

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
SEPTEMBER 3, 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.

All participated in the Pledge of Allegiance.

ROLL CALL: Jacqueline Robinson, Fiscal Officer; Susan Spradlin, Trustee; Steve Combs, Trustee; Scott Miller, Trustee Chair; Alan Stock, Township Administrator; Greg Beegle, Fire Chief; Jim Pile, Road Dept. Head.

Chair Miller reminded the meeting was being recorded.

FIRE DEPARTMENT:

Chief Beegle opened the meeting with the Swearing in ceremony two new Lieutenants, Aletha Friesen and Tony Albertini. Recording was suspended 6:09 for the ceremony. Recording resumed at 6:24pm and meeting proceeded. Chief Beegle thanked everyone for participating in the event.

Chief Beegle requested the hire of Lance Hoover as Part-Time EMT at \$13.74 per hour effective immediately.

Mr. Combs moved to hire Lance Hoover as Part-Time EMT at \$13.74 per hour effective immediately. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-141

Chief Beegle informed the trustees of the FEMA Grant for Cascade System the fire department applied for and was awarded. Total grant awarded is \$ 50,546 with the township matching \$2,406.95 and \$48,139 coming from FEMA. Chief Beegle will have more information at a future meeting. In order to obtain the grant Chief Beegle worked with Gatchel Grant Resources. Gatchel Grant Resources is responsible for writing and administration of the grant process. The fee for their services is \$3,000 that will bring the total obligation for the township of \$5,409.95.

Chief Beegle is requesting a Purchase order to Gatchel Grant Resources of \$3,000.00 for the writing and administration of the FEMA Grant from 2111-220-319-0000.

Mr. Miller moved to create the Purchase order to Gatchel Grant Resources of \$3,000.00 for the writing and administration of the FEMA Grant from 2111-220-319-0000. 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. 2020-142

Chief Beegle presented information on the Safety Council meeting. The topic was of the meeting was how to have safety culture. The previous meeting was in February; due to the pandemic, the rest have been cancelled. The 2020-21 meeting will all be virtual and there will not be a fee or the 4% discount that the Ohio Bureau of Worker's Compensation provides for attendance. Trustee Miller asked Chief Beegle to inquire as to why they were dropping the financial incentive.

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Chief Beegle informed the trustees that Adam Bistrek and Cory Schrier has reached the Incentive milestone: Bistrek, 1000 hrs. and Schrier 600 hrs.

ROAD DEPARTMENT:

Mr. Pile provided an update on the summer projects – see attached
Trustee Combs commented that he has had repair work done at his business and has an idea of what repair work costs and he knows that Jim has saved the township over \$25,000 by doing this work in house. He appreciates all that Jim and his department does for the township and the cost savings that they have provided.

Trustee Spradlin commented her appreciation for Jim and his passion for his work. Jim never sees a job too hard, willing to learn and do new things, picking other's brain, being a team player and she is greatly appreciative of him and commitment to the township. She also mentioned the road department's comradery, Jim's trustful working relationship with everyone he comes in contact with; his and his wife's expertise and the cost savings he has provided the township; and how he is very well respected by other road departments.

Because of Jim's summer project review, Jim is requesting a Purchase order for Valley Asphalt for Old US 42 paving project.

Mr. Pile requested the trustees to create a Purchase order to Valley Asphalt for Old US 42 for \$3,300.00 for Old US 42 paving project from 2231-330-360-0120.

Mr. Miller moved to create the Purchase order to Valley Asphalt for Old US 42 for \$3,300.00 from 2231-330-360-0120. 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. 2020-143

Mr. Pile provided information about the opportunity for the township to purchase a used DuraPatcher machine from Greene County Highway Department. See attached.

Mr. Pile requested the trustees to create a Purchase order for the purchase of a used DuraPatcher machine for \$10,000 (415 hours on a \$70,000 machine) to Greene County Engineer Highway Department from 2031-760-750-0000.

Mr. Miller moved to create the Purchase order to Greene County Engineer Highway Department for \$10,000 from 2031-760-750-0000. 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. 2020-144

FISCAL OFFICER:

Ms. Robinson advised she had given everyone copies of the Monthly Financial Reports.

