Regular Beavercreek Trustee's Meeting

Monday, March 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 V. Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, Zoning Administrator/Inspector Ed Amrhein, and HR Manager Trish Gustafson.

2014-106 Mr. Paxson made a motion to approve the Agenda for March 17, 2014, with the following additions: add Reappointment of Board of Zoning Appeals member under Zoning; and move the Executive Session per 121.22(G)(3) before Old Business. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-107 Mr. Paxson made a motion to approve the March 19, 2014 Payroll in the amount of $274,486.13. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Mr. Kretz asked a question about the Clemans Nelson invoice. General discussion occurred.

2014-108 Mr. Kretz made a motion to approve the Bills in the amount of $229,386.49. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-109 Mr. Paxson made a motion to approve the Regular Meeting Minutes of the March 3, 2014. Mr. Kretz seconded. Roll Call: Mr. Paxson; yes; Mr. Kretz, yes; and Ms. Graff, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK:
John Ankeney, 2668 Blue Rock Rd, Beavercreek, spoke to the Trustees regarding his need to know if an ambulance will be provided for the major soccer tournaments taking place on Ankeney fields this year, especially the national soccer tournament, which requires an ambulance on scene. The Trustees stated that this topic coincides with the Special Events Staffing policy listed under Fire on the Agenda; and asked Mr. Ankeney if he could stay to hear that discussion and go from there. Mr. Ankeney said yes.

2014-110 Mr. Kretz 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 2:08 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-111 Mr. Paxson made a motion to come out of Executive Session at 2:40 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

OLD BUSINESS:
Performance Audits:
General discussion occurred regarding the next steps for the Trustees to take in narrowing down a performance audit firm. Discussion occurred regarding: other audits from each of the firms, and finding out basic hourly rates for the audit.
The Trustees would like the Township Administrator to get three HR audits and three performance audits, along with the scope of work that was requested for those audits, from each of the firms interested in bidding on a performance audit for Beavercreek Township.

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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 April 7, 2014 at 4:00 PM.

The Purpose of this Special Meeting is to meet in Open Session to discuss, define and draft the scope of an organizational performance audit.

Legal Invoices:
Township Administrator Alex Zaharieff stated that he had received a legal invoice from Wanda Carter and wanted to know how to proceed with paying the bill, since the Trustees have discussed changing how attorney bills are paid due to attorney client information contained in the bills.

Ms. Graff and Mr. Kretz think that all attorney bills (with cover page and detailed pages following) should be mailed to the Administrator in order to ensure attorney client privilege. The Administrator would bring the attorney bills before the Board for approval at a Regular Trustee meeting, the Trustees would review the detail and approve or not approve payment of the bill. Then the Fiscal Officer would pay the bill. General discussion occurred. All Trustees agreed that this process will work for them.

The Fiscal Officer and Assistant to the Fiscal Officer voiced concerns regarding: who is keeping the records, who can view the records, the time it will take to pay the attorney bills with this process. And the fact that this discussion is occurring because of one attorney who got burned not because there is or has been an issue with the process in place in this Fiscal Office.

The Fiscal Officer asked for time to contact the State Auditor's Office for further information and guidance regarding this issue. This item will be placed on the next agenda.

NEW BUSINESS: None.

The Trustees moved the Fire Department discussion on Special Events Staffing to now in order to not make Mr. Ankeney sit through the rest of the Trustee meeting to hear this one topic.
FIRE:
Special Events Staffing Policy Draft:
Chief VandenBos stated that a draft policy regarding a Special Events Staffing Policy was placed in the Trustees packet for review. The Chief is looking for changes or additions to the policy and whether it is ready to go forward for review by legal counsel. Questions were asked and answered. General discussion occurred regarding: fees; overtime issues; and the number of soccer tournaments this year.
2014-112 Mr. Kretz made a motion to waive the fees associated with staffing the four soccer tournaments for 2014, and requires that the Beavercreek Soccer Association follow the policy that will be in effect for any tournaments occurring in 2015. General discussion occurred regarding: the additional burden on taxpayers for these community events; what the actual cost is to staff tournaments like these; minimal staffing in our fire stations when an event occurs; and what other events/organizations might ask for the same fee waiver. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff; yes.

There was a five minute break.

ADMINISTRATOR:
Request for Proposals for Legal Counsel:

Mr. Zaharieff passed out a list of cities and townships in Greene County identifying their legal advisors. General discussion occurred regarding sending out the Requests for Proposals and to whom.
Ms. Graff stated that she was not in favor of going out for Request for Proposals for any legal counsel.

Discussion occurred regarding the Township Attorney Request for Proposal wording and to whom and where the requests are sent.

The Township Attorney Request for Proposal, under Duties and responsibilities of the Township Attorney: #1 - shall read,
Serve as legal advisor to the Board of Trustees of Beavercreek Township and as directed by that Board to other Township officers, boards, commissions or employees.
The Requests for Proposals for attorneys will be sent to the Fiscal Officer, at the Township Administration Building, as all other Township Requests for Proposals have been sent in the past.

2014-113 Mr. Kretz made a motion to approve the Requests for Proposals, as amended above, to be placed on the Township website, the Greene County Bar Association, the Dayton Bar Association, and to current counsel for consideration. The Requests for Proposals must be returned to the Fiscal Officer, by 4:00 P.M. on April 17, 2014. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff; no.

