Special Beavercreek Trustee's Meeting

Monday, March 17, 2014

Ms. Graff called the Special Trustee Meeting to order at 1:03 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 and Assistant to the Fiscal Officer James V. Barone.

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.

Mr. Zaharieff passed out packets to the Elected Officials that included a draft resolution as well as examples of how other Townships handle the position.

Ms. Graff asked what the goal of this meeting was to which Mr. Kretz stated that it was initiated with his request that we take a look at the resolution that was brought before the board last year to help define the interaction between the Township Administrator and the Board of Trustees and in the absence of the Township Administrator, the interaction between the Board of Trustees and the Department heads. He went on to state that regardless of who is in the role of Township Administrator, his objective was to simplify the answer to the question if each of the Trustees gives the Township Administrator a verbal or e-mail directive and each one is a different request, which one is fulfilled?

Ms. Frick spoke on that issue and said that since the Township Administrator is an employee of the Board, any directive would need to be given as a Board, but not necessarily in a public meeting as long as it is the Boards consensus.

Ms. Graff stated that one Trustee cannot direct policy but sees no problem with directing mechanical projects such as copying materials. Discussion continued regarding the difference between requests versus a directive. Ms. Graff went on to say that there is a difference between asking someone to do something versus asking for information to make future decisions, and that there is a line there but she is not sure where that line is.

Mr. Kretz went on to state that back in 2013 when the resolution was put before the Board, it was tabled and Ms. Frick explained why it was tabled at that time was because Mr. Paxson had concerns and they were trying to come up with ways to address his concerns. Mr. Kretz added that sometimes it is easier to state what cannot be done rather than what can be done.

Discussion continued on the resolution brought before the Board of Trustees and mostly the first part of the resolution is strictly what is listed in the Ohio Revised Code section 505.032 but the last part of the resolution is what the concern is. Mr. Kretz had a question on what the term substantive meant that was stated in that part of the resolution and Ms. Frick stated it was up to the Board of Trustees to define the meaning of that language. Discussion occurred regarding that definition.

Mr. Kretz went on to add if everything is in the code and we do not need to add anything then he is satisfied, he was just trying to head off a problem before it becomes one.

Discussion continued on the job description and whether there was anything that the Trustees wanted in the job description that wasn't there or anything that should be removed. Mr. Kretz asked Mr. Zaharieff for his input and he stated that there were a lot of responsibilities for a part time administrator. Discussion switched to the difference between basic responsibilities and essential functions of the position.

Special Beavercreek Trustee's Meeting

Monday, March 17, 2014

Mr. Kretz asked in the absence of an administrator, who acts in that capacity. It was stated that according to the Ohio Revised Code it falls to the Chair. Mr. Zaharieff went on to state that since he has been here, whenever he is out on vacation the department heads take turns acting as the administrator to continue the continuity of communication to the Board of Trustees as well as other agencies. Mr. Kretz asked the other two Trustees if that process has worked well for them, and neither Mr. Paxson or Ms. Graff had a problem with how that has worked in the past.

Mr. Zaharieff has a concern with nothing being in writing in his absence that there will be an acting administrator and suggested passing a motion to that effect would help define the procedures. The discussion continued on the difference between a short term absence and a long term absence. The job description continued to be discussed and it was decided to table the job description discussion until after the audit was concluded if that is the way the Board ultimately decides to go. It was also decided to have some language inserted in the resolution that covers in the absence of the administrator, and Mr. Zaharieff will add that language and bring the resolution back before the Board of Trustees.

Ms. Ahrens asked if there was a need to do a full resolution since most of the resolution was according to the Ohio Revised Code anyway, why not just pass a motion that deals with in the absence of the Township Administrator and let the Ohio Revised Code section 505.032 that defines the duties of the Township Administrator be used as it always has been.

2014-105 Mr. Kretz made a motion to Adjourn at 1:53 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____