

RECORD OF PROCEEDINGS

MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING
OCTOBER 3, 2019 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 Susan Spradlin called the Regular Meeting to order at 6:00 p.m.

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

All participated in the Pledge of Allegiance.

ROAD DEPARTMENT:

Mr. Pile explained the two draft spreadsheets for the first reading of the Annual Road Condition Report. One sheet is the required form for the County and State. The other sheet has columns added for more detail for our use. The documents note what projects have been done recently. Mr. Miller asked several questions. Mr. Pile explained the road work and/or documents. Attendees discussed in detail, including a couple specific roads, such as Hedges. Mr. Stock advised the final spreadsheet due to the County will be on the next agenda for approval.

Mr. Pile reported the arm has gone bad on the Bomford arm mower. He thinks it will eventually need replaced. The 2013 tractor's end of life is perhaps 2029. Mr. Pile further advised events and repairs the staff has tried so far, but the arm has a mind of its own so they are not using it because it is unsafe. He advised a representative from Parsons is going to come look at it for a diagnosis and provide direction. The tractor is still good.

Mr. Pile advised the guardrails along four roads have been sprayed but the dead weeds are still there. The above arm mower is also used for this project. The crews are weed trimming on Brush Row Road for safety and it takes substantial time. Attendees discussed in further detail.

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 as presented. 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. 2019-165

Mrs. Seiter presented the regular and incentive monthly and bi-weekly payrolls. Mr. Miller moved to approve the payroll. 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. 2019-166

Mrs. Seiter explained how there was confusion to the fire staff on the vendor to be paid for part of the fire department's MARCS Motorola radio programming. By mistake, the PO originally approved was for P & R and should have been directly to Motorola. Therefore, Mrs. Seiter requested a Then and Now Purchase Order to Motorola back to April 19 when the original plan for the project was started, and approved for the balance due of the \$4,290, from the same line code as the P & R Communications PO that will be closed. Mr. Stock explained further, including the purpose for the original PO for program changes. Miller asked if the pricing was the same for all involved. Mr. Stock advised yes.

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, OCTOBER 3, 2019**

Mrs. Spradlin moved to approve the Then and Now Purchase Order of \$4,290 to Motorola retroactive to 4/19 to replace the remaining balance from PO #11-2019 to P & R Communication for Fire Dept. radio reprogramming. 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. 2019-167**

Mrs. Seiter provided an update on the final payment needed to Hylant (Ohio Plan) for hazard/liability insurance per the direction the Board gave Mr. Stock at the last meeting. She advised, with the change to include the two old pieces of fire apparatus, the total cost was \$722 more and was paid from a blanket certificate.

Mrs. Seiter advised on receipt of the rebate check from the Ohio Bureau of Workers Compensation of \$13,677.84. It was proportionately receipted into each of the three major funds of which the original expense was paid. All employers were to receive one equivalent to 88% of the 2017 premium paid. Mr. Combs noted it is State wide and a percent of payroll.

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

Mrs. Spradlin moved to approve the September 5, 2019 regular Trustee meeting minutes. 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. 2019-168**

Mrs. Spradlin moved to approve September 19, 2019 regular Trustee meeting minutes. 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. 2019-169**

Mrs. Seiter introduced Jacqueline Robinson, Fiscal Officer Elect. Mrs. Seiter advised of her experience working at Wright State University, and that she is the only candidate. She also advised they have started some training and she has provided her information on things such as the OTA Conference and UAN classes, etc. Mrs. Seiter advised Ms. Robinson is from the Wilberforce community and very involved there as well. Ms. Robinson advised she didn't have anything at this time. Mrs. Spradlin thanked her and strongly recommended her attending OTA Conference and classes on investments.

ADMINISTRATOR:

Administrator Stock reported on Fire Department items in absence of Chief Beegle. Mr. Stock introduced Adam Bistrek and requested his appointment as FF2/Paramedic at \$ 13.98 per hour effective immediately.

Mrs. Spradlin moved to appoint Adam Bistrek as a FF2/Paramedic at \$13.98 effective immediately. 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. 2019-170**

Mr. Stock advised firefighter Justin Comer completed certification as EMT and met requirements for Greater Miami Valley EMS Counsel and requested a pay change to reflect the new certification level.

Mr. Miller moved to approve Justin Comer's change from FF2 to FF2/EMT at \$13.34 per hour effective October 6, 2019. Mr. Combs seconded the motion. Roll all: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin – aye. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2019-171**

Mr. Stock advised of a Leave of Absence for FF2/Paramedic Justin Kelly for personal reasons. He further advised both he and the Chief were in favor of the leave.

