

**RECORD OF PROCEEDINGS**

**MINUTES OF THE**

**XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING**

**MARCH 19, 2020**

**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 annually and on the Xenia Township website within 24 hours of scheduling this meeting.

Chair Scott Miller called the Regular Meeting to order at 6:00 p.m.

Chair Scott Miller read a statement as approved by Township Counsel, Greene County Prosecutor's Office: We are holding this Trustee meeting under the guidelines from Governor Mike DeWine and Ohio Attorney General Dave Yost, reducing exposure to the COVID-19 virus. Trustees must meet quorum but may do so by face to face or teleconferencing, or a combination thereof if the public has opportunity to share in the meeting in the same manner. Xenia Township has complied with this teleconferencing method. He further advised the meeting was being recorded.

All participated in the Pledge of Allegiance.

ROLL CALL: Scott Miller, Trustee Chair; Steve Combs, Trustee; Susan Spradlin, Trustee; Sheila Seiter, Fiscal Officer; Alan Stock, Township Administrator; Jacqueline Robinson and Greg Beegle.

Mrs. Seiter noted Trustee Spradlin was participating by conference call.

**FIRE DEPARTMENT:**

Chief Beegle explained and requested a contract renewal for four (4) years for the Stryker cardiac monitors, Lifpac, AEDs and Lucas Device. He explained how the contract worked and that we would be billed in four annual installments. He also advised the cost went down due to one unit no longer being covered due to it being obsolete. With the discount, the total is \$16,768.80. Attendees discussed briefly.

Mr. Miller moved to approve the contract renewal with Stryker for four years for the cardiac monitors, Lifpac, AEDs and Lucas Device for \$16,768.80 payable yearly, invoiced later and signed by Mr. Stock. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2020-45**

Mrs. Seiter advised the payment will actually be to Physio-Control as the parent company and it will be \$4,192.20 per year.

Chief Beegle advised Amanda Everett passed her Level 1 Firefighter certification at Sinclair and requested her pay be increased from \$13,58 to \$13,74 per hour effective the beginning of the next pay period.

Mr. Combs moved to approve firefighter Amanda Everett's Level 1 certification and her pay rate increased from \$13.58 to \$13.74 effective the next full pay period that starts Sunday March 22. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2020-46**

Chief Beegle gave an update report on fire inspections. He advised the staff had a meeting and reviewed the fire code and needs.

Mrs. Spradlin asked about a meeting with FEMA and/or Rosanne of Greene County EMA that she heard about at her Health meeting. Chief Beegle advised he was not aware of a meeting yet.

Chair Miller reminded everyone the meeting was being recorded and open for teleconferencing.

**FISCAL OFFICER:**

Mrs. Seiter advised the first invoice from Albers and Albers was paid from the previously approved purchase order. She further advised a second invoice has been received for the next month of work on the CEDA, for \$4,462.50, and requested a Then and Now purchase order from February 4 on behalf of the Board and Mr. Stock. Attendees discussed briefly.

Mr. Miller moved to approve a Then and Now purchase order to Albers and Albers from 1000-110-319-0000 for \$4,462.50 dated February 4, 2020. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2020-47**

Mrs. Seiter further advised Mr. Stock recommended a new purchase order to cover future needs with Albers and Albers up to \$10,000 and there is enough in that line code.

Mr. Miller moved to approve a purchase order to Albers and Albers for \$10,000 from 1000-110-319-0000. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2020-48**

Mrs. Seiter provided a notice of transfers within General Fund. She explained the first one was for \$4,000 from Contingencies to the Election Expense line code to cover the two semi-annual fees deducted from the revenue checks. The first portion was about \$1,800 and she presumed for the prior November election and Fire levy items on the ballot. The \$4,000 would allow for coverage of the other half that could be charged against us if we place the Road levy on the November ballot. Mrs. Seiter also explained the correction of a clerical error of \$123,361.14 placed in the line code above the contingencies one where it belonged, 1000-930-930-0000 vs. 1000-910-910-0000. Mr. Miller asked how much the expenses averaged and noted we should put the Road levy on the next General election in November. Mrs. Seiter and Mr. Stock explained their uncertainty of the average election expense, but that there is a formula and costs are split between those who have items on each ballot and their related expenses. Others agreed it would be best to put the Road levy on for November.

Mrs. Robinson explained how she did not want to go on the Township's insurance when her term starts in April due to a current medical claim. However, she may want to at the next open enrollment. She and Mr. Stock explained how Insurance Agent Frank Harmon provided us with the Ohio Township Handbook documentation that allows her to enroll at a later date without it being considered an in-term increase. Ms. Robinson requested acceptance of the request. Mr. Miller stated he did not believe a resolution is required. Mr. Stock advised legal counsel and the insurance agent recommended a resolution before her first day to extend the offer.

