Regular Beavercreek Trustee's Meeting

Monday, June 27, 2011

Mr. Glaser called the Regular Trustee Meeting to order at 2:00 P.M. Those present were Trustees: Robert Glaser, Carol Graff and Bob Stone. Fiscal Officer, Christy Ahrens and Legal Advisor Robert Surdyk were also present. Staff present: Township Administrator Alex Zaharieff, Assistant to the Fiscal Officer James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, Zoning Administrator/Inspector Victoria Long, HR Manager Trish Gustafson, Fire Prevention Specialist Randy Grogean, Lieutenant Ryan Williams, Firefighter Tyson Dean, Firefighter Matt Clark and Firefighter Michael McDufford.

2011-266 Mr. Stone made a motion to approve the Agenda for June 27, 2011 with the following amendments: add Display Case under Old Business, add Special meeting for the Land Use Plan under Zoning, add Station 64 update, Dispatch Agreement Update and Employee Discipline under Fire Department and add an Executive Session pursuant to ORC 121.22 (G)(4) at the end of the meeting. Ms. Graff seconded. Roll Call: Mr. Stone, yes; Ms. Graff, yes; and Mr. Glaser, yes.

2011-267 Ms. Graff made a motion to approve the June 29, 2011 Payroll in the amount of $256,101.21. Mr. Stone seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

2011-268 Mr. Stone made a motion to approve the Bills in the amount of $204,274.48. Ms. Graff seconded. Roll Call: Mr. Stone, yes; Ms. Graff, yes; and Mr. Glaser, yes.

2011-269 Ms. Graff made a motion to approve the Regular Meeting Minutes of June 13, 2011. Mr. Stone seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

2011-270 Mr. Stone made a motion to approve the Special Meeting Minutes of June 20, 2011. Ms. Graff seconded. Roll Call: Mr. Stone, yes; Ms. Graff, yes; and Mr. Glaser, yes.

PRESCHEDULED SPEAKER:
Mr. Barry Hassler representing HCST which is a Business IT service provider that has been located in Beavercreek for the past 15 years, explained to all in attendance that his company offers a suite of Outsourced IT functions. The Board listened to his presentation and instructed him to work with the Administrator on providing a quotation for the service.

Human Resource Manager Trish Gustafson addressed the Board of Trustees and indicated that based upon the Board of Trustees previously voting on a process for the replacement of the IT position, that there are interviews scheduled for July 8, 2011 and the Administrator could have a recommendation to them by July 11, 2011. She asked if the process should continue and the Board of Trustees instructed her yes. They see no reason why the process should not continue as previously instructed.

RESIDENTS/GUESTS DESIRING TO SPEAK: None

OLD BUSINESS:

Display Case:
Mr. Glaser asked Fire Chief VandenBos what the status of the Display Case project was, to which Chief VandenBos explained that at the time of the request to the company they were retooling their line and now that is completed and there

has now been a purchase order cut and the project is on track to be completed and should be done in 3-4 weeks.

NEW BUSINESS: None.

ADMINISTRATOR:
Tablet Project:
Mr. Zaharieff provided the Board of Trustees with his recommendation for the Tablet Project. He is recommending that the Township purchase the Apple I-Pad 2 Wi-Fi+3G 16 GB from CDW-G. There will be 5 I-Pads purchased along with wireless keyboards, stylus and cases, and a data package from Verizon. He explained before we could proceed with this project, there needs to be a resolution to re-appropriate funds.

2011-271 Mr. Stone made a motion WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved for approval of the following:

WHEREAS, to re-appropriate from Account 1000-930-930-0000 Contingencies, to Account 1000-110-311-0000 Accounting and Legal Fees in the amount of $20,000.00; and

WHEREAS, to re-appropriate from Account 1000-930-930-0000 Contingencies, to Account 1000-110-341-0000 Telephone in the amount of $500.00; and

WHEREAS, to re-appropriate from Account 1000-930-930-0000 Contingencies, to Account 1000-710-430-3000 Small Tools and Minor Equipment (Information Technology) in the amount of $4,000.00

NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township, Greene County, Ohio favorably passed the above Resolution.