Mr. Stock reminded of the Trustee's nomination for two members of the 2020 Volunteer Fire Fighter's Dependent Fund, it is time next month. He reminded the Board members to be thinking of names and contacting potentially interested people to be on the committee. Attendees discussed briefly. Mrs. Seiter offered to be on the board if permitted. She advised she asked the current Board on September 10 if they wanted to continue next year, but have not received any response yet.

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, OCTOBER 3, 2019**

Mr. Stock provided an update on the sale of obsolete items from the fire department through Govdeal.com. There are still some metal cabinets to be sold. Eleven pallets have been sold so far. He will provide more detail at the next meeting. Mrs. Spradlin requested it be put in the Administrator's pass on notes. Mr. Stock agreed he would.

Mr. Stock reported on the Chamber Safety Meeting. They talked about Global Harmonization Standards from 1986 safety standards and SDS, safety data sheets.

Mr. Stock requested the date be set for the Township Christmas party. The Fire Department's is already set for December 7 at 5 pm. Greene County Township Association is on December 10. After detailed discussions, the employee party was set for December 19th at 11:30 am with the regular Trustee's meeting to be held earlier that day at 9:00 am. Mrs. Spradlin encouraged ALL employees, prior elected officials, etc. to attend and to feel welcome.

Mr. Stock talked about the JEDD revenues. He advised the State of Ohio is changing how they require the City to make disbursements to themselves, JEDD Board and Townships. Mrs. Seiter explained where the others could see the revenue projection and receipt numbers on the reports. She noted the current figures with one not in yet, and other two being up above projected.

Mr. Stock suggested the Trustees consider cancelling the December 31 (5th Tuesday) Combined Trustee/Zoning Board meeting due to the Holiday. Trustees agreed. October 29th is the next one. Mr. Miller requested a list of the current members and their expiration dates. Mr. Stock will provide the list and noted that is addressed at the reorganizational meeting. Mrs. Seiter advised they are listed on the employee list provided annually, on the back. Attendees discussing upcoming zoning related meeting dates.

Mrs. Spradlin asked Officer Ed Harper of the fire department who was in attendance if he had anything. Mr. Harper advised the engine pump switch on 53, old 52, is done and Tuesday it is due to be back in service

Mr. Stock reported on cars cutting through the parking lot more and more. Mr. Combs and Mrs. Spradlin voiced their witnessing people are cutting through the lots, driving too fast, to avoid the intersection. Attendees discussed putting up a chain between the township parking lots for safety. The discussion included installation and putting it up during evenings, 4-9 am and weekends or all the time. The work will be done by the road department crew for less than \$500.

Mr. Stock reported on the Source Water Protection 1-year Time of Travel inspection. He advised there was nothing of concern, one car, and a bucket repair on Hammond Farms.

Mr. Stock requested approval of three-year calendars that cover projected holidays, payroll and Trustee meetings. Mr. Stock advised they are needed due to the three year CBA (collective bargaining agreement) agreement and budgeting projections. Mr. Miller said in essence, if the calendar they are presenting does not increase or decrease the amount of holidays, he moved to approve the request. A couple others stopped the motion for much further discussions. Attendees discussed the documents and options in great detail. Some comments were as follows. The Trustee meetings could change from year to year. The holidays should be set except for the trade for the day after Thanksgiving for some full time staff. Attendees discussed the difference between the departments due to several reasons. We can't set a general list of holidays for all due to the 24 hour schedule and when holidays fall on the weekend for fire staff as addressed in prior years even before the CBA. ORC code calls for the paid time off for regular full time employees. Mr. Stock explained how it would be nice to approve the corresponding ongoing process. Payroll pay days may be affected based on holidays such as New Years for 2021 or 2022 for bank processing for example, as the day before. Mr. Miller suggested approve the holidays and the fiscal officer work out the pay days.

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, OCTOBER 3, 2019**

Mr. Miller moved to correct his motion, to approve the Holiday calendars for Administration and Road, and separately for Fire for 2020, 2021 and 2022 as presented. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - No. Motion PASSED by roll call of 2-1. **RESOLUTION NO. 2019-172**

Mr. Stock asked about the status of the New Handbook Sections 1 and 2 with the revision deadlines of October 17, discussion to be on November 7 and to legal on November 25. The next sections are 3 and 6 of revisions by November 7 and discussion to be on November 21. He reminded he needed Trustee direction on procedures, not word smithing. He offered a work session or do on your own and send your proposed changes so he can get it to the others for considerations. He explained EEOC items. He also talked about the changed to apply the FLSA 40 hours to be worked before over time is earned as well as limits on sick leave. Attendees planned for review of General Statement and Equal Employment Opportunity by October 17th and approve to go to legal on November 7th. Section 3 and 6 is Nov 7, then Sections 4 and 5 after.