Mr. Miller moved to approve a resolution to accept Fiscal Officer Elect Ms. Robinson's deferred benefits and reserves the right at a later date. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2020-49**

Mrs. Seiter presented the bills. Mrs. Spradlin advised she had not seen them due to her having the flu and would abstain. Mr. Combs moved to accept and pay the bills. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin–abstain, Mr. Combs–aye, Mr. Miller - aye. Motion PASSED by roll call of 2-1.

**RESOLUTION NO. 2020-50**

Mrs. Seiter presented the bi-weekly, monthly and part one of the Road excess/legacy vacation payout payrolls. Mr. Combs moved to accept the payrolls as presented. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – abstain, Mr. Combs – aye, Mr. Miller - aye. Motion PASSED by roll call of 2-1.

**RESOLUTION NO. 2020-51**

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, MARCH 19, 2020**

Mrs. Seiter advised the March 5 minutes are not ready for approval yet. Mrs. Seiter requested a moment at the end of the meeting to speak as this is her last meeting. Trustees agreed.

Chair Miller reminded the meeting was being recorded.

**ADMINISTRATOR:**

**FIRE DEPT. RELATED:**

Mr. Stock reported on commendations by Greene County Community Improvement Corporation (Commissioners and Dept. of Development) for Chief Beegle, Lt. Miller, and Firefighter Schrier for saving a life. They are invited to the Greene County Annual Report to the Community Breakfast for recognition. The April event has been postponed.

**ZONING RELATED:**

Mr. Stock provided an update on our annual Community Clean-Up Days. He advised Greene County Environmental had advised they would bring out their special recycle containers, but then needed to cancel due to their office closing for COVID-19. Mr. Stock advised we have limited numbers of people to help and recommended postponing it until later this summer. Mr. Miller stated that would be appropriate and the others agreed. Mr. Stock advised the on-site signs would be updated.

Mr. Stock provided written and verbal summaries of 2019 and 2020 to date Zoning and Complaints reports from the Word system. Attendees discussed briefly. Mr. Stock will provide reports monthly or more often.

**PUBLIC HEARING APRIL 2:**

Mr. Stock reminded of the scheduled April 2, 7:00 PM Trustee Public Hearing for the Zoning Commission letter of conveyance for a map amendment. (One Career Center parcel from A-Agricultural to IG-Institutional and Government District) He reminded it is during the regular Trustee's meeting. The letters to neighbors are ready to go out including the information for calling in like tonight's meeting.

**OTHER:**

Mr. Stock explained and requested approval of a letter in support of an Ohio State University study of the Little Miami River Corridor Recreational Study. He reported on the tour he took Hope Taft on of the areas in the Township along the bike path and river. He explained they would put the surveys on the cars in the different area/lots. Mrs. Spradlin asked if he had checked with Ohio State. Would those letters that ended up on the ground be picked up and if it would benefit the Township. Mrs. Seiter asked if they got the County Parks Department's permission, as those are their areas. Mr. Stock advised he had not checked with Ohio State and would get those answers.

Mr. Miller moved to endorse the study with OSU and approve a letter with the Trustee signatures for the Ohio State University Study of the Little Miami River Corridor Recreational Study pending verification by OSU, County Parks and Rec. Board. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller – aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2020-52**

Mr. Stock reported on the recent letter from the Ohio Department of Commerce advising we have until June to object to any liquor licenses in Xenia Township. He advised we have not received any complaints. Killikare and the Fairgrounds are two locations in our area. There are no complaints through the Sheriff's Office either.

Mr. Stock provided amended draft language for a potential Township vacation carryover policy. Attendees discussed further, including a possible donation leave policy for those who may use sick leave and need more time than they have for sick and vacation. The CBA, fire union employees already have that option.

Mr. Stock provided the annual agreement invoice from W S Electronics for the radio maintenance for the tornado sirens. He advised it is the same as the last several years and could be paid from blanket certificate # 10.

Mr. Miller moved to approve the W S Electronics contract for radio maintenance of tornado sirens to be paid by BC 10 of \$1,850. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2020-53**

Chair Miller reminded the meeting was being recorded.

**TRUSTEE BUSINESS:**

**OHIO TOWNSHIP ASSOCIATION CONFERENCE WORKSHOP REPORTS:**

Mr. Combs reported on a team building class he attended. He advised he attended several other good ones. Mrs. Spradlin reported the crisis one she attended was about active shooters; it was not what she expected. She has had that training already. She noted how their narratives do not always match what the speaker talks about. The others she attended were; Think Like a Developer, Indigent Burials-we need a formal process, Cemetery Grants, Problem Property Solutions. She stated she had a good time and appreciated getting to go and the knowledge. Mr. Miller reported he attended a couple that stood out: Are You Prepared-a fire department standpoint; Cemeteries-administrative side reviewing processes and cremation and vault requirements; Roads-he learned there are still a lot of dirt roads out there maintained by Townships, some that is all they have; and Buying in groups. He spoke to another insurance vendor at the trade show. He stated it was over all good.

