Regular Beavercreek Trustee's Meeting

Monday, September 14, 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, Zoning Inspector/Administrator Ed Amrhein, and HR Manager Trish Gustafson.

2015-332 Ms. Graff made a motion to approve the Agenda for September 14, 2015 with the following additions: move the Executive Session per ORC 121.22(G)(1) to consider the discipline of a public employee or the investigation of charges or complaints against a public employee to before Citizens Desiring to Speak and add set Special Meeting to discuss Rotary Park under Administrator. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-333 Mr. Paxson made a motion to approve the September 16, 2015 Payroll in the amount of $261,097.41. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-334 Mr. Paxson made a motion to approve the Bills in the amount of $90,406.96. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-335 Ms. Graff made a motion to approve the Regular Trustee Meeting Minutes from August 31, 2015. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

EXECUTIVE SESSION:
2015-336 Ms. Graff made a motion to go into Executive Session per ORC 121.22(G)(1) To consider the discipline of a public employee or the investigation of charges or complaints against a public employee at 1:02 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.
2015-337 Ms. Graff made a motion to come out of Executive Session at 3:26 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.
2015-338 Ms. Graff made a motion to sustain the decision of the Township Administrator/Public Safety Director with respect to the grievance for alleged violation of protocol. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.
OLD BUSINESS:
<u>Discussion regarding process improvement initiatives that have been researched and/or implemented to reduce township expenditures for man hours, mileage reimbursement and postage expense in the Finance Office:</u>
Mr. Kretz and Township Administrator/Public Safety Director Alex Zaharieff discussed suggestions and possible ways to consolidate and pool administrative help in the township building. Mr. Zaharieff will discuss possible ways to pool administrative help in the township building with Department Heads.
<u>Update on final cost for Finance Office relocation:</u>
Road Superintendent Tim Parks provided costs associated with the relocation of the Finance Department and general discussion occurred regarding: lighting throughout the township and Ms. Graff's suggestions on what the Library is using to save costs; carpet; and a new glass door for the Finance Department that still needs to be purchased.

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Business Hours of the Township for all Administrative Departments and lunch hour coverage:
The business hours of the Township are 8:00A.M. to 4:30P.M., Monday through Friday. The Finance Department's two employees are alternating lunch schedules so that the office is open at all times. No other departments were discussed.
Safe Routes to Schools Committee – Nominations for Chair:
Mr. Kretz stated that two people, Jarred Barnett and Dennis Drayer, have asked to be part of the Safe Routes to Schools Committee. General discussion occurred regarding: possible people/positions to sit on the committee; federal money for walking and/or riding bikes to school safely and the specific conditions required to submit for that federal money. Zoning Inspector/Administrator Ed Amrhein volunteered to take the lead and talk to City and School officials to convene a meeting and establish this committee. The committee would then choose a Chair. Mr. Amrhein will keep the Trustees up to date on the progress of this project.
Update from the Finance Office on tax reporting obligations for employees that drive township vehicles to and from work as part of their daily commute. Finance Office recommendations for 2015 and prior years:
Mr. Kretz asked what the township's obligation is. Fiscal Officer Christy Ahrens stated that she addressed these concerns in a June 26, 2015 email to the Board of Trustees and Township Administrator/Public Safety Director recommending that the Trustees seek legal counsel, as the Trustees determine the course of action they would like to take regarding this issue. General discussion occurred. Township Legal Advisor Dawn Frick will look into this matter.
Calculation of projected 'uninvested" cash reserves available for immediate investment on or before October 1, 2015, including methodology used for calculation/projection:
General discussion occurred regarding: how much money the township has invested; where it is invested; the returns on the investments; which Funds can accept the interest on the returns; and cash flow projection. The Finance Director, James Barone, stated he would email the Trustees a copy of the Morgan Stanley account so that they may get a better understanding of the investments.
Update from the Investment Advisory Committee:
TA Zaharieff stated that the committee will meet again this Fall. After their last meeting their recommendation was to invest more money at the Fiscal Officer's discretion. This has been done. There is one space to fill on the committee, as the Fiscal Officer's member moved. The FO will get a name to the TA.

NEW BUSINESS:
Request Certification from Auditor's Office for: back payments to the firefighters, was the amount correct and calculating FLSA overtime correctly:
Mr. Kretz asked if the Auditor's Office would certify that the township is correcting calculating FLSA overtime correctly and that the back payments to the firefighters were correct. The Auditor's Office will not certify any of this as they did not determine that how we were paying firefighters was incorrect, an outside firm payed by the township did. Legal Advisor Dawn Frick stated that the only legal entity that could answer the questions would be the Department of Labor (DOL). General discussion occurred regarding what the Department of Labor would and could do. Mr. Kretz wants to know we are doing it right and asked if the Board supported contacting the DOL. General discussion occurred. Ms. Graff stated she was unsure because DOL can sometimes be unpredictable. Mr. Paxson stated that based off of the TA's input and legal input that OSL followed DOL standards, he feels comfortable we are doing it right. Ms. Graff stated that the township gave a good faith effort to fix the problem and is satisfied we are doing it right.
Records Retention Committee meeting request, topics and invitees:
The Records Retention Committee will meet Thursday, September 24, 2015 at 1:30 P.M. in the Fire Conference room. Mr. Kretz, Ms. Ahrens, Mr. Zaharieff and Zoning Clerk III Laurie Brown will be invited.

