

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
APRIL 18, 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, Chair; Trustee; Steve Combs Trustee; Scott Miller, Trustee; Alan Stock, Township Administrator.

All participated in the Pledge of Allegiance.

GUESTS:

Mr. John Fedarko, 920 Oak Dale Drive, stated he had two issues at this time. One being getting the road fixed in front of his house and the insurance claim issue since he had not heard anything from the representative. He asked who the insurance company contacted here at the Township. Mr. Stock advised the claims person had spoken with Mr. Pile and stated what she had looked at so far. Mr. Stock asked Mr. Pile for any information regarding Oak Dale Drive. Mr. Pile stated he would contact Mr. Fedarko when he had an exact date for the road repairs. He stated the projected time was for Mid May. Mr. Stock advised he still needed a phone number to give the insurance agent and Mr. Fedarko gave him the number.

IN THE READ FILE: Greene County Common Pleas Court notification on a a property, thank you letter from Sheriff Fisher, spring newsletter from Interfaith Hospitality Network, Farm Bureau newsletter, Greene County Council on Aging newsletter, Spectrum Smart Cities, YRC Baseball group request.

ROAD DEPARTMENT:

Mr. Miller stated he was not sure if the Township had a formal Ditch Policy but wants to look at and discuss it. He stated he thought it would be good to have something formal to help with standards. Mr. Pile stated what he knew was in place at this time in accordance with O.R.C. 5589.05.

Mr. Pile stated they may spend a significant amount of time during the Road Ride on Murray Hill, Lamplighter and Eavey since a letter went to home owners regarding the improvements. Mrs. Spradlin asked if there were any other roads the trustees could look at before the road ride so they could be ready to discuss them during the ride. Mr. Pile explained which roads he would like to take a closer look at during the ride. There was discussion about the roads Mr. Pile wanted to look at closer.

Mr. Pile stated he was very pleased with the Chip-seal collective bidding because it came back \$1,000.00 under budget expectations. Mr. Pile explained what work was included in this bid.

Mr. Pile stated he had asked Greene County Sanitation to come out to 125 Fairground Road to help with storm water location. He stated they brought out a truck and cleaned out all of the storm water locations on the property. He stated they also helped the Road Department find the sanitary lines and was told the sanitary lines were tight and were in great shape. He stated they checked the sanitary lift station at the rear of the property and was told it was non-operable. He explained the options available to fix the lift station or to hook into the city or county sanitation.

Mr. Pile stated the 125 Fairground Road Thank you luncheon would be held on April 26th at 12:30 p.m. Mrs. Spradlin asked if Mrs. Haller had many RSVP's and Mr. Stock stated

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there were calls coming every day. Mrs. Spradlin asked if he knew whether Mr. Seiter would be attending and Mr. Stock advised that he had not heard from him as of today.

Mr. Miller stated there had been roofing work done to different buildings at 125 Fairground Road and he noted that there were a few items of concern. He explained his concerns and was concerned about putting insulation on the inside without having the roof dealt with first. There was discussion about the roof issue and getting an estimate for repairs. Mr. Pile explained how the areas were repaired and there were no leaks so far.

FISCAL OFFICER:

Mrs. Seiter reported she had attended the State Auditor's Roundtable and reported about the meeting and stated she had sent a detailed report by email to everyone. She reported on the highlights of the meeting.

Mrs. Seiter presented the bills. There was discussion about the bills for cleaning and repairing the septic tank at Station 52. Mrs. Spradlin asked about an invoice for 911, she thought it was paid already. Mrs. Seiter advised this was the quarterly payment to Greene County. She advised she would check what was paid in the last two meetings that was the concern. Mrs. Spradlin 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. 2019-059

Mrs. Seiter presented the bi-weekly payroll. Mr. Miller 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. 2019-060

Mrs. Seiter advised there was a set of minutes to approve.

Mrs. Spradlin moved to approve the minutes from the regular meeting of March 21, 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. 2019-061

Mrs. Seiter advised a full time employee approached her about deferred compensation and reported that she has had some trouble reaching the two vendors, but she would continue to call.

FIRE DEPARTMENT:

Deputy Chief Beegle reported on the 2018 Year in Review report for Xenia Township. He reported about the staff, hours worked, calls and responses. There was discussion about the mutual aid calls and how many involved the colleges.

Deputy Chief Beegle reported on a Commendation of Service for the staff working on the morning of April 6, 2019. He reported on the call and actions in detail by those working that morning. He reported those working the scene were Time Hines, Brian Miller, Aletha Friesen and Tyler Castle and commended their actions and team work for that day.

Deputy Chief Beegle reported on the update of the station alerting system to MARCS and explained the details of the update. There was discussion about the update of the MARCS system. He requested a Purchase Order to P&R for \$10,185.62, and Mrs. Seiter advised to the funds available in the various line codes from 2901 and 2111 funds. There was discussion about the funds that could be used for this purchase order.

