

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:
HELD ON:

WORK SESSION
SEPTEMBER 15, 2010 8:00 AM

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.

Scott Miller, Chair, called the work session to order at 8:00 a.m. Present were Trustees John Faulkner, Jim Reed and Scott Miller. Fiscal Officer Seiter, Office Manager/Zoning Inspector Painter, and Road Public Works Super. Shuey were also in attendance.

The purpose of the monthly pre-scheduled work session was to review the goals, objectives and budget needs of the road, administration and zoning departments.

Miller reported on a presentation by Representative Chris Widener at the Greene County Township Association meeting the previous evening whereas Mr. Widener reported on the State Budget and various affects including to the local government fund.

Zoning Inspector/Office Manager Painter provided a written and verbal report on her goals and budget requests for 2011 as relates to **general fund administration and zoning**. The following is a summary of the discussions:

1. Create a position for code enforcement – est. \$10,000 per year (instead of intern.) It would be a permanent part time position, less than 1,500 hours a year, and receiving no benefits. Painter provided a draft job description.
2. Develop economic development committee and strategy: Faulkner and Montgomery worked on this a few years ago. The committee could include one trustee, zoning board, and a consultant for assistance. The committee could work on existing commercial business retention (not home occupations) and new business attraction.
3. Develop township/county education training for zoning board members. Painter gave history and need. Attendees discussed a consistent schedule, organizers and possible pay to members to attend during their work day.
4. Conduct public education “advertisements” or “township moments” about local government during meetings and public hearings – a five minute education talk. Faulkner suggested going into schools.

The following three items could be grant application projects:

5. Foot bridge connecting Jacoby Road
6. Foot bridge from township property to bike path (at Brush Row Road property.
7. Bike path/walking path through Wilberforce (CSU to Payne and to Colonel Young house due to history of the area)

Seiter suggested working closely with Greene County Recreation & Parks and the Park District due to their vast experience and connections. Painter advised they were included at a meeting regarding the Wilberforce area.

8. Finish land use plan and revise the zoning resolution because the current 5-6 zoning districts will go up to about 15.
9. Community involvement event 1-2 times a year. Faulkner suggested partnering with Miller’s Pumpkin Barn.

Miller asked about the Board of Trustees portion of the adult entertainment regulations. Painter explained status and needs.

Road Public Works Superintendent David Shuey provided the following written and verbal report on short and long term goals for 2011 for the and **road department building matters**.

1. Road program yearly maintenance. (through the County) No funding available to continue at the prior rate.
2. Signage Retro-reflectivity Plan: per the new law
 - January 22, 2012 – Program starts and minimum to be met (red signs) \$7,000
 - January 22, 2015 – Warning sign minimum to be met (yellow guidance signs) \$7,000
 - January 22, 2018 – Guide/Name sign minimum to be met \$7,000
 - Inventory township signs and document on map showing location, age, and test reading.

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2. Continued...

Shuey advised there are approximately 500 signs in Xenia Township. Of them, about 400 are the townships and 100 the county's. Of the 400 township ones, about 100 have been done already. Miller suggested Shuey work with other jurisdictions for a joint purchase to keep costs down.

3. Implement Xenia Township GIS program:

-ArcGIS software, explorer editor and viewer for the computer would be free base mapping and we add our data.

-GPS equipment for documentation and to upload to the computer software est. \$10,000

-Purpose: to establish a data base for signage; storm water system; and prior road maintenance, mowing and guardrail records. Fire hydrants could be added.

-Attendees discussed the possibility of sharing equipment with another jurisdiction.

4. Property Improvements:

-Parking lots at administration and fire station 52 should be sealed this year for total estimated costs of \$5,000 including striping. (Trustees later requested Seiter see if there is funding this year for this need.)

-Asphalt and concrete replacement at fire station 51 between buildings for approximately \$15,000. Faulkner suggested the cost be split between fire and general fund.

