Regular Beavercreek Trustee's Meeting

Monday, December 22, 2014

Ms. Graff called the Regular Trustee Meeting to order at 1:01P.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.

2014-493 Mr. Kretz made a motion to approve the Agenda for December 22, 2014 with the following amendments: move Hiring Full-Time Firefighters to after approval of the Agenda, and add Township Administrator Contract to Legal Advisor. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Hiring: Full-Time Firefighters:
Fire Chief David VandenBos thanked the Board of Trustees, the Fiscal Officer, and everyone in attendance for being a part of this promotion process. With that in mind, the Chief introduced and explained the duties of a full-time firefighter and recommended nine individuals to the position.

2014-494 Mr. Paxson made a motion to approve **Resolution 2014-494**, **WHEREAS,** the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved to approve the hiring of the following individuals as Full Time Firefighters/Paramedics in the Beavercreek Township Fire Department effective December 22, 2014 at a starting hourly rate of $18.78:

Steve Renacs	Josh Smith	Shane Horne
John Ostrowske	Tim McLaughlin	Zachary Jones
Chris Fugate	Chris Bayes	Mike Connolly

Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.
Fiscal Officer Christy Ahrens did the Swearing In for the new full-time firefighters. Firefighters, family and friends retired to the basement of Station 61 for the shield and helmet ceremony and celebration.

2014-495 Mr. Paxson made a motion to approve the December 24, 2014 Payroll in the amount of $278.547.36. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-496 Mr. Kretz made a motion to approve the Bills in the amount of $266,147.35. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-497 Mr. Paxson made a motion to approve the Minutes of the Regular Trustee Meeting held December 8, 2014. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-498 Mr. Kretz made a motion to approve the Minutes of the Special Trustee Meeting held December 8, 2014. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-499 Mr. Paxson made a motion to approve the Minutes of the Special Trustee Meeting held December 11, 2014. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

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RESIDENTS/GUESTS DESIRING TO SPEAK:
Brian Willlhite, 1888 Pathfinder Ct, Beavercreek Township, Ohio spoke to the Trustees on behalf of the Conservancy Home Owners Association regarding: property for sale in the community with the purpose of putting up high density homes. Several homeowners were in attendance to state that there is documentation stating that the property in question may only contain nine lots. Questions were asked and answered and general discussion occurred. Township Administrator Alex Zaharieff will look into the project and suggested that the homeowners also speak to Township Zoning Administrator/Inspector Ed Amrhein so that when and if a zoning case comes before the Zoning Commission, the homeowners may request to be notified whenever the case is discussed.

OLD BUSINESS: None.
NEW BUSINESS:
2015 Soccer Tournament Schedule:
John Ankeney spoke to the Trustees regarding their wishes that he bring back a list of soccer tournaments where the Fire Department would need to provide staffing and equipment. Mr. Ankeney stated that there will be three major tournaments in 2015. General discussion occurred regarding the tournaments, who hosts them and who attends them. Mr. Ankeney stated that he is very proud of his fields and the tournaments they bring in and want to thank the Beavercreek Township for all the fire and paramedic support it provides. Chief VandenBos was tasked by the Trustees to put together figures regarding the cost the department incurs for supporting the tournaments, this year versus next year.

ADMINISTRATOR:
IT Staffing:
Township Administrator Alex Zaharieff began by explaining to the Trustees the IT Department, the workload for the department and the Fire Department IT work load. In order to centralize the IT Department, Mr. Zaharieff is recommending moving all IT functions out from the Fire Department and placing them under the IT Department in addition to adding a full-time employee to cover the work generated. Mr. Zaharieff stated that staff is also looking to provide IT support to the City of Beavercreek in the future and thus more staff time would be needed for that. General discussion occurred regarding breaking costs out of different funds in order to pay for services and possible concerns. The Trustees understand the need, now they need to reconcile how to pay for the services. Discussion occurred regarding how and why the Fire Department has been doing its own IT. Mr. Kretz stated that there are two reasons to hire a new employee: we need capacity or we need technical ability. Discussion occurred regarding: the hours the fire department uses on IT plus Mr. Ericson's 20 hours per week and the fact that technically we still have the same or better service if we do or do not hire full-time. Mr. Paxson stated hiring a full-time employee versus having a contract employee, with increased hours, might be more cost beneficial. Again Mr. Zaharieff recommended moving forward with hiring a full-time employee with shared services (in the future) to offset some of the cost. Ms. Graff stated that our part-time employee is a known quantity and if we have a full-time employee he should be our first pick. Mr. Kretz said that there is a learning curve when it comes to learning the township IT components and Mr. Ericson is ahead of the curve and the Fire Chief is giving his approval. Therefore, there is a yes on capacity and on technical, the question becomes economics. Discussion occurred regarding Mr. Ericson's rate, self-employment tax, reducing the rate if full-time and benefits. Mr. Zaharieff stated that if the Board wanted to move forward they would need to have a Job Description and salary range approved first; until then, he recommends extending Mr. Ericson's contract until then. General discussion occurred regarding the 2015 budget hearings and the fact that we cannot keep burdening the General Fund. Discussion also occurred regarding the need for a pay structure for the IT Department and Township-wide.

