Special Beavercreek Trustee's Meeting

Thursday, December 12, 2013

Ms. Graff called the Special Trustee Meeting to order at 9:05 A.M. Those present were Trustees: Carol Graff, Dan Paxson, and Candy Prystaloski. 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 Ed Amrhein, and HR Manager Trish Gustafson. Trustee Elect Tom Kretz was also present.

The Purpose of this Special Meeting is to meet in Open Session to discuss the 2014 budget/appropriations.

Township Administrator Alex Zaharieff briefly went over the General Fund Budget, pages 1-7 of the Appropriations Budget Version 1.1, with general discussion occurring regarding the $100,000.00 carry over for the parking lot behind the Fire Administration Building, which was budgeted for but not completed in 2013. General discussion also occurred regarding the best placement of the new parking lot. The Township Administrator and Road Superintendent will investigate the township property across from the Fire Administration Building, as a potential place to put the parking lot.

Ms. Graff questioned the amount of interest to be collected next year. The Fiscal Officer stated that she had budgeted conservatively, as she always has. Ms. Ahrens stated that she and the Township Administrator feel that the General Fund is carrying an excessive burden of township salaries and benefits that need to be re-evaluated. Both the Fiscal Officer and Township Administrator feel that several positions (salary and benefits) need to be costed out to the utilizing Departments. Ms. Ahrens and Mr. Zaharieff see this as a goal for budgeting in 2014 for the 2015 fiscal year. Ms. Graff did not think the township needed to be worried about this now or next year. Discussion occurred regarding health care and how it is a big factor in the five year projections as the township has contract negotiations this spring and negotiations can change projections.

Police Fund – Pages 9-11
General discussion occurred regarding Machinery, Equipment and Furniture and the purchase of two new AED's, one for the new vehicle and one for the reserve vehicle. Discussion also occurred regarding the need to look at the Police levy: when to go out again and what type. Discussion occurred regarding future zoning and adding new homes that will need patrolling. No changes were made to the appropriations for this fund.

General Fund -
Human Resources – Pages 12-15
Page 14 - General discussion occurred regarding adding $30,000 in Contracted Services for Health and Wellness programs. Due to a rebate the Township received from the Bureau of Workers Compensation, the HR Manager wanted that money to fund Health and Wellness programs. Fiscal Officer Christy Ahrens pointed out that the premium surplus refund was a one-time initiative and would not be able to sustain a Health and Wellness Initiative. Ms. Ahrens also explained that the rebate, with a total of $62,000, was proportionately distributed back to the Departments based on how much each Department paid into the Bureau of Worker's Compensation invoice. Therefore, only $6,239.49 went into the General Fund. $4,055.67 went back to the Road Department, and $52,099.75 went back to the Fire Fund. General discussion occurred regarding each Department funding their Health and Wellness programs, if approved in the future by Trustees. Ms. Graff suggested a special meeting be scheduled sometime in early 2014 to discuss a wellness program.

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The line item for Human Resources, for Contracted Services, was changed from $30,000 to $6240.00, with Trustee approval required for any Health and Wellness programs.
Page 14 - General discussion occurred regarding the newly requested amount of $6500 in Training Services for the HR position. Discussion occurred regarding certifying personal trainers for an approximate amount of $3000 and a training class/certification for the HR position from the Society for Human Resource Management (SHRM) in an approximate amount of $3,500.00. General discussion occurred regarding the personal trainers. The Trustees agreed they did not see the need to fund certification for township employees to be personal trainers. General discussion occurred regarding the Society for Human Resource Management class/certification. Discussion centered around the question of if it is required or desired. Two Trustees, Mr. Paxson and Mrs. Prystaloski, were questioning the training, its price, and possible alternatives. Ms. Gustafson, hearing the possible intent of the two trustees to not fund the SHRM certification stated, "You (the Trustees) have done certifications for males in the township". At this point, Mrs. Prystaloski was visibly upset at Ms. Gustafson's threat of a potential lawsuit and told Ms. Gustafson to "not go there", asked for a five minute break, and walked to the other side of the room. Ms. Graff did not call for a break and discussion continued. Ms. Graff asked Mr. Paxson whether he supported the SHRM certification and he said no; she also asked Mrs. Prystaloski who stated that she absolutely did not support the training. The line item for Human Resources, Training Services, was changed from $6,500.00 to $0. Those were the only changes to the HR Budget.

Information Technology – Pages 17-19
IT Manager Jeff Terry briefly spoke to the Trustees regarding the IT budget/appropriations. He asked that Contracted Services be increased from $19,500 to $22,950 in order to meet current obligations. The Trustees agreed and the amount was changed to $22,950.00. General discussion occurred regarding Repairs and Maintenance. No other changes were made to the IT Budget.

Zoning – Pages 20-22
General discussion occurred regarding Uniforms, as the Zoning line item for Uniform, Tool and Equipment Reimbursement increased 91% in 2013. Discussion occurred regarding the number of employees that don't have a uniform or any type of reimbursement. No changes were made.
Discussion occurred regarding Zoning Clerk III, Laurie Brown, being paid overtime to take Minutes for the Fire Department Senior Staff Meetings. Discussion occurred regarding the Fire Department having two full time secretaries, but paying the Zoning Clerk overtime to take Minutes. Mr. Paxson and Mrs. Prystaloski mentioned Flex Time. General discussion occurred. Fire Chief David VandenBos stated that he would no longer pay overtime for these meetings and would investigate a way to alternate his two positions in the time they report to work and end their day on those days that there is a Senior Staff Meeting.
Ms. Ahrens stated that the overtime that has been charged to the General Fund for Ms. Brown taking Fire Staff Minutes will be charged back to the Fire Department before the end of the year. General discussion occurred regarding Accounting and Legal Fees. No changes were made to the Zoning Budget.

