Regular Beavercreek Trustee's Meeting

Monday, February 17, 2014

Ms. Graff called the Regular Trustee Meeting to order at 2:02 P.M. Those present were Trustees: Carol Graff, Dan Paxson, and Tom Kretz. Fiscal Officer, Christy Ahrens and Legal Advisor Dawn Frick 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, Zoning Administrator/Inspector Ed Amrhein, and HR Manager Trish Gustafson.

2014-057 Mr. Kretz made a motion to approve the Agenda for February 17, 2014, with the following additions: add Discussion about Work Sessions before Trustee Meetings under New Business; and add Executive Session per 121.22(G)(5) matters required to be kept confidential by federal law or regulations or state statutes after Fiscal Officer. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-058 Mr. Paxson made a motion to approve the February 19, 2014 Payroll in the amount of $256,121.56. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-059 Mr. Paxson made a motion to approve the Bills in the amount of $224,856.78. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-060 Mr. Paxson made a motion to approve the Regular Meeting Minutes of the February 3, 2014. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-061 Mr. Kretz made a motion to approve the Special Meeting Minutes of the February 10, 2014. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz; yes.

PRE-SCHEDULED SPEAKERS:

Max Uhl – State of Ohio Auditor's Office:

Mr. Uhl thanked the Trustees for the invitation to speak before them regarding a possible Performance Audit. Mr. Uhl stated that the State's Performance Team works to determine the efficiency and effectiveness of townships across the state. He described various levels of service that could be provided and with costs ranging from $5000 to $200,000. Once the scope and number of man hours to perform the job has been determined a more accurate cost could be calculated. General discussion occurred regarding: the process; job redundancy; job assessments and job descriptions. General questions were asked, answered and discussed.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

OLD BUSINESS:

2/12/14 Quarterly Joint Meeting with Beavercreek City Manager & Superintendent:

Mr. Kretz stated that he and Township Administrator Alex Zaharieff attended this Joint meeting. The Superintendent gave an informal report on the State of Beavercreek Schools and discussed an energy credit they received for the new Elementary and Middle School. General discussion occurred. Mr. Kretz also stated that the school district will be on the ballot in November for a renewal. The City Manager discussed the Police levy that will be on the ballot in May; and the Road levy that will be on the ballot in November. There is a potential for a Parks levy to be placed on the November levy as well. General discussion occurred regarding the use of the MARCS system in the school district. The next Joint Meeting will be held June 11, 2014.

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PRE-SCHEDULED SPEAKERS CONTINUED:
Melissa L. Gruys, Ph.D.:
Dr. Gruys of Gruys Consulting, LLC, spoke to the Trustees regarding her education, background and qualifications in providing a Performance Audit for Beavercreek Township. She gave an overview of services she could provide from broad-ranging to detailed throughout the whole township or in key areas. Mr. Kretz stated that the Trustees are looking for cost saving opportunities, redundenies, and streamlining – are we doing what we need to be doing? General discussion occurred regarding performance management and management performance; assessment of work being done; and time spent on each job. The cost is variable depending on the scope. Mr. Kretz asked if there were grant option available for townships to help cover the cost of audits such as these. Dr. Gruys stated she did not know but would look into that as a potential option concerning costs. Dr. Gruys also stated that she would be willing and interested in doing a part of the audit if the Trustees choose to diversify and award multiple contracts for different parts of the audit. She would also be willing to use students from Wright State to help with the audit, if the Trustees agreed.

NEW BUSINESS:
Discussion about scheduling Work Sessions before Trustee Meetings:
Mr. Kretz suggested that the Trustees might meet an hour before the Regular Trustee Meetings to discuss the business coming before the Board in the actual meeting. Ms. Graff clarified that he would like to discuss the general items on the Agenda before the actual meeting. General discussion occurred. Mr. Zaharieff stated that many townships have their bi-weekly reports presented and discussed before the regular meeting. Any meeting held before a Regular Meeting would have to be advertised as a Special Meeting or consider starting the Regular Meeting an hour earlier and adjusting the Agenda. General discussion occurred. Discussion also occurred regarding: bi-weekly reports being emailed and then presented; and the carry-over of large purchases (being presented at one meeting, voted on at the next). Mr. Kretz stated he brought it up for discussion and that we keep track of the length of meetings.

ADMINISTRATOR:
Greene County Sheriff's Office Agreement:
Discussion occurred regarding what the Agreement does and does not cover. Mr. Zaharieff stated that the only changes to the Agreement were the dates.
2014-062 Mr. Paxson made a motion to approve **Resolution 2014-062**, 2014 -2015 Law Enforcement & Patrol Services Agreement, in the amount of $360,000.00.