2014-500 Mr. Kretz made a motion to re-appropriate from Account 1000-930-930-0000 Contingencies – General Fund, to Account 1000-710-360-3000 Contracted Services - IT in the amount of $6,400.00. Ms. Graff seconded. Roll Call: Mr. Kretz, yes; Ms. Graff, yes, and Mr. Paxson, yes.

2014-501 Mr. Kretz made a motion to extend Mr. James Ericson's current contract with Beavercreek Township, through the end of February 2015 at an amount not to exceed $6,400.00 per the current rates and terms of the contract; and have the Township Administrator sign for the Board. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-502 Mr. Kretz made a motion to authorize the Township Administrator and the HR Manager to draft a Job Description for a Full-time IT position and present it to the Trustees in January 2015. Mr. Paxson seconded. Discussion occurred regarding HR, the TA and the IT Manager working on an IT pay structure. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-503 Mr. Kretz made a motion to authorize the Township Administrator and the HR Manager to utilize the Novak Group report and independent sources to survey other townships of similar size for a draft employee offer for a specific title and position within the IT Department. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

HUMAN RESOURCES:
Dental/Vision Insurance Renewal:
HR Manager Trish Gustafson spoke to the Trustees regarding the options available to the Township with regards to its dental and vision insurance. The proposed dental plans are for an eighteen month period to get align future insurance discussions with labor negotiations. The vision plan proposed is for a six month period to do the same. Ms. Gustafson recommended that the Trustees stay with Superior Dental Care and VSP for vision.
2014-504 Mr. Paxson made a motion to approve Superior Dental as the dental insurance company for the Township for the period of January 1, 2015 through June 30, 2016; 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.
2014-505 Mr. Kretz made a motion to approve Vision Service Plan (VSP) as the vision insurance for the Township for the period of January 1, 2015 through June 30, 2015; 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.
Bi-Weekly Report:
No issues were discussed.

ZONING:
Bi-Weekly Report:
No issues were discussed.

INFORMATION TECHNOLOGY:
Bi-Weekly Report:
No issues were discussed.

ROAD:
Phillips Bridge Replacement:
Road Superintendent Tim Parks answered the questions the Trustees posed regarding this project at a past meeting. Mr. Parks stated that there is a ten year

warranty on the bridge and a five year warranty on the installation. He stated that there is no down payment required and the payment terms are fifty percent when the bridge is manufactured and fifty percent when it is installed. Ideally, installation will be done one week after manufacturing and can be invoiced at one hundred percent after installation. Legal concerns are still being worked out, however, we all parties are on the same page. As far as grant possibilities, unfortunately our best bet would be the Nature Works grant and would not be available for funding until 2016 with funds received in 2017. The consultant the township is using for the bridge is very familiar with Ohio grants and was instrumental in advising on this topic. Finally, updating the bridge will not cause any problems regarding ADA compliance as legal stated, just because you make an alteration to the bridge, does not mean you have to change access to the bridge. Therefore, Mr. Parks recommends moving forward now with the project, otherwise the township could wait until 2016 to see if funding will be available. The Trustees thanked Mr. Parks and Legal for answers to their questions.

