Regular Beavercreek Trustee's Meeting

Monday, August 17, 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 Alex Zaharieff, Finance Director James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, and Zoning Inspector/Administrator Ed Amrhein.

2015-294 Ms. Graff made a motion to approve the Agenda for August 17, 2015, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-295 Mr. Paxson made a motion to approve the August 19, 2015 Payroll in the amount of $277,752.49. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-296 Ms. Graff made a motion to approve the Bills in the amount of $512,029.85. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-297 Mr. Paxson made a motion to approve the Regular Trustee Meeting Minutes from August 3, 2015. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.
OLD BUSINESS: None.
NEW BUSINESS: None.
ADMINISTRATOR:
Controlled Bow Hunting Program:
Township Administrator Alex Zaharieff presented the program and general discussion occurred regarding: Ohio law; concealed weapons on government property; and advertising.
2015-298 Ms. Graff made a motion to approve **Resolution 2015-298**, the Controlled Bow Hunting Program, Rules and Regulations 2015-2016 for Beavercreek Township. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Fuel Services Agreement:
Township Administrator Alex Zaharieff presented information regarding the Fuel Services Agreement with the City of Beavercreek and general discussion occurred regarding: timing; fobs; and obtaining the blue prints of the pads at the station. Fiscal Officer Christy Ahrens asked that the invoice due date be changed to the 20th of the month and also asked for clarification regarding when the agreement renews – it only states in four years.
2015-299 Ms. Graff made a motion to approve **Resolution 2015-299**, the Fuel Purchase Agreement between the City of Beavercreek and Beavercreek Township, with the following modifications:
(Of the Agreement) 4. The last sentence will read, "The Township agrees to pay to the City by the 20th of the following month." and
(Of the Agreement) 6. The second sentence shall read, "This Agreement will automatically renew every fourth year on January 1, beginning January 1, 2020, unless written notice by the party intending to cancel is given to the other party at least 90 days prior to the proposed termination date." The Trustees authorize the Township Administrator to sign for the Board. Discussion occurred regarding the fact that the Trustees want to be notified well in advance of any and all Agreements up for renewal well in advance of the renewal and opting out phase. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

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Employee Evaluation Program:
Township Administrator Alex Zaharieff presented the program policies and attachments and general discussion occurred regarding: this was Chief Mercs project that is being implemented for township use; that the evaluation can be used as a tool for management and open dialogue; that it is a difficult challenge to separate performance and compensation; that Supervisors will manage the evaluation, but HR will manage the program; it will help train Management with how to deal with issues and help with outcomes; and that it is not a disciplinary tool. Items to be changed with the policy: 1. Second paragraph under Purpose, second sentence should read, "This evaluation is not intended to cause decisive action such as termination of an employee; or to suggest a promotion or demotion in rank, or a change in pay." 2. Add two additional signature lines to the Performance Evaluation Form, one for the Department Head and one for the Township Administrator. Discussion occurred regarding the HR Managers involvement in the process, whether it is supervisory or in attendance at all evaluations. The TA will review the document, make the changes and work on additional language.

Childhood Cancer Awareness Month Resolution:
2015-300 Ms. Graff made a motion to approve **Resolution 2015-300**, WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease amount U.S. children between infancy and age 15. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes. NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township, Greene County, Ohio hereby establish September as Childhood Cancer Awareness Month in Beavercreek Township.

Greene County Sheriff's Office Report: No questions.

FINANCE:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Finance Department. General discussion occurred regarding: permits. The Zoning Department will now handle all permits.

HUMAN RESOURCES:
Bi-Weekly Report:
Mr. Zaharieff stated that the HR Manager started helping Xenia Township today.

ZONING:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Zoning Department. General discussion occurred regarding: 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: Mr. Ericson's contract and an aging layer 3 switch.

ROAD:
Re-appropriation of Funds:
2015-301 Ms. Graff made a motion to re-appropriate from Account 2031-930-930-0000 – Contingencies – Road and Bridge Fund, to Account 2130-330-360-4800 – Contracted Services – Paving – Road and Bridge Fund in the amount of $35,000.00. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

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Purchase Request for Additional Paving:
2015-302 Mr. Paxson made a motion to approve the purchase request (00350) to John R Jurgensen for additional paving per the Greene County co-operative bid, in the amount of $30,000.00; 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 Asphalt:
2015-303 Ms. Graff made a motion to approve the purchase request (00351) to Valley Asphalt for 448 Asphalt for pavement repairs, in the amount of $10,000.00; 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.

Resignation of Employee:
2015-304 Ms. Graff made a motion to accept with regret, the resignation of Service Worker One, Casey Phelps, as of August 28, 2015. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Request to Fill Full-Time Position:
2015-305 Ms. Graff made a motion to approve the Road Superintendent and Human Resource Manager to begin the process of filling the vacant Service Worker One position as soon as possible. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Request to Advertise for Winter Season Positions:
2015-306 Ms. Graff made a motion to approve the Road Superintendent and Human Resource Manager to advertise on the Township's website and social media to fill the winter seasonal positions. 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: the purchase of a bucket truck.