Request to Schedule a Special Meeting:
The Beavercreek Township Board of Trustees will conduct a Special Meeting at the Beavercreek Township Fire Administration Building, 851 Orchard Lane Beavercreek, Ohio 45434 on **Monday March 17, 2014 at 1:00 PM.**
The Purpose of this Special Meeting is to meet in **Open Session** to discuss the position of Township Administrator including the job description and expectations.

The Beavercreek Township Board of Trustees will conduct a Special Meeting at the Beavercreek Township Fire Administration Building, 851 Orchard Lane Beavercreek, Ohio 45434 on **Monday February 24, 2014 at 2:00 PM.**
The Purpose of this Special Meeting is to meet in **Open Session** to discuss various legal agreements currently in place between Beavercreek Township and several specialized legal firms and also to meet in **Executive Session** pursuant to ORC 121.22 (G)(4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Employee Recognition Award Committee Update:
Township Administrator Alex Zaharieff stated that this committee will meet on Thursday, February 20th and that Mr. Amhrein will be the Chair. They will prepare a policy for review by the Board by the first meeting in April.

Governmental Energy Aggregation:
General discussion occurred regarding the two options available to townships: 1) Opt In – where citizens decide if they want to participate; and 2) Opt Out – where the governmental agency would put the issue on the ballot, the citizens would vote, and if passed then through the governmental agency the citizens would be provided a rate. Opt Out has a better rate of return for the taxpayers; Opt In seems to have less citizen participation.

HUMAN RESOURCES:
Bi-Weekly Report:
HR Manager Trish Gustafson went over her Bi-Weekly, submitted to the Trustees, concerning advertising for regular part-time firefighters, contacting SERB for reports, insurance issues, a handicap reimbursement on a BWC claim, and BMV reports. Questions were asked, answered and general discussion occurred.

ZONING:
Bi-Weekly Report:
Zoning Administrator/Inspector Ed Amhrein went over his Bi-Weekly Report, submitted to the Trustees, concerning Board of Zoning Appeals issues, Board of Trustee Zoning issues, permits, meetings, and general zoning issues. Questions were asked, answered and general discussion occurred.

INFORMATION TECHNOLOGY:
Purchase Requests:
2014-063 Mr. Kretz made a motion to approve the purchase request to Citrix Systems Inc., for the renewal of the Citrix Subscription Advantage (Licensing) and Premier Support in the amount of $5600.00; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff; yes.
2014-064 Mr. Paxson made a motion to approve the purchase request to CDW-G, for the renewal of Symantec Backup Exec server and agents, in the amount of $3527.96; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Bi-Weekly Report:
IT Manager Jeff Terry went over his Bi-Weekly Report, submitted to the Trustees, concerning SharePoint 2010 Migration, thin client deployment, ID printer/software, large LED for meeting room, video meetings update, and network administration. Questions were asked, answered and general discussion occurred.

ROAD:
Resolution and Purchase Request for Scan Tool:
2014-065 Mr. Paxson made a motion to approve **Resolution 2014-065**, WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beavercreek Township may deem property to be obsolete, or unfit for the use for which it was acquired, and WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio finds a Genisys Scan Tool serial number MFE44662518 not needed for public use, and declares the equipment obsolete, or unfit for use for which it was acquired. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.
2014-066 Mr. Paxson made a motion to approve the purchase request from Snap-On Tools for a Solus Ultra Scan Tool, in the amount of $2295.00; and authorize

the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Purchase Request for Standby Generator Maintenance:
2014-067 Mr. Kretz made a motion to approve the renewal of the Preventive Maintenance proposal to Buckeye Power Sales for the station stand by generators, in the amount of $3198.50; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Purchase Request for Fire Station Maintenance:
2014-068 Mr. Paxson made a motion to approve the purchase request to Central Carpet for the replacement of carpet in the dayroom areas of Station 61 and Station 63, in the amount of $3692.00; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. General discussion occurred. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.
2014-069 Mr. Kretz made a motion to approve the purchase request to Multiple Services LLC., to paint interior spaces as specified and install backsplash in kitchen areas, in the amount of $16,425.00; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.
2014-070 Mr. Kretz made a motion to approve the purchase request to Multiple Services LLC., to paint interior spaces as specified, in the amount of $11,275.00; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Factory Road Report:
Road Superintendent Tim Parks gave historical background regarding Factory Road flooding; Little Miami Inc. issues, Greene County Sanitary Engineering issues; partnerships and clean up efforts to try to mitigate the flooding issues. General discussion occurred.

Bi-Weekly Report:
Road Superintendent Tim Parks went over his Bi-Weekly Report, submitted to the Trustees, concerning MVRP TIP update; paving list for Greene County bid; snow removal, fire station projects, received a MORE grant from OTARMA for safety jackets; two burials in Beaver Cemetery; attended various meetings, and worked on a tracking sheet for vehicle and building maintenance. Questions were asked, answered and general discussion occurred.

