.

Mr. Combs moved to approve Purchase Order to Sutphen not to exceed \$3,200.00 from 2282-230-323-0130 for replacement 10 valves to potentially be installed in-house on Engine 51. 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. 2018-075

FISCAL OFFICER:

Mrs. Seiter presented the payroll. Mr. Combs moved to approve the payroll as presented. 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. 2018-076

Mrs. Seiter presented the bills. Mr. Miller moved to approve the bills. 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. 2018-077

Mrs. Spradlin stated that she spoke with Mrs. Seiter about a cut off time for bills. She stated that bills keep coming in after that time and she wanted to remind everyone that there was a cut off per resolution of Tuesday at 5:00 p.m. Mr. Combs asked Mrs. Spradlin if the bills that come in after the cut off should be left out. Mrs. Spradlin stated that she thinks she has done her job but when she comes back there was always more. Mrs. Seiter stated that she will no longer prepare any after the Tuesday deadline and will do this for the next meeting.

Mrs. Seiter advised there were two sets of minutes to approve. Mr. Comb advised to a few corrections he wrote into the minutes. Mrs. Seiter stated that she would be sure to show them to Mrs. Haller.

Mr. Combs moved to approve the minutes from the May 3, 2018 regular meeting. 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. 2018-078

Mr. Combs moved to approve the minutes from the May 17, 2018 regular meeting. 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. 2018-079

ADMINISTRATOR:

Mr. Stock asked the Trustees to deem 1141 Woodland Drive, M36000200263012300 a Nuisance by Tall Grass/Weeds.

Mr. Miller moved to approve a nuisance by tall grass/weeds for 1141 Woodland Drive, M36000200263012300. 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. 2018-080

Mr. Stock stated that the annual Ohio Department Administrative Services (DAS) 2018 Membership contract was up for renewal and the cost was \$100. He stated this contract allowed the Township to purchase items at State Bid. There was discussion about items that had been purchased with this contract.

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Mr. Combs moved to approve the Ohio DAS 2018 Membership contract. 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. 2018-081

Mr. Stock asked the Trustees to entertain a motion for a Purchase Order to Grave Groomers for \$5,630.00. Mr. Stock stated that there was roughly \$9500 in this fund to use and Grave Groomers would continue the work of restoring the headstones at Stevenson Cemetery. Mr. Stock advised that he was trying to get another grant from the Daughters of the American Revolution (DAR) to help repair more veteran's headstones. Mr. Miller asked how much of Stevenson Cemetery had been completed to date. Mr. Stock advised that it was close to 58% complete and this next project would take it to approximately 65%. Mr. Miller asked if the work with the DAR would be the same as before. Mr. Stock advised that Grave Groomers would be happy to do this again.

Mr. Miller moved to approve the Purchase Order to American Grave Groomers for \$5,630.00 from 2041-410-360-0000. 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. 2018-082

Mr. Stock stated that he wanted to inform the Trustees about the Murray Hill Drive procedures for assessments. Mr. Stock stated that there were sixteen things that would need to be worked through for this process. Mr. Stock advised that there would need to be a legal notice in the newspaper for the public hearing and the Trustees would need to let him know if they wanted letters to go to the individual home owners. Mr. Stock explained the process of notifying residents of the assessments. There was discussion about how this was assessed to the property and whether that could be done or not. Mrs. Spradlin stated that she thinks it is important to stay in touch with the residents and to let them know that there are payment options available to them for this process.

Mr. Stock advised that he had more information about the Cemetery fencing. He explained how much fence was at each cemetery and that he was able to get a rough estimate from the Bellbrook Fence website. He explained the estimates that he got from the website and explained the cost would probably be higher. Mr. Stock stated that he got an estimate for a split rail fence and a farm fence for each cemetery. Mr. Stock described each type of fence. Mr. Stock stated that he also priced the fence materials from a local store.

Mr. Stock state that he gave everyone a map showing where the CEDA lands were located. He explained that this was still a work in progress but he wanted to give everyone an update. Mr. Stock explained the new information from his research regarding the CEDA's. There was discussion about the different CEDA's and the locations. Mr. Stock advised that he was learning more everyday about these agreements and will continue to update everyone. There was discussion about the amount of taxes that should be paid to the Township on the improvements being made on Innovation Drive.

