Regular Beavercreek Trustee's Meeting

Monday, September 28, 2015

Mr. Kretz called the Regular Trustee Meeting to order at 1:02 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.

2015-355 Ms. Graff made a motion to approve the Agenda for September 28, 2015 with the following additions: Policy regarding In Touch under New Business; Factory Road Project Update under Administrator; and add Executive Session per 121.22(G)(1) to consider the discipline of a public employee or the investigation of charges or complaints against a public employee after Fiscal Officer . Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-356 Mr. Paxson made a motion to approve the September 30, 2015 Payroll in the amount of $262,590.94. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, no.

2015-357 Mr. Paxson made a motion to approve the Bills in the amount of $181,782.25. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

PRE-SCHEDULED SPEAKER:
Jerold Graver, Site Director for the Haunted Classic Soccer Tournament spoke to the Trustees a request to partner with the Celtic Soccer Club and the Beavercreek Community in hosting the seventh annual Haunted Classic soccer tournament and request a reduction in tent fees, per site, for this event. General discussion occurred.
2015-358 Ms. Graff made a motion to waive regular tent permit fees for the Haunted Classic Soccer Tournament sponsored by the Beavercreek Soccer Association for a rate of 1 tent fee per site. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK:
Jeff Roberts, 345 Skyland Dr., Beavercreek, OH gave a political speech regarding his life, activities and his run for election.
Tiffany Novak, 1479 Martin Way, Beavercreek, OH spoke to the Trustees regarding her ride along with the Fire Department and asked the Board to re-consider their motion.

NEW BUSINESS:
Policy regarding In Touch:
General discussion occurred as to whether there was a policy regarding submitting articles for the In Touch; there is none. Ms. Graff stated that she has been writing and submitting articles for the In Touch since 1994. TA Alex Zaharieff looks over articles, and Ms. Graff submits them. Discussion occurred regarding creating a policy, content, and recommendations moving forward. Fiscal Officer Christy Ahrens stated that she has, since 2006, submitted her Office's articles directly to the City, that she has used the same general article a few times, and that she has never censored or changed a Trustee or Department Head article – ever. Mr. Kretz stated he wanted a policy.

OLD BUSINESS: None.

ADMINISTRATOR:
U.S. 35 Support Letter:

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TA Alex Zaharieff updated the Trustees regarding the letter from the Greene County Commissioners and the increased interest and support for this project.
2015-359 Ms. Graff made a motion to approve signing the letter of joint support between the City of Beavercreek, Beavercreek Township, and Greene County in order to endorse the U.S. Route 35 Improvement Project in Greene County. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.
Greene County Sheriff's Office Report: No questions.
Factory Road Project Update:
Mr. Zaharieff went through and discussed each of the pictures he presented in a hand out regarding the Factory Road Project. He thanked the Road Department staff for their hard work on the project.

FINANCE:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Finance Department.
Mr. Kretz questioned the OSL issue with the Fire Department's payroll, even though it was listed in the Fire Department's Bi-Weekly report; it had to do with finance. Finance Director James Barone stated he had not been alerted to any issue with the Fire Department's payroll or that there even was a suspected issue with payroll. Fiscal Officer Christy Ahrens stated that she too had not been notified of any payroll issues. General discussion occurred regarding OSL, calculating FLSA payroll, the OSL update that disturbed the FLSA calculations, and the lack of notification to the Fiscal Officer and/or Finance Director.
Mr. Kretz passed the gavel to Mr. Paxson.
2015-360 Mr. Kretz made a motion to approve that the Township Administrator and Legal Advisor contact the Department of Labor to certify the payroll we are submitting is calculating FLSA payments correctly and according to their standards. Ms. Graff seconded. General discussion occurred. Roll Call: Mr. Kretz, yes; Ms. Graff, yes; and Mr. Paxson, no.

HUMAN RESOURCES:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the HR Department.
General discussion occurred regarding: hiring another Firefighter and the policy in place to continue the search.

ZONING:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Zoning Department.
General discussion occurred regarding: that the next Trustee meeting packet will hopefully have the new version of the Zoning Department's bi-weekly report; staffing; and the Safe Routes to School Committee.

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

ROAD:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Road Department.
General discussion occurred regarding: tires; and follow up on the Fuel Agreement.

FIRE:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Fire Department.

General discussion occurred regarding: completion of CERT class; CERT training for COPP's; and ways to raise awareness of the good things the Township and City are doing.

LEGAL ADVISOR:
Records Retention/Public Records Policy:
Legal Advisor Dawn Frick briefly went over the draft policy, where she pulled information from to place in the policy, and that this policy encompasses the old policies into this new one. Discussion occurred regarding: what to charge for copying – it was suggested that the Board set a copy fee at the beginning of each year, then the policy can state according to Board policy and not an amount.
The Fiscal Officer asked the Trustees not to approve the new policies as she had not had enough time to review them more completely.
Personal Electronic Device Policy:
Ms. Frick explained that this was a more inclusive and updated policy for electronic device use. General discussion occurred. It was suggested that IT be given a copy of the draft policy to review to see if the township can do (technically) what it says it's going to do. Mr. Paxson questioned if a policy could or should include elected officials, as they are not employees of the township. Discussion occurred. Fiscal Officer questioned the responsibilities the policy places on the Fiscal Officer when dealing with personal electronic devices. Ms. Frick explained that the policy places the ownership on the employee to provide the information to the Fiscal Officer. The Fiscal Officer can only provide what is given to them. It was suggested that somewhere in the document it states that this policy does not supersede the Ohio Revised Code.

TRUSTEE:
Ms. Graff asked how the Budget Hearing at the County went. Mr. Zaharieff stated that Mr. Barone said it best, when he said the drive over was faster than the hearing. It was the same questions as in the past and overall it went well.

FISCAL OFFICER:
Designate Depositories:
2015-361 Mr. Paxson made a motion to designate, based upon the recommendation of Fiscal Officer Christy Ahrens, the following banks as depositories for Beavercreek Township's active and interim funds for the period beginning October 1, 2015 to and September 30, 2020: Chase Bank, Fifth Third Bank, Huntington Bank and PNC Bank. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Fiscal Officer Christy Ahrens stated that she had been invited by Ohio Treasurer Josh Mandel to attend his press conference for Ohiocheckbook.com in Columbus. She and Finance Director James Barone attended and were recognized for their leadership in transparency in government.

EXECUTIVE SESSION:
2015-362 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 2:48 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.
2015-363 Ms. Graff made a motion to come out of Executive Session at 3:17 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.
2015-364 Ms. Graff made a motion to Adjourn at 3:18 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

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Trustee: _____

Fiscal Officer: _____