**HEALTH DISTRICT ADVISORY COUNCIL:**

Mrs. Spradlin reported on the March 17<sup>th</sup> meeting. She advised it was short, not many attended, but very informative. They discussed 2021 7-mil budget. She provided Xenia Township stats from the meeting: we are 12% to calculate costs, 2.42 cents per person in 2019. Health District Commissioner Melissa Howell reported on tornado related issues, new tobacco laws-you must be 21 years old, zero persons in Greene County with COVID-19 as this point-first appeared in China in December-and other details.

**JOINT TRUSTEE AND ZONING BOARDS MEETING:**

Mr. Stock recommend cancelling the March 31 meeting. Trustees agreed. They talked about potential topics for the next meeting. Mrs. Spradlin talked about having conflict on political signs language and wants to revisit that area. Mr. Stock advised the sign rules had been amended and he will get all a new copy by Monday.

**DECLARATION OF EMERGENCY:**

Discussion on declared Pandemic

Mr. Combs said to close the office is common sense. Mr. Miller advised he has increased the office cleaning services from bi-weekly to weekly. Attendees discussed other options, such as taking temperatures, signs on the doors for correspondence to be left in the mailbox, calls and email vs. face to face of customers/any guests coming into the buildings, no zoning inspections unless emergency, lock gate at road property, etc. Mrs. Spradlin talked about the employees are brave. Mr. Miller agreed common sense and talked about officers and supervisors sending people home if needed and a risk to taking something home to someone at risk. Attendees discussed possible exposures. Attendees discussed using the County's document for their Resolution. Mr. Miller said it is geared toward the County, and Xenia Township needed added. Mr. Stock explained discussions with Anu, of the Greene County Prosecutor's Office. He advised this resolution would help if there is FEMA action or the Health Depts. (County or State) action and need to be part of it. Mrs. Spradlin advised she thinks it is a good idea and would help with employees. Mr. Combs agreed good idea and nothing to lose. Mr. Miller advised he took the document and added "Xenia Township" after Greene County and beyond that, it makes sense for both fire stations. Mrs. Spradlin said no training unless critical and keep the resolution at Greene County due to mutual aide. Mr. Miller said adding Xenia Township was not limiting it, but identifying it to us.

Mr. Combs made a motion as follows: We the Xenia Township Trustees declare an emergency and any surrounding communities we may have mutual aide to as of tonight as the document with Greene County. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – Nay, Mr. Combs – aye, Mr. Miller - aye. Motion PASSED by roll call of 2-1.

**RESOLUTION NO. 2020-54**

Mr. Combs restated they Officially have a Declaration of Emergency in Xenia Township.

Mr. Stock requested authorization to act on their behalf during this Declaration. Attendees discussed briefly and noted it would be similar to the tornado event if needed.

Mr. Combs moved to authorize the Township Administrator to act on behalf of the Trustees under their direction both verbally and in writing to protect the interests of the Township during this time of emergency. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin -aye, Mr. Combs -aye, Mr. Miller -aye. Motion PASSED by roll call of 3-0.

**RESOLUTION NO. 2020-55**

**ROAD DEPARTMENT:**

No report.

Fiscal Officer Seiter spoke, as this was her last meeting before retiring, as she did not run for re-election. She provided stats on her years and the great people she has worked with over those years. She advised she started hanging around with the cool kids in 1984, became a firefighter's wife in 1990, started working here in 1999, and has experienced about five FEMA events. Of those she has worked with, five have passed away. The highlights were 11 Trustees, two Administrators and thanked Tim Spradlin for starting the roller coaster, Secretary Sheryl, started with a Chief Beegle and ended with the best Chief- Greg Beegle, Road crews like brothers and one supportive husband through it all. She concluded thanking all the wonderful Township people who make the difference in our community!

**UPCOMING MEETING DATES:**

None called out. See website for updates due to status as allowed by Governor Mike DeWine.

**COMMITTEE REPORTS:**

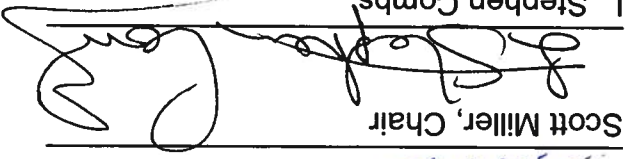
None

**ADJOURNMENT:**

Mr. Combs moved to adjourn. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin -aye, Mr. Combs -aye, Mr. Miller -aye. Motion PASSED by roll call of 3-0. Mrs. Seiter called out the time at 8:02 PM.

Xenia Township Board of Trustees

Scott Miller, Chair



L. Stephen Combs



Susan Spradlin

Sheila J. Seiter, Fiscal Officer

sjs

Attest:

Resolution #

Date Approved: 4/23/2020