2014-506 Mr. Kretz made a motion to approve the proposal and purchase order (00337) to FRP Constructors for the replacement bridge between Phillips Park and Rotary Park, in the amount of $45,385.50; pending legal approval 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

Bi-Weekly Report:
Road Superintendent Tim Parks discussed the Bi-Weekly report that was submitted by the Road Department which included discussions on the water line upgrade for Rotary Park which will be discussed further in January 2015, and salt.

FIRE:
Project Update – 4th Quarter:
Fire Chief VandenBos stated that he placed in the Trustee Packet the Fire Department's 4th Quarter Project Update for 2014. He stated that many projects were complete or almost complete; however, the update is a summary that includes all completed, in progress, continued and outstanding projects.
The Board thanked the Chief and had no questions at this time.

Bi-Weekly Report:
Fire Chief David VandenBos discussed the Bi-Weekly report that was submitted by the Fire Department which included discussions on direct cost accounting, first with Maintenance, then with IT if an employee is hired.

LEGAL ADVISOR:
FSA Accounts:
Legal Advisor Dawn Frick stated that she has spoken to the State Auditor's Office regarding the issues they had with the Cafeteria Plan and more specifically the cash-in-lieu issues they outlined in their audit. Ms. Frick stated that the Auditor's Office discussed the issue with their legal counsel and they no longer have any issues regarding the need for cash-in-lieu payments for the township. Ms. Gustafson stated that fifteen people have filled out forms for the Cafeteria account, but that all had questions regarding if they would be assessed fees. Assistant to the Fiscal Officer James Barone stated that he would be contacting the State Auditor's Office to have several of the management comments redacted concerning this issue if the State Auditor's Office was now changing its position on the matter. He stated that the Township still has management costs and other management comments in the audit because of this voluntary program. The cost is $100.00 per month for fifteen people. Ms. Frick stated that the Trustees need to either move forward or eliminate the program. Fiscal Officer Christy Ahrens stated that she did not understand why the Township would move forward when the cost is substantial for the number of employees utilizing the program and considering

the potential audit problems. Also, no other township offers a program like this for employees. Ms. Graff stated that she would like to keep the program and feels that plenty of employees utilize the program to justify the cost. Mr. Zaharieff stated that he is concerned that any change will trigger the Union to consider it a change in benefits and open the union contract. Mr. Kretz recommended passing the administrative costs of the plan evenly across the participants each year in lieu of canceling the program due to administrative costs.
The Trustees stated that they are in favor of continuing the Cafeteria Program for 2015, with cost sharing being a part of the program in 2016. They would like the Township Administrator to work on this project along with the audit management letter comments.

Township Administrator Contract:
Legal Advisor Ms. Frick stated that the Board directed Mr. Anspach to present a contract for full-time Township Administrator to Mr. Zaharieff last Friday, and that Mr. Zaharieff did agree to that proposal so she had copies of that agreement for the Board, as well as a Resolution prepared. Ms. Graff stated that the Trustees have seen this contract and that the Fiscal Officer was supposed to be sent a copy of the contract over the weekend in order for her to be able to sign the Certificate of Encumbrance of funds that needs to be attached to the contract. There was no certificate sent to the Fiscal Officer, however, she did receive both of the Job Descriptions, the contract and the email from OP&F. She stated that before they approve the contract and she put her name on the Certificate of Encumbrance, that she had questions regarding the contract. General discussion occurred as the Fiscal Officer had questions concerning the contract and Legal Counsel stated that the Fiscal Officer only need to say if there was money available to encumber the contract for one year. The Fiscal Officer stated that she had an issue encumbering the money when the contract states the Administrator's salary may be adjusted from time to time. Discussion occurred and the Board stated that the amount of salary and retirement needs to be encumbered each year and that they do not see the individual getting the same amount each year, so by stating from time to time, it allows them to be flexible. Ms. Graff asked if there was enough money in the budget to take care of this contract through the permanent appropriations. Fiscal Officer Christy Ahrens stated that she understands what Ms. Graff wants and stated that we do have the money for this year; however, her concern is that the Board is already deficit spending or spending more than they are bringing in, in the General Fund, and now you are going to greatly exceed what you are spending and there have been no discussions on how the Board is going to flip that around. The Board has also added a position that the Fiscal Officer has never seen, the Safety Director, which is your prerogative, but I have never seen it and it was never discussed in open session, nor was it part of the Novak Group report. Along with this new position of Safety Director, now the Township Administrator will be paying into Ohio Police and Fire (OP&F) instead of OPERS, which is twenty-four percent (of salary) into retirement instead of fourteen percent. Ms. Ahrens then asked why if the position is fifty percent Administrator, fifty percent Safety then why aren't we paying retirement half to one agency, half to the other. Ms. Frick stated that OP&F has approved him as a member of OP&F as Township Administrator and Safety Director and that is why his entire retirement will be from OP&F. Ms. Ahrens stated that she is merely asking the questions she has, as she has not been involved in the conversations for this contract, and that it is her obligation to the taxpayers to ask the questions before she puts her name on the certificate for the money. She feels it is a big deal for the taxpayers and that they would want to know why there is a contact and why for five years when the Township got rid of all contracts. Ms. Graff stated it was because this position is different from others and this sort of position is traditionally throughout the State of Ohio a contract position. It is not a position that everyone gets two percent, that positon gets two percent; it is an individual self-standing position of a different professional level than our standard throughout the township

