

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
JULY 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 24 hours prior to 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; Alan Stock, Township Administrator. Trustee Miller will be joining us later.

All participated in the Pledge of Allegiance.

FIRE DEPARTMENT:

Chief Beegle introduced and provided background on new hire candidate Justin Comer as a part time Fire Fighter 2 at \$ 13.19 per hour.

Mrs. Spradlin moved to appoint Justin Comer as a part time Fire Fighter 2 at \$13.19 per hour effective immediately. Mr. Combs seconded the motion. Roll Call: Mr. Miller -absent, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2019-114

Mr. Comer thanked the Board and stated he looked forward to being here.

FISCAL OFFICER:

Mrs. Seiter presented the bills. Mrs. Spradlin moved to approve the bills. Mr. Combs seconded the motion. Roll Call: Mr. Miller–absent, Mr. Combs–aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 2-0

RESOLUTION NO. 2019-115

Mrs. Spradlin noted she did have concerns with multiple credit card purchases vs. all at one time. She had talked to Chief Beegle and he will keep an eye on preventing that. She asked about one purchase from Amazon that said Dodge. Mrs. Seiter advised it is approved as parts for the Edwards Mower. Mrs. Spradlin asked for more detail for future reference. Mr. Stock advised all repair details are put in iWorks. Mrs. Spradlin also asked about an invoice the Miami Valley Fire/EMS Alliance for \$231 2019 contributions for Rescue Strike Team. Mr. Miller noted he was there (6:08.) They will ask Chief when he returns to the meeting. Mr. Miller asked for clarifications on stacked invoices (credit card.) Mr. Stock advised he talked to the Road department for Lowes purchases that appeared to be that concern. Attendees talked about various purchase types, vendors and dollar amounts and procedures. Chief Beegle returned to the room and Mrs. Spradlin asked about the Alliance invoices. Chief Beegle explained it is a subscription based on per capita, similar to hazmat services, but for technical services. He explained it gives us access to resources like trench rescue, missing persons, etc. Attendees discussed various services in further detail. Mrs. Seiter added clarification to the credit card concerns, she reviewed that batch and advised there were none to the same vendor, except for Amazon. She further explained how the Amazon purchases are usually for parts that are shipped to us much cheaper vs. employees driving to the vendor. Mr. Stock explained further.

Mrs. Seiter presented the bi-weekly and monthly payroll. Mrs. Spradlin moved to approve the payroll 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. 2019-116

Fiscal Officer Seiter explained and reminded of the need to do adjustments in two funds as a result of the revenue from the County Engineer's portion of permissive motor vehicle license tax. She requested approval of the two forms required by the County Auditor when there are changes in revenue and appropriations.

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, July 18, 2019**

Mrs. Spradlin moved to approve the Supplemental Certificate of Total Amount from Sources Available for Expenditures adjustments of \$60,000 Revenue in 2011 and 2231 Funds as presented by the Fiscal Officer. 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. 2019-117**

Mrs. Spradlin moved to approve Supplemental Appropriations adjustments of \$60,000 in 2011 and 2231 Funds as presented by the Fiscal Officer. 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. 2019-118**

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

Mrs. Spradlin moved to approve the regular minutes from meeting of July 8, 2019 as presented. Mr. Combs seconded the motion. Roll Call: Mr. Miller – Abstain (as he was not present), Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 2-0.

RESOLUTION NO. 2019-119

ADMINISTRATOR:

Mr. Stock requested permission to sign typical, annual contracts not requiring Trustee Resolution. He gave examples such as the SWP4G for salt, ODAS to participate in State Bid program, etc. Mrs. Spradlin talked about the Board needing to see the contract, but she would be ok with giving the Administrator permission to sign after they approve. Mr. Combs confirmed that is how they do it now, the Board sees each. Mrs. Spradlin reminded how now after each contract approval they add that the Administrator has the permission to sign. Mr. Miller stated he thought that is where we stand now and already have a resolution in place. Attendees talked about permission being given a few years ago, back during a meeting, but it was not made part of the minutes. The Board asked for that information to be looked for again. Mr. Stock advised he would look it up. If permission was already given, no action would be needed at this time. Board tabled the subject.