Move to accept 2021 Official Certificate of Estimated Resources from David Graham,

Mr. Combs moved to accept 2021 Official Certificate of Estimated Resources from David Graham. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin–aye, Mr. Combs–aye, Mr. Miller - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-145

Ms. Robinson presented the bills.

Mr. Miller moved to approve the bills. 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. 2020-146

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Ms. Robinson presented the monthly and bi-weekly payroll.

Mr. Combs moved to approve the payroll as presented. 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. 2020-147

Ms. Robinson advised there was one set of minutes to approve. TM 2020.07.16; SP TM 2020.07.28; and TM 2020.08.20. Trustees have not reviewed the minutes from TM 2020.08.05.

Mr. Miller moved to approve the minutes from the regular meeting of July 16, 2020 as presented. 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. 2020-148

Mr. Miller moved to approve the minutes from the special meeting of July 28, 2020 as presented. 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. 2020-149

Mr. Miller moved to approve the minutes from the regular meeting of August 20, 2020 as presented. 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. 2020-150

TRUSTEE BUSINESS:

Trustee Miller discussed an email he received from the Ohio Public Works Commission that the state will be awarding next year. Townships are required to pay a percentage of the project, with the remaining provided by the state. This might be a good program for the township to participate in to possibly getting roadwork done on Peterson road. The Township could possibly collaborate with the County and Spring Valley Township on this project. Applications are due October 5, 2020, not sure, if there is time to submit by deadline but will contact Stephanie Goff from Greene County Engineer's office about application process.

ADMINISTRATOR:

Mr. Stock announced sale of Coleman Rd properties under terms of Resolution 2020-062.

Mr. Stock presented a financial overview after second half real estate taxes received. The township's receipts are ahead of projections in most funds as of this time even with the pandemic – see attached.

Mr. Stock requested the trustees to accept the accept 2M004 Delinquent Weed Mowing Liens for second quarter to Greene County Auditor – see attached.

Mr. Miller moved to approve the resolution as presented. 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. 2020-151

Mr. Stock presented information from The Ohio Plan regarding the 2020-21 Hazard Insurance quote. Mr. Stock is requesting that the township change the cyber security coverage to \$500,000 from \$250,000. Mr. Combs suggested changing the deductible to \$10,000 instead of \$5,000 – see attached.

Mr. Combs moved to accept The Ohio Plan's hazard insurance quote from 2020-21, with the departmental splits listed on the quote and increase the cyber security coverage to

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Mr. Stock requested that the trustees accept quote for one, laptop with accessories, from Dell for Roads for remote training with COVID funds \$1,871.87.

Mr. Combs moved to accept quote for one, laptop with accessories, from Dell for Roads for remote training with COVID funds \$1,871.87. 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. 2020-158

Mr. Stock presented information that the township will be receiving an additional Federal CARES Act dispersal of approximately \$99,000. The township may consider contributing additional funds to the Greene County Foundation. This funding can be used to Revenue replacement, PPE and any other expenses that have contributed to change in operations due to COVID-19.

Mr. Stock mentioned that there is Combined Trustee/Zoning Board meetig on September 29, 2020. The Fencing Policy will be reviewed at this meeting.

UPCOMING MEETING DATES:

, Trustee meeting
, Zoning Commission

COMMITTEE REPORTS:


Gr. Co. Regional Plan: Combs
Health District Advisory Council: Susan Spradlin
Water & Wastewater Advisory-quarterly: Oct. 27 Jim Pile
Source Water Protection-biannually: Oct 18 Scott Miller
Inspection 1 year time-of-travel Water Protection: Commercial Sept. 23 Alan Stock
Safety Council-monthly-first Wednesday:
Chamber of Commerce-monthly-third Tuesday: Sept 20 Alan Stock

ADJOURNMENT:

Mr. Combs moved to adjourn at 10:16 p.m. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Combs – aye, Mr. Miller - aye. Motion **PASSED** by roll call of 3-0.


Xenia Township Board of Trustees

Date Approved: 10/1/20




Scott Miller, Chair

Resolution # 2020- 159



L. Stephen Combs

Attest:



Jacqueline Robinson, Fiscal Officer
jr



Susan Spradlin