#### RECORD OF PROCEEDINGS MINUTES OF THE XENIA TOWNSHIP TRUSTEES: HELD ON: REGULAR MEETING JULY 22, 2010 6:00 PM

NOTES: These minutes are a summary of the township business meeting and are not a word for word account of the discussions which took place.

Vice Chair John Faulkner called the meeting to order at 6:05 p.m. with a welcome. Board Members present were John Faulkner and Jim Reed. Scott Miller was out of town. Also in attendance were Fiscal Officer Seiter, Zoning Inspector Painter, Public Works Superintendent Shuey, Fire Chief Meyers and Deputy Chief Fox. Susan Spradlin and Ms. McKinney were in attendance. See the attached sign in sheet. All participated in the Pledge of Allegiance.

## **MINUTES:**

Reed moved to approve and dispense with the public reading of the minutes of the regular meeting of June 24, 2010 due to the Trustees reading them prior to the meeting. Faulkner seconded the motion. Roll Call: Ayes: Reed and Faulkner Motion Carried

Reed moved to approve and dispense with the public reading of the minutes of the 2011 Tax Budget Hearing on July 8, 2010 due to the Trustees reading them prior to the meeting. Faulkner seconded the motion. Roll Call: Ayes: Reed and Faulkner Motion Carried

Seiter advised the minutes for the July 8<sup>th</sup> regular meeting were not completed yet and requested they be table until the next meeting. Trustees agreed.

Reed moved to approve and dispense with the public reading of the minutes of the monthly work session of July 14, 2010 due to the Trustees reading them prior to the meeting. Faulkner seconded the motion. Roll Call: Ayes: Reed and Faulkner Motion Carried

**FINANCE:** Fiscal Officer Seiter provided the following:

A request for approval of bills and payroll in the amount of \$66,801.08 a copy of the payment registers are attached to these minutes and made a part hereof. Faulkner moved to approve said payments. Motion seconded by Reed. Resolution No. 2010- NO NUMBER ERROR IN NUMBERING found after the fact Roll Call Ayes: Faulkner and Reed Motion Carried

Current fund status reports will be in the correspondence file Monday for Trustee's review.

Faulkner reminded that the annual tax budget hearing before the Budget Commission will be on Monday, July 26<sup>th</sup> at 3:40 pm. He and Seiter will attend.

FIRE DEPARTMENT: Chief Meyers provided the following:

-Report that all of the new fire hose is in, has been tested and will be in service next couple days.

-Request for approval of a contract and then and now purchase order to Emergency Reporting for Fire/EMS records management computer program/system for \$5,736. This would replace the outdated Fire House Software. Discussed in further detail the trial usage over the past 6-7 weeks and funding from the EMS Billing fund this year as that is where the funds are available. The fire fund was not budgeted enough to cover the increased costs completely. Faulkner moved to approve the contract. Motion seconded by Reed. Resolution No. 2010-165

Roll CallAyes:Faulkner and ReedMotion CarriedFaulkner moved to approve the purchase order.Reed seconded the motion.Resolution No. 2010-166Roll CallAyes:Faulkner and ReedMotion Carried

**ROAD DEPARTMENT:** Public Works Superintendent Shuey provided the following:

-Report on the results of the Tiger II Grant for S Bickett & US 42 improvements. We did not make the cut. We were the only applicant from Greene County. ODOT appreciated our application and efforts. There were 10 projects from District 8. Three rail transportation projects were moved to the federal level.

**ZONING:** Inspector Painter provided the following:

Permits issued since June 24:

-1578 E. Hoop Road, DP&L, 12,000 sq ft accessory building

-1138 Neeld Drive, James Fletcher, deck

-1026 S. Columbus Street, Thomas Brown, deck

**GUESTS:** No comments.

## RECORD OF PROCEEDINGS MINUTES OF THE XENIA TOWNSHIP TRUSTEES: RI HELD ON: JI

### **COMMITTEE REPORTS:**

Miami Valley Reg. Plan. Com.: Met first of month. Next meeting August 5. ---Technical Advisory Committee: Met July 15, Miller attended, no report.
Greene Co. Reg. Plan. Coordin. Com.: No Report
District Advisory Council of Health District: No Report
Water & Wastewater Adv. Committee: (quarterly) Next meeting July 28 at Sugarcreek.
Source water: Next meeting October 26.
Xenia Economic Growth Corp.: Next meeting July 27<sup>th</sup>, Faulkner will attend on Miller's behalf.
County Managers and Officials: No Report
Safety Council: Painter to attend August 4<sup>th</sup> meeting. A Trustee is to attend the October meeting.

