

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR/REORGANIZE MEETING
JANUARY 16, 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.

NOTE: The first meeting of January was cancelled due to a death in the family of one of the Trustees.

Chair Susan Spradlin called the Regular Meeting to order at 6:00 p.m.

ROLL CALL: Sheila Seiter, Fiscal Officer; Susan Spradlin, Trustee Chair; Scott Miller, Trustee; Alan Stock, Township Administrator.

All participated in the Pledge of Allegiance.

GUEST CANDIDATES FOR TRUSTEE POSITION

Mrs. Spradlin advised of the vacant Trustee position as Sheri Combs had to resign.

Mrs. Spradlin advised the Board would like to hear from the interested candidates.

Mr. Jeremy VanDyne, Whitestone, spoke about being the second-place vote getter in the election, resident since 1987, 12 years on the fire department and several plans to help the Board be more involved in the community.

Mrs. Cindy Gould, Federal Road, advised she did run, liked being a part of the process and feels Jeremy should be next as the second the people choose. She advised she is not interested at this time, maybe next time.

Mrs. Spradlin read a letter she and Trustee Miller received by email from Roy Colbrunn for consideration of appointment. See attached.

Mr. Steve Combs, US 42 South, talked about his past four years' service as Trustee, was running unopposed but disqualified by technical issue.

EXECUTIVE SESSION:

Mrs. Spradlin moved to enter Executive Session at 6:13 p.m. for R.C. 121.22 (G) (1) to consider the appointment of a public employee or official, due to the resignation of Sheri Combs, Township Trustee (employment, dismissal, or compensation of a public employee.) Mr. Miller seconded the motion. Those included were only the two current elected official Trustees.

Mrs. Spradlin advised they exited Executive Session at 6:29 p.m. and resumed the regular meeting.

REGULAR MEETING:

Mrs. Spradlin talked about having good discussions and thanked everyone. She talked about having good candidates and election. Mr. Miller agreed and encouraged the candidates, if still interested, to run again, they need support, don't look at this as a negative, look at it as a positive.

Mr. Miller moved to appoint Steve Combs to the vacant seat by his wife who resigned. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2020-1

Mr. Miller talked about current events going on in the Township and Mr. Combs already being up to date on them.

Mr. Combs was sworn in by Notary Public and Township Office Assistant Missy Krause.

Mrs. Spradlin invited Mr. Combs to sit at the head table and participate as he felt comfortable.

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FISCAL OFFICER:

Mrs. Seiter advised she had given everyone copies of the Monthly Financial Reports.

Mrs. Seiter presented the bills. Mrs. Spradlin moved to approve the bills. Mr. Miller seconded the motion. Roll Call: Mr. Miller–aye, Mr. Combs–aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0 **RESOLUTION NO. 2020-2**

Mrs. Seiter presented two bi-weekly payrolls. Mr. Miller moved to approve the payroll as presented. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-3**

Mrs. Seiter advised there were two sets of minutes to approve.

Mrs. Spradlin moved to approve the minutes from the regular meeting of December 5, 2019 as presented. Mr. Miller seconded the motion. Roll Call: Mr. Miller–aye, Mr. Combs–aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-4**

Mrs. Spradlin moved to approve the minutes from the regular meeting of December 19, 2019 as presented. Mr. Miller seconded the motion. Roll Call: Mr. Miller–aye, Mr. Combs–aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-5**

ADMINISTRATOR:

Mr. Stock requested clarification on Resolution 2019-226 providing life insurance for full time employees outside of a CBA and elected officials. He talked about the 12% still to be paid by the beneficiary (employee.) He asked about the deduction being \$1.21 monthly or just to go ahead and take the whole \$14.50 for the year out at one time. Mrs. Spradlin asked how it would be handled if an employee left and a refund would be needed. Mrs. Seiter noted the amount being discussed is for the employee only and there is another rate to be considered for dependents, therefore, the motion needs to be clear. Attendees discussed in detail.

Mrs. Spradlin moved to approve Life Insurance for the full timers outside of the CBA and (include) Elected Officials in equal amounts per pay. Mr. Miller noted the last Resolution was separate from medical. Mrs. Seiter confirmed Mrs. Spradlin called out Life Insurance in the first words of her motion. Mrs. Spradlin added to her motion that it is the 12% to be paid by employees for Life Insurance. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-6**

Mr. Stock suggested moving the regular meeting of February 6 to January 30 due to the OTA Conference. It was noted January was an extra Thursday month and if the meeting on the 6th was just cancelled, it would make too much time between meetings.

Mrs. Spradlin moved to approve moving the regular meeting of February 6 to January 30 due to the Ohio Township Association Conference. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-7**

Mr. Stock requested approval of the service agreement to P & R Communications for the annual service agreement for fire department radios for 2020 for \$4,716. Mrs. Seiter asked for a PO for the same as the invoice has also come. Attendees discussed briefly and someone asked where it would be paid from and if same as last year. Action tabled until we could determine where the prior years' payments were paid from. Fiscal Assistant Robinson will check and come back to the meeting.

FIRE DEPARTMENT:

Chief Beegle reported on the resignation of FF2/Paramedic Justin Kelly due to personal reasons, he is eligible for rehire.

Mr. Miller moved to approve the resignation of Justin Kelly from the Fire Department effective immediately and advised we appreciate his time and welcome him back. Mrs.

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Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-8**

Chief Beegle reported on the resignation of FF2/EMT Jordan (Mark) Brennaman who took a job at Xenia City, he is eligible for rehire.

