**Special Beavercreek Trustee's Meeting**

**Tuesday, October 2, 2012**

Mr. Glaser called the Special Trustee Meeting to order at 1:03 P.M. Those present were Trustees: Robert Glaser (late), Carol Graff and Dan Paxson. 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, IT Manager Jeff Terry, Zoning Administrator/Inspector Victoria Long, and HR Manager Trish Gustafson.

The purpose of this Special Trustee Meeting is to meet in Open Session to begin discussions on the 2013 budget/appropriations.

Township Administrator Alex Zaharieff stated that the budget/appropriations he prepared for 2013 are before the Board to discussion and review.

**General Fund**
Discussion occurred regarding an error in the Fiscal Officer's pay; OPERS contributions for 2013, and the fact that expenditures are listed but no income reference is provided.
Fiscal Officer Christy Ahrens voiced a concern that the Township did not work together to determine an educated guess on the increase of the cost for healthcare next year. Each Department Head guessed differently so there is no consistency. Ms. Graff agreed.
Ms. Graff questioned the interest earned on the Township's checking account and inferred that the Fiscal Officer was not pursuing alternative ways to increase revenue. Ms. Ahrens reminded Ms. Graff that she brought before the Board several options for the Board to consider in order increasing revenue on the Township funds, but that the Board of Trustees had not contacted the Fiscal Officer or pursued more information on the topic, therefore nothing changed. Ms. Ahrens stated that she was more than willing to help facilitate any steps to help increase revenue; however, the Trustees need to know from their Department Heads how much money is available for increased revenue streams, like Money Market accounts. The Trustees need to have a sound fiscal understanding with their Department Heads as to what money is going to be spent and how much money can be set aside in interest bearing accounts. Mr. Paxson questioned why the Trustees had not investigated in this in the past. Mr. Glaser asked that Mr. Surdyk research what funds the Township would be restricted from utilizing. He stated that the Trustees need to know what is in reserve for future planning and how much is on hand for current spending. If all of this information is provided, then decisions can be made in order to get the best return. Mr. Zaharieff stated he would work on collecting the information from Department Heads.

Discussion occurred regarding Improvement of Sites (760-730-0000) and the budgeted increase from $20,000 in 2012 to $80,000 in 2013. The increase is due to a proposed new parking lot to be placed behind the Fire Administration Building.
Discussion occurred regarding: doors and lighting.
Discussion occurred regarding the Senior Center and paying the last year of the bond in 2013 and that there are no planned capital improvements for 2013 in the section that we are fifty percent obligated for; however, the Trustees need to be aware that items may come up.
Discussion occurred regarding the percentage used for salaries for 2013. Mr. Zaharieff stated that he used the 1.5% increase for non-union Township employees, which mirrors the increase the Union contract secured for union employees. 2014 is budgeted at 1.5% as well, mirroring the Union contract. A 3% wage increase was budgeted for 2016-2018 as a worst case scenario.

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**Police Fund**
General discussion occurred regarding: the Tahoe, repairs and maintenance, and the increase in Tax Collection Fees. Mr. Zaharieff stated that he is expecting a $190,000 decrease in this fund; Ms. Graff then questioned why he is projecting the fund increasing in 2014. The Trustees agree that the graph on the last page of the Police Fund report is inaccurate. Discussion occurred regarding: the new contract being in effect and that there is no plan to purchase a vehicle in 2013.

**Human Resources – General Fund**
Mr. Glaser questioned HR's Education/Training Services, Other Professional & Technical, and Travel and Meeting Expense budget items. General discussion occurred. Mr. Paxson further questioned the training classes and the fact that they need to be approved. Ms. Gustafson questioned this. Mr. Zaharieff stated that yes, all training needed to be brought before the Trustees for approval prior to signing up for any training classes/conferences.

**Zoning – General Fund**
Discussion occurred regarding Small Tools and Minor Equipment (130-430-6000) and a possible IPAD purchase. Mr. Glaser stated the Board approved IPAD's for the elected officials and the Township Administrator only. He does not want to have the Township pay for IPAD's for Township employees; that it could open the door for every employee to get an IPAD. Mr. Glaser understands that the purchase is under $2500 for just the IPAD and could be approved without Trustee approval; however, he is stating he does not want any IPAD purchases for Township employees. Ms. Graff agreed that the Township should not purchase IPAD's for employees nor cover the cost of data charges; however, she questioned if an employee had a personal IPAD would the Township pay for an App that would be applicable to their work situation. General discussion occurred. Fiscal Officer Christy Ahrens reminded the Trustees that once the Township pays for an App, the employee's IPAD now becomes an instrument open to public record scrutiny.

