

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
AUGUST 16, 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:

Greene County Public Health Press Releases (5)

Guest Presentation: Xenia Township Firefighters Association, Brian Simpson was asked by the Association to come and answer any questions anyone has about the safety tools the Association was donating to the Township. This will be a huge help to the fire department to have these tools. Mr. Combs asked Mr. Simpson to give a brief description of each tool. Mr. Simpson described each tool; all the tools are battery powered with lithium-ion batteries, cutters, spreaders, battery package for charging multiple batteries either on the engine or in the station, K-12 saw. There was discussion about the tools and how useful they will be. The Trustees thanked Mr. Simpson for the presentation of the new safety tools and the association for the donation. Mr. Stock asked if he could take a picture of everyone with the new tools and everyone agreed. The Trustees thanked the Association for this generous gift. Mrs. Spradlin asked how the seal letters were coming for this year. Mr. Simpson advised the Association was having a hard time with membership and were working to get the membership back up. He said the Association had a meeting last week and they were trying to reach out more to the community. Mr. Miller suggested when doing the seal letter invite the community to become part of the Association. Mr. Simpson stated they had thought of that and Mr. Simpson had suggested have a night out with past members and the community. Mrs. Spradlin stated the funds from the Xenia Township Fire Community Association were separate from the Township Budget, so everything the Association buys comes from their funds. She thanked Mr. AJ Early who made a generous donation before he passed away and others like him. The Fire Department is appreciated by the Township Community and the Trustees. Mr. Simpson stated they know they are appreciated and that was why they love the community and he hopes it shows.

FISCAL OFFICER:

Mrs. Seiter advised annually they needed to do a resolution to the County Auditor for any Special Assessments in this case it is for the nuisance mowing. Mrs. Seiter shared a copy of the letter to be signed and sent to the County Auditor for 2018. She explained what the figures were based on and the total for this year was \$3,188.97. She reported there was one address that Wells-Fargo was wanting to pay for and she explained the situation with this property. Mrs. Seiter stated this was not due to the Auditor until the first of September 2018 but was asking for the Resolution tonight because the Trustees do not meet again until that week.

Mr. Miller moved to approve the 2018 Special Assessments to Greene County Auditor for total \$3,188.97 with caveat pending payment of one item takes place adjustment will be made to remove it (1182 Boyd Road). 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. 2018-118

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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. 2018-119

Mrs. Seiter presented the bills. 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. 2018-120

Mrs. Seiter advised there was one set of minutes to approve. Mrs. Spradlin moved to approve the minutes from the July 19, 2018 regular meeting. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – abstain, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2018-121

FIRE DEPARTMENT:

Chief Fox asked the Trustee to accept the donated rescue tools from the presentation. Mr. Combs asked if the new tools would be put into service before the new engine arrives and Chief Fox stated they would be.

Mr. Miller moved for the acceptance of the rescue tools donated by the Xenia Township Fire and Community Association with a value of \$21, 710 with much appreciation. 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. 2018-122

Mrs. Seiter reminded the new tools would be placed on the inventory list. Deputy Chief Beegle advised the paperwork had been submitted to add these items to the inventory. Mr. Stock advised that since the Trustees have accepted the tools they were also added to the insured list.

Chief Fox advised PT Firefighter Hannah Conley had completed her paramedic Certificate and was eligible for a pay increase to \$13.98 per hour and to make it retroactive to August 12, 2018. Mrs. Spradlin asked if this was when she became a paramedic and Deputy Chief Beegle advised she became a paramedic in July and she was placed in the orientation program which has now been completed.

Mrs. Spradlin moved to approve the pay increase for PT FFI NEW Paramedic Hannah Conley to \$13.98 retroactive to August 12, 2018 (start of new pay period for paramedic certification). 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. 2018-123

Chief Fox advised he would like to rehire Rusty Cross PT FFII/Paramedic at \$13.98 per hour effective immediately. Mrs. Spradlin stated she was sad to see Mr. Cross leave but was glad to see him become a chief for another department and was glad to see he was coming back.

Mr. Miller moved to rehire PT FFII/Paramedic Rusty Cross at \$13.98 effective immediately. 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. 2018-124

Deputy Chief Beegle requested the hire of Ryan Harper PT FFI/EMT Advanced at \$13.50 per hour effective immediately. Deputy Chief Beegle advised of Mr. Harper's background.

Mr. Combs moved to approve the hire of Ryan Harper, PT FFI/EMT Advanced, at \$13.50 effective immediately. 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. 2018-125

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Chief Fox advised of the need to clarify the rate of pay for Tyler Castle and explained the error made during the last meeting. There was discussion about the clerical error.

