Regular Beavercreek Trustee's Meeting

Monday, October 26, 2015

Mr. Kretz called the Regular Trustee Meeting to order at 1:00 P.M. Those present were Trustees: Tom Kretz, Dan Paxson and Carol Graff; and Fiscal Officer, Christy Ahrens. Legal Advisor Dawn Frick was also present. Staff present: Township Administrator/Public Safety Director Alex Zaharieff, Finance Director James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, and Zoning Inspector/Administrator Ed Amrhein.

2015-422 Ms. Graff made a motion to approve the Agenda for October 26, 2015 with the following additions: add Jim Haug – FLSA Report under Old Business and LGIF Repayment under Fire. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-423 Mr. Paxson made a motion to approve the October 28, 2015 Payroll in the amount of $266,315.51. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-424 Ms. Graff made a motion to approve the Bills in the amount of $171,780.88. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-425 Mr. Paxson made a motion to approve the Minutes from the Regular Trustee Meeting held October 12, 2015. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, no; and Mr. Kretz, yes.

2015-426 Ms. Graff made a motion to approve the Minutes from the Special Trustee Meeting held October 19, 2015. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.
OLD BUSINESS:
FLSA Report:
Mr. Jim Haug, 5903 Terrace Park Drive, Dayton, Ohio spoke to the Trustees regarding his FLSA Interpretation of Overtime Payment report. Several items in the report were discussed including: OSL, FLSA computations and the difficulties, and his recommendations. Ultimately, the two primary questions of concern are: Is OSL calculating FLSA correctly and are we paying FLSA correctly now. The answer to both questions according to Mr. Haug, is yes. General discussion occurred regarding involving the Finance Department and the Fiscal Officer in the calculation of FLSA, as currently only Chief David VandenBos and Deputy Chief John Mercs have been involved in the calculations. The Trustees would like to request a letter from DOL to certify that based on our current process and procedures, that moving forward, the Township is in compliance with calculating FLSA.

NEW BUSINESS: None.

ADMINISTRATOR:
TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.
Policy Manual Update:
The following policies are to be included in the Personnel Policy Manual.
2015-427 Ms. Graff made a motion to approve the policy – Disability Accommodation, as presented. Discussion occurred regarding the new addition. Legal Advisor Dawn Frick stated it was according to the law. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

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2015-428 Ms. Graff made a motion to approve the policy – Harassment and Discrimination, with the following modification: the Purpose shall read, as proposed by Legal Counsel Dawn Frick: The Township is committed to maintaining a working environment that is free of discriminatory intimidation or sexual harassment. Accordingly, the Township considers it improper and against the policies of the Township for any employee, management or staff, male or female, to sexually harass another employee. Discussion occurred regarding Section 2.4. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-429 Ms. Graff made a motion to approve the policy – Use of Township Equipment, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-430 Ms. Graff made a motion to approve the policy – Problem Resolution, with the following modifications, the Purpose shall read: It is the Township's desire to provide an effective way for employees to bring problems concerning their well-being at work to the attention of management. Therefore, a formal problem resolution procedure has been established for the benefit and use of the employees. Mr. Paxson seconded. Discussion occurred regarding eliminating the Oral Resolution part of the policy. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-431 Ms. Graff made a motion to approve the policy – Overtime/Compensatory Time, as presented. Mr. Paxson seconded. General discussion occurred regarding Flextime. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Economic Development Plan:
TA Alex Zaharieff presented the Economic Development Plan as a guideline for staff to use and identify goals, objectives and strategies for Beavercreek Township for economic development. General discussion occurred regarding: the plan itself, how it relates to the Township's Land Use Plan, and creating a possible Economic Development team.
The Trustees see the need, understand that this is an overview, and anticipate tactics will come before the Board at a later date when needed.

2015-432 Ms. Graff made a motion to approve **Resolution 2015-432**, the Beavercreek Township Economic Development Plan, as presented. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; Mr. Kretz, yes; and Mr. Paxson, yes.

Greene County Sheriff's Office Report: General discussion occurred regarding the number to call if there is a non-emergency issue. The number listed on the website does not go to a person or have an answering machine. Mr. Zaharieff will contact the Sheriff to discuss the issue.

There was a five minute recess.

FINANCE:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Finance Department. Questions were asked and answered. Mr. Kretz asked that Flexible Spending Account Discussion be added to the next Trustee Meeting Agenda.

HUMAN RESOURCES:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the HR Department.

General discussion occurred regarding: Xenia Township negotiations and Beavercreek Township workload; and a possible 2016 Insurance consortium.

ZONING:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Zoning Department. General discussion occurred regarding: the new report, revenue projections, and several developments.

INFORMATION TECHNOLOGY:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for Information Technology. There were no questions.

ROAD:
TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.
Annual Road Report:
2015-433 Ms. Graff made a motion to approve the 2015 Annual Report of Township Roads, with 41.213 miles, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Purchase Request – Station 61:
2015-434 Mr. Paxson made a motion to approve purchase request (00358) to Air Force One to modify Station 61 furnace F4, in the amount of $3,100.00; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Road Department. General discussion occurred regarding: Factory Road, cemetery and crematorium possibility.

FIRE:
TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.
LGIF Repayment:
General discussion occurred regarding: the process to bill, collect funds, and make payments.
2015-435 Ms. Graff made a motion to re-appropriate from Account 2281-930-930-5999 Contingencies – EMS Fund, to Account 2281-910-910-5999 Transfers Out – EMS Fund in the amount of $100,000.00, and; WHEREAS, to Transfer from Account 2281-910-910-5999 Transfers Out – EMS Fund to 9001-931-0000 Transfers In – LGIF MARCS Fund in the amount of $100,000.00, and; WHEREAS, to appropriate $100,000.00 into fund 9001 – LGIF MARCS. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-436 Ms. Graff made a motion to authorize payment to the Loan Servicing Office of the Ohio Development Services Agency for the first quarterly payment of the Local Government Investment Loan #869-02-01, in the amount of $11,625.00. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Fire Department. General discussion occurred regarding: location of calls of service; the City Work Session and the Mercer report.

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LEGAL ADVISOR:
Fringe Benefits Update:
Legal Advisor Dawn Frick reviewed her memo to the elected officials regarding Fringe Benefits for employees who drive township vehicles to and from work. General discussion occurred. Road Superintendent Tim Parks will be forwarded the memo in order to answer some of Ms. Frick's questions and this topic will be added to the next Regular Trustee Meeting.

TRUSTEES:
Mr. Paxson extended a heartfelt thank you to the Fire Department after his family was in need of help.
Mr. Kretz began to outline possible questions for Morgan Stanley representative Brian Andzik when Fiscal Officer Christy Ahrens asked if she could present a few items that might help.

FISCAL OFFICER:
Morgan Stanley Reports:
Fiscal Officer Christy Ahrens presented the Trustees with two reports from Morgan Stanley in an effort to answer questions Mr. Kretz and the Trustees had about the Township's investments. Mr. Andzik was unable to attend the meeting. Ms. Ahrens asked the Trustees to review the information and forward questions to her so that she could either get the answers from Mr. Andzik or have him come to a Trustee meeting in the future.

2015-437 Mr. Paxson made a motion to Adjourn at 3:24 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____