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Employee Recognition nominations:
Mr. Amrhein stated that the committee established a policy and have a schedule and are working on nominations. General discussion occurred regarding: Zoning and BZA recognitions.

ADMINISTRATOR:
Controlled Bow Hunting Program:
TA Alex Zaharieff stated that eleven people turned in applications. Five from the unincorporated area, and six from the City, and three are former participants in the program. Discussion occurred regarding: if it's possible to accommodate all eleven applicants; and/or increasing the number of participants.
2015-339 Ms. Graff made a motion to approve an increase in the number of applicants accepted for the Beavercreek Township Controlled Bow Hunting Program from six (6) to eight (8), to hunt in either township parks. General discussion occurred. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.
Each elected official drew two names from a hat. The following names were chosen: Charles M. Stewart, George W. Rice, Aaron S. Chaney, Michael E. Parks, Matthew W. See, Bradley "Shane" Turner, Richard R. Taylor, and Curtis M. Russell.
2015 Strategic Goals Update:
Township Administrator/Public Safety Director Alex Zaharieff stated that the updated list was in the Trustees packet and that some goals had been completed early and some are still outstanding. There were no questions.
Hutchison Farm Agreement:
Township Administrator/Public Safety Director Alex Zaharieff stated that Mr. Hutchison has passed away and that Mrs. Hutchison would like the Agreement updated to list her only.
2015-340 Ms. Graff made a motion to approve **Resolution 2015-340**, an Agreement between the Board of Trustees of Beavercreek Township, Greene County, Ohio 851 Orchard Lane, Beavercreek, Ohio and Barbara Hutchison; 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.
Request to Schedule a Special Meeting to discuss: Township's Updated Policy Manual:
The Beavercreek Township Board of Trustees will conduct a Special Meeting in the Community Room, Lower Level of Fire Station #61, 2195 Dayton-Xenia Road, on Monday, October 19, 2015 at 1:00 P.M. The purpose of this Special Meeting is to meet in Open Session to review updates to the personnel policy manual.
Request to Schedule a Special Meeting to discuss: Rotary Park Agreement:
The Beavercreek Township Board of Trustees will conduct a Special Meeting in the Community Room, Lower Level of Fire Station #61, 2195 Dayton-Xenia Road, on Tuesday, September 22 at 1:00 P.M. The purpose of this Special Meeting is to meet in Open Session to discuss the Rotary Park Agreement with the City of Beavercreek.
Greene County Sheriff's Office Report: No questions.

FINANCE:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Finance Department. There were no questions.

HUMAN RESOURCES:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the HR Department. General discussion occurred regarding: the trainer form for the Wellness Initiative.

ZONING:

Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Zoning Department. General discussion occurred regarding: the changing of the Zoning Department's bi-weekly report to include items the Trustees have asked to see such as: percentage of buildout for each approved development in the township.

INFORMATION TECHNOLOGY:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for Information Technology. General discussion occurred regarding: third party issues that have not been fixed.

ROAD:
Seasonal On-Call Job Description:
2015-341 Ms. Graff made a motion to approve the Seasonal On Call Maintenance Worker job description, as presented, with Essential Functions of the Position, #1., moved to the left in line with the other numbers. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.
Purchase Request for an Excavator:
2015-342 Mr. Paxson made a motion to approve the purchase request (00352) to Ohio Cat Rental Store for a CAT 324 excavator, in the amount not to exceed $6,000.00; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.
Purchase Request for Tires for Ladder 61:
2015-343 Ms. Graff made a motion to approve the purchase request (00353) to Carrol Wuertz for four (4) rear tires for Ladder 61, in the amount not to exceed $3,400.00; 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.
Purchase Request for Ladder Cables for Ladder 61:
2015-344 Ms. Graff made a motion to approve the purchase request (00354) to All-American Fire Equipment for the replacement of the aerial bed section cables, in the amount not to exceed $4,500.00; 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.
Purchase Request for an Excavator:
2015-345 Mr. Paxson made a motion to approve the purchase request (00355) to MRB Tree Service to remove four (4) dead trees at Station 64, in the amount of $2,500.00; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. General discussion occurred. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Road Department. There were no questions.

FIRE:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Fire Department. General discussion occurred regarding: the thermal imaging project, Chief VandenBos stated he is working on it; and the updated ProQA report will be emailed to the Board.

LEGAL ADVISOR:
Ms. Frick stated that she was working on the Personal Electronic Device Policy, and has found that it affects other township policies, so those are being looked at as well. She hopes to have something to the Board at the next Trustee meeting.

TRUSTEE:

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Mr. Paxson stated that he heard that a Battalion Chief drove a candidate for Township Office around to all the Fire Departments where the candidate introduced herself as a person running for election. General discussion occurred regarding: expending taxpayer dollars for campaign purposes and campaigning while being escorted by an on duty township employee in a township vehicle; township employee handbook rules; and how to keep this from happening in the future.

2015-346 Mr. Paxson made a motion to approve that Beavercreek Township will not accept any ride along requests from any candidate certified by the Greene County Board of Elections from the time of signature certification through the election. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, no.

FISCAL OFFICER: None

EXECUTIVE SESSION:
2015-347 Ms. Graff made a motion to go into Executive Session per ORC 121.22 (G)(1) To consider compensation of a public employee and ORC 121.22(G)(2) To consider the purchase of property for public purposes at 5:44 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.
2015-348 Ms. Graff made a motion to come out of Executive Session at 6:23 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.
2015-349 Ms. Graff made a motion to Adjourn at 6:24 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____