Mr. Miller moved to approve the clarification of rate of pay for Tyler Castle of \$13.19 per hour retroactively, to hire at last meeting due to chart reference error. 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. 2018-126

Chief Fox advised the Fire Department had turnout pants and coats they would like to donate to Brothers Helping Brother. Mrs. Spradlin asked about this charity and Deputy Chief Beegle stated they were a non-profit in Dayton that facilitates equipment and resources to departments that do not have as many resources as others. Mr. Combs asked if Deputy Chief Beegle knew any of the departments that these may go to and Deputy Chief Beegle stated one was Jefferson Township in Montgomery County. He stated that most of the departments that this charity helps have a budget of less than \$30,000 per year. There was discussion about how Deputy Chief Beegle found this charity. Mrs. Spradlin asked about the gear that was being disposed of and if our department had any use for the items. Deputy Chief Beegle stated there was gear already set aside for the Explorers. Mr. Miller asked for the motion to be for these specific donation and not to be open ended to this one charity.

Mr. Combs moved to approve the disposal of obsolete equipment valued less than \$2,500 one time as presented per list of pants and coats to be donated to Brothers Helping Brothers. 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. 2018-127

ADMINISTRATOR:

Mr. Stock asked the Trustees to declare 1030 Stone Road a nuisance by tall weeds.

Mrs. Spradlin moved to declare 1030 Stone Road, Parcel M36000200350005600 a nuisance by tall weeds. 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. 2018-128

Mr. Stock advised he had given the trustees a handout regarding the hazard insurance and explained the premium for 2019. There was discussion about what was covered and the amount of coverage.

Mrs. Spradlin moved to approve continuing with The Ohio Plan for hazard insurance for \$29,700 for 2019. 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. 2018-129

Mr. Stock stated Mrs. Seiter makes sure anything purchased for more than \$100 goes on the inventory sheet. He stated the last time the Trustees voted on this was 2012. Mr. Stock advised there are many single items that cost more than \$100, for example a battery that has a life span of 5 years. He suggested changing the minimum asset amount for inventory to \$350. Mr. Miller asked if Mr. Stock had a list of the low cost items that were already on the inventory for the Trustees review. Mr. Stock advised he could get that information for them. There was discussion about what types of items should be placed on the inventory list. Mrs. Seiter advised the inventory list is given to the Greene County Engineer to file per the Ohio Revised Code. Mrs. Seiter asked Mr. Stock if the insurance company had ever asked him for a copy of the inventory list. Mr. Stock advised that there was a blind trust when the insurance is told about miscellaneous items or personal property. Mr. Stock explained his conversations with the insurance company and how they suggested insuring different types of property. Mrs. Seiter stated she would be for raising the limit to \$350 as long as the lesser items are covered under a big group. Mrs. Seiter stated it seems the Township is covered in this blanket type of way. This long inventory list has no total figure on it, there are items on it that were purchased 100 years ago that have a value list as of the day purchased, not the value now. She stated from a

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clerical stand point, these items get a tag number and value put on the list. Mrs. Spradlin stated that sometimes people put things in their pockets because they are busy working then to lay it down once you clean out your pockets at home, and then forget to bring it back. She stated she was not pointing fingers at any department but then also when those items were not listed and it comes to the disposal of obsolete equipment valued under \$2,500, but when there was an entire set of something it might be over \$2,500. She stated there did not have to be a tornado, it could be vandalism or theft, so having a detailed list would be better than searching for a receipt. Mr. Combs stated he thought they were splitting hairs, but if someone wanted to create a detailed list of shop tools and other items that are under \$100, then he was fine with that. Mrs. Seiter asked Mr. Stock if during his research he had seen what the amount was before it was set at \$100. Mrs. Seiter admitted she was not aware the limit was reduced to \$100 in 2012 and had been applying the \$250 limit. She further noted she made sure equipment is on the inventory, supplies like batteries. Mrs. Seiter asked what the actual amount was before the change in 2012. Mr. Stock advised that it was thought to be either \$250 or \$350, but there was not a resolution. Mr. Combs stated he did not have a problem leaving it at \$100. Everyone decided to leave the inventory list with the \$100 limit. Mrs. Seiter stated she would go back and check for any missed items.

Mr. Stock stated the Fleet Safety Report from Safety Council was very interesting. He stated that if any employee drives a vehicle of 10,000 pounds or more they have to have a health certificate on file. The certificate is good for three years and there were certain things that needed to be reported. He stated fire fighters were exempt from this.