#### **OLD/UNFINISHED BUSINESS:**

Trustees discussed the scope of work and fees from Kleingers & Associates for drafting the north and<br/>south land use planning areas as previously tabled from the last meeting. The Zoning commission and<br/>Inspector have recommended to continue this next budgeted phase of the project. Reed moved to approve<br/>the purchase order for a total of \$21,000. Faulkner seconded the motion. Resolution No. 2010-167<br/>Roll Call<br/>Ayes: Faulkner and Reed<br/>Motion CarriedFaulkner moved to authorize Fiscal Officer Seiter to sign the agreement on behalf of the Board of<br/>Trustees. Reed seconded the motion. Resolution No. 2010-168<br/>Roll CallRoll CallAyes: Faulkner and ReedMotion Carried

Painter provided a report and request to declare the property at 1215 Arthur Drive a nuisance due to vegetation, etc. The property has a vacant home. Faulkner moved to declare the property a nuisance. Reed seconded the motion. Resolution No. 2010-169 Roll Call Ayes: Faulkner and Reed Motion Carried

Painter provided a report and request to declare the property at 1954 Stevenson Road a nuisance due to vegetation, etc. The property is vacant, was sold in February, but has no signs of anyone living there. Reed moved to declare the property a nuisance. Faulkner seconded the motion. Resolution No. 2010-170 Roll Call Ayes: Faulkner and Reed Motion Carried

839 Jasper Road: Painter provided a thank you letter to the owners for their progress for the Trustees to sign per Prosecutor Ellis' recommendation. Trustees signed. Prosecutor Tom Miller will be providing a recommendation for the next step.

Wilberforce Township properties (4): 1) signs –Reed advised the signs are almost ready. Wording discussed, with separate piece saying Land Reutilization. Four at approximately \$50 each. 2) agreement for sale of two parcels on Hickman Road in process.

Attendees discussed setting a meeting with Xenia City and another with the affected area residents regarding the well field expansion by Xenia City. Reed asked who from the City would attend. Painter advised she guessed the water plant manager, public utilities supervisor, etc. Painter reminded that the City is moving forward with their plans and it is a courtesy to allow us to provide our opinions. The City can go to the EPA and do the expansion without our approval. Faulkner reminded that there would be an overlay to protect. Faulkner recommended action by the township with the residents first then meet with the city. Trustees agreed to meet with residents on Wednesday, August 4 at 7:00 pm for an information public meeting. Then, the Board will meet with representatives from Xenia City by the end of August.

#### **NEW BUSINESS:**

Trustees, fiscal officer and department heads discussed a request to buy (pre-sale) 30-40 cemetery plots at Stevenson Cemetery from the Yellow Springs Havurah. Shuey reported on his discussion with the representative and their desires. Trustees noted we are not set up for pre-sale and that number of lots would limit any future use by current families. Faulkner noted the need to preserve the current pioneer cemetery. Reed noted not being set up for their requests, but that they could still buy as they go. Trustees voiced concerns about signage; the group's other request and decided to deny the request. Shuey offered to respond on behalf of the Trustees further advising the group has feelers out everywhere.

Seiter advised the annual health insurance renewal was received today with a 5.9% increase. She will put it on the next agenda.

# RECORD OF PROCEEDINGSMINUTES OF THE XENIA TOWNSHIP TRUSTEES:REGULAR MEETINGHELD ON:JULY 22, 2010 6:00 PM

Faulkner talked about the July 14<sup>th</sup> work session on the new employee handbook/personnel policy. He and Reed talked about the need for action now regarding township property being used for personal reasons. The fact is that no township asset is to be removed for personal use unless approved for cases such as community benefit. Attendees discussed samples. A line of disciplinary action would be set and employees would sign an acknowledgement. Subject tabled to a work session for further review and to draft language.

## **UPCOMING MEETINGS**:

-August 4,	Public informational meeting regarding water
-August 12, 6:00 pm	Board of Trustees' Regular Meeting
-August 18, 8:00 am	Monthly Work Session Re: Personnel Policy w/ Fiscal Officer & Dept. Heads
-August 26, 6:00 pm	Board of Trustees' Regular Meeting

## **CORRESPONDENCE IN FILE:**

-From Yellow Springs Havurah Cemetery Committee, June 25, request to buy 30-40 lots.

-To Mr. & Mr. Booth, Jasper Road, July 22, thank you letter for efforts to clean property.

-To Xenia City, from Trustees, July 22, re: source water protection

-From Ohio Ins. Services, July 13, annual renewal documents for health insurance.

-To Kil-Kare Raceway, July 19, 2 invoices for fire services support for July 1 Fire Works and July 16 event coverage due to their squad being down.

-From State Auditor's Office, received July 8, 2008/2009 auditor reports and letters.

## ADJOURN: 7:16 pm

There being no further business, Reed moved to adjourn. Faulkner seconded the motion.

SCOTT W. MILLER, CHAIR

ATTEST:

JOHN D. FAULKNER

SHEILA J. SEITER, FISCAL OFFICER

JIM REED