Ms. Graff seconded. Roll Call: Mr. Stone, yes; Ms. Graff, yes; Mr. Glaser, yes.

2011-272 Ms. Graff made a motion to approve the purchase request to CDW-G in the amount of $3,706.70 for 5 Apple I-Pad 2's, 5 Wireless Keyboards, 5 Stylus's and 5 Cases. Mr. Stone Seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

Trustee Meeting Room Modifications:
Mr. Zaharieff updated that Board on the meeting room modifications and explained to the Board that work should commence around July 11 or July 12. The Board asked Mr. Zaharieff if the room was going to get repainted, especially the back wall that is currently marked up, and he indicated that it would be taken care of. The Board also inquired about putting a chair rail across the back to prevent the marking of the wall, Mr. Zaharieff said they would look into that.

Home Based Work Resolution:
Mr. Zaharieff introduced a Home Based Work policy to the Board that will eventually be placed into the handbook. Mr. Glaser inquired as to what happened to all of the rest of the changes to the handbook, as he wanted all the changes to be done at one time rather than to have them done one at a time. Mr. Glaser also explained that there were a whole bunch of changes that were discussed and also the Township has expended $15,000.00 on an investigation and there were recommendations that came out of that investigation that he wants to see incorporated into the handbook. Mr. Zaharieff explained that there is no policy

currently and this issue keeps coming up and he wanted to handle this one at this time. He indicated that it was still his desire to work with Department heads to bring forth the handbook changes once collective bargaining was completed with the Firefighters. Ms. Graff indicated that this issue keeps coming up and she wishes to pass this one policy now.

Discussion occurred on time cards and tracking of leave, Mr. Glaser asked that some time ago there was going to be new policies in place and a new form created for leave requests and he wanted to know where that project was. Ms. Ahrens indicated that once the Township Administrator was hired, he took on that project and her office was no longer involved. Mr. Zaharieff indicated that it was still his desire to come up with one standard leave request form for the entire Township to utilize, and he is still working towards that goal.

2011-273 Mr. Stone made a motion WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved for approval of the following;
WHEREAS, to add to the Township Personnel Policy Manual a policy concerning Home Based work which is as follows:
PURPOSE: The Township is committed to creating a work environment where the needs of our citizens, employees, and the Township are balanced. The Township confirms its commitment to develop, maintain and support a comprehensive policy of equal opportunities in employment within the Organization. Therefore, the Township will allow Home Based Work where it is reasonable and practical to do so and where operational needs require an employee to work remotely.
APPLICATION: This section contains general guidelines for all and specific procedures for employees not covered by agreements. The details of procedures for members of the groups listed below are contained in the respective contracts or agreements.
REFERENCE(S): Beavercreek Township Handbook; IAFF Local 2857 Collective Bargaining Agreement; Beavercreek Township Road Department Agreement
DEFINITION: Home Based Work is defined as working at home or at other off-site locations. Home Based Work is a cooperative arrangement between the Township and an employee, based upon the needs of the job. Home Based Work means working, not taking time off. This policy applies only to situations where the Township occasionally allows an employee to work at home to meet the needs of our citizens, employees, and the organization.
PROCEDURE: Home Based Work shall be used in accordance with the following guidelines:
Approval
1. All Home Based Work requests must have Department Head and Township Administrator approval.

2. Each request will be reviewed and evaluated based on the needs of the Township. Before granting permission for Home Based Work arrangements, the Department Head and the Township Administrator should know the specific work to be performed and the projected amount of time expected.
a. The Department Head and the Township Administrator, when asked to approve a Home Based Work schedule request will consider issues such as:
i. The type of work and the amount of work to be completed.
ii. Can the work be completed efficiently?
iii. Can the work be completed without direct supervision?
iv. Will there be an adverse effect on the provision of meeting the needs of our citizens?
Scheduling and Use
1. Employees will make arrangements with their Department Head at least one day in advance of Home Based Work. Under regular circumstances, Home Based

