Special Beavercreek Trustee's Meeting

Tuesday, November 29, 2011

Mr. Glaser called the Special Trustee Meeting to order at 1:05 P.M. Those present were Trustees: Robert Glaser, Carol Graff and Bob Stone. Fiscal Officer, Christy Ahrens was also present. Staff present: Township Administrator Alex Zaharieff, Assistant to the Fiscal Officer James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, Deputy Fire Chief John Mercs, IT Manager Jeff Terry, and HR Manager Trish Gustafson.

The purpose of this Special Meeting is to meet in Open Session to discuss the 2012 budget/appropriations with various Township Departments.

Township Administrator Alex Zaharieff thanked all the Department Heads and the Fiscal Office for their work. He then updated the Trustees on the proposed State Budget cuts. He also presented Assistant to the Fiscal Officer, James Barone's, projected Carry Over per fund.

Discussion occurred regarding the General Fund including: salaries, legal fees, the Senior Center, tax collection fees, and the increase in medical.

Discussion occurred regarding the Police Fund including: purchasing a new vehicle for the Sheriff every other year, telephone costs, the T-1 line, and general costs associated with the Sheriff Sub-Station. Discussion also occurred regarding: salaries for Deputies, the fact that we are one Deputy short, so there's an increase in Carry Over; Machinery and Equipment and buying a car not a SUV and ownership, maintenance, and insurance regarding these vehicles were discussed. Township Administrator Alex Zaharieff stated that he will be meeting with Sheriff Fischer next week to start negotiating the Sheriff's contract.

<u>Human Resources:</u>
HR Manager Trish Gustafson stated that her budget was the same as last year except for the increase in healthcare and dental costs. Discussion occurred regarding training services and the Trustees desire that employee's budget for anticipated costs, but change the policy so that the Trustees know what training is taking place and what training the Township has paid for. Discussion occurred regarding: no legal fee line item in HR and the fact that each Department controls their own legal fees. Mr. Glaser stated that the General Fund is going to get hit with the decrease in state funds so the Township is going to have to look at splitting administrative costs into various Departments. He would like to see that the 2013 budget/appropriations allocate services back to Departments for cost analysis. General discussion occurred on the topic. Discussion occurred regarding the Travel and Meeting line item.

<u>Information Technology:</u>
IT Manager Jeff Terry stated that overall his budget is down 11.5%. This is in part due to the decrease in salary and benefits reduction since his taking over the position and the fact the Township was without an IT Manager for several months. Discussion occurred regarding Education and Training – there is an increase due to the fact that Jeff will need more training on Citrix and Share Point. The rest of the budget is the same as what the previous IT Manager budgeted. Mr. Glaser brought up the issue again that if the Township is investing money in training where certificates are issued that there needs to be a policy that the Township recoups the investment in time from the employee. He wants to see this policy added to the Handbook: that if an employee leaves after the Township has paid for a certification that the employee has to pay the Township back for that certification, if the employee leaves within a year they have to pay back fifty percent of the cost, etc. All Trustees agreed that they would like this policy added to the Handbook. Discussion occurred on Contracted Services.

Special Beavercreek Trustee's Meeting

Tuesday, November 29, 2011

Zoning:
Zoning Inspector Victoria Long was off sick. There was a 1.75% increase her budget due to salaries with the addition of funds incase the Zoning Secretary uses overtime, and the increase in healthcare costs. Mr. Glaser asked if we need staffing at this level in this Department. Township Administrator Alex Zaharieff stated that the Township is seeing an increase this year and that the Zoning Secretary has other responsibilities. Ms. Graff questioned how much we pay the part-time secretary hired by Manpower. Fiscal Officer Christy Ahrens stated that it costs us roughly $10,000/year for the Manpower secretary and roughly $45,000/year for the second Zoning person. Mr. Glaser stated that we need to look at utilization. Discussion occurred regarding the car that is used for general Township use. The Trustees have told the Zoning Inspector that the vehicle used for Zoning Inspections needs to be a Township vehicle. Discussion occurred regarding purchasing a reliable vehicle that is economic, fuel-efficient, and on State bid. Mr. Stone stated that staffing in the Zoning Department needs to be figured out; it's hard to justify the two fulltime staff members. The Trustees have more questions and will finish with this Department's budget at another time.

Road:
Road Superintendent Tim Parks went through the items he budgets in the General Fund. He has one Road employee who is paid out of the General Fund and his salary increased due to a step increase and healthcare costs. Mr. Parks has several line items for maintenance of the Township Parks. Those line items remained mostly the same, except for electricity which has increased. Discussion occurred regarding the leases involved with the Coy House and the electricity being used. The Trustees want to keep the rental money allocated as rent, i.e. income; whereas the Fiscal Officer would like to see the money allocated as a reduction of expenditures against the electrical bill. The Park District is budgeted $27,500.00 for expenditures the Trustees approve. General discussion occurred regarding Rotary Park and equipment. The Library has several line items which have stayed the same except for the decrease in Improvement of Sites. Discussion occurred regarding Improvement of Sites and Contracted Services.

Fund 4304 – Improvement of Parks
Mr. Parks is waiting to see what will happen with the Park Consolidation Plan. He has budgeted money for a new sign for Rotary Park, but everything is on hold at the moment. Discussion occurred regarding the bike path at Rotary needing to be paved still.
Fund 4902 – Land Acquisition Fund
Everything is on hold until the Park Consolidation Plan is worked out.

Mr. Parks went through his General Overview for Funds associated with the Road Department beginning on Page 15 of the Township's 2012 Appropriations Budget. Ms. Graff stated that she liked having the County Auditor's Estimate being listed on his 2012 Appropriations for each Fund.

Road:
Mr. Parks stated that there is an increase in salaries due to step increases. There is also an increase with anticipation that he will be able to hire two regular part-time employees to continue providing the current service to Township residents. Discussion occurred regarding benefits and how he needs two employees not just one. Discussion occurred regarding paving. The overall Road budget is down by roughly $18,000.00. Mr. Parks did a fantastic job providing a twelve year history and a five year forecast for levies.

Cemetery:
No questions.

Special Beavercreek Trustee's Meeting

Tuesday, November 29, 2011

Discussion occurred regarding what the Township would do if the City of Beavercreek said we are solely responsible for Rotary Park. Do we have a plan? Mr. Parks stated that we have a year, but that we should start looking at that Agreement right now. Discussion occurred regarding how the Park District is completely funded by Local Government Funds and how they are drastically declining.

Fire:
Fire Chief VandenBos asked firefighter Nathan Hiester to speak to the Trustees regarding fire radios, as presented on Page 38 of the Township 2012 Appropriations Budget. Mr. Hiester presented a Multi-Agency Radio Communications System (MARCS) presentation. Discussion occurred regarding: replacement radios; expansion concerns; concerns with the county system and now to jump into the state system. The Trustees were assured that there is no connection between MARCS and PSISN. MARCS is communication, PSISN is data. When asked, firefighter Hiester stated that this is his recommendation of what the Township should do. Spend the money now, while we have it, or wait five years and not know what and where we'll be. He stated that this system is known, stable, and has a planned future in contrast to the PSISN.

The Trustees decided to schedule a Special Meeting for Thursday, December 8, 2011 at 1 P.M. to continue to discuss the 2012 budget/appropriations with various Township Departments.

2011-463 Ms. Graff made a motion to Adjourn at 3:48 P.M. Ms. Graff seconded. Roll Call: Mr. Stone, yes; Ms. Graff, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____