Regular Beavercreek Trustee's Meeting

Tuesday, January 21, 2014

Ms. Graff called the Regular Trustee Meeting to order at 2:00 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.

2014-011 Mr. Paxson made a motion to approve the Agenda for January 21, 2014, with the following additions: add Discussion of Clemans Contract and 2013 draft resolution regarding Township Administrator authority under Old Business; add Discussion on Bi-Weekly Brief in place of Minutes for employee meetings and Establish a committee to create a policy for Employee of the Year under New Business; and add Executive Session per 121.22(G)(1)discipline after Fiscal Officer. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-012 Mr. Paxson made a motion to approve the January 23, 2014 Payroll in the amount of $277,294.86. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-013 Mr. Kretz made a motion to approve the Bills in the amount of $263,474.91. Ms. Graff seconded. Ms. Graff calculated this number without the Clemans bill included. The Agenda Bill total has the Clemans bill included. General discussion occurred. Roll Call: Mr. Kretz, yes; Ms. Graff, yes; and Mr. Paxson, abstain.

2014-014 Mr. Paxson made a motion to approve the Regular Meeting Minutes of the December 23, 2013. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-015 Mr. Paxson made a motion to approve the Special Meeting Minutes of the December 23, 2013. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz; yes.

2014-016 Mr. Paxson made a motion to approve the Regular Meeting Minutes of the January 6, 2014. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK:
Scott Dorsten, 3138 Lantz Road, Beavercreek, Ohio updated the Trustees on his status in regard to his returning to work. Mr. Dorsten stated that he is ready for his next test, has turned in all the appropriate information and is ready for his next appointment.

OLD BUSINESS:
Discussion of Clemans Contract:
Mr. Kretz stated that upon review of what occurred, he thinks there is a better way to address this situation. He is in favor of a performance audit, but feels it should be an engaging process. Mr. Kretz gave his suggestion on how to proceed with the process of hiring a firm to do an audit. Mr. Paxson gave a brief overview of how Clemans was hired and why they were hired. Mr. Paxson suggested that a Trustee sign for the project, but make the Township Administrator the facilitator. General discussion occurred. Ms. Frick was concerned that a purchase order was not generated, which it was she just didn't ask for or have that information, and also had a concern that there wasn't a specific motion passed to sign the contract. Mr. Paxson stated his concern that legal rendered an opinion without the consent of two Trustees, according to the motion passed a couple years ago regarding

legal opinions. Ms. Frick stated that she felt an obligation to bring her concerns before the Board.

2014-017 Mr. Kretz made a motion to:
1. Request Attorney to draft letter terminating contract due to it being an invalid contract, accompanied by payment of $ 495.00 to satisfy the outstanding invoice.
2. Advise Clemons that they will be included as 1 of 3 consultants the Board will interview for the project.
3. Assign New Project Manager for Township Performance Audit.
4. Refer to the project as Township Performance Audit instead of Township Performance Investigation here forward to eliminate the alienating and threatening tone.
5. Proceed forward with the project under the following protocol:
i. Project Manager to contact OTA to help identify 2 additional qualified consulting firms.
ii. Board to hear presentations from & interview 3 consultants in special meeting.
iii. Board to request and review RFP from each consultant.
iv. Board to select top 2 consultants for further consideration.
v. Project Manager to Interview references from top 2 consultants and present findings to Board.
vi. Board & Fiscal Officer to identify and certify funding for the project.
vii. Board to select consultant and define project scope.
viii. Board to Award contract for 2014 Performance Audit & authorize Township Administrator to sign on behalf of Trustees.
ix. Project Manager to work with Township Administrator & Fiscal Officer to coordinate department reviews and employee interviews.
x. Consultant to present final report and recommendations to Board of Trustees in special meeting.
xi. Board to review report and recommendations of consultants and determine actions to be taken as a result of the Audit.
Approval of payment to Clemans for work already performed in the amount of $495.00 is also included.
Ms. Graff seconded. Discussion occurred regarding the Project Manager. Mr. Paxson suggested it be an outside person, someone from the community, agreed to by the Board. Discussion continued. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.
Ms. Graff passed the gavel.
2014-018 Ms. Graff made a motion to approve the Project Manager/Point of Contact for the performance audit is Mr. Kretz. Mr. Kretz seconded. Mr. Paxson again reiterated that he would like the Project Manager to be an outside, community person. Discussion occurred. Roll Call: Ms. Graff, yes; Mr. Kretz, yes; and Mr. Paxson, abstain.

<u>2013 draft Resolution regarding Township Administrator Authority:</u>
Mr. Kretz asked that Township Administrator re-send to elected officials the 2013 draft resolution – to define the authority of the Township Administrator and include in the absence of the Township Administrator how Department Heads would interact. Ms. Graff asked that the Job Description be re-sent as well.

