**Regular Beavercreek Trustee's Meeting**

**Monday, March 5, 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, and Zoning Administrator/Inspector Victoria Long.

**2012-082** Ms. Graff made a motion to approve the Agenda for March 5, 2012 with the following amendments: delete District 11 under Old Business. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**2012-083** Mr. Paxson made a motion to approve the March 7, 2012 Payroll in the amount of $260,564.53. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**2012-084** Ms. Graff made a motion to approve the Brumbaugh Payment #13 for Fire Station 64 Project in the amount of $237,754.49. Mr. Paxson seconded. Discussion occurred regarding this payment. The Trustees would like Fire Chief VandenBos to present a report regarding Fire Station 64 completion. Discussion occurred regarding the water damage at Station 64. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**2012-084** Ms. Graff made a motion to approve the Bills in the amount of $216,272.49. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**RESIDENTS/GUESTS DESIRING TO SPEAK**:
Bob Darden of the Beavercreek Township Park Board spoke to the Trustees regarding Owens Place. He stated that Phase I of Owen's Place is set to start on May 1, 2012 and that Phase I will cost between $100,000 - $200,000 to complete. There will be no water or electric in this phase.

Judith Geers, from the Greene County Career Center, stated she was in attendance in regards to the TIF discussion. Mr. Glaser explained that the discussion on the TIF was cancelled and that the school should have been notified. The school might have been notified, however; she had not received notification.

Fire Lieutenant Rob Young spoke as a representative of the Fire Union, Local IAFF 2827 regarding discussions the Trustees have been having regarding overtime issues with the Fire Department.

Fire Lieutenant Ryan Williams spoke to the Trustees as the President of the Fire Union, Local IAFF 2827, regarding overtime and social media comments.

**OLD BUSINESS:**
Overtime:
Mr. Paxson stated that his questions regarding overtime have nothing to do with Firefighters taking overtime, merely the management of overtime. Mr. Paxson asked Chief VandenBos and Administrator Alex Zaharieff, if all the information provided to the Trustees regarding overtime was complete and accurate. Both responded, yes. Mr. Paxson stated that Mr. Glaser tried to address the problem of overtime in 2007, 2008, 2009, and again in 2010; however, nothing to his knowledge has been done to manage the problem. Mr. Paxson stated that he requested the information on overtime from Mr. Zaharieff and that upon receiving information back, there were many things that did not make sense to him – i.e.

staffing, extra personnel but not positions, and the fact that comp time is not addressed at all in the report. Mr. Paxson stated that he specifically asked for a report on the payment of overtime hours and yet there are 1400 hours, to his knowledge, not accounted for due to not including comp time in the report provided to the Trustees. Discussion occurred regarding overtime versus comp time. Mr. Paxson stated that comp time hours should have been listed in the report and that if those hours were added to the report, it would significantly change the percentages and graphs depicted in the report. Mr. Paxson stated that pay for overtime hours are two-fold, overtime pay and comp time; however, the hours still exist.

Mr. Paxson then presented the Trustees with a draft Overtime Policy which states:
**Budgeting Policy for managing the Overtime Program for Beavercreek Fire Department**
It is understood that overtime hours are needed from time to time to staff emergency apparatus on the day-to-day operation, and to fulfill special training now and then. With that in mind this policy allows for such circumstances to be managed without restriction; however, there will be an acceptable pre established overtime budget amount going into each new year. Once that amount is reached in the budget year and only after a review of the overtime program by the Board of Trustees and the Fire Chief, additional money may be allocated to the overtime budget.
**Definitions**
*Overtime* in this policy refers to all hours worked beyond one's normal pay cycle.
*Compensation* refers to the means which one is paid for the overtime hours worked, typically taken in either pay or in paid time off (referred to as comp time).
**Policy Statement**
This policy is set forth as a reasonable approach to establishing and managing the overtime budget for the Beavercreek Fire Department, and not restrict the ability of the Fire Chief to manage day-to-day operations of the department. The amount of overtime budgeted each year will be based upon on six percent (6%) of the department's total annual *full time* fire fighter's *hourly* personnel cost, excluding benefits and overtime, in the year the budget is presented to the Board of Trustees. For example, in 2011 full time hourly personnel cost is $2,700,000.00, then $2,700,000.00 x 6% = $162,000 ( $162,000 becomes 2012 overtime operating budget).
**Procedures**
During the budgeting process each calendar year in December, the Fire Chief shall submit to the Board of Trustees an overtime operating budget figure based on the Policy Statement (above) for the upcoming calendar year. That amount will be the overtime allocated for the year, and in the event of an unusual circumstance which generates larger than usual amounts of overtime hours, the board of Trustees will be notified by the Fire Chief or Township Administrator and adjustments may be made to the overtime budget.
**Overtime for project work**
All overtime for project work will be preapproved by the Township Administrator. All projects will be preapproved by the Board of Trustees.

General discussion occurred regarding: a major disaster and the need for flexibility in situations like that; and overtime for Project work then the Trustees and Administrator would know about the time spent on those projects. Mr. Glaser stated that he would like to see this policy implemented for the 2013 Budget and would like the Trustees to schedule a meeting to discuss this issue in April.

