**Regular Beavercreek Trustee's Meeting**

**Monday, September 17, 2012**

Mr. Glaser called the Regular Trustee Meeting to order at 2:00 P.M. Those present were Trustees: Robert Glaser, Carol Graff and Dan Paxson. Fiscal Officer, Christy Ahrens and Legal Advisor Assistant Dawn Frick were also present. Staff present: Township Administrator Alex Zaharieff, Assistant to the Fiscal Officer James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, Zoning Administrator/Inspector Victoria Long, and HR Manager Trish Gustafson.

**2012-316** Ms. Graff made a motion to approve the Agenda for September 17, 2012with the following amendments: add Flu vaccine under Human Resources. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**2012-317** Mr. Paxson made a motion to approve the September 19, 2012 Payroll in the amount of $278,219.08. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**2012-318** Ms. Graff made a motion to re-appropriate from Account 4904-930-930-5999 Contingencies (Station 64), to Account 4904-220-316-5564 Engineering Services (Station 64) in the amount of $20,000.00. Mr. Paxson seconded. Discussion occurred regarding cost over-run for this project. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**2012-319** Mr. Paxson made a motion to approve the Bills in the amount of $234,452.22. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**RESIDENTS/GUESTS DESIRING TO SPEAK:** None.
**PREARRANGED SPEAKER:**
Andy Frank from Frank Gates/Avizent, Dublin, OH spoke to the Trustees regarding information concerning salary continuation, wages paid out for claims, and the Township's premium based on the before mentioned information.

**OLD BUSINESS:** None.
**NEW BUSINESS:**
Set Date for Next Employee Handbook Review:
Ms. Graff stated that she would like to set a date for a Special Trustee Meeting for the Employee Handbook. Mr. Paxson stated that he just received the packet from the Administrator with the Appropriation figures and that the packet is over 100 pages and does not feel that he will have enough time to go through all the information provided by Thursday, September 20 when a Special Meeting to discuss these appropriations is scheduled. Mr. Paxson suggested that instead of discussing appropriations at the Special Meeting on Thursday, the topic is changed to discuss and finalize the Employee Handbook. General discussion occurred. Mr. Glaser stated that he would like to finish the Handbook. The Special Trustee Meeting for Thursday, September 20, 2012 will now be advertised to meet in Open Session to discuss Bow Hunting, as previously advertised and possible revisions to the Township Employee Personnel Manual.
A Special Trustee Meeting is set for Tuesday, October 2, 2012 at 1:00 P.M. to discuss the 2013 Township Appropriations.

**ADMINISTRATOR:**
Media Services Agreement:
Mr. Zaharieff stated that he had followed up with the City of Beavercreek with the concerns the Trustees presented at the last regular meeting. Due to finances, the City is not offering services free of charge for any entity, and is currently looking to

require the County Commissioners and the School Board to pay for playing their meetings on Channel 5. General discussion occurred. Mr. Zaharieff would like to see the contract with the City read similarly to the Dispatch Agreement in regards to CPI.
Ms. Graff stated that she would like a one (1) year contract, would like to see the meetings aired on Channel 5,and would like to go with Option 2 where the Township purchases the equipment and tapes the meetings. Mr. Paxson stated that he does not think that the Township should spend money on this. He stated that the meetings are in digital form and online and that if we buy equipment, we pay for not only the equipment but also the personnel to stand there and tape the meeting and it will be costly. Mr. Glaser stated that he is on the fence, especially with the City and the cost of airing the meetings. However, if it is a reasonable price, he might be willing to go ahead, but not if it is too costly.
Mr. Zaharieff was directed to get a copy of the proposed Agreement, for one (1) year only, and no extra costs. The intention is that the Township will purchase its own equipment and the City will only upload and air the information provided. Based on that proposed Agreement, the Trustees will make a decision.

2013 Holiday Schedule:
**2012-320** Mr. Paxson made a motion to approve the 2013 Township Holiday Schedule per the Beavercreek Township, Greene County Ohio Personnel Policy Book Section IV Number 9 to the following:

| | |
|---|---|
| January 1, 2013 | New Year's Day 2013 |
| January 21, 2013 | Martin Luther King Jr., Day |
| February 18, 2013 | Presidents Day |
| May 27, 2013 | Memorial Day |
| July 4, 2013 | Independence Day |
| September 2, 2013 | Labor Day |
| November 11, 2013 | Veterans Day |
| November 28 &29, 2013 | Thanksgiving |
| December 25, 2013 | Christmas |

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

**2012-321** Ms. Graff made a motion to approve that the Beavercreek Township Board of Trustees will conduct Regular Meetings for calendar year 2013 every other Monday in accordance with the Ohio Sunshine Law and Open Meetings Act. All meetings will be held at 2:00 PM at the Beavercreek Township Fire Administration Building, 851 Orchard Lane, Beavercreek, Ohio, unless adjusted through public notice otherwise, or as indicated below:

January 7, 2013
January 22, 2013 (Tuesday)
February 4, 2013
February 19, 2013 (Tuesday)
March 4, 2013
March 18, 2013
April 1, 2013
April 15, 2013
April 29, 2013
May 13, 2013
May 28, 2013 (Tuesday)
June 10, 2013
June 24, 2013
July 8, 2013
July 22, 2013

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August 5, 2013
August 19, 2013
September 3, 2013 (Tuesday)
September 16, 2013
September 30, 2013
October 14, 2013
October 28, 2013
November 12, 2013 (Tuesday)
November 25, 2013
December 9, 2013
December 23, 2013

*Please note, public hearings are considered Special Meetings and will be held in the evening and noticed accordingly as they are scheduled.
Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**2012-322** Ms. Graff made a motion to approve **Resolution 2012-322**, Overtime Policy, whereas, on April 30th, 2012, the Board favorably passed *Resolution 2012-173*, modifying the *Beavercreek Township Personnel Policy* to add an *Overtime Policy*; and

WHEREAS, the Board of Trustees intends to remove the *Overtime Policy* from the *Beavercreek Township Personnel Policy*; and

WHEREAS, the Board of Trustees intends to establish the *Overtime Policy* as a policy, separate from the *Beavercreek Township Personnel Policy*.