WASHINGTON ROAD:

Mr. Stock requested a Then and Now Purchase Order to Middleton Lawn and Landscaping. He advised this is for the Washington Road project balance of the job for \$245. Mrs. Seiter explained the balance in the original purchase order carried over into 2019 and the run over needs covered under the additional with their approval.

Mrs. Spradlin moved to approve the Then and Now (10/19/2018) Purchase Order to Middleton Lawn and Landscaping Maintenance LLC for the completed ditch work on Washington Road of \$245 from 2031-330-360-0000 fund. 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. 2019-120**

FIRE LEVY RENEWAL:

Mr. Stock provided a Resolution of Necessity for the Fire Renewal Levy. He explained the process and reminded this is the first step and he confirmed it with two other townships. Then, the Fiscal Officer sends this Resolution to the County Auditor requesting Certification. He further advised the Resolution to Proceed could be approved at the August 1 meeting. All three documents are then filed by August 7 with the Board of Elections. Mr. Miller questioned filing dates and stated we are premature in the request. Mr. Stock explained how we have a couple tries, but if it was done at a special election we would have to pay more of the cost of the election. Attendees talked about the potential May vs. November fees further. Mr. Miller restated he did not see the necessity to do it at this time. Mr. Combs noted how when we do it will not change the amount of money to the residents. Mr. Miller asked for proof of the need. Mr. Stock referenced the conversations over the last two years. Mrs. Seiter referenced the tax budget document from last week with the low projections. Attendees discussed placement and collection dates further.

Mrs. Spradlin moved to approve the wording for the renewal of the fire levy Resolution of Necessity for Fire Levy Renewal as presented. Mr. Combs seconded the motion. Roll

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, July 18, 2019**

Call: Mr. Combs – Aye, Mr. Miller – Nay, Mrs. Spradlin - aye. Motion PASSED by roll call of 2-1. **RESOLUTION NO. 2019-121**

Mr. Stock reported and requested permission to sign the contract with Cargill, the SWAP4G winner for salt, for 600 tons of salt at \$79.62 per ton. Attendees discussed briefly, the purchase order will be done later, when we are ready to order the salt.

Mrs. Spradlin moved to approve permission for the Administrator to sign a contract with Cargill, SWAP4G winner for salt, for 600 tons of salt at \$79.62 per ton. 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. 2019-122**

ROAD TRAINING:

Mr. Stock reported on the Road Department's request to attend the OAEVT symposium. Mrs. Spradlin talked about the benefits and her appreciating their attendance.

Mrs. Spradlin moved to approve the four Road Department employees to attend Emergency Vehicle Apparatus Maintenance Symposium September 23-27 at cost of \$442 each (for registration) and per diem meals upon receipts. Mr. Combs seconded the motion. Mr. Miller asked about coverage while they are all away. Mr. Stock reminded Mr. Pile would come back or stay if there is any problems and that they have MOU's with neighboring Townships if needed. Guys come back every night. Mr. Miller recommended the guys split up and rotate years. Mrs. Spradlin noted they may only have a couple years left to meet certifications and it is only about 40 minutes away. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - aye. Motion PASSED by roll call of 3-0.

RESOLUTION NO. 2019-123

Mrs. Seiter asked for confirmation that the total is \$1,768 and advised that line would be short \$183 and she and the Administrator will need to do a transfer from contingencies to Training 2031-330-318-0000 to cover the cost. Mrs. Spradlin advised ok.