Work should not comprise more than eight hours in a given week, or more than sixteen hours within a month, unless prior approval has been granted.
2. The Township recognizes that there will be instances when Home Based Work will be needed due to an unforeseen circumstance which will not allow for prior authorization. In these instances, the employee will immediately contact their Department Head for approval.
3. Should the amount of Home Based Work needed to finish a specific project exceed the previous arrangement, the employee is to notify their Department Head immediately for approval. Employees must be available by phone during the approved Home Based Work schedule.
4. Home Based Work shall be documented on the Township approved timesheet as regular hours.
5. Under no circumstances are employees permitted to schedule Home Based Work without prior permission. Any attempt to do so, with or without reporting such time, will result in disciplinary action in accordance with the Township's discipline policy.
NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township, Greene County, Ohio favorably passed the above Resolution.

Ms. Graff seconded. Roll Call: Mr. Stone, yes; Ms. Graff, yes; and Mr. Glaser, no.

Library Update:
Mr. Zaharieff indicated that the patch work has been completed to the Library building that repaired the damage from the recent storm and he also indicated that it was decided that this claim will be turned into the insurance company OTARMA. He further stated that the tree has been removed and that they are assessing as to whether other trees will need to be removed in the future.

Ms. Graff added that she has heard from the Executive Director and the Assistant Director of the Library and that they are very pleased with the rapid response from Mr. Tim Parks and how well he works and to compliment him on how well of a job he does. She wanted to make sure the Board knew that they are very appreciative of that.

Ladder 61 Update:
Mr. Zaharieff indicated he received the estimate to fix Ladder 61 at a cost of $12,286.68. He also indicated that this has been turned into the Insurance Company and we were still waiting to see if they were going to cover it. Mr. Glaser indicated that he wished for Mr. Zaharieff to send the Board an E-Mail as to what that covers.

Beavercreek Schools Thank You E-Mail:
Mr. Zaharieff announced that he received a thank you e-mail from the Board of Education at the Beavercreek Schools thanking the Fire Department for all they did mitigating their recent flooding issues at the High School.

HUMAN RESOURCES:
Frank Gates/Avizent Group Renewal:
Ms. Gustafson addressed the Board and indicated that the 2012 Workers Compensation rates are estimated to be a reduction and that the Township is still group eligible and the 2012 agreement needs to be signed for the amount which is the same as this year. She further explained that being group eligible means there is a large pool that helps reduce the expense for all of the Townships that are in the pool.

2011-274 Mr. Stone made a motion to approve the purchase request to Frank Gates/Avizent for the group enrollment service fees in the amount of $21,278.00. Ms Graff seconded. Discussion occurred.

Mr. Glaser asked Ms. Gustafson if the Township had many claims last year and Ms. Gustafson indicated that historically claims have been going down and that claims stay on your experience for 5 years.

Mr. Glaser asked Ms. Gustafson if the Board of Trustees can get a list of any workers compensation claims that are filed on a quarterly basis forwarded to us. Mr. Zaharieff indicated that there were some HIPPA issues and Ms. Graff indicated that they could not know the names. Mr. Glaser disagreed with both of those statements and indicated that if the bill is being paid by public funds then the fact that someone filed a worker's compensation claim is public knowledge. He understood that the medical portion of the claim is protected under HIPPA, but as far as a claim being filed, that part is public knowledge.

Mr. Stone indicated that he didn't necessarily want the quarterly report being sent, just let them know when it is available and they could come in a look at it.

Roll Call: Mr. Stone, yes; Ms. Graff, yes; and Mr. Glaser, yes.

ZONING:

Special Meeting on the Land Use Plan:

The Board of Trustees set a public hearing for the Land Use Plan for Tuesday July 26, 2011 at 7:00 PM. Ms. Long indicated that her office would take care of the necessary publications.

ROAD:

Acceptance of Arlington Place Section 4:

Mr. Parks addressed the Board and indicated that the Township took maintenance responsibility for Arlington Place Section 4 which is a continuation of Virginia Drive and George Wythe Way for a total of .17 miles.