General Fund – Road – Pages 37-39
Road Superintendent Tim Parks briefly described the different line items within the General Fund that he manages. He is in charge of Highways: Maintenance; Parks; and Library issues. Discussion occurred regarding the Highway: Maintenance position as one that would be evaluated in the future to be cost out to utilizing Departments. General discussion occurred regarding Parks. Discussion occurred regarding Rotary Park. Mr. Parks asked the Trustees to change the amount in this Budget, under Payment to Another Political Sub-Rotary from

$98,000 to $101,000.00, as that is our half of the Rotary deficit that was just billed to us from the City of Beavercreek. The Trustees agreed to change the amount in the category for Rotary to $101,000.00. Other discussion regarding Rotary Park occurred: complete back-stop upgrades and possibly build a new small building. Discussion on future Park Consolidations options or potential occurred.
Brief discussion occurred regarding the Library. General discussion occurred regarding a possible Road levy in the future. No other changes were made.

Capital Projects – Improvement of Parks – Page 41
General discussion occurred. Mr. Parks reminded the Trustees that this fund paid for the new Township signs this year and that next year money is being allocated to replace the bridge in Phillips Park. No changes were made.

Land Acquisition/Improvements – Page 42
Discussion occurred regarding the purchase of property in 2013 out of this Fund, and the need to allocate roughly $50,000 to take care of the house on the property and that those funds will come out of this fund as well. Discussion occurred regarding how money in this fund is spent. Possible projects needing money from this fund might be a water line upgrade in Rotary Park and/or part of replacing the bridge in Phillips Park.

Motor Vehicle License Tax, Gas Tax and Permissive Motor Vehicle Tax – Pages 29-33
General discussion occurred regarding paving. No changes were made to any of these funds.

Cemetery – Pages 34-36
General discussion occurred regarding long term care for the cemetery. Currently we do not have a means to do this; however, the Fiscal Officer and Assistant to the Fiscal Officer will have further discussions with the State Auditor's Office regarding this issue when they come in to complete our audit this Spring. Discussion occurred regarding purchasing property and building a possible crematorium. No changes were made to this fund.

2013-385 Ms. Prystaloski made a motion to suspend the Special Meeting for lunch at 12:06 P.M. Mr. Paxson seconded. Roll Call: Mrs. Prystaloski, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Ms. Graff re-opened the Special Trustee Meeting at 1:03 P.M.

Fire Department – Pages 44-61
Fire Chief David VandenBos gave a brief background of the Fire Department, its current funds, levies, and revenue. General questions were asked, answered, and discussed. General discussion occurred regarding: funding, planning and Firefighters managing projects and budgeting.

Salary & Benefits – Pages 62-63
Discussion occurred regarding transitioning three lieutenant positions in to captain positions; adding a part-time inspector position; and adding three part-time positions to the staffing matrix. Discussion occurred regarding the Resolution that was passed in March 2013 eliminating part-time positions and hiring full-time positions. Chief VandenBos stated that this is not volume driven, its schedule driven. General discussion occurred regarding third tier employees.

Heath & Wellness – Pages 64-65
General discussion occurred regarding the possibility of a Health and Wellness Program. Discussion occurred regarding a gym membership and in-station workout equipment. Trustee Elect Kretz suggested that instead of purchasing a

gym membership for the entire township that a reimbursement plan is looked at for those employees who pay for and work out at a gym. General discussion occurred. No changes were made to the budget, and no Health and Wellness programs were approved.

Human Resources – Pages 66-67
No changes made.

Housewares – Pages 68-69
General discussion occurred regarding: life cycle of mattresses and how many mattresses the township currently has. No changes were made to this budget.

Uniforms – Pages 70-71
General discussion occurred. No changes were made to this budget.

Fire Prevention – Pages 72-73
General discussion occurred regarding showing actual numbers for 2013 to compare to 2014 for Salaries. Chief VandenBos stated that the budgeted amount in Salaries for 2014 is for overtime not salary for these positions. General discussion occurred. Discussion occurred regarding Training with a 587% increase from 2013 to 2014. Chief VandenBos stated it was to send both of the Prevention employees to NFPA training, which has not been done in the last five years. It is not an every year expense, but Chief VandenBos feels it is an appropriate expense every five years or so. Discussion occurred regarding Advertising. This was a budgeted amount for advertising on the new LED posts along Rt 35. General discussion occurred. The Trustees decided to not allocate $4620 for advertising on the LED screens. Chief VandenBos agreed. The line item was changed to zero. No other changes were made.

Public Education – Pages 74-75
General discussion occurred. No changes were made.

Technology – Pages 76-77
Discussion occurred regarding the Small Tools line item. The Trustees would like to see a list of what this $52,000.00 would buy. It is an increase in the line item of 247%. General discussion occurred. Chief VandenBos stated that he would like to have money for a Strategic Plan of the Fire Department. General discussion occurred. No changes were made to the budget, but the list for the Small Tools line item was requested again.

A Special Trustee Meeting to continue this discussion of Township Budget/Appropriations for 2014 was set for Monday, December 23, 2013 at 9 A.M.

2013-386 Mrs. Prystaloski made a motion to Adjourn at 3:31 P.M. Mr. Paxson seconded. Roll Call: Mrs. Prystaloski, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____