Special Beavercreek Trustee's Meeting

Monday, November 3, 2014

Ms. Graff called the Special Trustee Meeting to order at 1:00 P.M. Those present were Trustees: Carol Graff, Dan Paxson, and Tom Kretz. Fiscal Officer, Christy Ahrens and Legal Advisors Dawn Frick (Surdyk) and Doug Anspach (Taft) were also present. Staff present: Township Administrator Alex Zaharieff, Assistant to the Fiscal Officer James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, Deputy Chief John Mercs, IT Manager Jeff Terry, Zoning Administrator/Inspector Ed Amrhein and HR Manager Trish Gustafson. Dr. Melissa Gruys from Gruys Consulting, LLC was also present. Consultants from The Novak Consulting Group include: Julia Novak and Patty Gentrup.

The Purpose of this Special Meeting is to meet in Open Session to review and discuss the final report from The Novak Consulting Group on a completed Township Wide Performance Audit that has been conducted within Beavercreek Township, and also to meet in Executive Session pursuant to ORC 121.22(G)(1) to consider the hiring and compensation of a public employee or official.

2014-416 Mr. Kretz made a motion to go into Executive Session per ORC 121.22 (G)(1) To consider the compensation of a public employee at 1:01P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-417 Mr. Kretz made a motion to come out of Executive Session at 2:20 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes

Ms. Novak and Ms. Gentrup gave an overview of the final report of the Performance Audit performed by The Novak Group. General observations, as well as changes and/or additions were pointed out. Areas of discussion included: Township Policy and Organization Issues, the Road Department, the Fire Department, Revision and Additional suggestions, Summary of Fund impact, what the Implementation of items will achieve, and the next step. Additional information provided to the Trustees included: Township Administrator Recommendations, Salary Survey Information, and a Draft Implementation Plan.

The Trustees reviewed the Draft Implementation Plan discussing each item and its priority for implementation. General discussion occurred throughout.

Mr. Kretz thanked The Novak Group and discussed the Draft Implementation Plan stating how it's a working document – something that the Trustees may use according to a suggestion to dig deeper or not use at all.

Township Administrator Alex Zaharieff stated that budget implications as a result of the performance audit are the most pressing for staff at the moment, as Departments are creating budgets to present to the Trustees for 2015, operational impacts can be phased in over time.

Brief discussion occurred regarding the Implementation Plan – the priorities and time line. The general goals presented by the Trustees were met by The Novak Group.

The Trustees thanked all Department Heads for their hard work and input in working with The Novak Group.

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2014-418 Mr. Kretz made a motion to go into Executive Session per ORC 121.22 (G)(1) To consider the hiring and compensation of a public employee at 4:14P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-419 Mr. Paxson made a motion to come out of Executive Session at 4:59. P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes

The Trustees directed the Township Administrator to post both of the Beavercreek Township Performance Audits on SharePoint and the Township website.

2014-420 Mr. Kretz made a motion based on The Novak Group report to move from a Part-Time Administrator to a Full-Time Administrator and authorize the HR Manager to work with Labor Counsel (Taft) to develop a revised position description and to draft a contract to reflect that full-time position for a Full-Time Administrator by the first pay period in January.
Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-421 Mr. Paxson made a motion, in conjunction with the upcoming budget process and the suggestions identified in The Novak Group report, including evaluating the effect of replacing Part-Time Firefighters with Full-Time Firefighters to address the turnover rate with the Part-Time Firefighter program, the significant cost to the Township, and crew continuity and safety; the Board directs the Fire Chief to begin the process to migrate to a Full-Time Firefighter Force by the first pay period in January.
Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-422 Mr. Kretz made a motion based on The Novak Group report that beginning with 2015 budget, the Township implement a proportional allocation of direct fleet maintenance expenses to the Township's various operating levies and funds.
Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

The Trustees discussed the desire to create a Strategic Plan to reflect where we are now and how we hope to operate in the future by developing better working relationships and better accountability of taxpayer dollars. The Plan then would help future elected officials and taxpayers see the roadmap the township is trying to follow.

2014-423 Mr. Paxson made a motion to Adjourn at 5:06 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____