Mrs. Spradlin moved to accept the resignation of Mark Jordan Brennaman, eligible for rehire, effective immediately. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-9**

Chief Beegle provided a second request to approve donating the old E53 (1991 E-One) to Sinclair College. Mr. Stock further explained again the lack of interest for buying it and lack of revenue from taking it to the scrap yard. Mr. Stock also explained how Chief Beegle offered to purchase it for \$1,200, then donate it himself, but that is not permitted by law. Therefore, the Fire Association is willing to buy it and donate it to Sinclair instead. Trustees asked further question about the conditions of the truck and equipment/parts on it. Chief Beegle explained the conditions and noted the numerous employees who attended Sinclair. Attendees discussed in detail.

Mrs. Spradlin moved to dispose of old Engine 53 by donating it to Sinclair Community College. Mr. Combs seconded the motion. Roll Call: Mr. Combs – aye, Mr. Miller – Nay, Mrs. Spradlin - aye. Motion PASSED by roll call of 2-1. **RESOLUTION NO. 2020-10**
Mrs. Seiter thanked the Board and advised she and another employee was also prepared to help Greg Beegle buy the truck, as they felt so strong about that being the best option.

Chief Beegle reported on a purchase of cleaning supplies that an invoice was not received, and the employee did not pass the order confirmation on for approval. Therefore, a Then and Now Purchase Order to Hillside Maintenance Supply needs approved for \$176.70 from November.

Mr. Miller moved to approve a Then and Now Purchase Order to Hillside Maintenance Supply dated November 19, 2019 for \$176.70 from 2111-220-323-0000. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-11**

Mrs. Robinson advised she checked last year's payment to P & R, and it was paid from 2282 the EMS Billing Fund and the amount is the same as last year's.

Mrs. Spradlin moved to approve the Service Agreement with P & R Communications for fire department radios for 2020 and PO for \$4,716. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-12**

Chief Beegle provided his support for the appointment of Steve Combs as Trustee.

ANNUAL REORGANIZATIONAL BUSINESS:

Below are the normal items acted upon for the annual reorganizational meeting usually held the last week of the preceding year or first week of new year when there is a new Trustee. This process was delayed due to Trustee changes and a death of a family member of an elected official.

Early Draws of Revenue

Attendees discussed the benefits of this option if needed and how the Board must be kept in the loop for approvals. Mrs. Seiter explained how this option will probably not be used, but if it does, the importance of the Fiscal Officer and Administrator working together either way to make it happen. She further noted the Board should be aware before this option would be used due to there being funding, revenue or cash flow issues.

Mrs. Spradlin moved to approve the ability to request early draws from the County Auditor's Office on the semi-annual tax settlements in 2020 if needed by the Fiscal Officer and Administrator upon any cash flow needs if there is a problem. Mr. Combs seconded

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the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-13**

2020 Meeting Dates

Mrs. Spradlin moved to approve to set 1st and 3rd Thursdays as the Regular Board of Trustee Meetings for 2020. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-14

Zoning Board Appointments

Mr. Miller asked for confirmation that the candidates up for re-appointment are willing to accept the opportunity. Mr. Stock advised yes; he has received that approval from each.

Mr. Miller moved to re-appoint Kent Harbison to Zoning Commission for additional 5 years expiring 12-31-2024. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-15

Mr. Miller moved to re-appoint Ed Jacobson to Board of Zoning Appeals for additional 5 years to expire 12-31-2024. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2020-16

Committee Appointments

Trustees and Mr. Stock discussed the following committee appointments as last year and proposed for 2020 as well.

Chamber of Commerce.....	Rep. Alan Stock	Alt. Scott Miller
Chamber Safety Committee.....	Rep. Greg Beegle	Alt. Alan Stock
Combined Health District.....	Rep. Susan Spradlin	Alt. Steve Combs
(District Advisory Council)		
Gr. Co. Reg. Plan. Commission....	Rep. Steve Combs	Alt. Scott Miller
Gr. Co. Communications (911).....	Reps. Greg Beegle and Alan Stock	
Source Water.....	Rep. Scott Miller	Alt. Alan Stock
Water/Wastewater Advisory.....	Rep. Jim Pile	Alt. Alan Stock

Mr. Stock reported on a letter received from County Auditor Graham requesting appointment of two to the Tax Increment Revenue Council (TIRC). Attendees discussed what may be involved briefly as they were not sure what it is. Mr. Stock shared information he found. They talked about Mr. Miller and Mr. Combs as the Chair and Vice Chair being the representatives and Mrs. Spradlin as the alternate.

Mrs. Spradlin moved to appoint Committee Members as presented for 2020 with addition of the TIRC. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-17**

Trustee Compensation

Mrs. Spradlin moved to approve Trustee Compensation according to ORC 505.24 and 507.09 paid 200 times daily rate from General Fund, paid monthly. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-18**

Board Appointments

Mr. Miller volunteered to be the Chair for 2020.

Mr. Combs moved to appoint Scott Miller as Chair of the Board for 2020. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-19**

Mrs. Spradlin moved to appoint Steve Combs as Vice Chair of the Board for 2020. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2020-20**

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GUESTS:

Leona Fletcher, Neeld Drive, congratulated and thanked Mr. Miller and Mrs. Spradlin on appointing Steve Combs. She also asked about not being able to hear and the microphones and speakers not working. The microphones appeared to be working, but nothing comes from the speakers. Mrs. Spradlin advised she has tried to have the guests chairs closer to the front to encourage attendees to not sit in the back.

Steve Fletcher, Neeld Drive, advised what a difference in the meetings he has attended in the past, this was so much more enjoyable.

Mr. Combs thanked the Fletchers for their support and coming.

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 7:43 p.m. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs –aye, Mrs. Spradlin -aye. Motion **PASSED** by roll call of 3-0.

Xenia Township Board of Trustees

Date Approved: _____

Susan Spradlin, Chair

Resolution # _____

Attest:

Scott Miller

Sheila J. Seiter, Fiscal Officer
sjs

L. Stephen Combs