Berming Project Completed:

Mr. Parks indicated that the Berming project is completed and the total was just short of 10 lane miles. He also wanted to take the opportunity to thank Sugarcreek Township and Xenia Township. He also indicated that he would be submitting this project to the County Engineers office for the motor vehicle license grant funds. The total cost of this project was $24,600.00, to which he is not sure how much we will get back.

Salt Bids for the 2012 Season from SWOP4G:

Mr. Parks recommended accepting the bid from Cargill for $65.29 per ton for salt for the 2012 season.

2011-275 Ms. Graff made a motion to approve the bids for salt for the 2012 season to Cargill for $65.29 per ton. Mr. Stone Seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

FIRE:

Annual Service and Recognition Dinner:

Chief VandenBos indicated that he needed to lock in the date for the service and recognition dinner and the date for next year is Saturday January 7, 2012. Ms. Graff commented that we were supposed to avoid the winter months due to bad

weather and Mr. VandenBos indicated that that date was extremely unpopular last year and they did not have as good of a turnout than in recent years.

Mr. VandenBos was looking for the Board to make an exception to the $500.00 limit as that is what has been done in the past, and he was also looking for a signature on the agreement.

2011-276 Ms. Graff made a motion to approve the contract with Beavercreek Golf Club for the Fire Department's awards dinner on January 7, 2012 that exceeds the $500.00 event at a cost of $1,500.00. Mr. Stone seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

Special Revenue Fund Resolution:
2011-277 Mr. Stone made a motion WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved for approval of the following:

WHEREAS, the O.R.C. §5705.13(A)(1) gives the Board of Trustees authority to establish a reserve balance account to accumulate currently available resources to stabilize budgets against cyclical changes in revenues and expenditures, and;

WHEREAS, the reserve balance account has been established in special revenue Fund 2192 (Fire Levy Fund) for the Township, and

WHEREAS, the O.R.C. §5705.13 gives the Board of Township Trustees authority to reserve no more than five-percent (5%) of the revenue credited in the preceding fiscal year to the fund in which the account is established

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Beavercreek Township, Greene County, Ohio, that the existing reserve balance account in special revenue Fund 2192 (Fire Levy Fund) be modified as follows:

Section 1. The total amount of money to be reserved shall not exceed five-percent (5%) of the revenue credited in the preceding fiscal year to special revenue Fund 2192 (Fire Levy Fund); and

Section 2. The Fiscal Officer will not consider any reserve balance in the account as part of the unencumbered balance or revenue for the Township; and

Section 3. The Fiscal Officer will provide the County Budget Commission with any documentation required under O.R.C.§5705.29(G).

AND FURTHER BE IT RESOLVED the Board of Trustees of Beavercreek Township, Greene County, Ohio favorably passed the above Resolution.

Ms. Graff Seconded. Roll Call: Mr. Stone, yes; Ms. Graff, yes; and Mr. Glaser, yes.

2011-278 Ms. Graff made a motion WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved for approval of the following:

WHEREAS, the O.R.C. §5705.13(A)(1) gives the Board of Trustees authority to establish a reserve balance account to accumulate currently available resources to stabilize budgets against cyclical changes in revenues and expenditures, and;

WHEREAS, the reserve balance account may be established in one or more special funds for the Township, and

WHEREAS, the O.R.C. §5705.13 gives the Board of Township Trustees authority to reserve no more than five-percent (5%) of the revenue credited in the preceding fiscal year to the fund in which the account is established

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Beavercreek Township, Greene County, Ohio, that:

Section 1. The Fiscal Officer shall establish a reserve balance account pursuant to O.R.C.§5705.13(A)(1); and

Section 2. The reserve balance account is created for the purpose of stabilizing the fire department budget against cyclical changes in revenues and expenditures; and

Section 3. The account shall be established in the Township Special Revenue Fund 2281 (EMS Fund); and

Section 4. The total amount of money to be reserved shall not exceed five-percent (5%) of the revenue credited in the preceding fiscal year to Fund 2281 (EMS Fund); and

Section 5. The Fiscal Officer will not consider any reserve balance in the account as part of the unencumbered balance or revenue for the Township; and

Section 6. The Fiscal Officer will provide the County Budget Commission with any documentation required under O.R.C.§5705.29(G).