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

The Board of Trustees rescinds *Resolution 2012-173* and removes the *Overtime Policy* from the *Beavercreek Township Personnel Policy*; and

AND FURTHER BE IT RESOLVED THAT The Board of Trustees establishes the following *Overtime Policy*:

> Each Township department will limit their annual overtime expenditures to no more than eight (8) percent of their total annual regular base salary payments for non-exempt employees.
>
> Projected overtime costs will be included in each department's annual tax-budget and appropriations. In the event that a department's annual overtime payments reaches the eight (8) percent limit, additional overtime payments will require approval of the Board of Township Trustees.
>
> For the purposes of this policy, overtime will include any payment or compensation (including time-off) required for work an employee performs in excess of that required by the Fair Labor Standards Act (FLSA) or contract, work agreement or Township Personnel Manual.

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

**HUMAN RESOURCES:**
Flu Vaccines:

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In order to correctly account for the payment of flu and Tb tests administered to Township employees who wish to have the shots, HR Manager Trish Gustafson asked for approval of the following purchase requests.
**2012-323** Ms. Graff made a motion to approve the purchase request to Medworks Inc. for flu shots for Township employees, other than Fire, in an amount not to exceed $400.00. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.
**2012-324** Mr. Paxson made a motion to approve the purchase request to Medworks for flu shots and Tb tests, for Fire Department personnel, in the amount of $2384.00. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**ROAD:**
Station 63 Roof Replacement:
Road Superintendent Tim Parks updated the Trustees on the condition of the roof at Station 63, stating that it is in need of replacement. It has been repaired several times over the years, but is ready for a complete replacement. After working with Legal Advisor Bob Surdyk, the Township has put together a bid package for this project and recommends that the Trustees approve and proceed with the bid package for the roof replacement.

**2012-325** Ms. Graff made a motion to approve to solicit bids for Fire Station 63 Roof Replacement Project with a bid opening of October 10, 2012. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**FIRE:**
MED 3000 Paperwork:
Fire Chief VandenBos spoke to the Trustees regarding the contract the Township has with MED 3000 and the need for further signatures in conjunction with the contract. Chief VandenBos is asking the Board to designate the Fire Chief as the Authorized Official as it pertains to EMS billing; and to grant the Fire Chief permission to sign the required paperwork, as the authorized official, to implement the EMS billing process with MED 3000, our new EMS billing vendor.
**2012-326** Mr. Paxson made a motion to designate the Fire Chief as the "Authorized Official" for EMS billing; and authorize the Fire Chief to sign as the "Authorized Official" the required documents and credentialing applications to initiate the EMS billing process with MED 3000. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

Rescue Tool Purchase:
Chief VandenBos stated that the Trustees have two choices here: the vendor who we are purchasing new equipment from is offering us a trade in on our old equipment; or we can put our old equipment on GovDeals.com and see what we can get for it. General discussion occurred regarding: where the new equipment is going; how old the tools are; when and how often is the system used; and what is a reasonable amount of trade in.
**2012-327** Ms. Graff made a motion to approve the purchase of two hydraulic Model 13C combination tools from Howell Rescue for $7,860.00 with the option of trading in seven (7) surplus rescue tools for a credit of $5,200.00 to be applied to the purchase price if the sale of those tools does not exceed $5,200.00 on GovDeals.com. Mr. Paxson seconded. Discussion occurred regarding market value. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**2012-328** Ms. Graff made a motion to approve, WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beavercreek Township may deem property to be obsolete, or unfit for the use for which it was acquired, and

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WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio finds the Beavercreek Township Fire Department equipment listed below, as not needed for public use, and declares the equipment obsolete, or unfit for use for which it was acquired:
1-Genesis S40 spreader hydraulic rescue tool
1-Genesis S35 spreader hydraulic rescue tool
1-Genesis C180 cutter hydraulic rescue tool
2-Genesis C160 cutter hydraulic rescue tool
2-Genesis R40 ram hydraulic rescue tool.

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

Other items of Interest:
The Popcorn Festival was a success, all twelve of the new Part-time Firefighters showed up to help.
Chief VandenBos showed the Trustees what the GIS product that was discussed at the last Trustee meeting does. A map book, hot spot analysis, and month to month activity reports were shown. General discussion occurred regarding: PSISN, and mobile system.

**FISCAL OFFICER:**
Amounts and Rates:
Fiscal Officer Christy Ahrens stated that the Greene County Budget Commission had determined the Township's Amounts and Rates and that a motion to approve such was needed by the Trustees.

**2012-329** Ms. Graff made a motion to accept the Amounts and Rates as determined by the Budget Commission, and that we authorize the necessary tax levies and certify them to the Greene County Auditor. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**2012-330** Ms. Graff made a motion to Adjourn at 2:56 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____