Request to Schedule a Special Meeting for 2014 Union Negotiation:

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 March 26, 2014 at 2:00 PM.The Purpose of this Special Meeting is 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.

HUMAN RESOURCES:
Bi-Weekly Report:
HR Manager Trish Gustafson highlighted the following items in her Bi-Weekly, submitted to the Trustees, concerning Worker's Comp claims and a job description for an intern. Questions were asked, answered and general discussion occurred.

ZONING:
Re-appointment of Board of Zoning Appeals Member:
2014-114 Mr. Kretz made a motion to approve **Resolution 2014-114**, **WHEREAS,** Ohio Revised Code §519.04 permits the Board of Township Trustees to create a Board of Zoning Appeals for Beavercreek Township; and
WHEREAS, the Beavercreek Township Trustees having considered available applicants for said Board of Zoning Appeals; **NOW, THEREFORE, BE IT RESOLVED THAT,** after due consideration of all the evidence presented, the Beavercreek Township Board of Trustees voted to reappoint Jeff Roberts to the Beavercreek Township Board of Zoning Appeals for a term expiring on **March 30, 2019** or until a suitable replacement is appointed. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff; yes.

Bi-Weekly Report:
Zoning Administrator/Inspector Ed Amhrein highlighted the following items his Bi-Weekly Report, submitted to the Trustees, concerning review of three subdivisions

for zoning compliance. Questions were asked, answered and general discussion occurred.

INFORMATION TECHNOLOGY:
Bi-Weekly Report:
IT Manager Jeff Terry highlighted items from his Bi-Weekly Report, submitted to the Trustees, concerning minor issues with the SharePoint 2010 Migration and possible options for LED for the Trustee meeting room. Questions were asked, answered and general discussion occurred.

ROAD:
Purchase Request for New Sheriff's Cruiser and Equipment:
General discussion occurred regarding: purchase of the cruiser; equipment; and costing the purchase out to local dealers.
The Trustees asked Mr. Parks to take the State Bid price, with all its vehicle and equipment specifications, to local dealers, providing them a chance to meet or beat the State Bid price.

Purchase Request for Replacement Pick Up for Road Department:
The Trustees asked Mr. Parks to take the State Bid price, with all its vehicle and equipment specifications, to local dealers, providing them a chance to meet or beat the State Bid price for this Road Department vehicle as well.

Fire Administration Parking Lot Addition:
Road Superintendent Tim Parks asked the Trustees for direction on how to proceed with the Fire Administration parking lot addition. Two prices were listed in the Trustee packet, one option for a total of $93,852.50, with a $9500.00 alternate option; or another option for a total of $38,315.00. General discussion occurred regarding the number of parking spaces and ADA compliance for sidewalks.
2014-115 Mr. Paxson made a motion move forward with the Fire Administration parking lot addition, with the option on the south side of the property, with an estimated cost of $38,300.00, with all the items listed in the quote. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Discussion occurred regarding a future project of making the sidewalks between the Fire Administration Building and Station 61 ADA compliant.

Bi-Weekly Report:
Road Superintendent Tim Parks highlighted items from his Bi-Weekly Report, submitted to the Trustees, concerning the snow season, the Sheriff's Caprice issues, and the replacement well at Rotary Park. Questions were asked, answered and general discussion occurred.

FIRE:
Purchase of Fire Gear:
2014-116 Mr. Kretz made a motion to approve the purchase request Phoenix Safety Outfitters (06732) for fifteen (15) sets of structural fire gear, in the amount of $38,400.00; 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 of New Medic and Associated Equipment:
General discussion of the purchase of the medic and equipment occurred regarding: life cycle and maintenance. Mr. Kretz asked why we are purchasing a medic now. Chief VandenBos stated that this is a scheduled purchase, not an emergency purchase. The Trustees asked to hold this topic for a future date.

Purchase of Medic Alterations:

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2014-117 Mr. Kretz made a motion to approve the purchase request to Burgess Ambulance Sales (06887) for six (6) medic modifications, in the amount of $5800.00; and authorize the Township Administrator to sign for the Board; and if the new medic is not purchased, the approval of the purchase of one (1) additional medic modification in the amount of $1130.00; 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.

Special Events Staffing Policy Draft:
Chief VandenBos stated that if these special events occur on a regular basis, that the township will need to charge for providing extra assistance.
Ms. Graff agreed with Mr. Paxson on his opinion that the Township needs to recoup the extra costs associated with providing these extra services. General discussion occurred. The Trustees want to continue the process with implementing the Special Events Staffing Policy and would like legal to review and approve before bringing back for Trustee approval.

Part Time Hiring:
2014-118 Mr. Paxson made a motion to approve **Resolution 2014-118**,
WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved to approve the hiring of the following individuals as Part-Time Firefighters for the Beavercreek Township Fire Department:

Christopher Bayes	Micah Blanton
Benjamin Boussum	Justin Davis
Steven Smith	

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

Bi-Weekly Report:
Fire Chief David VandenBos highlighted items his Bi-Weekly Report, submitted to the Trustees, concerning the two day officers meeting, contract negotiations, and the water supply project. Questions were asked, answered and general discussion occurred.

TRUSTEE: None.
FISCAL OFFICER: None.

2014-119 Mr. Kretz made a motion to Adjourn at 5:33 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____