

Regular Beaver Creek Trustee's Meeting

Monday, February 13,

2017

Mr. Kretz called the Regular Trustee Meeting to order at 1:00 P.M. Those present were: Trustees Tom Kretz, Jeff Roberts, and Carol Graff; and Fiscal Officer Christy Ahrens. Legal Advisor Dawn Frick was also present. Staff present: Township Administrator/Public Safety Director Alex Zaharieff, Road Superintendent Tim Parks, Fire Chief David VandenBos, Zoning Inspector/Administrator Ed Amhrein, and HR Manager Trish Gustafson.

2017-048 Mr. Roberts made a motion to approve the Agenda for February 13, 2017, as presented. Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2017-049 Ms. Graff made a motion to accept the General Ledger Report, in the amount of \$333,818.67, for the February 1, 2017 payroll. Mr. Roberts seconded. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADMINISTRATOR:

4th of July Spectacular at Rotary Park:

Township Administrator/Public Safety Director Alex presented a Permission and Release of Liability and Indemnification for Team Fastrax as well as a letter from Mr. Zaharieff to Team Fastrax allowing them to perform skydiving operations and land on our property on July 4, 2017; to be sent if the Trustees approve. General discussion occurred.

2017-050 Mr. Roberts made a motion to approve granting Team Fastrax Skydiving permission to land on Township property; and authorize the Township Administrator to sign the Agreement for the Board. Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Greene County Sheriff's Office:

Semi-Monthly Report:

No questions. Mr. Zaharieff stated that the new deputy started last week, so the Township is back to having four deputies. The Trustees appreciate the Sheriff Department's continued excellent service.

General discussion occurred regarding the Police Levy that passed after the recount and how we are notifying citizens in the unincorporated area as their tax bill in July will contain the entire amount for the Police levy for the year. Mr. Zaharieff stated that several television stations have covered the issue as well as several of the newspapers in town. He also said that all the Homeowner's Associations in the unincorporated area received a letter regarding the issue and that all information has been placed on all social media outlets for the Township.

HUMAN RESOURCES:

Semi-Monthly Report:

General discussion occurred regarding Employee Evaluations – those not completed in 2016 were in the Fire Department: the Fire Chief, the Deputy Fire Chiefs, and one platoon; for non-Fire positions - all Department Heads.

Discussion occurred regarding when these evaluations will be complete and Mr. Kretz suggested by the end of April and Mr. Zaharieff said that he would aim for that. Discussion occurred regarding continuing support for Xenia Township and their Policy Manual.

ZONING:

Semi-Monthly Report:

Regular Beaver Creek Trustee's Meeting**Monday, February 13,****2017**

Township Administrator/Public Safety Director Alex Zaharieff presented and general discussion occurred regarding: there were actually 101 new single family dwellings for 2016, not 99 as previously announced; the 2017 Zoning Workshop in Greene County being held February 22, 2017; and the Tire Drop-off 2017 Collection Dates of March 23, April 20, and May 25 – more information on the Drop-off can be found on our website and social media sites.

INFORMATION TECHNOLOGY:Project Update:

Township Administrator/Public Safety Director Alex Zaharieff presented and general discussion occurred regarding: an email from Chris West of Back to Business regarding the IT project and that they are starting with the re-build now, there will be a Gantt chart of issues completed and on track to be completed to present to the Trustees soon, and they are still on track for an April 2, 2017 completion of this phase.

ROAD:Renewal of the Water Management Agreement for Phillips Park:

2017-051 Ms. Graff made a motion to approve the renewal of the Water Management Agreement with The Lake Doctor, in the amount of \$1,400.00; and authorize the Township Administrator to sign for the Board. Mr. Roberts seconded. General discussion occurred regarding: how the pond is treated for underground weed control, algae and cattails; and that this is a seasonal contract. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

Semi-Monthly Report:

Township Administrator/Public Safety Director Alex Zaharieff presented and general discussion occurred regarding: the cost of snow removal year to date and the increase due to more roadways to cover.

