RECORD OF PROCEEDINGS MINUTES OF THE XENIA TOWNSHIP TRUSTEES: REGULAR MEETING HELD ON: REGULAR MEETING SEPTEMBER 9, 2010 7:00 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.

Chair Scott Miller called the regular meeting to order at 7:05 p.m. with a welcome. Board Members present were John Faulkner Scott Miller, and Jim Reed. Also in attendance were Fiscal Officer Seiter, Zoning/Office Manger Painter, Public Works Superintendent Shuey, and Deputy Fire Chief Fox. All participated in the Pledge of Allegiance.

MINUTES:

Miller advised he had not had a chance to review the minutes of the regular meeting of August 26, 2010 and requested they be tabled to the next meeting. Others agreed.

FINANCE: Fiscal Officer Seiter provided the following:

-A request for approval of bills and payroll in the amount of \$79,783.70 a copy of the payment registers are attached to these minutes and made a part hereof. Miller moved to approve said payments. Motion seconded by Faulkner. Resolution No. 2010-198 Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Current fund status reports are in the correspondence file for Trustee's review.

ROAD DEPARTMENT: Public Works Superintendent Shuey reported the following:

The crews are on the last mowing cycle. Repairs are being done on the Bomford arm mower. The injector pump will probably be rebuilt. A new could cost \$2,500.

FIRE DEPARTMENT: Deputy Chief Fox provided the following:

-Report and then and now purchase order to EMSAR Medical Repair for the annual cot (3) maintenance and current repairs for a total of \$524.63. Faulkner moved to approve said request. Motion seconded by Reed. Resolution No. 2010- 199

Roll Call Ayes:

Ayes: Faulkner, Reed and Miller

Motion Carried

-Attendees discussed methods of advertising for disposal of the 1985 Ford tanker. Missed the Ohio Township Association magazine deadline. It will be put on the township website and ran for required three weeks in the Xenia Gazette directing viewers to the detailed website notice. Staff will drive it to the Farm Science Review for display with sale signs and information brochures. Then, if not sold, it can go to Ancil Dodge's auction on November 13th.

-Faulkner asked about the results of the damage to the lighting strike at station 52. Fox advised everything is up and running, a blown fuse on the TV was fixed and the invoice for the base radio repairs by WS Electronics came in less than \$500. Therefore, no insurance claim is needed.

-Faulkner asked about the air condition repair in the newest medic. Fox advised it is complete and Road Rescue covered the costs.

-Miller talked about changing the names for both stations 51 and 52 to go with the County numbering system. He pointed out the need to budget for next year.

ZONING: Inspector Painter provided the following:

Permits issued since August 26: 1025 Oakdale, Stewart Mason, rear covered porch

Zoning Commission: work session on October 7

OLD/UNFINISHED BUSINESS:

-Painter provided a purchase order request to Premiere Flooring for the carpet, ceramic tile, trim molding, installation and removal of old carpet in the administration office for \$2,991. Two other quotes were obtained and all were higher. She reported on Miller's request to confirm the carpet was zipper proof. She advised it is as well as that in the fire station, they are the exact same. The problem with the one in the fire room was the pick was at the edge. Miller requested the zipper statement in writing for both areas. Seiter advised the carpet in the fire room was from a different vendor via the contractor/ Matthews. All agreed to get proof of insurance/workers compensation and release of liens for future contractors. Miller moved to approve the request. Faulkner seconded. Resolution No. 2010- 200 Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

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Attendees discussed possible sealing of the perimeter of the floor prior to the new flooring being installed. Miller suggested red lining the ceramic tile and go carpet all the way with larger mats to accommodate the fire department later. Seiter explained the staff's prior discussions on the area for the ceramic and noted the fire department staff's needs are very uncertain and could be many years away and it needs to be based on current needs. Attendees agreed to finalize the area closer to completion.

-Seiter provided a purchase order to Miami Valley Painting for up to \$1,495 drywall finishing and ceiling painting for the office. She reported on lack of response from five vendors to quote the job. This is the same vendor who painted the fire station. Faulkner moved to approve the request not to exceed \$1,500. Reed seconded. Resolution No. 2010- 201 Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Shuey provided a purchase order to Modern Building Supplies for three 36"doors including casings for a total of \$539.85. Faulkner moved to approve the request. Reed seconded the motion. Trustees asked about the closet bi-fold doors and door colors. The knobs are to be purchased separate and door installation separate. After further discussion, Faulkner withdrew his first motion and made a second motion to approve up to \$1,000 for doors to include double doors for the closet. Reed seconded. Resolution No. 2010-202 Roll Call Ayes: Faulkner, Reed and Miller Motion Carried

-Seiter provided a quote, based on Trustees' request, for a blind for the large front window from Xenia Glass for \$840. All agreed another quote was needed. Seiter will check Lowes. Tabled.