and therefore we have chosen to do it by contract with kinds of sections that might be different from standard and have chosen with knowledge of what we were doing and the intention with what we were doing. Mr. Kretz asked what other questions Ms. Ahrens might have so that they have all of them and can work through them. Ms. Ahrens stated that she is not looking to go line by line through the contract and that she'll stop but that from a taxpayer's perspective, and as a taxpayer, this contract is full of a whole lot of stuff. Mr. Kretz asked if we have the funds to encumber. Ms. Ahrens stated that this year you do. Five years you do not. Mr. Kretz reiterated that the funds are there now. Ms. Ahrens answered yes. Mr. Paxson had a question for legal counsel but was not able to ask it.
2014-507 Mr. Kretz made a motion to go into Executive Session per ORC 121.22 (G)(1) To consider the appointment, employment, dismissal, compensation of a public employee at 2:48P.M. Ms. Graff seconded. Mr. Paxson tried to ask Legal his question. Mr. Kretz and Ms. Graff asked for a call of the vote.
Roll Call: Mr. Kretz, yes; Ms. Graff, yes; and Mr. Paxson, no.
2014-508 Mr. Kretz made a motion to come out of Executive Session at 3:06 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.
2014-509 Mr. Kretz made a motion to approve **Resolution 2014-509**, whereas, the Board finds it in the best interest of Beavercreek Township that Mr. Zaharieff continue to serve as the Township Administrator full-time and be appointed as the Public Safety Director for Beavercreek Township as set forth in the job descriptions of Township Administrator and Public Safety Director previously approved by the Board on December 19, 2014 and therefore desires to enter into an Employment Agreement with Alex Zaharieff, effective January 5, 2015. Ms. Graff seconded. Roll Call: Mr. Kretz, yes; Ms. Graff, yes; and Mr. Paxson, no.

TRUSTEES:
Mr. Kretz thanked everyone for their guidance and help this year.
All Trustees wished everyone happy holidays.

FISCAL OFFICER:
Ms. Ahrens reminded everyone that there will be no Bills for the first meeting in January.

LEGAL INVOICES:
Legal Invoices:
Per the 2014 motion by the Trustees; all legal bills are reviewed by the Township Administrator and the Trustees only.
2014-510 Mr. Kretz made a motion to approve to pay the December 1, 2014 bill from Surdyk, Dowd, and Turner for Invoice number 67810 in the amount of $95.00. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson yes; and Ms. Graff, yes.
2014-511 Mr. Kretz made a motion to approve to pay the December 1, 2014 bill from Surdyk, Dowd, and Turner for Invoice number 64811 in the amount of $1,843.00. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson yes; and Ms. Graff, yes.
2014-512 Mr. Kretz made a motion to approve to pay the December 1, 2014 bill from Surdyk, Dowd, and Turner for Invoice number 67809 in the amount of $285.00. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson yes; and Ms. Graff, yes.
2014-513 Mr. Kretz made a motion to approve to pay the December 1, 2014 bill from Surdyk, Dowd, and Turner for Invoice number 67808 in the amount of $2,831.00. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson yes; and Ms. Graff, yes.

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2014-514 Mr. Paxson made a motion to Adjourn at 3:13 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____