

RECORD OF PROCEEDINGS

MINUTES OF THE

XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING

FEBRUARY 7, 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 5:00 p.m.

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

All participated in the Pledge of Allegiance.

Mrs. Spradlin moved to enter into Executive Session at 5:01 p.m. for O.R.C. 121.22 (G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller –aye, Mr. Combs–aye. Motion **PASSED** by roll call of 3-0. Those included in the session were all elected officials, Township Administrator, Chief Fox, and Mr. Pile.

Mrs. Spradlin advised they had exited executive session at 6:45 p.m. and were ready to start the regular meeting.

ROAD DEPARTMENT:

Mrs. Spradlin asked about the appointment of Full Time Service Worker I for the Road Department. She stated the Trustees had a minute to meet and speak with him and wanted to welcome him to Xenia Township.

Mrs. Spradlin moved to appoint Ethan Randall as Full Time Service Worker I at \$19.00 per hour effective February 11, 2019 with a six month probationary period. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0. **RESOLUTION NO. 2019-016**

Mrs. Spradlin advised of the need for approval of the 2018 Township Highway System Mileage Certification. Mr. Pile explained the mileage Certification and asked for approval.

Mrs. Spradlin moved to approve the 2018 Township Highway System Mileage Certification as presented with 53.508 Township miles. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0. **RESOLUTION NO. 2019-017**

Mr. Miller asked about road conditions due to freeze and thaw, he would like to know the plan to deal with potholes. Mr. Pile stated he had purchased cold patch from the vendor in Columbus. He stated there were a lot of holes to patch and he was checking with other vendors for more material to help fix the worst holes first. Mr. Miller stated there was a vendor at OTA Conference with cold patch and the vendor was interested in doing some sampling here. Mr. Pile thanked him for the information.

FIRE DEPARTMENT:

Mrs. Spradlin asked about the resignation of Doug McDaniel, Part Time FF2/EMT-B. Chief Fox explained he found out his other job did not allow him to work for another Fire Department. Chief Fox stated Mr. McDaniel would reimburse Xenia Township for the cost to hire him.

Mrs. Spradlin moved to accept the resignation of Doug McDaniel from Part Time FF2/EMTB effective immediately. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0. **RESOLUTION NO. 2019-018**

Chief Fox advised of the resignation of Paid on Call FF2/EMT-B Garrett Beam and explained the resignation was due to life changes. Mr. Miller stated they had three resignations from people who had provided excellent services to Xenia Township over the years and he wanted to wish them the best in their future endeavors.

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Mrs. Spradlin moved to accept the resignation from Paid on Call FF2/EMT-B Garrett Beam effective immediately. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-019

Chief Fox advised to the resignation of Paid on Call FF1/EMT-B Wade Beam effectively immediately. He stated due to life changes he was resigning.

Mrs. Spradlin moved to accept the resignation of Wade Beam from Paid on Call FF1/EMT-B effective immediately. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-020

Chief Fox advised of the resignation of Part Time FF2/Paramedic Rusty Cross effective Feb 28, 2019, and stated he was resigning due to life changes.

Mrs. Spradlin moved to accept the resignation of Rusty Cross from Part Time FF2/Paramedic effective February 28, 2019. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-021

Chief Fox advised a new recruit was eligible for a pay increase for Part Time Tyler Castle to FF2/EMT-B to \$13.34 effective Feb 10, 2019. Mrs. Spradlin asked about the effective date and Chief Fox explained this would be the first day of the new pay period.

Mr. Miller moved to approve the pay increase for Tyler Castle Part Time FF2/EMT-B to \$13.34 per hour effective February 10, 2019. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-022

FISCAL OFFICER:

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

Mrs. Seiter asked if there was anything else the Trustees wanted before Mr. Stock and herself moved forward with the Final Budget. There was brief discussion about the budget and visions for 125 Fairground Road. Mrs. Spradlin suggested each Trustee, the Road Department and the Administrator have three ideas for 125 Fairground Road by the end of the next week so they may discuss the future of the property. There was discussion about what needed to be done for occupancy of the buildings.

Mrs. Seiter advised of possible changes to the Credit Card Policy, there had been changes at the state level. She stated Mrs. Spradlin learned a lot at the OTA Conference about this and Mr. Stock had done a lot of review and history confirmation. Mrs. Spradlin stated that she learned that they need to have the user's name written down as well as Xenia Township and that someone had to be in charge of the credit cards and this person had to have possession at all times and this person cannot have a credit card issued to them. Mrs. Spradlin stated that no one is supposed to carry a credit card around with them, the credit cards must be signed in and out and this person would be called a compliance officer. Mrs. Spradlin stated this was the basics of the new policy and that they needed to update their policy. There was discussion about the old policy and what may need updated. The subject was tabled to work on it further.

