

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING  
DECEMBER 19, 2019 9:00 A.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 9:00 a.m.

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

Mrs. Spradlin advised they needed to do one item of business before entering executive session. Attendee met Ms. Everett, a current Explorer member, candidate for appointment to the Fire Department.

Mrs. Spradlin moved to appoint Amanda Everett as EMT Paid-On-Call to the Fire Department at \$13.19 per hour 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. 2019-210**

### **Executive Session(s)**

Mrs. Spradlin moved to enter into Executive Session at 9:03 a.m. for R.C. 121.22 (G) (1) to consider the employment, dismissal, or compensation of a public employee. AND R.C. 121.22 (G) (3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Mr. Combs seconded the motion. Those included were all Elected Officials, Administrator Stock, Fiscal Officer Elect Robinson and Anu Sharma from the Greene County Prosecutor's Office.

Mrs. Spradlin advised they exited Executive Session at 11:04 a.m. and resumed the regular meeting.

### **REGULAR MEETING**

#### **FISCAL OFFICER:**

Mr. Miller moved to approve the bills. Mrs. Spradlin noted there were notes on a couple. Mr. Stock noted there may need to be another resolution for those going to Ohio Township Association conference. Mrs. Seiter cleared up a couple payments for Christmas decorations not being capital items, Mr. Combs agreed. Mrs. Seiter noted the other questions were on why two fire fighters were attending OTA. Mrs. Spradlin stated she saw invoices with a check and that in the past, per resolution, we need to approve prior to going to them and we approve OTA every year prior. Mrs. Seiter noted this payment is for registrations only. She also noted it sounds like we remember differently where we left off with approval process since it has changed from year to year, and she could not find it in the last two year's reorganizational minutes so it must be in regular minutes. Mrs. Spradlin advised it was per GSA rates with prior approval. Mr. Stock said the GSA is only for hotel/lodging and another one for per diem. Mrs. Spradlin said she could get the resolution out and it pertains to seminars and training and things like that, approved at the GSA rates with prior approval. She said we can't simply sign up for it and then ask for approval with GSA rates, so the Board can approve if they want to send you. Mr. Miller asked if the list of people going is in question. Mrs. Spradlin advised yes and questioned if anyone had received what type of classes will be at OTA, as she has not found it anywhere. Ms. Robinson advised the list is to be out in December. Mrs. Spradlin noted how they used to only send the Trustees, Fiscal Officer and Administrator if we had one, now we have added the Fire Chief, and assistant and two captains. She said she does not understand why, when there is not even a list of classes offered. Mr. Miller advised he has seen the list. Mrs. Spradlin asked what will be there that will be beneficial

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, DECEMBER 19, 2019**

for them to see, besides a fire truck, but we are not buying a truck. Mr. Miller asked if they are already registered. Mrs. Spradlin advised that is what is in the bills. Mrs. Seiter advised yes. Mr. Stock advised there is a fire track like there is a zoning, road, administrator, fiscal officer track. Mrs. Seiter agreed, they did not used to have the others. Mr. Miller asked if Road Superintendent Jim Pile is going. Mr. Stock advised yes, but he does not want to send any of his guys even though he has learned a lot over the years. Mr. Stock advised the request was from the Fire Chief to take the two Captains which is one more person than last year. Mrs. Spradlin noted we would also be paying for the luncheon for them and asked why, she is trying to spend the resident's money the way they would want it spent and this is not her checkbook. Mr. Miller noted Chief Greg Beegle has been there before, aware of what it is and fire/Ohio related, he is aware of what is going on. Mrs. Spradlin noted something is wrong if the Chief is getting the information and she is not as the Elected Official, she would like to know the classes. Mr. Miller stated since it is already expended, he is willing to approve it, it should have waited. Mrs. Spradlin said the other thing is that the travel should be approved, she can show it in the resolution. Mr. Combs asked if they (fire) were going to spend the night. Mr. Miller said it is one day for them. Mrs. Spradlin noted yes, Friday, the day of the luncheon and the topic is not stated with a surprise guest. Mrs. Seiter noted purchasing wise, this is under the dollar amount of the Administrator's authority. Mrs. Spradlin advised she would like to be in charge, they pass resolutions that need to be abided by.

Mr. Miller moved to approve all Elected Officials, administrator and department heads to attend OTA in February, including two fire captains. . Mr. Combs seconded the motion, commenting it needs conveyed to the department heads they need to make a request for any additional going. Mr. Miller said that is fair. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - Nay. Motion PASSED by roll call of 2-1.

**RESOLUTION NO. 2019-211**

Mr. Miller moved to approve the bills 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. 2019-212**

Mrs. Seiter presented the bi-weekly payroll. Mrs. Spradlin moved to approve the payroll 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. 2019-213**

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

Mrs. Spradlin moved to approve the minutes from the regular meeting of November 7, 2019 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. 2019-214**

Mrs. Spradlin moved to approve the minutes from the regular meeting of November 21, 2019. 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. 2019-215**

Mrs. Seiter provided a notice of transfers of two in General Fund of \$656.15 to OPERS and \$58.91 to salary and one in Road Fund of \$219.89 to OPERS

**TRUSTEE BUSINESS:**

Mrs. Spradlin advised Matt DeTemple, previously from Ohio Township Association, has retired and unable to assist the Township.

Mrs. Spradlin asked if there were any items previously discussed in the executive session that the Board wanted to address.