COLLECTIVE BIDDING ROAD WORK:

Mr. Stock explained the needs of three purchase orders for the annual collective bidding with the County Highway Engineer for paving, guardrails, pavement striping and chip seal and provided a detailed spreadsheet. Mr. Stock requested Purchase Orders per the spreadsheet. He noted the cash is not completely there for the total cost at this time. Mrs. Seiter explained how the three funds used cash revenue is received monthly and checks are due in within the next week. Mr. Stock and Mrs. Seiter talked about the timing when the work would be done and the invoices received. Mr. Stock stated most of the work will not be done for a month. Mrs. Seiter reminded the appropriations are in place fine for the Board to approve and it is all about timing. Mrs. Spradlin asked if it could be paid from somewhere else. Mrs. Seiter advised yes, if that is what they wanted or the cash is not enough in one fund when the invoice(s) come in. Mrs. Spradlin confirmed her understanding that there are other means to pay if enough cash does not come in for a particular fund (by then.) Mrs. Seiter advised we should receive the revenue in before the work and invoicing may be done.

Mrs. Spradlin moved to approve the Purchase Order to John R. Jurgensen for paving and guard rails at \$115,598. 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. 2019-124

Mrs. Spradlin moved to approve the Purchase Order to Ray C. Hensley for \$25,125.66 for chip seal. 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. 2019-125

Mrs. Spradlin moved to approve the Purchase Order to Greene County Engineer for pavement markings (line striping) at \$10,000. 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. 2019-126

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, July 18, 2019**

Mr. Stock requested a PO to Valley Asphalt for work primarily planned on Hook Road and Oak Dale, but now the contractor is ready sooner than expected. Attendees discussed briefly. Mr. Stock requested a Purchase Order to Valley Asphalt for \$7,000.

Mrs. Spradlin moved to approve the Purchase Order to Valley Asphalt for \$7,000 from 2231-330-360-0000 for Hook Road and Oak Dale Road (and couple others) primarily. 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. 2019-127**

Mrs. Seiter asked for clarifications on dates of services and billing. Mr. Stock confirmed.

FIRE DEPARTMENT:

Chief Beegle expressed appreciation to send the road crews to the EVT training and their efforts for their vehicle maintenance. He stated it is a great feeling to know they have that technical knowledge.

Chief Beegle advised of an EMS Grant award of \$3,144 for the purchase of equipment and training. We will expended the funds and be reimbursed.

Chief Beegle explained the Purchase Order request for software fee for the emergency reporting State requirements and efficiency.

Mrs. Spradlin moved to approve the Purchase Order to Emergency Reporting for software in amount of \$5,256 for annual software/access fee from 2282-230-319-9999. 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. 2019-128**

Mr. Miller asked about a buying group with County Chief's. Chief Beegle advised we are the only one in Greene County, but many other jurisdictions around us use the same program. He advised the many benefits of how it works and with the EMS Billing companies and hospitals. Greene County may be heading this way. Mr. Miller encouraged getting the word out about the programs. Attendees discussed the future of the programs and increased use.

Chief Beegle provided background on Joe Mahaffey and requested he be hired as a Part Time Fire Fighter 2/Paramedic at \$13.98 per hour.

Mrs. Spradlin moved to appoint Joe Mahaffey as a Part Time Fire Fighter 2/Paramedic at \$13.98 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. 2019-129**

Mr. Miller moved to appoint Mark Brennaman as a Part Time Fire Fighter 2 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. 2019-130

UPCOMING MEETING DATES:

July 23, Tuesday 6:00 pm, Zoning Commission
July 28 thru August 3, Greene County Fair
July 30, Tuesday 6:00 pm, Combined Trustee/Bd of Zoning Appeals/Zoning Commission
August 1, Thursday 6:00 pm, Board of Trustees
August 13, Tuesday, No Greene County Township Assoc. meeting due to Fair

COMMITTEE REPORTS:

Water & Wastewater Advisory-quarterly: Oct. 27: Mr. Stock advised this date was in correct on their minutes.

**XENIA TOWNSHIP TRUSTEES
REGULAR MEETING, July 18, 2019**

ADJOURNMENT:

Mrs. Spradlin moved to adjourn at 7:23 p.m. Mr. Miller 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

sjs