Mr. Stock stated that he had an update on the demolition costs for 1333 E Main Street. He stated that the costs were going to be approximately \$8,217. Mr. Stock advised that the permit fees may be waived. He stated that he gave everyone a copy of the letter that he received from Greene County Building Regulations and information about the State having no interest in the property. Mrs. Spradlin added that the State does have interest in the taxes, assessments and interest associated with the property. Mr. Stock stated that he was working on finding grants that may help with this cost.

Mr. Stock stated that he and Mrs. Seiter worked on the proposed July Tax Budget. Mr. Stock asked the Trustees to look over the documents again in preparation for the Public Hearing. He stated that they were going to do some more work on the budget and get a copy out to the Trustees very soon.

Mr. Stock advised that he gave everyone printouts of the reasons to go into Executive Session by the Ohio Revised Code and the Greene County Prosecutor's handout. Mr.

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Stock explained the handouts and stated that he just wanted to give everyone some background information and have it together in one place.

Mr. Stock stated that he had attended the AAA Just Cause Seminar in May with Chief Fox. He stated that this helped them prepare for arbitration. He explained what he learned from the seminar and how he applied this new knowledge during an arbitration. Mr. Stock thanked the Trustees for sending Chief Fox and himself and hopes to attend more seminars like this in the future.

Mr. Stock stated that he also attended the Greene County Grant workshop. He stated there were multiple speakers and collected lots of material if anyone wanted to look through it. He stated that he was planning to learn more about the grants available to help the Township make more improvements.

Mr. Stock advised that the iWorQ system software company is now doing the Township's zoning. He stated that they would be holding a seminar in Utah, where they are based, it would be a one on one seminar. Mr. Stock stated that the cost to go to the seminar would be approximately \$1,400. He did not know if the Trustees would be open to him attending this seminar or not. Mr. Miller asked if this included travel, hotel and the like. Mr. Stock stated that this price included everything and broke down the cost for attending. Mr. Stock stated that the permit management was almost complete and code enforcement and fleet management was next to the list. Mr. Combs asked when this seminar was and Mr. Stock stated July 31 and August 1. There was discussion about the seminar and cost associated with it. Mrs. Spradlin asked about the software and Mr. Stock explained that the software handles all of zoning, fleet and road maintenance, and the fire department would be able to take the tablets and do daily checks on it as well.

Mr. Stock advised that he heard from Yes for Youth and they may have a candidate for Xenia Township. There was discussion about candidates over the past few years. Mr. Miller stated that he did not have a problem entering into the agreement so long as the candidate fits the job.

Mr. Miller moved to authorize the Administrator to enter into a contract with Yes for Youth for 2018 with the caveat that the candidate's skills match the needs of the Township. 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. 2018-083

GUESTS: Mr. Combs advised there were no guests in attendance.

UPCOMING MEETING DATES:

June 26, Zoning Commission 6:00 p.m.
July 5, July Tax Budget Meeting 5:30 p.m.
July 5, Trustee Meeting 6:00 p.m.
July 19, Trustee Meeting 6:00 p.m.

COMMITTEE REPORTS:

Greene County Regional Planning, Mr. Combs stated that there was more discussion about the development along Wilmington Pike.

Safety Council, Chief Fox stated the meeting was about medical marijuana. Mr. Stock stated that the Stop the Bleed seminar was great and recommended the Road Department attend when there was another offering. Mrs. Spradlin stated that she thinks this has become a hot topic because of the mass casualty events happening around the nation. She stated that tourniquets can save lives and this type of training was a good opportunity.

Chamber of Commerce, Mr. Stock stated that the new hotel should open on August 1st and REACH should open by January 1st. He stated that when the facility opens the rates will go up, but if anyone goes to the YMCA on a Wednesday in July the Joiner fee would be waived.

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Chief Fox stated that Kil Kare was going to have jet fueled cars and fireworks next Thursday night and he would be in attendance.

Mrs. Spradlin reminded that the Volunteer Fire Fighters Dependents Fund would need to conduct the voting for members in November and she wanted to remind everyone so that this did not sneak up on them.

ADJOURNMENT:

Mr. Combs moved to adjourn at 8:29 p.m. Mr. Spradlin 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