-Back up generator with switch at fire station 51 (to cover needs at 8 Brush Row Road) for approximately \$30,000. Attendees discussed grant options – i.e. FEMA for 2011 and Safer Grant for fire departments. Shuey and Painter reported on the Safer grant they recently learned about. Spring Valley and New Jasper has received grants for their generators. Every township in Greene County has received Safer grants except us. The application is due September 17. Faulkner volunteered to make the application.

5. Equipment Improvements: Attendees talked at great length about funding for all capital/equipment/vehicle equipment, current equipment/vehicles and future needs. The following is the tentative schedule for road department equipment replacements:

Replacement Year	Unit	Est. Cost
ASAP	New MIG welder	\$2,000
2012	1998 dump truck	\$110,000 (already on cap. Program)
2014	2005 F450 dump truck (1 ton)	\$48,000
2015	2001 Bomford arm mower	\$37,000
2016	2002 Edwards side mower	\$26,000
2016	2006 Pick-up truck	\$26,000 (\$5,000 in 2010 budget)
2017	2003 dump truck	\$110,000+
2018	2002 6320 JD Tractor(w/Bomford)	\$38,000
2019	2003 5420 JD Tractor(w/Edwards)	\$30,000
2020	old road roller	
2017	2007 Dixon finish mower	\$6,000
2021	2009 Backhoe	\$56,000
2024	2009 dump truck	\$110,000+
New Equipment:	chipper, fire cabinets, laser transit and 4 hand held radios for flagging, etc.	

Shuey advised the MIG welder burnt up a couple months ago. They have been borrowing a stick unit. Attendees discussed needs. Reed will help get the crews a donated one by the end of the day. Faulkner reminded we need a paper trail for insurance and if the unit needs returned. Need to budget for a new one in 2011 also. Attendees discussed sending road staff to welder training. All agreed it would provide benefit.

Shuey advised the 1998 dump truck may be able to be put off for replacement an additional year or two. Seiter explained the capital improvement resolution process.

Shuey and Trustees talked at length about the future use of the Bomford mower. Attendees discussed the number of mowing rounds and related time and costs in detail. Seiter pointed out two is the minimum requirement by law to mowing per year and we could cut back from the three to four currently being done in order to save money due to the lack of funding. Shuey advised they are finishing the fifth mowing this summer.

Attendees discussed the new equipment items in detail. Shuey ranked them in the following order of importance, most important first: 1) fire cabinets, est. two at \$2,000 each for hazardous

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materials storage, 2) four hand held radios, est. \$800 for all; 3) laser transit, est. \$1,200, used average of once a month; and 4) chipper, est. \$35,000, 6' cut. Miller and Reed advised they could probably find good used fire safe storage cabinets much less expensive. They will check and get back with Shuey. Seiter asked if any items must be replaced this year. The Board asked her to find funding for the parking lot sealing and fire cabinets from this year's budget.

6. Training:
- Shuey to join APWA-American Public Works Association for approximately \$150 year.
 - Shuey to possibly attend a public works congress & expo in 2011 for approximately \$1,500 for four days including hotel, usually Thursday through Saturday and will be in Wisconsin in 2011.
 - On going LTAP training for crews for safety, maintenance, repairs, etc.
 - Welding class as previously discussed.

Faulkner advised congratulations as Mr. Shuey has received his CDL. A copy is in his personnel file.

Faulkner reminded we may need to look at the road levy options again. Seiter advised we must try for another levy in order to do any future road upgrades as well as to buy any future equipment. She also warned about going back to general fund for items vs. paying for them from fire and road, especially for capital items when we are trying for a new facility and the local government funds from the state may go away. Attendees discussed briefly.

ADJOURN: 11:53 pm

Faulkner moved to adjourn. Miller seconded.

SCOTT W. MILLER, CHAIR

ATTEST:

JOHN D. FAULKNER

SHEILA J. SEITER

JIM REED