Mrs. Seiter explained the needs for two Then and Now Purchase Orders. They were due to vendors late billing and sending only by email and not to the Fiscal Officer and now have a plan in place to prevent this in the future. Mrs. Seiter stated Mr. Pile was able to get light bars at an extremely reduced rate as well as a purchase from Howell Rescue Systems. There was discussion about Mr. Pile negotiated the price with the vendor.

Mrs. Spradlin moved to approve a Then and Now Purchase Order to Northwest Ohio Emergency Equipment for \$2,000.00 effective 12.01.2018 from Roads line 2021-330-323-0000. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-023

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Mr. Miller moved to approve a Then and Now Purchase Order to Howell Rescue Systems for \$650.75 effective 10.05.2018 from Fire line 2282-760-740-0000. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-024

Mrs. Seiter presented the bills. Mr. Miller moved to approve the bills. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-025

Mrs. Seiter presented the monthly and Bi-weekly payroll. Mrs. Spradlin moved to approve the payroll as presented. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-026

Mrs. Spradlin moved to approve the minutes from the regular meeting of January 17, 2019. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-027

ADMINISTRATOR:

Mr. Stock thanked the Trustees for the opportunity to attend the Ohio Township Association(OTA) conference. He explained a workshop that he attended on Saturday and passed out a brochure about “Fix our Roads.” Mr. Stock reported on the seminars he attended while at the OTA conference.

Mr. Stock stated he thought everyone received their copy of OTA Monthly Magazine for Jan/Feb. He reported on some articles that could be of interest to everyone.

Mr. Stock stated the Intern Charles Brads worked 160 hours. Mr. Stock reported on the work he did while interning with the Township. He stated Mr. Brads was able to help finish some projects while here that had been in the background for a while He asked if the Trustees may want to give gratuity to Mr. Brads even though this was an unpaid internship and he was not expecting to be paid. Mrs. Seiter noted this should be considered from the contract service line code.

Mr. Combs moved to approve a \$300.00 gratuity to Charles Brads. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-028

Mr. Stock stated the last day before retirement for Franz Seiter was February 28, 2019. He stated the Road Crew would like to do a celebratory luncheon for him. He asked if the Trustees would like to approve a gift to him for his service and what types of ideas they may have for this gift. There was discussion about what type of gift would be appropriate. Mrs. Seiter requested a letter from the employee with last day of work, due to request from OPERS. She stated the previous agreement was not completed. Mr. Stock stated he did not get the document back from legal counsel in time to make it official.

Mr. Stock requested a Purchase Order to one of the surveyors for the Re Survey of part of 125 Fairground Road. There was discussion about the quotes received and future uses at 125 Fairground Road. Mr. Combs stated the parcels as they are now would not be conforming to current zoning standards. There was discussion about having some of the parcels combined into one parcel.

Mr. Combs moved to approve the Purchase Order for \$3,250 to RD Sutton to resurvey parcels 1, 2, and 4, combine into 1, locating buildings, legal descriptions and submit to County from Admin 1000-110-360-0000. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-029

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TRUSTEE BUSINESS:

Mrs. Spradlin asked about the potential meeting date change of February 21. Mr. Combs stated that he does not usually ask for this but he would not be available for the 21st and requested to move the meeting to the following week. Mr. Combs stated that he did not want to inconvenience anyone and after a brief discussion everyone agreed to change the meeting to Wednesday, February 27, 2019 at 6:00 p.m.

Mr. Combs stated the Regional Planning meeting was mainly about the acreage in Beavercreek Township along Trebein Road that was 12 parcels that was finally approved for development.

Mr. Miller state they need to decide what they were going to do at 125 Fairground Road. He would like to have a plan for the use of the buildings and the land. Mr. Comb stated he thought it would be very difficult to decide what the buildings were going to be used for at this point and time. Mr. Miler stated they needed to classify what type of general expectation was going to be. Mr. Combs stated they would be used for commercial use. There was discussion about what type of commercial use.

Mr. Miller moved to adjourn. Mrs. Spradlin stated the motion failed due to lack of a second and stated they needed to go back into Executive Session.

Mrs. Spradlin moved to enter into Executive Session at 9:06 p.m. for O.R.C. 121.22 (G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0. Those included in the session were all elected officials, Township Administrator, Chief Fox.

Mrs. Spradlin advised they had exited executive session at 9:18 p.m. and reconvening the regular meeting.

Mrs. Spradlin advised of two agenda items to complete for the night, which are Conditional Appointment of two Full Time FF2/Paramedics. She stated they had multiple interviews and two candidates have been recommended to the Trustees.

Mrs. Spradlin moved to approve the conditional appointment of Hannah Conley as Full Time FF2/Paramedic pending positive outcome of hiring process checks at \$15.99 p/hr. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-030

Mrs. Spradlin moved to approve the conditional appointment of Aletha Friesen as Full Time FF2/Paramedic pending positive outcome of hiring process checks at \$15.99 p/hr. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2019-031

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 9:21 p.m. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – 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
MEH

Scott Miller