FIRE:
Acceptance of Donation of Fire Department:
2014-071 Mr. Paxson made a motion to approve **Resolution 2014-071**, WHEREAS, Soin Medical Center of Beavercreek, Ohio wishes to make a donation of six standpipe packs consisting of equipment listed in Addendum A, and WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beavercreek Township may accept a donation of any real or personal property for any township use, and WHEREAS, the Trustees of Beavercreek Township do graciously accept said donation, with a value of $17,813.00. Mr. Kretz seconded. General discussion occurred. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Purchase Request for Fire Equipment:
2014-072 Mr. Kretz made a motion to approve the purchase request to Finley Fire Equipment for fire equipment, in the amount of $7837.50; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Purchase Request for Training Expenses:
General discussion occurred regarding: who attends this conference; the cost generated; and the development of employees.

2014-073 Mr. Kretz made a motion to approve the purchase request to Penwell/FDIC for fire training, in the amount of $6700.00; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Kretz, yes; Ms. Graff, yes; and Mr. Paxson, no.
Fire Officers:
2014-074 Mr. Kretz made a motion to approve the purchase request to PNC(Courtyard at the Capitol) for travel expenses, in the amount of $3560.00; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Kretz, yes; Ms. Graff, yes; and Mr. Paxson, no.
2014-075 Mr. Kretz made a motion to approve the purchase request to conference attendees for reimbursable travel expenses, in the amount of $1320.00; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Kretz, yes; Ms. Graff, yes; and Mr. Paxson, no.
Fire Prevention:
2014-076 Mr. Kretz made a motion to approve the purchase request to Penwell/FDIC for fire training, in the amount of $325.00; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Kretz, yes; Ms. Graff, yes; and Mr. Paxson, no.
2014-077 Mr. Kretz made a motion to approve the purchase request to conference attendees for reimbursable travel expenses, in the amount of $19.00; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded.
2014-078 Mr. Kretz made a motion to approve the purchase request to conference attendees for reimbursable travel expenses, in the amount of $44.00; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Kretz, yes; Ms. Graff, yes; and Mr. Paxson, no.

Bi-Weekly Report:
Fire Chief David VandenBos went over his Bi-Weekly Report, submitted to the Trustees, concerning Senior Staff working on 2014 calendar and project prioritization; run card updates; planning for the March Officer's Training; and a new co-medical director. Greene County Dispatch; the Auxiliary; Chamber of Commerce; and Labor Management are other issues addressed in the report. Questions were asked, answered and general discussion occurred.

TRUSTEE:
Ms. Graff brought up an email that Mr. Barone had sent the Trustees in 2012 concerning interest rates for township investments. Although the Trustees receive bi-weekly financial reports, the reports do not have the interest rates on them. Ms. Graff asked the Fiscal Office to provide amounts and interest rates on township investments.
Ms. Graff asked the Fiscal Office for information regarding Cable Franchise Fees for the last five years.
Ms. Graff stated she had received a letter requesting a Proclamation for an Eagle Scout project.
2014-079 Mr. Kretz made a motion to approve the Proclamation to 'Jared' Fuerst, who completed his Eagle Scout project on October 14, 2013, received approval from the Eagle Scout Board of Review on December 22, 2013, and will be awarded the rank of Eagle Scout at a special ceremony scheduled for Wednesday, March 12, 2014 at 7:00 p.m. at the Church of Jesus Christ of Latter Day Saints, 3072 Shakertown Rd, Beavercreek, OH. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.
Ms. Graff asked the Trustees if the Township should submit or not submit any information for a special In Touch that the City is producing to discuss their

upcoming levies. General discussion occurred. The Trustees do not want to place any information in this special In Touch.

FISCAL OFFICER:
Fiscal Officer Christy Ahrens distributed updated copies of graphs, including 2013 information, concerning Gasoline Tax, Motor Vehicle License Tax, Permissive MVL Tax, Salaries, General Fund Property Tax Collections, General Fund Revenue, Tangible Personal Property Tax, Roll Back and Homestead Tax, and Local Government Tax. She asked that if the Trustees had any questions to please contact her office for more information.

2014-080 Mr. Kretz made a motion to go into Executive Session per ORC 121.22(G)(5) matters required to be kept confidential by federal law or regulations or state statutes at 5:14 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz yes; Mr. Paxson, yes; and Ms. Graff, yes.
2014-081 Mr. Kretz made a motion to come out of Executive Session at 5:38 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.
2014-082 Mr. Kretz made a motion to Adjourn at 5:38 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____