Mr. Miller moved to approve leaving the medical (etc.) insurance percent (the employees pay) leave it as is currently at 12% of cost. 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. 2019-216**

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, DECEMBER 19, 2019**

Mr. Miller moved to approve leaving the Part Timers Incentive Pay into 2020 the same as 2019. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin. Motion PASSED by roll call of 3-0. **RESOLUTION NO. 2019-217**

The Board talked about the need to set a maximum vacation leave limit and need to hold action until next meeting.

**ADMINISTRATOR:**

Mr. Stock reported on the opportunity of grant funds for a new cascade system as a priority for the fire department estimated at \$47,000 and use of a professional grant writer who would charge \$695 to write the grant, they have been highly successful. The \$695 would be written into the grant, with a 5% match by us and a fee 8%, up to no more than \$8,000. He requested approval of a contract with Gatchell Grant Resources. Mr. Stock explained the three week submittal window around Christmas. The \$695 would be due now and the up to \$8,000 next year.

Mrs. Spradlin shared Chief Beegle's request letter noting the high priority, less than \$50,000 system with compressor, grant writing fee of \$695 and the writer's 8% fee with max of \$3,000. She also read where the writer would not charge the application fee again if needed to re submit the next year. Mr. Stock confirmed the amounts and processes that the up to \$3,000 fee will only be paid if the grant is awarded. Mrs. Spradlin noted \$640 of the \$695 application fee is reimbursable. Mrs. Spradlin voiced her concerns about when the rescue with the cascade system was sold. Mrs. Spradlin reminded she had asked what they would use in the future and we were told there were plenty around, we work with others in the area and will be able to take care of that without any problems and that the City of Xenia also has a cascade system we can use. She further noted she asked if they would be asking for it later and was told no, yet here today we are being asked to purchase a system. Mrs. Spradlin asked if anyone had a motion.

Mr. Miller requested we suspend the meeting for the Luncheon and return after.

**RECESS: 11:30 AM TO 1:08 PM**

Mrs. Spradlin advised they would take a break until 12:30 pm to attend the Township Christmas Holiday Luncheon Party, at 8 Brush Row Road, that was previously scheduled.

**Returned to regular session at 1:08 PM**

Mr. Stock referenced back to the request for approval for a grant writing contract. Mr. Miller and Mr. Stock talked about the air compressor and other features and to make sure it includes the air compressor and the provided paper work is a sample of what can be proposed.

Mr. Miller moved to approve a grant writing contract for a new air compressor and cascade system for the fire department with Gatchell Grant Resources. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - Nay. Motion PASSED by roll call of 2-1. **RESOLUTION NO. 2019-218**

Mr. Stock requested on behalf of himself and Chief Beegle for approval to give former Engine 53 to Sinclair Community College for their fire services classes. He reported on the estimates he received should we turn the truck in for scrap metal, \$2,278 or rent a booth at the OTA conference trade show, \$725. Mr. Stock explained the fire departments attendance at Sinclair's open houses and the great exposure to students and potential employees by leaving our logos on the donated truck. Mr. Miller and Mrs. Spradlin asked about the follow up on the option of the donation in exchange for class credit hours. Mr. Stock advised he has not heard back yet from his contact. The Board tabled until they hear back about the credit hours option.

Mr. Stock reported on the Xenia Chamber of Commerce meeting. He advised of many activities going on at the YMCA.

**XENIA TOWNSHIP TRUSTEES  
REGULAR MEETING, DECEMBER 19, 2019**

Mr. Miller referenced items 4 and 5 on the agenda and his desire to move forward regarding the County Commissioners and annexation. Attendees made comments about possible use of legal counsel for annexation concerns. Mrs. Spradlin asked Mrs. Seiter about already an approved purchase order to the other attorney. Mrs. Seiter advised a purchase order was approved for John Albers for \$4,000 and nothing has been paid to him yet. Mr. Stock advised we would receive a monthly bill in January for the December services. Attendees discussed funds available for legal fees, and probably to be a 2020 expense. Mr. Miller requested approval of a Letter of Engagement with Attorney Peter Griggs. Attendees discussed in further detail the possibility of Mr. Griggs writing a brief for Xenia Township or Ohio Township Association regarding annexation.

Mr. Miller moved to approve a Letter of Engagement with Attorney Peter Griggs for legal work, for annexation issues pertaining to City of Xenia and Central State University and the project there of. 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. 2019-219**

Mrs. Seiter clarified there is \$420 in current budget and funds will be placed in the temporary to cover any new services. Mr. Stock advised approval of a purchase order is not needed until we are actually ready to begin the work.

**ROAD DEPARTMENT:**

Mr. Miller asked about the status of Murray Hill, particularly a grate that kids had been reported to be playing around. Mr. Stock advised the grate had been secured. Attendees discussed briefly.

**UPCOMING MEETING DATES:**

December 24 & 25, Christmas Eve and Christmas  
December 30, 8:30 am, Special Meeting Re: 2020 Temporary Budget, & Other Items  
January 1, New Year Day  
January 2 6:00 pm, Regular Meeting; 6:45 pm Reorganizational Meeting  
January 28 6:00 pm, Zoning Commission

**COMMITTEE REPORTS:**

Gr. Co. Regional Plan: Steve Combs reported on the Tuesday meeting. He advised they approved preliminary plans for Nathaniel's Grove and discussed lot splits in the agricultural districts.

**ADJOURNMENT:**

Mrs. Spradlin moved to adjourn at 1:44 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:

\_\_\_\_\_  
L. Stephen Combs

\_\_\_\_\_  
Sheila J. Seiter, Fiscal Officer

\_\_\_\_\_  
Scott Miller

sj