TRUSTEE BUSINESS:

Mr. Combs reported on the Greene County Regional Planning Meeting. He advised there was a presentation on the overlay of the Land Use Plan for the entire County. The County gave them money for the study. They are trying to avoid, zoning district, conflicts between Townships where their land joins.

Mr. Miller advised he still wants more ORC in the amended Fire Chief's job description and requested it be tabled. Mrs. Spradlin asked that he share with us, his info, before the next meeting so it can be on the next agenda. Mr. Miller advised he had no known time frame.

BREAK: 7:47 – 7:50

Attendees discussed Items 16 and 17 from the agenda, regarding work a vacant properties at 1333 E. Main Street and 1221 Turner Place. Mrs. Spradlin advised she wanted to make sure we are not doing the work for others' benefit. Mr. Miller talked about the scope of work and asked why we would leave the garage there. Mr. Stock advised a couple people have been interested in it, two neighbors, and wanted it. Attendees discussed the footer, sidewalk, utilities, etc. One neighbor mows some of it. Mrs. Spradlin talked about how we need to own them first so we can act. Mr. Stock talked about the scope of the work not being premature. Mr. Miller talked about the general scope, term, utilities, demo, and fill to be a mowable lot.

Attendees discussed proposed projects for the \$42K Greene County Commissioners Grant. Mrs. Spradlin talked about how we have already spent the money. The report on use is due by the end of the month. Mrs. Spradlin talked about how we all want those houses demolished and would spend the money on it but can't get it done. Mr. Combs asked about the County Auditor and Treasurer's actions on the sales. Mr. Stock explained including a report from Anew (County Prosecutor's office representative.) Mrs. Spradlin noted it would be at least four weeks based on what Mr. Stock was explaining and noted the timing issues and the need to report what we spent it (grant money) on from item Mrs. Seiter provided on a report of what had been paid. She further told Mr. Miller to go ahead and do the list to be ready until we get what we need to have the right to do this and are the owners of the properties. Mrs. Spradlin asked again what we have spent money on. Mrs. Seiter advised of the American Grave Groomers, Rumpke community clean-up project and Enzo System, split between funds and would bill back the other two funds. She also suggested putting money toward the new Gator. Mr. Combs asked for clarification how it mattered if already spent. Mrs. Spradlin explained the need to report. Mrs. Seiter noted how the grant money is paying us back so we can use the funds on this other (property) project for when we are ready.

Mrs. Spradlin moved to approve the projects from the \$42,000+- Grant from the Greene County Commissioners as American Grave Groomers \$25,000, Rumpke \$5,886.29 and balance remaining from Enzo equipment cleaning equipment to the amount equivalent to

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, OCTOBER 3, 2019**

the grant total from County Commissioners. Mr. Combs seconded the motion. Roll Call: Mr. Combs –aye, Mr. Miller –aye, Mrs. Spradlin -aye. Motion **PASSED** by roll call of 3-0.
RESOLUTION NO. 2019-173

Mr. Miller asked about a meeting with Attorney Albers regarding current JEDD/CEDAs. Mr. Stock advised he did contact Mr. Albers, he is very interested, will get the info from his archives first. Mr. Miller asked about meeting time and location options. Mr. Stock advised it would include the Prosecutor and schedules need coordinated and to consider travel time and face to face is best. Mrs. Spradlin advised she did not feel we need a face to face meeting as she does not have any questions at this time. Mr. Albers will review the information first, then see about setting a meeting and with whom.

UPCOMING MEETING DATES:

October 8, 6:30 pm Greene County Twp Association Meeting at Bvk Golf Club
October 12, 1-5:00 Fire Department Open House at Station 52 on US 68 South
October 15, 6:00 pm Zoning Commission
October 17, 6:00 pm Trustee Regular Meeting
October 29, 6:00 pm Combined Trustee and Zoning Board Meeting
October 29, 7:00 pm Zoning Commission Public Hearing Rezone Continued, 1075 Jasper

UPCOMING, COMMITTEE REPORTS:

Water & Wastewater Advisory-quarterly: Oct. 27 Jim Pile
Source Water Protection-biannually: Oct 18 Scott Miller
Safety Council-monthly-first Wednesday: See Alan Stock's report above.
Chamber of Commerce-monthly-third Tuesday: Oct. 15 Alan Stock

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 8:24 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: 11-7-19

Resolution # 2019-184

Attest:

Sheila J. Seiter
Sheila J. Seiter, Fiscal Officer
sjs

Susan Spradlin
Susan Spradlin, Chair
L. Stephen Combs
L. Stephen Combs
Scott Miller
Scott Miller