Mr. Stock noted the Trustees had previously approved the purchase of two signs from ODOT for \$5,040. He stated Mr. Pile and himself decided to wait to see if they could get a better price. He explained what Mr. Pile found out if he waited then the signs would go to auction and Mr. Stock explained the auction process. He stated they watched the auction for over a week and was able to purchase six message board signs for \$1,800. He stated the hope was to use all six to put together two complete signs. Mrs. Seiter explained the Trustees could close the purchase order to ODOT, since they did not need it and the final cost is in Mr. Stock's approval limit.

TRUSTEE BUSINESS:

Mr. Miller stated there were four properties on Washington Road, when the ditches were redone after the renovation work, the properties did not have tiles in the front yard. He stated he had conversations with two property owners where it is nearly impossible to mow. He stated they were trying to find a way to accomplish tiling them in and making them so they are able to mow again. Mr. Miller stated one of the property owners suggested if the property owners were willing to pay for the tile and whether the Township could help with supplying the dirt and labor to install it. He stated the property owners have not been approached directly but it was just a thought to get things squared there for them. He stated if the Township paid for the labor and things, and the property owners pay for the supplies and materials it would be a way to accomplish this. Mrs. Spradlin asked for the property addresses that Mr. Miller was referring to and Mr. Miller advised he did not have the exact addresses with him, and stated he would get them and send them to everyone. Mr. Stock asked if this would be per property or for all four. Mr. Miller advised this was for all four. There was discussion about the estimate Mr. Miller handed out to everyone. Mr. Miller stated he spoke with a contractor and he said if the Township were to buy the materials, it could be possible to get the materials at a lower price being a government entity. Mr. Stock asked Mr. Miller if he had seen all four properties. Mr. Miller stated he had and that they would be extremely difficult to mow and possibly unsafe to mow. Mrs. Spradlin asked how the property owners had been handling the ditches up until now, since this project had been done for almost a year. Mr. Miller stated they were weed eating or mowing very carefully. Mr. Miller stated there was another property near WS Electronics where there were a few different tiles coming together that were open and he wanted to ask to have that looked at as well for a future improvement. Mr. Combs advised once they had the addresses, then they could go and look for themselves and then have a discussion about this. Mr. Stock asked Mr. Miller about the estimate for clarification. There was discussion about drainage issues with the ditches and that the drainage was great. Mr. Miller stated it did not interfere with the drainage that was not the problem, it has interfered with the safety of maintaining the ditches. Mrs. Spradlin stated

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the drainage was a problem that was why the Township fixed it, because it was tearing up the road way. Mr. Miller stated that he did not think the drainage was an issue for these four properties. Mrs. Spradlin asked if they were going to create a problem again that may start tearing up the roadway. Mr. Miller stated no. Mr. Stock asked if this happens with other people, how was he going to tell them no when he had told four others yes. Mr. Miller stated he did not think there were any other properties out there that have this need. He stated the others were all able to mow, these were extreme situations. Mr. Combs advised that when Mr. Miller supplied the addresses they could go look at them and then have another conversation.

Mr. Miller stated the end of the year was coming and 125 Fairground Road was still trying to obtain occupancy on the one building. He stated the Township was spending money for this property but had not come to conclusion as to what they were trying to accomplish for this property. Mr. Miller stated they need to have this conversation and prioritize where things go and the Road Crew was putting a lot of time in there, but there were other things that need to get done as well. He stated in maintaining the roads and things of that nature. He stated they need to come up with conclusions about what needs to take pace and through what period of time. Mr. Combs stated he spoke with Mr. Stock and understood there was a list. Mr. Combs asked Mr. Stock to report on the occupancy. Mr. Stock stated they had gone through two adjudication and if there was a third then he was going to ask for a sit down meeting with Al Kuzma and the person in charge of doing things for 125 Fairground. He stated this started with six pages of things that needed to be addressed. Mr. Stock stated those items were addressed, and he explained how these items were addressed in more detail. There was discussion about the final inspection for the fire suppression and alarm systems. Mr. Stock advised on the small items that have been done recently to complete the occupancy process. Mr. Stock reported to the permitting process that they have followed. Mr. Miller stated he would like to push the sprinkler company to get their finals finished. Mr. Miller stated the three Trustee need to come to a conclusion of what they want to do and how they want to approach it for the entire property. The budget for next year would be in the works soon and they need to look at the budget to see where they stand for the things they need to be doing and the money they would be putting into projects.

Mr. Combs stated he spoke with Mrs. Seiter before the meeting and he understands today was Sheryl Blackaby's birthday. He stated he wanted to make a note of this since it occurred on a meeting night.

UPCOMING MEETING DATES:

- August 28, Zoning Commission
- September 6, Trustee Meeting
- September 20, Trustee Meeting
- September 25, Zoning Commission

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 8:03 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