AND FURTHER BE IT RESOLVED the Board of Trustees of Beavercreek Township, Greene County, Ohio favorably passed the above Resolution.

Mr. Stone seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

2011-279 Mr. Stone made a motion WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved for approval of the following:

WHEREAS, the O.R.C. §5705.13(B) gives the Board of Trustees authority to establish a special revenue fund to accumulate resources for the payment of accumulated leave balances upon termination of employment and for the payment of salaries during any fiscal year when the number of pay periods exceeds the usual number, and

WHEREAS, the special revenue Fund 2903 (Paying Accumulated Leave/Excess Salaries Fund) has been established for the Township, and;

WHEREAS, the fire department has several employees who are within five years of retirement and whose buyouts of accumulated leave balances represent a substantial financial liability, and

WHEREAS, in the future the fire department will have a fiscal year with one pay period in addition to the usual and customary twenty-six (26) that represents a substantial financial liability, and

WHEREAS, the Board of Township Trustees approve the Fire Chief's recommendation to modify this existing fund to prepare for salary and benefit expenses which exceed the usual and customary expenditures

NOW THEREFORE, be it resolved by the Board of Trustees of Beavercreek Township, Greene County, Ohio, that:

Section 1. The total amount of money to be reserved for the purpose of accumulating resources for the payment of termination benefits will not exceed those benefit amounts for all employees within five (5) years of retirement; and

Section 2. The total amount of money to be reserved for the purpose of paying salaries in excess of the usual and customary number of pay

periods in a year will not exceed the current total of one (1) pay period for fire department salaries and benefits.

AND FURTHER BE IT RESOLVED the Board of Trustees of Beavercreek Township, Greene County, Ohio favorably passed the above Resolution.

Ms. Graff seconded. Roll Call: Mr. Stone, yes; Ms. Graff, yes; and Mr. Glaser, yes.

Employee Discipline:

Chief VandenBos informed the Board that he had a discipline problem with an employee and he exercised his power within the Employee handbook and suspended said employee for three shifts. He believes that employee will exercise his right under the Employee handbook to grieve that suspension.

Dispatch Agreement:

2011-280 Ms. Graff made a motion WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved for approval of the following:

WHEREAS, the Township entered into an agreement for Dispatch Services with the City of Beavercreek on November 24th, 2003; and

WHEREAS, the Township is no longer satisfied with the terms of the agreement; and

WHEREAS, the Township has entered into negotiations with the City to establish a new contract for Dispatch Services, and

WHEREAS, the agreement requires written notification from either party prior to June 30th to terminate the agreement.

NOW THEREFORE, be it resolved by the Board of Trustees of Beavercreek Township, Greene County, Ohio, that:

Section 1. The Township intends to terminate the current Dispatch Services Agreement with the City; and

Section 2. The Township Administrator provide the City with written notice of the Township's intent to terminate the agreement, prior to June 30th, 2011; and

Section 3. The Township Administrator work with the City Manager to determine terms for a new agreement for Dispatch Services.

AND FURTHER BE IT RESOLVED the Board of Trustees of Beavercreek Township, Greene County, Ohio favorably passed the above Resolution.

Mr. Stone seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

LEGAL ADVISOR: None

FISCAL OFFICER: None.

2011-281 Ms Graff made a motion to go into Executive Session at 3:41 PM pursuant to ORC 121.22(G)(4) preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Mr. Stone seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

Regular Beavercreek Trustee's Meeting

Monday, June 27, 2011

2011-282 Ms. Graff made a motion to come out of Executive Session at 4:30 PM. Mr. Stone seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

2011-283 Ms. Graff made a motion to adjourn at 4:30 PM. Mr. Stone seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____