FIRE:
Request for a Proclamation Recognizing Lt. Rob Young's Career:
2015-307 Mr. Paxson made a motion to approve the Proclamation, **IN HONOR OF LIEUTENANT ROBERT B. YOUNG ON HIS RETIREMENT FROM THE BEAVERCREEK TOWNSHIP FIRE DEPARTMENT WHEREAS,** Lieutenant Robert B. Young was hired with the Beavercreek Township Fire Department on March 9, 1981 to serve the citizens of Beavercreek Township and the City of Beavercreek. **WHEREAS**, Lieutenant Young was appointed by the Kettering and Beavercreek Township Fire Departments as the hazardous materials liaison for Dayton Regional Hazardous Materials Response Team and the Ohio Task Force One Urban Search and Rescue Team, the Beavercreek Township Fire Department's hazardous materials coordinator, live burn training coordinator, new recruit training program and the budget manager for the training division and hazardous materials program. **WHEREAS**, Lieutenant Young completed several Hazardous Materials and Weapons of Mass Destruction programs from the National Fire Academy, Cleveland State University, Transportation Test Center in Colorado, the Office of Domestic Preparedness, the Department of Homeland Security and the Ohio Fire Academy. **WHEREAS**, Lieutenant Young shared his knowledge of hazardous materials and weapons of mass destruction with the Beavercreek Township Fire Department, the National Fire Academy, Cleveland State University, United States Air Force, the National Emergency Training Center, the Department of Homeland Security, the Civil Support Teams from the National Guard, and the FBI.

WHEREAS, Lieutenant Young received awards for the Deployment Service Award for deploying to South Dade County Florida from the Beavercreek Fire Department to assist with the Hurricane Andrew Disaster, 2007 Beavercreek Township Fire Department Firefighter of the Year for his expertise and dedication to the Haz Mat program, numerous Fire and EMS Unit Commendations, the Beavercreek Township Fire Department Meritorious Service Award for initiating and sustaining the Hazardous Materials Program and the National Fire Academy where his name is on the walkway to the National Firefighters Memorial for his commitment and dedication to hazardous materials education. **WHEREAS**, Lieutenant Young has served proudly with the Beavercreek Township Fire Department for thirty four years and five months. **NOW THEREFORE, BE IT RESOLVED** that the Trustees of Beavercreek Township, Greene County, State of Ohio, offer Lieutenant Robert B. Young its gratitude for the service and dedication you provided to the citizens of Beavercreek Township and the city of Beavercreek and congratulate you on your retirement from the Beavercreek Township Fire Department.
IN WITNESS THEREOF, we have here unto set our hand and caused the SEAL of Beavercreek Township to be affixed this 18th day of August in the year 2015.
Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Request for a Special Meeting to Hire and Promote:
General discussion occurred regarding an available time to hire and swear in new fire fighters. The Trustees decided to add this topic to the end of the Regular Trustee Meeting to be held August 31, 2015 at approximately 4:30 P.M.

Purchase Request for SCBA Repairs:
2015-308 Ms. Graff made a motion to approve the purchase request (08415) to Finley Fire for SCBA replacement masks, voice amplifiers and parts, in the amount of $32,356.75; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. General discussion occurred. 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: the map on page 65 of the Trustee packet showing the Fire Department Incident Activity Report.

TRUSTEE:
Ms. Graff asked questions regarding how much money the Township is investing. General discussion occurred.
Mr. Kretz said that he was approached by citizens wanting a committee to discuss safe routes from new housing developments to the new elementary and middle schools on Dayton-Xenia Road. Mr. Zaharieff will look into this.

FISCAL OFFICER: None

LEGAL INVOICES:
Per Township motion **2014-159**; all legal bills are reviewed by the Township Administrator and the Trustees only.
2015-309 Ms. Graff made a motion to approve the payment of funds to Taft, Stettinius and Hollister for Invoice #2739240 dated July 24, 2015 in the amount of $6300.00. Mr. Paxson seconded. Roll Call: Ms. Graff; yes; and Mr. Paxson, yes; and Mr. Kretz, yes.
2015-310 Ms. Graff made a motion to approve the payment of funds to Surdyk, Dowd, and Turner for Invoice #69905 dated August 1, 2015 in the amount of

$665.00. Mr. Paxson seconded. Roll Call: Ms. Graff; yes; and Mr. Paxson, yes; and Mr. Kretz, yes.
2015-311 Ms. Graff made a motion to approve the payment of funds to Surdyk, Dowd, and Turner for Invoice #69906 dated August 1, 2015 in the amount of $361.00. Mr. Paxson seconded. Roll Call: Ms. Graff; yes; and Mr. Paxson, yes; and Mr. Kretz, yes.
2015-312 Ms. Graff made a motion to approve the payment of funds to Surdyk, Dowd, and Turner for Invoice #69907 dated August 1, 2015 in the amount of $2,508.70. Mr. Paxson seconded. Roll Call: Ms. Graff; yes; and Mr. Paxson, yes; and Mr. Kretz, yes.

2015-313 Ms. Graff made a motion to go into Executive Session per ORC 121.22(G)(2) To consider the purchase of property for public purposes at 2:58 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.
2015-314 Ms. Graff made a motion to come out of Executive Session at 3:41 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-315 Ms. Graff made a motion to adjourn at 3:41 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____