Ms. Graff stated that she had received several comments from the Historical Society and Beaver Creek Library staff about what an excellent job Road Superintendent Tim Parks does for the Township. They say Mr. Parks always takes their calls, answers their questions and tries to help. The Trustees gave a warm thank you to Mr. Parks.

FIRE:Request for Special Meeting for Hiring Firefighters:

The Beaver Creek Township Board of Trustees will conduct a Special Meeting in the Upper Level Bay Area of Fire Station #61, 2195 Dayton-Xenia Road, on Monday March 6, 2017 at 4:00P.M.

The purpose of this Special Meeting is to meet in Open Session to hire firefighters.

Request Authorization to Engage Bricker & Eckler Attorneys:

2017-052 Mr. Roberts made a motion to approve to engage Bricker & Eckler, LLP for legal services for the construction of Fire Stations 65 and 66, in accordance with their Agreement for Legal Services, dated 2017-01-18; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Request Authorization to Purchase Fire ProQA Software:

2017-053 Ms. Graff made a motion to re-appropriate from Account 2281-930-930-5999, Contingencies (EMS Fund), to Account 2281-230-740-5350, Machinery, Equipment and Furniture (Dispatch and CAD), in the amount of \$20,000.00.

Mr. Roberts seconded. General discussion occurred regarding: possible grant money – no, the cycle starts in nine months and are based on need. If the City Police had gone to Law Enforcement ProQA then there could have been potential for some savings, but they did not. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

Regular Beaver Creek Trustee's Meeting**Monday, February 13,****2017**

2017-054 Mr. Roberts made a motion to approve the purchase request (08184) to Priority Dispatch for Emergency Fire Dispatch Software, in the amount of \$74,015.00; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2017-055 Ms. Graff made a motion to approve the purchase request (08185) to Tyler Technologies for CAD Interface for Emergency Fire Dispatch Software, in the amount of \$9,700.00; and authorize the Township Administrator to sign for the Board. Mr. Roberts seconded. General discussion occurred regarding: what this piece does; that it is cost prohibitive for other local entities; and what dispatch users think about it. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

Semi-Monthly Report:

Township Administrator/Public Safety Director Alex Zaharieff presented and general discussion occurred regarding: the lack of availability of grants to deal with the heroin epidemic, however they will continue to look for a partner to work with on this issue; the amount, use, and cost of Narcan and how we don't get charged for each use because of the Drug Bag Program we follow through Gadaha. General discussion occurred regarding the Drug Bag Program. Discussion also occurred regarding the Chart on page 53 of the Trustee packet and that the past two weeks is really the last fourteen days and the past year is actually a rolling number of the past 364 days.

TRUSTEE: Nothing.**FISCAL OFFICER:**

Fiscal Officer Christy Ahrens thanked Mr. Roberts for stopping in and signing the purchase orders and blankets and asked Mr. Kretz and/or Ms. Graff to please stop into the Fiscal Office and sign the orders and blankets as well.

EXECUTIVE SESSION:

2017-056 Ms. Graff made a motion to go into Executive Session per ORC 121.22(G)(1) To consider the employment and compensation of a public employee and per ORC121.22(G)(2) to consider the purchase of property for public purposes; and per ORC121.22(G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action at 1:41 P.M. Mr. Roberts seconded. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

2017-057 Ms. Graff moved to come out of Executive Session at 3:18 p.m. The motion was seconded by Mr. Roberts. The vote: Mr. Roberts, yes; Ms. Graff, yes; Mr. Kretz, yes. The motion carried.

2017-058 Ms. Graff moved to authorize the Fiscal Office to repurchase graves 4 and 5, Section 1, Lot 227, from Karen Orr at \$250 per grave. The motion was seconded by Mr. Roberts. The vote: Ms. Graff, yes; Mr. Roberts, yes; Mr. Kretz, yes. The motion carried.

2017-059 Mr. Roberts moved to approve the Separation Agreement that was signed by Mr. Jeff Terry. The motion was seconded by Ms. Graff. The vote: Mr. Roberts, yes; Ms. Graff, yes; Mr. Kretz, yes. The motion carried.