NEW BUSINESS:
<u>Bi-Weekly Brief in Place of Minutes for Employee Meetings:</u>
Mr. Kretz suggested that instead of meeting minutes being taken when staff has meetings; that instead they give an update at the Trustee meeting so that the elected officials are up to speed on what is going on and being discussed within the township. Discussion occurred on whether an email addressing the same idea would be easier.
2014-019 Mr. Kretz made a motion to replace motion **2012-011** with bi-weekly oral briefs given by each Department Head and the Township Administrator at

regularly scheduled Trustee meetings which include highlights of the prior two weeks, relevant issues, and any foreseeable risks or developments. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Establish a Committee to Create a Policy for Employee of the Year:
Mr. Kretz outlined a process regarding establishing a committee to create a policy for Employee of the Year as well as other possible awards with different categories. General discussion occurred. The Fire Department was asked to provide the criteria and selection method they use for the Annual Fire Department Awards. The Township Administrator was also asked to get information from other townships, municipalities, and organizations regarding selection of employees for their township awards.

2014-020 Mr. Kretz made a motion to establish Township Employee Recognition Awards Committee comprised of the Township Administrator, one (1) supervisor level delegate from each Township Department (Fire, Roads, HR, IT, Fiscal Office, etc.), and an individual from the community to define:
1. Award categories (performance, character, improvement, outstanding achievement, career achievement, etc.)
2. Criteria for nomination
3. Nomination process
4. Recipient Selection process
5. Recipient Notification process
6. Venue for fiscally responsible recognition (proclamation, In-Touch Magazine, community event, Township recognition event, etc.).

Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

ADMINISTRATOR:
GovDeals Resolution:
2014-021 Mr. Kretz made a motion to approve **Resolution 2014-021**, Notification of Intent to Conduct an Internet Auction for the Sale of Unneeded, Obsolete or Unfit Personal Property of Beavercreek Township for the Calendar Year 2014 and hereby agrees to contract with GovDeals, Inc. to serve as a representative of the Township and conduct Auctions on behalf of the Township. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014 MVMAA Membership Renewal:
2014-022 Mr. Kretz made a motion to approve the MVMAA membership for 2014 in the amount of $35.00 per person for all four elected officials and the Township Administrator. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Request to Schedule Special Meetings:
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 10, 2014 at 2:00 PM.
The Purpose of this Special Meeting is to meet in **Open Session** to discuss a possible Road Levy and General Fund positions.

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 **Wednesday, February 19, 2013 at 2:00 PM.**
The Purpose of this Special Meeting is to meet in **Executive Session** per ORC 121.22 (G)(4) Preparing for, conducting, or reviewing negotiations or bargaining session with public employees concerning their compensation or other terms of conditions of their employment.

Media Agreement Update:
Township Administrator Alex Zaharieff stated that after speaking to Beavercreek City Manager, Mike Cornell, that the City is still open to broadcasting Township meetings. The City will send the Township a contract to review. Discussion occurred regarding: automatic renewal, rates, equipment rates, AT&T U-verse, and personnel rates. The Township Administrator will bring back two options for the Trustees to review: one for the City of Beavercreek to do all the media and one for the Township to do the media in house, but broadcasted by the City, for all Trustee meetings. Mr. Paxson asked whether it could be put on the township website. General discussion occurred. The Trustees would like a third option brought back before them with the Township doing the media, in house, and placing the meetings on the Township website.

HUMAN RESOURCES:
HR Manager Trish Gustafson went over her 2014 First Quarter Objective Summary, submitted to the Trustees, concerning contract negotiations, Public Employment Risk Reduction Program (PERRP), Fire Department Hiring, and Miscellaneous items. Questions were asked, answered and general discussion occurred.

ZONING:
Schedule a Trustee Meeting to hear 3 Cases Recommended by the Zoning Commission:
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 3, 2014 at 7:00 PM.

The Purpose of this Special Meeting is to meet in **Open Session** to review and act on a recommendation made by the Beavercreek Township Zoning Commission regarding Case #671-8 to consider specific development plans for 9.864 acres within the planned unit development known as Stonehill Village; and to review and act on a recommendation made by the Beavercreek Township Zoning Commission regarding Case #688-6 to consider proposed amendments to the zoning legislation for 132.92 acres of a planned unit development. This subject property is currently zoned PUD-R; and to review and act on a recommendation made by the Beavercreek Township Zoning Commission regarding Case #791 to rezone a parcel from A-1/Agricultural to R-1AA.

First Quarter Objectives Report:
Zoning Administrator/Inspector Ed Amhrein went over his 2014 First Quarter Objectives Report, submitted to the Trustees, concerning Board of Zoning Appeals issues, Zoning Commission issues, Board of Trustee Zoning issues, General Zoning issues, Planning, and Zoning Inspection. Questions were asked, answered and general discussion occurred.

INFORMATION TECHNOLOGY:
First Quarter Projects/Plans for 2014:
IT Manager Jeff Terry went over his 2014 First Quarter Project/Plans report, submitted to the Trustees, concerning MAAS 360 management software, SharePoint migration, replacement of XP computers, replacement of ID printer and software, replacement and upgrade of the Citrix environment, replace the projector in the Trustees meeting room, and possible video capability. Questions were asked, answered and general discussion occurred.