Ms. Graff stated that statements regarding overtime have been brought up – that is correct; but to say that nothing has been done is incorrect. She stated that the Fire Chiefs have come before the Board and explained that overtime was more

cost effective that hiring new personnel. She also stated that even if nothing changed, policy wise overtime has gone down. Ms. Graff asked the Fire Chief to present the total number of hours worked for the entire Fire Department in order to get a true comparison in regard to the percentage spent on overtime. She also stated that she believes bringing overtime projects before the Trustees is micro-managing.
Questions were asked from the audience. Mr. Glaser asked them to put their concerns in writing.

Brent Huntsman – BZA Chairperson:
Mr. Huntsman explained he was before the Trustees to answer any questions regarding the Rine Landscaping issue. The case is still open and Mr. Huntsman reiterated the need for a survey of the floodplain. Discussion occurred.
**2012-085** Ms. Graff made a motion to approve the purchase request to Cosler Engineering for engineering services in an amount not to exceed $800.00. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.
The Trustees would like to be apprised of the results of this survey.

MVRPC - Going Places:
Ms. Graff stated that she was elected as the Second Vice-Chair of the MVRPC. She also wanted to verify the Board's position on the Going Places Resolution. Discussion occurred regarding: adding a sentence at the end of the resolution stating "should not be used as a criterion toward points."

TIRC:
Ms. Graff stated that she attended the meeting held last Thursday at 1pm. She stated the information was informative and that there were lots of numbers. Upon request from the Fiscal Officer, the Township Administrator provided copies of the information from this meeting to the Fiscal Office.

**NEW BUSINESS:** None.

**ADMINISTRATOR:**
Greene County Sheriff's Office Agreement:
Mr. Zaharieff stated that the proposed Law Enforcement & Patrol Services Agreement was included in the Trustees packet for their review. General discussion occurred regarding: political subdivisions being held harmless; the number of patrols in Beavercreek Township unless scheduled to be somewhere else; the vehicles owned by the Township to stay in the Township, rather than drive around the county; the T-1 carrier phone line and internet access; a possible check sheet for the officer leaving the Township area – stating when, to go where, why and how long; and GPS – Mr. Parks will provide a recommendation to the Trustees regarding GPS. Discussion also occurred regarding: coordinating the open and close times for the parks; and the lower amount being charged for this Agreement.

**ZONING:**
**2012-086** Ms. Graff made a motion to approve **Resolution 2012-086**, WHEREAS, Article 21 of the Beavercreek Township Zoning Resolution permits the Board of Trustees to create a Zoning Commission for Beavercreek Township; and WHEREAS, The Beavercreek Township Trustees having considered available applicants for said Zoning Commission; NOW, THEREFORE, BE IT RESOLVED THAT, after due consideration of all the evidence presented, the Beavercreek Township Board of Trustees voted to appoint Jerry Flexman to the Beavercreek Township Zoning Commission for a term expiring on 3/31/2017 or until a suitable

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

**2012-087** Mr. Paxson made a motion to approve **Resolution 2012-087**, WHEREAS, Article 21 of the Beavercreek Township Zoning Resolution permits the Board of Trustees to create a Zoning Commission for Beavercreek Township; and WHEREAS, The Beavercreek Township Trustees having considered available applicants for said Zoning Commission; NOW, THEREFORE, BE IT RESOLVED THAT, after due consideration of all the evidence presented, the Beavercreek Township Board of Trustees voted to appoint Robert Gustin to the Beavercreek Township Zoning Commission to a term expiring on 3/31/2017 or until a suitable replacement is appointed. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**INFORMATION TECHNOLOGY:**
Renewal of Citrix Environment Licenses:
**2012-088** Mr. Paxson made a motion to approve the Citrix Systems Inc. Maintenance Renewal and purchase request to MTM for Citrix License Renewal in the amount of $3776.62. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**ROAD:** None.

**FIRE:**
Youth Council Dance Update:
Chief VandenBos stated that a copy of the liability insurance is on file in the Fiscal Office and included in the Trustee Packet for review. Legal had no concerns and the Trustees agreed that the Youth Council Dance may be held at Station 61 as previously discussed.

Advertisement of EMS Billing RFP:
**2012-089** Ms. Graff made a motion to approve the advertisement of a request for proposal for a new EMS billing contract utilizing the 2012 Beavercreek Township EMS Billing RFP. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Generator Service Agreement:
**2012-090** Ms. Graff made a motion to approve the Proposal for Preventative Maintenance with Buckeye Power Sales Co. Inc from April 1, 2012 to March 31, 2013 in the amount of $2246.84. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Approval of Purchase:
**2012-091** Mr. Paxson made a motion to approve the purchase request to Physio-Control for the Service Contract for the yearly maintenance of life packs in the amount of $11,574.36. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

Station 64:
Discussion occurred regarding the Substantial Completion Certificate. It needs Trustee signature. Legal has not reviewed the document and Mr. Glaser has concerns. Legal will review and advise.

**LEGAL:**
Mr. Surdyk stated that he is working on a draft regarding Minutes and will send it out as soon as it is complete.

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**FISCAL OFFICER:**
Fiscal Officer Christy Ahrens stated that she has the Huntington Signature Cards that she needs the Trustees to sign.

**TRUSTEES:**
Ms. Graff reminded everyone that the Greene County Township Association Meeting will be held on March 13, 2012 at the Greene County Fairgrounds.

**2012-092** Ms. Graff made a motion to Adjourn at 3:32 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____