

## RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**SPECIAL MEETING  
DECEMBER 30, 2019 8:30 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 Special Trustee Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Chair Susan Spradlin called the Regular Meeting to order at 8:34 am.

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

All participated in the Pledge of Allegiance.

### **FISCAL OFFICER:**

Mrs. Seiter presented the bills. Mr. Miller moved to approve the bills. 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. 2019-220**

Mrs. Seiter presented the monthly payroll and monthly incentive pay. 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. 2019-221**

Mrs. Seiter advised there was two set of minutes to review, December 5 & December 19. Two Trustees asked for more detail in a couple areas. Their approval was tabled.

### **ADMINISTRATOR:**

Human Relations Items: Raises and Benefits

Mr. Stock presented information and recommended an increase to the OPEC reimbursements, due to the Insurance change, to \$5,000 and \$2,000 for the HRA (Health Reimbursement Accounts) beginning calendar year 2020.

Mr. Miller advised he was ok with the \$1,000 increase.

Mr. Combs talked about the whole list (on the agenda), he agreed with Mr. Stock that we need to be competitive, although aware of long term concerns. He re-iterated awareness of long term financials and need to provide and be competitive.

Mrs. Spradlin noted the prior way of paying full 100% of insurance, talked about revenue, employee evaluations she has not seen, levies and how valuable the employees are. She advised she didn't like to pass a levy, then give raises. She talked about bills and extra spending that could have afforded raises. She stated the Trustees need to be the leaders not the employees.

Mr. Combs commented about the option to continue at 12% or go back to 100% coverage and not just increase pay to cover. Mr. Stock had mentioned the FEMA reimbursement. Mr. Combs noted that money does not repeat, the need to find balance and see evaluations.

Mr. Miller talked about going back to the 100% vs. 12% and the employees having a stake in it and how the OPEC (reimbursement) portion provided the benefit.

Mr. Combs noted the expenditure (reimbursement) may or may not get used by the employees.

Mr. Miller moved to approve OPEC reimbursement through Insurance change to \$5,000 and \$2,000 HRA beginning calendar year 2020. 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. 2019-222**

Mr. Stock presented information and recommended an increase in pay for the Township Administrator and Full Time Road People by 3% starting the first full pay 2020. Mr.

**XENIA TOWNSHIP TRUSTEES  
SPECIAL MEETING, DECEMBER 30, 2019**

Combs spoke about the Road employees and Administrator as the Zoning Inspector, and how those five people we can't ask any more out of them, he has seen it-their hard work.

Mr. Combs moved to approve increase in pay to Township Administrator and Full Time Road People 3% the first full pay in 2020. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - nay. Motion PASSED by roll call of 2-1.

**RESOLUTION NO. 2019-223**

Mr. Stock presented information and recommended an increase for the Part Time and POC fire department employees pay of 3% including Fire Chief based on first full pay. Mr. Miller made a suggestion with comments about the incentive pay, then rescinded it from being a motion. He talked about the 3%, training, abilities, expenditures and volunteers. He advised he spoke with Chief about future hires and volunteers.

Mr. Miller moved to approve Part Time and POC pay increase of 3% including Fire Chief based on first full pay in 2020. 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. 2019-224**

Longevity and Vacation Leave Limits

Mr. Stock presented information about longevity pay for all employee of Xenia Township. Mr. Miller talked about it being part of the Handbook and evaluations, then addressing longevity, merit base has stronger commitments. Mr. Combs advised of his thoughts of being very appreciative of time, mind set of pay and just do the job. No action was taken on this agenda item.

It was also discussed about putting a maximum hour limit on vacation earned. Mr. Combs noted the long term financial plan needs due to large payouts and no one getting shorted. Attendees talked about if a number should be set and if it should be the same for all or based on years of service. Mr. Combs stressed to make sure the employees are made aware. Mrs. Spradlin noted that was asked at the last meeting. Mr. Stock advised he has not talked to them yet. Mr. Miller suggested getting a sample of other Township's with document verbiage. All agreed to table until Mr. Stock has had time to discuss with the Road Department. Currently three of the four Road Department employees have a high balance in vacation. Mrs. Seiter needs to investigate within UAN how it would affect the unused hours by putting a maximum amount in the system and confirm how it would stop allowing accumulation at what point.

Mr. Stock discussed the challenges of hiring a second part-time Office Assistant due to the lack of hours that the person would be needed to work. This position does not get benefits and his plan is for the person to work up to 10 hours a week and cover for the current Office Assistant in her absence only. Mr. Stock requested an increase of Missy Krause's pay. It was discussed to increase the hourly rate of the current Assistant and/or pay holiday hours. Mr. Combs suggested 3%, .36.

Mr. Miller moved to increase the rate to \$13.50 and forgo holiday option. The Motion died due to lack of a second.

Mr. Combs moved to increase the Office Assistant's pay for 2020 to \$13.00 effective first full pay. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye, Mrs. Spradlin - nay. Motion PASSED by roll call of 2-1.

**RESOLUTION NO. 2019-225**

Mr. Stock presented a discussion as to whom the township should cover for Life Insurance and should it be subjected to the 12% same as health insurance. It was discussed to separate the Life Insurance piece from the Health Insurance. The coverage is \$40,000 for employee and \$20,000 for dependent(s.) Attendees discussed covering those who do not take the health insurance but to allow them to still be eligible for the life insurance. This would exclude the CBA for this purpose because those employees are already covered due to their agreement.

Mr. Miller moved to approve providing Life Insurance for full time and elected officials, except those in the CBA. Mrs. Spradlin seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – Nay, Mrs. Spradlin - aye. Motion PASSED by roll call of 2-1.

**RESOLUTION NO. 2019-226**

**XENIA TOWNSHIP TRUSTEES  
SPECIAL MEETING, DECEMBER 30, 2019**

Mr. Stock presented a proposed Temporary Budget for 2020 in detail and requested approval of the same. He advised the raises will be reflected in the Permanent Budget.

Mrs. Spradlin moved to approve the Temporary as presented and discussed for the 2020 Budget. 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. 2019-227**

Mrs. Seiter provided historic figures on the estate (death) tax revenue and how it was discontinued, and how local government monies and cable franchise fee revenues have been consistent with what the auditor's office had advised us to expect. Both of these revenues are general funds.

Mr. Stock thanked Mr. Combs for his service during the last 4 years as Trustee. Others showed their appreciation as well.

**ADJOURNMENT:**

Mrs. Spradlin moved to adjourn at 10:31 a.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: \_\_\_\_\_

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Susan Spradlin, Chair

Resolution # \_\_\_\_\_

Attest:

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L. Stephen Combs

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Sheila J. Seiter, Fiscal Officer  
Jst/sjs

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Scott Miller