ROAD:
Purchase Request to The Lake Doctors, Inc – Phillips Park:
2014-023 Mr. Paxson made a motion to approve the purchase request to the Lake Doctor for the treatment of the pond at Phillips Park for the 2014 season, in the

amount of $1400.00; 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 to Durnbaugh Masonry – Station 61 Sign Repair:
2014-024 Mr. Kretz made a motion to approve the purchase request to Durnbaugh Masonry for the repair of the Station 61 sign in the amount of $2500.00; 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.
Central Carpet Installation of Carpet Tiles:
2014-025 Mr. Paxson made a motion to approve the purchase request to Central Carpet for the installation of carpet tiles in Suite B of the Fire Administration Building in the amount of $2955.00; 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 Salt:
2014-026 Mr. Kretz made a motion to approve the purchase request to Cargill Deicing Technologies 300 tons of road salt in the amount of $16,500.00; 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.

Purchase Request for Beet Heet:
2014-027 Mr. Paxson made a motion to approve the purchase request to K-Tech Specialty products for Beet-Heet in the amount of $6210.00; 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.

First Quarter Proposed Project List:
Road Superintendent Tim Parks went over his 2014 First Quarter Proposed Project List, submitted to the Trustees, concerning parking lot design and bid, Sheriff vehicle replacement, Fire Prevention paint and carpet, Station 61 and 63 paint and carpet, the Road Levy, Road evaluation for 2014 paving bids, Snow removal, Crack sealing, Sign reflectivity testing, Replacement of Regular Part time position, and Fire Department long range building maintenance plan. Questions were asked, answered and general discussion occurred.

FIRE:
Acceptance of Donation from Sterling House of Beavercreek:
2014-028 Mr. Paxson made a motion to approve **Resolution 2014-028**, WHEREAS, Sterling House of Beavercreek, Ohio wishes to make a donation of a classic popcorn maker to the Beavercreek Township Fire Department, 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. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Request to Increase Ambulance Transport Fees:
2014-029 Mr. Kretz made a motion to approve **Resolution 2014-029**, WHEREAS, Beavercreek Township has established reasonable charges for the use of emergency medical services in accordance with Ohio Revised Code §505.84, and WHEREAS, the Centers for Medicare and Medicaid Services (CMS) have increased allowable fees for ambulance transports by an Annual Inflation Factor of 1%, based upon the national consumer price index, and
WHEREAS, Beavercreek Township uses CMS allowable fees as a basis for ambulance transport fees.

NOW THEREFORE BE IT RESOLVED THAT, effective on the 22nd of January, 2014, Beavercreek Township's new ambulance transport fees will be:

Service	New Rate
Mileage	$13.13 (per mile)
BLS Transport	$592.00
ALS1 Transport	$874.00
ALS2 Transport	$1,030.00

Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Schedule Station Walk-Thru's:
The Beavercreek Township Board of Trustees will conduct a Special Meeting starting at the Beavercreek Township Fire Administration Building, 851 Orchard Lane Beavercreek, Ohio 45434 on Monday, February 24, 2014 at 1:00 PM.
The Purpose of this Special Meeting is to meet in **Open Session** to walk through and discuss each of the Fire Stations.

Fire Department Strategic Plan:
The Trustees would like the Fire Chief to gather contract information for development of a Fire Department Strategic Plan to be conducted in an open and engaging process, similar to the process outlined for hiring a firm to conduct a township performance audit.

Training Expense Review:
Fire Chief David VandenBos went over the training numbers he provided the Trustees in their Trustee Meeting packet. Questions were asked, answered and general discussion occurred.

Fire Department 2014 Project Timeline:
Fire Chief David VandenBos went over his 2014 Project Timeline, submitted to the Trustees, stating this was his first draft as it is and will be updated and re-sent to elected officials when complete. Questions were asked, answered and general discussion occurred.

General discussion occurred regarding the Green Vista fire.
TRUSTEE: None.
FISCAL OFFICER:
Inventory:
2014-030 Mr. Paxson made a motion to approve **Resolution 2014-030**, WHEREAS, the Ohio Revised Code Section 505.04 states the Board of Township Trustees shall make an Inventory on the second Monday of January, each year, of all the materials, machinery, tools, and other Township supplies in its possession. The Inventory shall be a public record and shall be made in duplicate, one copy of which shall be fixed with the Fiscal Officer of the Board and one copy with the County Engineer. WHEREAS, the Board of Trustees of Beavercreek Township does hereby define materials, machinery, tools, and other supplies as non-expendable and which have a cost of at least $500.00 as a single unit. WHEREAS, the Board of Trustees of Beavercreek Township does hereby request that anything owned by Beavercreek Township that fits the definition above be included in the Beavercreek Township Inventory list. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-031 Mr. Paxson made a motion to go into Executive Session per ORC 121.22(G)(1) To consider the discipline of a public employee or official at 4:38 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Regular Beavercreek Trustee's Meeting

Tuesday, January 21, 2014

2014-032 Mr. Kretz made a motion to come out of Executive Session at 5:27 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.
2014-033 Mr. Kretz made a motion to Adjourn at 5:28 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____