-Wilberforce Hickman Road property sales: Painter reported Mr. Foley has made changes to the agreement; he will conduct the closing at no cost and in reasonable time. Buyer wants title insurance and is to cover it and closing fees. There would be several charges for both parties if ran through Home Site Title. The Township's costs will be recovered from the proceeds. All four parcels had the fees and back taxes waived at the time of purchase by the Prosecutor's Office; however, they were not made tax exempt. We may need to apply for exempt status for the Coleman properties since there is no current purchase interest. The various properties have street lighting and/or water assessments on them. Seiter reminded the Township currently pays an invoice to the County Treasurer for street lighting for their Oldtown properties and suggested handle the other properties the same. We should not waive an assessment to ourselves for services we cover.

-Seiter advised she received the invoice for the new Hartford Life Insurance coverage and requested confirmation on coverage. There were a couple errors. Trustees clarified all want the increase amount and will reimburse the Township for it until the start of each new term. Seiter will confirm corrections and prepare figures for payback thru the end of the year and then again first of next year. Miller had concerns about deductibles. Answers to be clarified by Painter.

-Shuey reported on the quotes for locking in the propane rate for the winter. He reported on experience with Ohio Gas for auto fill without a contract. Shuey recommend locking in with Southwest Landmark at the lowest rate. He has a meeting scheduled with the representative. Action tabled. Miller reported he talked to Chris Hagler regarding generators and fuel for them. He advised diesel units need considered as they are the norm for emergency generators due to fuel availability. Miller recommended keeping that in mind as researching the equipment.

NEW BUSINESS:

-Seiter reported on an offer by DP&L Energy, a sister company to DP&L, for 25% reduction in part of the electric bills. The offer is a result of being members of the Xenia Chamber of Commerce. There is a review meeting September 15th she will attend and apply for the reductions. Trustees authorized Seiter to proceed as need if the program provides acceptable services and benefits to the Township.

The three department heads left the meeting.

UPCOMING MEETINGS:

-September 13, 7:00 pm	Public Info Meeting Re: Land Use Planning Area – Fire Station 52
-September 15, 8:00 am	Trustees' Monthly Work Session Re: Road, Zoning & Admin. goals,
	objectives and budget needs – near and long term.
-September 23, 7:00 pm	Trustees' Regular Meeting
-October 14, 7:00 pm	Trustees' Regular Meeting
-October 20, 8:00 am	Trustees' Monthly Work Session Re: Fire goals, object. & budget needs.

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COMMITTEE REPORTS:

Miami Valley Reg. Plan. Com.: Faulkner reported on the September 2nd meeting. Report in file. ---Technical Advisory Committee: Miller reported.

Greene Co. Reg. Plan. Coordin. Com.: No Report

District Advisory Council of Health District: No Report

Water & Wastewater Adv. Committee: (quarterly, last Wednesday of Month) Next October 27

Reed advised Xenia City is having a water meeting Friday per an e-mail. Faulkner advised it is internal. Source water: Next meeting October 26.

Xenia Economic Growth Corp.: No Report

County Managers and Officials: No Report

Safety Council: Painter to report on the September 1 meeting re: work place violence at the next meeting. Faulkner will attend the annual meeting in October.

CORRESPONDENCE IN FILE:

-Seiter reported on form letters received from numerous staff requesting to be present when and if someone makes a public records request for their personnel file. Seiter noted the challenges with notification, timing and scheduling such meetings. She reminded per the laws, we cannot ask for the requester name, etc. She also reminded of the policy to note on the outside of the file when and who accessed it. Trustees agreed there is a concern for how to handle the request and recommended an opinion be obtained from the County Prosecutor's Office.

-From Seiter, August bank reconciliation, balanced \$1,768,493.79.

-From Gr. Co. Emergency Management Agency, August 2010 newsletter.

-From MVRPC, Aug. 26, notice of cancellation of Sept. 2 Executive Committee meeting due to lack of agenda; Agenda for Sept. 2 Directors meeting and minutes of August 5 Directors meeting.
-From Seiter: Sept. 9 reports: Cash Summary by Fund, Revenue Status, and Appropriation. Status
-From Ohio Twp. Assoc, September monthly newsletter, Grassroots Clippings

Seiter left the meeting at 9:50 pm EXECUTIVE SESSION: 9:10 pm Faulkner moved to go into executive session for the purpose of a contract matter. Reed seconded the motion. RETURN TO REGULAR SESSION: 10:02 Faulkner moved to adjourn the executive session and return to regular session. Reed seconded the motion.

ADJOURN: 10:03 pm

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

SCOTT W. MILLER, CHAIR

ATTEST:

JOHN D. FAULKNER

SHEILA J. SEITER, FISCAL OFFICER

JIM REED