Special Beavercreek Trustee's Meeting

Monday, July 15, 2013

Ms. Graff called the Special Trustee Meeting to order at 2:00 P.M. Those present were Trustees: Carol Graff, Dan Paxson, and Candy Prystaloski. Fiscal Officer, Christy Ahrens and Legal Advisor Dawn Frick were also present. Staff present: Township Administrator Alex Zaharieff, Road Superintendent Tim Parks, Deputy Fire Chief John Mercs, IT Manager Jeff Terry, Zoning Administrator/Inspector Ed Amrhein, and HR Manager Trish Gustafson.

The Purpose of this Special Meeting is to meet in Executive Session pursuant to ORC 121.22(G)(1) to consider the employment and compensation of a public employee and ORC 121.22(G)(4) preparing for, bargaining sessions with public employees concerning their terms and conditions of their employment.

Also, the Trustees will meet in Open Session to consider possible revisions to the Beavercreek Township Personnel Policy Manual.

Mrs. Prystaloski asked questions regarding the few changes to the manual and if it was possible to just vote on the changes and not the whole Handbook. Township Administrator Alex Zaharieff stated yes.

Discussion occurred regarding: the global change from a lower case "s" to upper case "S" for Supervisor in the handbook; signing the cover page of the handbook; the form numbers matching the verbiage in the handbook; and the red sections in the handbook that were approved when the handbook was last approved (the only section that will be changed back to black, and is supposed to be in black, is the section under Public Records).

New wording was suggested for Page 26 - #10 from Leave of Absence to Regular Part-Time Firefighter Leave. General discussion occurred. Mr. Paxson stated that there was debate before on this section. Legal Advisor Dawn Frick stated that she thinks this new wording will clarify the section and its intent.

Discussion on this section occurred. Mr. Zaharieff stated that this section of the handbook is causing overtime issues for the Fire Department. Mr. Paxson asked Mr. Zaharieff if he could provide actual numbers for the Board. He would like to see what this section is costing the Fire Department in overtime, and asked why leave is being granted if the shift is tight.

Discussion on this section also occurred regarding: changing the time allowed for this leave to be used, to half hour increments, so that it is consistent with the rest of the proposed changes to the Handbook and so that the Collective Bargaining Agreement can be changed in the future for half hour increments on Sick Leave. Two part-time firefighters in the audience gave input regarding this leave and how they hoard this leave time to use in case they might need it and then hope they can use it before the end of the year when they lose it. They would like to be able to use this leave in half hour increments, not the current four hour block.

Mr. Paxson gave a brief history of the discussion that the Trustees had regarding this leave, less than a year ago, when changes were made to this section and the Trustees voted to have this leave be used in four hour increments.

Discussion continued regarding changing Vacation and Sick Leave from one hour increments to half hour increments. Mr. Paxson stated that he is not interested in changing a document that is only six months old; after the Trustees discussed this issue and the whole handbook for a year. Mrs. Prystaloski stated she was not here for those discussions and therefore is open to hearing what the Department Heads would like to have in terms of taking time off. Ms. Graff stated that she

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voted how the Board at the time was going to vote and that she did not have a problem with making changes now. General discussion occurred.

2013-206 Ms. Prystaloski made a motion to approve the following changes, only, as submitted by staff, to the December 2012 Beavercreek Township Personnel Policy Manual:

1. The global change from lower case "s" to upper case "S" for Supervisor.
2. The form numbers match the actual forms and verbiage in the Manual.
3. Changing the wording of Page 26, #10 from Leave of Absence to Regular Part-Time Firefighter Leave, and the use of this leave from four hour increments to one-half hour increments.
4. Changing the use of leave for Sick and Vacation Leave from a one hour increment to one-half hour increments.
5. Changing Form 008 to include four pages, as suggested by our insurance carrier.

Ms. Graff seconded. Mr. Paxson stated he would like to see more information and does not feel he has the information necessary to approve the changes in regard to the leave increments.
Roll Call: Mrs. Prystaloski, yes; Ms. Graff, yes; and Mr. Paxson, no.

All the Trustees would like to see the documentation regarding the use of leave in the Fire Department causing overtime issues.

2013-207 Ms. Prystaloski made a motion to go into Executive Session per ORC 121.22(G)(1) To consider the employment and compensation of a public employee or official and ORC 121.22(G)(4) preparing for, bargaining sessions with public employees concerning their terms and conditions of their employment at 3:00 P.M. Mr. Paxson seconded. Roll Call: Mrs. Prystaloski, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2013-208 Ms. Prystaloski made a motion to come out of Executive Session at 4:19 P.M. Mr. Paxson seconded. Roll Call: Mrs. Prystaloski, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2013-209 Mr. Paxson made a motion to approve to adjust the Township Administrator's pay to $45,000.00 per year, in order to reflect the additional duties performed since hiring the position; effective beginning the next pay period. Mrs. Prystaloski seconded. Roll Call: Mr. Paxson, yes; Mrs. Prystaloski, yes; and Ms. Graff, yes.

2013-210 Mrs. Prystaloski made a motion to Adjourn at 4:20 P.M. Mr. Paxson seconded. Roll Call: Mrs. Prystaloski, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____