Regular Beavercreek Trustee's Meeting

Monday, January 7, 2013

Interim Board Chair Ms. Graff called the Regular Trustee Meeting to order at 2:00 P.M. Those present were Trustees: 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, and HR Manager Trish Gustafson.

2013-001 Mr. Paxson made a motion to approve the Agenda for January 7, 2013 with the following amendments: add Executive Session 121.22 (G)(1) To consider the appointment of a public employee or official, after Fiscal Officer. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

2013-002 Mr. Paxson made a motion to approve the January 9, 2013 Payroll in the amount of $271,233.49. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

2013-003 Mr. Paxson made a motion to approve the Bills in the amount of $150,190.22. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

2013-004 Mr. Paxson made a motion to approve the Regular Meeting Minutes of December 21, 2012. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

Executive Session:
2013-005 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 2:02 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

2013-006 Mr. Paxson made a motion to come out of Executive Session at 2:31 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

NEW BUSINESS:
MVRPC Technical Advisory Committee (TAC) Delegate and Alternate:
General discussion occurred regarding what the nature of this committee and what they do.
Ms. Graff passed the gavel to Mr. Paxson.
2013-007 Ms. Graff made a motion to approve Dan Paxson as the Delegate for Beavercreek Township to the MVRPC TAC, with the Township Administrator as the Alternate. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; and Mr. Paxson, yes.
Mr. Paxson passed the gavel back to Ms. Graff.

ADMINISTRATOR:
Zoning Department:
Township Administrator Alex Zaharieff stated that he took over the duties of the Zoning Administrator/Inspector as of November 30, 2012. After looking at many possibilities, the Administrator is recommending that the Board of Trustees outsource the position, on a part-time basis.
2013-008 Mr. Paxson made a motion to have the Township Administrator research outsourcing the Zoning Administrator/Inspector position, in a part-time position for no more than a six month period. Ms. Graff seconded.

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Discussion occurred regarding: an evaluation to be completed by the Trustees after the six month period; Zoning Clerk III, Laurie Brown's duties and the fact that the Township Administrator has assigned that employee more duties – not the Trustees. Mr. Paxson stated that, "the Trustees did not move the Zoning Department the Township Administrator did, and the Trustees did not assign work to Ms. Brown, Mr. Zaharieff did that on his own." General discussion continued regarding the Zoning Clerk position and the issue that there is not enough work for this position. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

Tower Agreement:
General discussion occurred regarding the newly proposed Agreement for Use of the Tower by the City of Beavercreek.
2013-009 Mr. Paxson made a motion to approve the Agreement for Use of Tower for Public Safety Communications Equipment and authorize the Township Administrator to start communicating with the City of Beavercreek regarding the Agreement. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

Cell Phone Reimbursement:
2013-010 Mr. Paxson made a motion to approve the monthly cell phone remuneration for 2013 at $56.00 for the Township Administrator, $56.00 for Department Heads, $42.00 for Supervisors or Project Managers, $31.00 for Full-time employees, and $15.00 for Part-time employees. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

Before going on to Information Technology, Mr. Paxson had questions for HR Manager Trish Gustafson concerning the Township Personnel Manual and if there were people who had not signed the document. Ms. Gustafson stated that, "there are two people refusing to sign for the manual." Fiscal Officer Christy Ahrens stated that the two employees were not refusing to sign for the manual; however, they had questions regarding the manual and, according the form they would sign stating that all their questions have been answered, they would like answers to their questions before signing.

INFORMATION TECHNOLOGY:
Citrix XenServer 6.0 Administration Class:
2013-011 Mr. Paxson made a motion to approve the purchase request to New Horizons Computer Learning Center for a Citrix XenServer6.0 Administration class for Jeff Terry, in the amount of $5000.00 and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

2013-012 Mr. Paxson made a motion to approve the purchase request to CDW Computer Centers Inc., for an EMC VNX5300 SAN to replace the current EMC SAN, in the amount of $45,498.44 and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

ROAD:
Renewal of Pond Maintenance Agreement for Phillips Park:
2013-013 Mr. Paxson made a motion to approve the purchase request to The Lake Doctor Inc. for the renewal of the Pond Maintenance Agreement for Phillips Park for 2013, in the amount of $1400.00; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

Purchase Request for Salt:
General discussion occurred regarding snow removal and the two complaints the Township got (for not removing snow) that were actually in the City.

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2013-014 Mr. Paxson made a motion to approve the purchase request to North American Salt Company for 400 tons of salt, in the amount of $25,500.00. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

Purchase Request for BEET HEET:
2013-015 Mr. Paxson made a motion to approve the purchase request to K-Tech Specialty Coatings Inc. for 4800 gallons of BEET HEET concentrate, in the amount of $6050.00. Ms. Graff seconded. General discussion occurred. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

TRUSTEES:
Mr. Paxson asked what was being done about the vacancy in the Trustee position. Township Administrator Alex Zaharieff stated that the only thing on the website is what is written in the Ohio Revised Code. Mr. Paxson suggested that an announcement is placed on the website stating that there is a vacancy and that the following items need to be placed in a cover letter:
1.Address and community longevity; 2. Community philosophy of what you think about and feel about Beavercreek Township; 3. Community involvement; 4. Thoughts on Beavercreek Township Services; 5. Work history/experience. Any additional information should be placed in pages behind the Cover Letter and sent to the Township Administrator and the Fiscal Officer. General discussion occurred and the Trustees both agreed to the process stated above and stated that all letters must be received by January 21, 2013, for the meeting on January 22, 2013. Any applicants who have already submitted something to the Administrator will be contacted and informed that they must re-submit following the process above. Ms. Graff allowed Charles Brackenhoff to give his opinion on how the Trustee process should take place; however, Mr. Brackenhoff did not understand the public record aspect of Township business.
Ms. Graff asked that the Executive Session be removed from the Agenda.

FISCAL OFFICER:
Fiscal Officer Christy Ahrens wanted to make sure that she had heard Ms. Gustafson correctly before about only two employees not signing the Personnel Manual. Ms. Gustafson reiterated that, "only two employees have refused to sign for the manual." Ms. Ahrens again explained to the HR Manager that they were not refusing to sign, but merely had questions; and that by continuing to state that they refused to sign was a show of disrespect to the employees. Ms. Ahrens asked if the Road Department employees had signed the manual. After hesitating, Ms. Gustafson stated, no. The Road Department employees have not signed for the manual.

2013-016 Mr. Paxson made a motion to adjourn at 3:16 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____