**Regular Beavercreek Trustee's Meeting**

**Monday, October 29, 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 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, IT Manager Jeff Terry, Zoning Administrator/Inspector Victoria Long, and HR Manager Trish Gustafson.

**2012-366** Ms. Graff made a motion to approve the Agenda for October 29, 2012, with the following amendments: add Winter Conference under New Business; Leave of Absence under Fire; and Executive Session 121.22(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 after Fiscal Officer. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**2012-367** Ms. Graff made a motion to approve the October 31, 2012 Payroll in the amount of $243,786.72. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**2012-368** Mr. Paxson made a motion to approve the Bills in the amount of $237,987.12. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**RESIDENTS/GUESTS DESIRING TO SPEAK**: None.
**PRE-SCHEDULED SPEAKER:**
Lee Schatzley, 1442 Devoe Drive, Beavercreek, Ohio – spoke to the Trustees, as a long term resident, regarding the recent annexation petition by the City of Beavercreek. Mr. Schatzley gave a brief history of past annexation issues and procedures; and feels this new annexation is opportunistic on the City's part, due to the fact that one property owner had problems with Township zoning but then the City tacked on public land surrounding that one property owner. Mr. Schatzley is confused and puzzled by the City's steps and states that the City did follow the rules; however, by being secretive, the City denied the Township any standing to protest the annexation. Mr. Schatzley questions the City's secrecy.

**OLD BUSINESS:**
Discussion on Overtime Hours:
Mr. Glaser asked Chief VandenBos if he had the information the Trustees asked him to complete at the last Regular Trustee Meeting of October 15, 2012 regarding Overtime. Chief VandenBos stated he did not have the information.

**NEW BUSINESS:**
Winter Conference:
Ms. Graff stated that she received an email from the Assistant to the Fiscal Officer regarding the Winter Conference, and that she plans to attend. Mr. Paxson stated that he plans on attending, as well. Fiscal Officer Christy Ahrens asked all email recipients to please respond to Mr. Barone's email as he will need to know details regarding hotel reservations as well.

**ADMINISTRATOR:**
Annexation:
Township Administrator Alex Zaharieff passed out a copy of the official annexation petition and maps. General discussion occurred. Ms. Graff requested that the Township Administrator submit a public record request to the City of Beavercreek for all written, electronic and phone communications that deal with annexation

issues for the past five years, including the pre-annexation agreements that were part and parcel to those.

**2012-369** Ms. Graff made a motion to authorize the Township Administrator to review the annexation and to authorize expenses not to exceed $1000.00. Mr. Paxson seconded. Discussion occurred regarding possible expenses: copies, title search etc. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Request for Special Meeting on 2013 Group Health Benefits:
The Beavercreek Township Board of Trustees will conduct a Special Meeting at the Beavercreek Township Fire Administration Building, 851 Orchard Lane Beavercreek, Ohio 45434 on Wednesday November 7, 2012 at 1:30 PM.
The Purpose of this Special Meeting is to meet in Open Session to discuss the proposed 2013 Healthcare rates for Beavercreek Township.

**ROAD:** None.

**FIRE:**
New Spinal Immobilization Policy:
Fire Chief VandenBos spoke to the Trustees stating that there is a major policy change regarding the use of backboards based on the advice of our Medical Director, Dr. David Romano. General discussion occurred. Due to the fact that it is such a big change, Chief VandenBos wanted the elected officials to know in case they receive any questions.

EMS billing refunds:
Chief VandenBos updated the Trustees regarding upcoming EMS Billing refunds that are a result of errors made by our former EMS Billing company. General discussion occurred.
**2012-370** Ms. Graff made a motion to authorize the reimbursement of $3534.78 to thirty-four Beavercreek residents that were billed as non-residents. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Purchases:
**2012-371** Mr. Paxson made a motion to approve the purchase request to Kaplan Fire and EMS Division of Kaplan University for the renewal of Jane on-line EMS training services in the amount of $3268.00, and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

Discussion occurred regarding a multi-function large format printer.
**2012-372** Ms. Graff made a motion to approve the purchase request to Donnellon McCarthy Inc. for a multi-function, large format, printer/scanner in the amount of $7633.00, and to authorize the Township Administrator to sign for the Board. Discussion occurred regarding: cost of the ink heads; the number of copies per ink head; what has been used in the past and is being used currently; copier's scanning capabilities; and the annual maintenance fee. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Discussion occurred regarding hiring a contractor to configure network communications to support the Computer Aided Dispatch mobile software in our apparatus. The work will involve software applications, firewalls, and routers. Discussion occurred as to why the Township IT Manager Jeff Terry could not take care of this. It was stated that this is a very specialized field and that Mr. Terry does not have the knowledge or the time.
**2012-373** Ms. Graff made a motion to approve the purchase request and hiring of Emerge IT Solutions for Cisco Network Configuration changes in the amount of $2800.00, and to authorize the Township Administrator to sign for the Board. Mr.