Mr. Miller moved to approve the station alerting System to MARCS with Purchase Order to P&R for \$10,185.62 from the funds as presented by the Fiscal Officer. 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. 2019-062

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Deputy Chief Beegle reported on the engine apparatus analysis and the repairs made to the apparatus over the last few years. He made recommendations as to which apparatus should be sold or deemed obsolete. There was discussion about the fire apparatus that would be kept by the department. Mr. Miller asked Deputy Chief Beegle for a spreadsheet to show the apparatus the Township has, show what would be left in service and the capabilities of those apparatus. There was discussion about the sale prices of the apparatus and how the sale of the apparatus was worked into the budget.

Mrs. Spradlin moved to approve the Then and Now Purchase Order to Physio Controls for the annual maintenance agreement \$6,131.28 from 2282.230.360.0000. 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. 2019-063

Deputy Chief Beegle reported on the Caesarscreek Township 2018 year in review. He stated the new engine would be ready for Caesarscreek Trustees to conduct an inspection on May 6th.

Deputy Chief Beegle stated the New Rescue 52 was ready to be put into service and has responded with a first call. Chief Fox and Deputy Chief Beegle advised of the purchase of some adaptors in the amount of \$650. There was discussion about the purchase.

Mrs. Seiter advised she checked into the invoice, that Mrs. Spradlin questioned earlier was paid to the County for quarterly dispatch and stated the previous paid invoice was the annual to Xenia City for radios via the Local Government Initiative Fund Grant.

A five minute break was taken by those in attendance.

ADMINISTRATOR:

Mr. Stock requested the approval of the Department Administrative Services (DAS) State Bid agreement. He stated to enter this agreement costs \$100.

Mr. Miller moved to approve the DAS State Bid agreement. 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. 2019-065

Mr. Stock advised of the upcoming Combined Zoning Boards meeting scheduled for next week. He went over the agenda and asked if there needed to be any changes. There was discussion about the agenda but there was nothing to add or change.

Mr. Stock reported on the cemetery headstone restoration for 2019 after a meeting with Grave Groomers. He shared pictures of headstones that were in need of repair.

Mr. Stock gave an update on the Community cleanup and stated that all of the bills have not been received as of today. He reported on the history of the Community Clean-Up for the Township. There was discussion about changes for the clean-up program for next year.

Mr. Stock reported a program called Revive would be happening from April 26 through May 2. This is group of individuals that want to make prayer an emphasis and they are going to many municipalities to speak to them about the program. There was discussion about this program.

Mr. Stock reported on the Fire Fighters hours worked incentive. He shared a spreadsheet with those in attendance that shows how the hours are tracked.

Mr. Stock advised of the government services group that will look at the project an entity has and then write the scope of the project with no costs, unless we go with their suggestions, then it is a low percentage of the fee. He explained what projects he gave the group and the work that had been done so far.

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Mr. Stock requested a Then and Now Purchase Order for WS Electronics for the annual maintenance agreement for the tornado sirens in the amount of \$1,850.00 from 1000.110.360.0000.

Mr. Miller moved to approve the Then and Now Purchase Order to WS Electronics for annual maintenance agreement for tornado sirens \$1,850.00 from 1000.110.360.0000. 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. 2019-064

Mr. Stock gave an update on the message board signs. He stated he has asked other entities to contribute funds to help repair them.

Mr. Stock reported the occupancy permits for 125 Fairground Road have been submitted. He stated they have a preliminary meeting with the architect and Al Kuzma to request a S1 occupancy standard. He explained what an S1 occupancy would mean for the property.

Mr. Stock gave an update on the fire alarm suppression work being done at 125 Fairground Road.

Mr. Stock explained the EPA Deed Restriction for the new parcel at 125 Fairground Road. He shared the deed restriction language for the new parcel. He explained the financials that had been worked on with the EPA for the property. There was discussion about what needs to be done to meet the EPA requirements.

Mr. Stock explained about the increased cost related to text updates and achieved e-mails from the server. He stated he was doing research regarding this matter to be sure the township stays in compliance with current laws. There was discussion about text messages and being able to access them if needed.

TRUSTEE BUSINESS:

Mr. Miller reported on the Xenia Chamber meeting he attended this month. He stated there were no upcoming events at this time.

Mr. Miller stated he wanted to get the Murray Hill and Lamplighter project underway.

Mr. Miller stated he wants the agenda for the trustee meeting to be put out on the Monday prior to the meeting. He stated this would give everyone a chance to look it over, respond and understand what will be discussed during the meeting. There was discussion about when the agenda should be drafted and sent out. Chair Spradlin stated they need to have an agenda, stick to it, get it early by having a set time to finish it, then come to the meetings prepared. She stated they need to shrink the agenda down, come into the office more and communicate more with the administrator and not have these lengthy discussion about everything that is going on. She stated it is the responsibility of the Trustees to keep up to date on what is happening in the Township, in the office and to make these meeting simpler. She stated they need to do the work and not be here for meetings until eleven o'clock at night and to not keep adding things onto the agenda, unless it is a true emergency.

Mr. Miller asked if Xenia Township was named in a legal case in Greene County from a previous Trustees court actions. Mr. Stock stated the only thing he knew of was that Xenia Township was not mentioned and the statute of limitations had run out and to his knowledge the Township was not named in any case at this time.

UPCOMING MEETING DATES:

April 23, Zoning Commission
April 30, Combined Trustee & Zoning Boards
May 2, Trustee Meeting

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ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 9:50 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