Discussion occurred regarding the Zoning Department's graph for permits and new homes being built from 2007-2012. Mr. Glaser questioned how the Township was utilizing the Zoning Assistant III, Laurie Brown, to justify her salary based on the decrease in permits and new homes over the last five years. Zoning Inspector Long and Township Administrator Zaharieff stated that Ms. Brown has been working as Mr. Zaharieff's secretary and also has been doing some on EMS issues and for Human Resources. Mr. Glaser questioned if Ms. Brown's salary should be divided among those Departments using her. All Departments other than EMS are still in the General Fund. Ms. Long stated she does not know how much time Ms. Brown is actually spending on work for other Departments.
Ms. Graff asked how many calls are coming in at the Township Administration Building and suggested eliminating the four hour a day Manpower employee.

**Information Technology – General Fund**
General discussion occurred regarding repairs and maintenance (710-323-3000). Mr. Glaser is concerned about the licensing agreements, where they are accounted for, and the fact that the Township does not know how much money is actually being spent on these agreements. Mr. Paxson would like to see when a purchase is put on a form that attached is some sort of record that shows that the purchase falls within the budget, or is tied to a project in some way. Ms. Graff said that was creating a new report. Fiscal Officer Christy Ahrens suggested that Mr. Paxson come into the Fiscal Office to see if the UAN provides a report that lists the information Mr. Paxson is looking for; then move forward with finding a way to provide the Trustees the information being requested.

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**Road & Bridge Fund**
No significant changes were made in the budget for 2013.

**Cemetery Fund**
General discussion occurred regarding increasing fees, especially on weekends; and keeping our prices in line with the city. Fiscal Officer Ahrens stated that the Trustees might consider building a Columbarium (a structure with niches for placement of cremated remains in urns or other approved containers) in the cemetery. She introduced the idea last year, but the Trustees did not decide whether to further investigate, so nothing has changed. A Columbarium would increase revenue with minimal usage of property.

**Fire Fund**
All available Fire personnel who were listed as Managers in the Fire Department Appropriations packet came into the meeting room.

General discussion occurred on page 10 – FY2012 YTD Appropriations and Expenditures, specifically: salaries, legal fees, and uniforms.

Discussion occurred on page 13 - Revenue and Expenditure Projections graph. Mr. Glaser asked where cuts will be made when expenditures exceed revenue. Chief VandenBos stated that he is managing the fund now so that we take in more revenue than we are spending so that in 2014 we use the carry over to cover us when we begin deficit spending. The Chief's best guess is that there will be no need for another levy until 2020, best case; or 2018, worst case.

Discussion occurred on page 15 – Overtime. Mr. Paxson asked if we have a staffing problem. Chief VandenBos said no, the Department has cut back on approving overtime for training or projects to keep more resources available for operational overtime. Discussion occurred on part-time firefighter's overtime and internal training with on-duty services.

Discussion occurred on page 21 – Wellness. The Trustees had Lt. Dustin Harrison speak. Discussion occurred regarding: bringing back the Fitworks contract, maintaining the current equipment in the Fire Stations; TB, flu shots and cholesterol checks, and ACE fitness.

Discussion occurred on page 24 – Housewares regarding bedbugs. The Township has not had a problem with bedbugs.

Discussion occurred on page 27 – Uniforms regarding new hires and Class A uniforms.

Discussion occurred on page 29 – Fire Prevention regarding the purchase of a plotter and the appropriated amount for telephone. The telephone number is a mistake and will be corrected.

Discussion occurred on page 33 – Technology regarding contracted services and small tools and minor equipment; as well as capital investment in microwave upgrades and money to maintain PSISN.

Discussion occurred on page 35 – Communications regarding contracted services and the radio system move once the Trustees approve it; and capital for the slow migration from one system brain to another once the radio system is approved.

Discussion occurred on page 37 – Interoperability regarding contracted services and the fact that radios are on different systems. Some are WS Electronics and some are Marcs. The majority of the cost is software based costs.

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Discussion occurred on page 41 – Administration regarding: travel and meeting expenses and the cost to go and get the new medic in Orlando, FL; contracted services and possibly hiring a firm to assist in strategic planning; and employee reimburse costs.

Discussion occurred on page 45 – Facilities regarding capital buildings and the back log in trying to spend $50,000 per year on each station over a four year period. This is the line item where the new back door and parking lot money is being budgeted.
The Trustees ended this meeting finishing page 47.

The Beavercreek Township Board of Trustees will hold a Special Meeting on Monday, October 22, 2012 at 1:00 P.M. for the purpose of meeting in open session to continue discussions on the 2013 budget/appropriations.

**2012-347** Mr. Paxson made a motion to Adjourn at 3:33 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____