

Xenia Township Board of Trustees – Special Meeting – February 26, 2026

NOTE: These minutes are a summary of the discussion and are not a word for word account of the discussions. The proceedings were not electronically recorded. The meeting was held at the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio. This was a Special Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Call to Order

Trustee VanDyne called the meeting to order at 6:02 PM.

Roll Call:

Members Present:

- Jeremy VanDyne, Trustee, Chair
- Scott Miller, Trustee
- Steve Combs, Trustee
- Jacqueline Robinson, Fiscal Officer

Also Present:

- Alan Stock, Township Administrator
- Adam Bistrek, Battalion Fire Chief
- Ronnie Shaw, Acting Road Superintendent

Fiscal Officer:

Resolution 2026-043: Approval of Bills

Trustee Combs moved to approve bills as presented, Trustee VanDyne seconded. Motion carried unanimously.

Roll Call Vote – Approval of Bills

Trustee	Vote
Jeremy VanDyne	Aye
Scott Miller	Aye
Steve Combs	Aye

Resolution 2026-044: Approval of Payroll

Trustee VanDyne moved to approve payroll as presented, Trustee Combs seconded. Motion carried unanimously.

Roll Call Vote – Approval of Payroll

Trustee	Vote
Jeremy VanDyne	Aye
Scott Miller	Aye
Steve Combs	Aye

Resolution 2026-045: Approval of Previous Minutes

Trustee Miller moved to approve the minutes of the Special Meeting of February 12, 2026 as presented. Trustee Combs seconded. Motion carried unanimously.

Roll Call Vote – Approval of February 12, 2026 Special Meeting Minutes

Trustee	Vote
Jeremy VanDyne	Aye
Scott Miller	Aye
Steve Combs	Aye

Road Department:

Snow and ice events update

Acting Road Superintendent Shaw reported that there have been two events since the last meeting .

Ceiling at Station 51

Acting Road Superintendent Shaw reported that there are other areas in the building that looks as if the ceiling could fall also.

Generator at Station 52

Acting Road Superintendent Shaw reported that the gas lines are on separate regulators.

Brush Row Road Guardrail

Acting Road Superintendent Shaw reported that someone has taken out three sections of guardrail on Brush Row Road and the cost to replace it is \$6,400.00.

Resolution 2026-048: Approval of Security Fence Guardrail Quote

Trustee VanDyne moved to accept quote from Security Fence to replace guardrail on Brush Row Rd at \$6,400.00. Trustee Combs seconded. Motion carried unanimously.

Roll Call Vote – Approval of Security Fence Guardrail Quote

Trustee	Vote
Jeremy VanDyne	Aye
Scott Miller	Aye
Steve Combs	Aye

Update on Fleet Issues

Acting Road Superintendent Shaw reported Engine 52 is having issues and is at the shop for diagnostics.

Fire Department:

Resolution 2026-046: Appointment of Elaina Burton

Trustee Miller moved to appoint Elaina Burton as a shifted PT FF/EMT at \$17.93 per hour, effective immediately. Trustee Combs seconded. Motion carried unanimously.

Roll Call Vote – Appointment of Elaina Burton

Trustee	Vote
Jeremy VanDyne	Aye
Scott Miller	Aye
Steve Combs	Aye

Township Administrator:

March 10 Greene County Township Association Meeting

Mr. Stock discussed that Xenia, Bath, Miami, Cedarville Townships hosting March GCTA Meeting at Bloom. HB 96 Cyber security will be the topic of discussion, and that Buttersbee's Catering. The meeting will be on Tue March 10, 6:00 p.m.

EMS Financial Response

Mr. Stock discussed that there is a potential for financial reimbursement from the State for the snow event that caused a State of Emergency.

Miami Valley Ice Contract

Mr. Stock discussed that we have contracted with Miami Valley Ice out of Spring Valley for ice machine maintenance. The cost is \$225 per machine and that \$300 per machine had previously been approved.

New Website Design Update

Mr. Stock presented that he had the initial meeting for the new website and will be presenting the Trustees with potential design options soon.

2026 Dispatch Fees for Greene Central

Mr. Stock presented that there will be a meeting on March 3, 2026 at 1:00 PM held at Spring Valley Township Fire Station to discuss the 2026 Dispatch fees for Greene Central. He stated that Trustees and Fire are invited.

Renaming Portion of N. Bickett Road

Mr. Stock presented that Dr. Stokes family would like to rename a portion of N. Bickett Road in remembrance of Dr. Stokes. The Trustees stated that they are ok with this.

Resolution 2026-047: Renewal of Federal Field Services Contract

Trustee Miller moved to renew the Federal Field Services contract for the mechanical inspection of our tornado Sirens (\$475.00 each) for \$2,375.00 and write a PO for the same from 2282.230.360.0000. Trustee VanDyne seconded. Motion carried unanimously.

Roll Call Vote – Renewal of Federal Field Services Contract

Trustee	Vote
Jeremy VanDyne	Aye
Scott Miller	Aye
Steve Combs	Aye

Resolution 2026-048 Nelson Granite Quote for a 48 Niche Columbarium

This resolution was tabled

Executive Session:

Trustee VanDyne Moved to Go into Executive Session Under Section 121.22 (G) (1) To Consider the Appointment, Employment, Dismissal, Discipline, Promotion, Demotion, Or Compensation of a Public Employee or Official. And 121.22(G) (8) To Consider Confidential Information Related to the Marketing Plans, Specific Business Strategy

Executive Session 6:47 PM to 8:09 PM

Members Present:

- Jeremy VanDyne, Trustee, Chair
- Scott Miller, Trustee
- Steve Combs, Trustee
- Jacqueline Robinson, Fiscal Officer

Also Present:

- Alan Stock, Township Administrator
- Adam Bistrek, Battalion Fire Chief
- Ronnie Shaw, Acting Road Superintendent

Resolution 2026-049 Township Administrator Salary Increase

Trustee VanDyne moved to increase Township Administrator salary to \$78, 000 annually effective the current pay period. Trustee Combs seconded. Motion carried unanimously.

Roll Call Vote – Township Administrator Salary Increase

Trustee	Vote
Jeremy VanDyne	Aye
Scott Miller	Aye
Steve Combs	Aye

Adjournment

Trustee VanDyne moved to adjourn at 8:10 PM. Trustee Miller seconded. Motion carried unanimously.

Roll Call Vote – Adjournment

Trustee	Vote
Jeremy VanDyne	Aye
Scott Miller	Aye
Steve Combs	Aye

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs

Resolution # 2026-_____

Attest:

Scott Miller

Jacqueline Robinson, Fiscal Officer

Jeremy VanDyne, Chair