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

Leave of Absence:
A letter submitted by a firefighter requesting unpaid administrative leave for shifts not covered by other personnel was presented to the Trustees. Discussion occurred as to the fact the employee has exhausted all personal leave, trades, etc. and is filing for retirement. Chief VandenBos recommended granting the unpaid leave and discussed a possible temporary full-time hire to reduce possible overtime costs. General discussion occurred.
**2012-374** Mr. Paxson made a motion authorize unpaid administrative leave through January 28, 2013 pending the formal resolution to be presented at the next meeting, and with the understanding that the employee is still responsible for paying his portion of insurance. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**TRUSTEES:**
Ms. Graff sated she had thought with all of the work we had been doing on the employee manual that there would be one in front of us today. As she understands, one of the reasons it is not in front of us today is because HR who is modifying the manual with all of the modifications we have been making has not received the copies of what has been agreed to so that she may facilitate the actual typing of the manual.

Ms. Graff went on to state that she was concerned that it had not taken place immediately following that meeting, but hopes that it would take place immediately following this meeting. She went on to say that our year is coming to a close and we need to get this acted upon.

Ms. Graff also wanted to express her thanks to the Fiscal Office for opening up the Money Market Account at PNC bank and transferring four million dollars into that account so as the Township can make some interest even though it is not a lot.

Mr. Glaser questioned several bills and received answers.

Mr. Glaser stated that he and Mr. Paxson had received an email from Tammy Kennedy regarding a zoning issue and asked the Township Administrator to set up a meeting between Ms. Kennedy, the Trustees and Zoning Administrator/Inspector Victoria Long.

Mr. Glaser read the email into the record:

My name is Tammy Kennedy and my husband, Kurt Kennedy, and I are 19 year residents of Beavercreek residing at 2190 Dayton Xenia Road. For past 5-6 years we have been trying communicate with Beavercreek zoning, in particular Victoria Long regarding issues and the lack of enforcement from zoning on Rine Landscaping (our neighbor) with no success. We have great concerns on how the issues have not been addressed in a proper manner. We are requesting a meeting with one and/or both of you to share/discuss what has been going on. Can you please take a few moments out of your day to meet with us? Please let me know what your availability is.
Thank You, Tammy Kennedy

Mr. Glaser instructed Ms. Long to contact Ms. Kennedy to find out what questions she has about the issues mentioned above and asked that she be prepared at the meeting to answer those questions. In the interim, he asked Ms. Long to send the Board of Trustees and e-mail outlining what Ms. Kennedy's problems were.

Ms. Long stated that this property will no longer be in our jurisdiction due to the City's annexation petition. Mr. Glaser stated that the property is still in the township and we will meet with her. She may be placed as a pre-scheduled speaker on the next Regular Trustee Meeting Agenda.

**FISCAL OFFICER:**
Ms. Ahrens responded to Ms. Graff that she was surprised that Ms. Graff did not contact her regarding the minutes of that meeting because as Ms. Graff is aware, the Fiscal Officer is responsible for the minutes. Ms. Ahrens went on to state she was surprised Ms. Graff would be questioning the minutes for a meeting that took place less than two weeks prior. Ms. Ahrens stated that those minutes are not complete yet and this is a topic that the Board of Trustees has been discussing for almost a year, and she is a little caught off guard that Ms. Graff would be questioning her timing.

Mr. Glaser stated that he thinks Ms. Ahrens had missed the point, that what Ms. Graff is looking for were all of the pages that were marked up during that meeting and were turned over to Ms. Ahrens. He went on to state that Ms. Ahrens needed to get those pages to the HR Manager and he did not understand why they had not been simply copied and given to Ms. Gustafson so she could make the changes. Mr. Glaser told Ms. Ahrens to "get it done"!

Ms. Ahrens then stated she will copy the pages and get them to the HR Manager but she wanted Mr. Glaser to understand that as a fellow elected official, she does not work for Mr. Glaser or the Board of Trustees. She went on to state that she had had a busy week and could not get to the minutes. Mr. Glaser asked Ms. Ahrens how many weeks it would take to get the copies to the HR Manager.

Mr. Paxson interjected and stated that there was a reason why Ms. Ahrens had the pages and a reason why everything had to be re-done, and he wanted to avoid having to re-do everything again.

Mr. Glaser then asked Ms. Ahrens if she was taking on the responsibility of revising the manual to which Ms. Ahrens stated no. Mr. Glaser then stated, "Then get the pages to the HR Manager so she can do her job that is the point!"
Ms. Ahrens stated again that she does not work for Mr. Glaser but as stated previously, would get the pages copied and forward to the HR manager; to which Ms. Graff said thank you, that that was all she was looking for.

**2012-375** Mr. Paxson made a motion to go into Executive Session per ORC 121.22 (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 3:17 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**2012-376** Mr. Paxson made a motion to come out of Executive Session at 3:49 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**2012-377** Ms. Graff made a motion to Adjourn at 3:49 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____