2017-061 Mr. Roberts made a motion to approve **Resolution 2017-061:**

WHEREAS, An increase in Zoning Fees was adopted effective June 1, 2015 and has resulted in an increase in Zoning Department Revenue from

Regular Beaver Creek Trustee's Meeting

Monday, February 13,

2017

\$15,910.00 in 2014 to \$42,114.55 in 2016, resulting in a 165% increase in revenue; and

WHEREAS, following the recommendations of the Novak Report, the Zoning Department initiated cross-training of personnel, documented as of August 3, 2015, that has qualified Ms. Laurie Brown for promotion to a new position description; and

WHEREAS, in an amendment to the Beaver Creek Township Policy Manual, the Board of Township Trustees approved a new Compensation and Reward Program, Section 3, Number 9 on July 18, 2016 and revised said Program on January 09, 2017; and

WHEREAS, the Board of Township Trustees approved an appropriations budget in December of 2016 that anticipated certain personnel changes in the Zoning Department; and

WHEREAS, the Board of Township Trustees approved the establishment of new position descriptions for Zoning Department personnel on January 09, 2017;

The motion was seconded by Ms. Graff.

At this time, Mr. Kretz stated he would like to amend the motion. The gavel was handed to Mr. Roberts.

2017-062 Mr. Kretz moved to amend the motion to reflect the following:

That the Township surveyed more than 30 other townships of similar size and character, and received approximately 21 responses to the survey. Based on the survey responses, the Board determined that the median pay for a Planning & Zoning Administrator in the State of Ohio in a township is \$72,085, and, based on the same responses, the Board also determined that the median salary for a Zoning Administrator/Inspector is \$47,005. As part of the resolution that has been proposed there will be an additional \$21,185 of total added cost to the Township, which includes a part-time Clerk position. The net impact, after the \$26,204 increase in zoning fees that the Township realized in the past year, will result in projected annual savings in 2017 in excess of \$294,000 as a result of the Township reorganization, the pay freezes that several employees accepted, the compensation plan that was implemented last year, and changes to the employee contribution to insurance benefits.

Ms. Graff seconded the amendment to the resolution. The vote: Mr. Kretz, yes; Ms. Graff, yes; Mr. Roberts, yes. The motion carried.

Ms. Graff had previously seconded the motion to approve the resolution. The vote: Mr. Roberts, yes; Ms. Graff, yes; Mr. Kretz, yes.

Mr. Roberts returned the gavel to Mr. Kretz.

NOW, THEREFORE, BE IT RESOLVED that the Board of Beaver Creek Township Trustees, hereby authorizes the Township Administrator to enact the following:

1. The name of the department shall be the **Planning and Zoning Department**.
2. The position title of the Department Head shall be **Planning & Zoning Administrator**, and Mr. Edwin D. Amrhein shall assume said title at an annual salary of \$67,000 and with 160 hours of annual vacation leave.
3. The position title *Zoning Administrator/Inspector* shall be eliminated.
4. The position title **Zoning Inspector/Code Enforcement Officer** shall be

Regular Beaver Creek Trustee's Meeting

Monday, February 13,

2017

created as a non-exempt position, and Ms. Laurie D. Brown shall assume said title at the hourly rate of \$22.63 per hour.

5. The position title *Zoning Clerk III* shall be eliminated in the Zoning Department list of positions.
6. The position title **Part-Time Clerk** shall be created in the Zoning Department and the position filled according to the aforementioned Beaver Creek Township Policy Manual - Compensation and Reward Program, Section 3, Number 9; and

BE IT FURTHER RESOLVED that the above provisions shall take effect at the commencement of the pay period to begin on **February 9, 2017**.

2017-063 Mr. Roberts moved to adjourn at 3:28 p.m. The motion was seconded by Ms. Graff. The vote: Mr. Roberts, yes; Ms. Graff, yes; Mr. Kretz, yes. The motion carried.

Trustee: _____

Fiscal Officer: _____