Regular Beavercreek Trustee's Meeting

Monday, November 9, 2015

Mr. Kretz called the Regular Trustee Meeting to order at 1:00 P.M. Those present were Trustees: Tom Kretz 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, and IT Manager Jeff Terry.

2015-438 Ms. Graff made a motion to approve the Agenda for November 9, 2015 with the following additions: add Open Discussion on Morgan Stanley and Schedule a Record Retention Meeting under Old Business; add Open Discussion on Meeting Structure, Request a Special Meeting for Zoning and Open Discussion on Budget Process under New Business; and add Resolution to move money in Parks fund under Road Department. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-439 Ms. Graff made a motion to approve the November 10, 2015 Payroll in the amount of $262,513.33. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-440 Ms. Graff made a motion to approve the Bills in the amount of $86,398.28. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

OLD BUSINESS:

Flexible Spending Accounts:

Mr. Kretz stated that the Trustees need to decide whether to continue or not with the program for 2016. Finance Director James Barone gave an update and stated that eleven employees use the voluntary program and that the program incurs a cost of roughly $1,200.00 per year. He stated that this program should be cost neutral to the Township and not incur a cost to participate as this is the only voluntary program that does so. General discussion occurred regarding options the township has to pass the fee on to the employees if the program continues or whether to offer the program at all. The eleven employees will be asked if they want to continue to participate in the plan in 2016, if offered, and if they would be willing to proportionately contribute the roughly $120.00/month to cover the cost. This topic will be placed again on the next Trustee Agenda.

Open Discussion on Morgan Stanley:

Mr. Kretz stated that he had reviewed the information Mr. Andzick provided at the last Trustee meeting and several questions regarding: management structure fees, trade fees, account "pumping", portability, product selection input, gain/loss/buy/sell decisions, opportunities, financial modeling, and sweep accounts versus money market accounts. Fiscal Officer Christy Ahrens answered many of the questions and stated she would forward the rest of the questions to Mr. Andzick. Ms. Graff talked about the Greene County Library and how they invest their money. She questioned whether the Board needed to vote to invest in anything longer than two years. No one else had heard of this, but it will be looked into.

Record Retention Meeting:

A Record Retention Meeting will be held Tuesday, November 17, 2015 in the Fire Administration Conference Room.

NEW BUSINESS:

Veterans Day Proclamation:

2015-441 Ms. Graff made a motion to approve **Resolution 2015-441**, **WHEREAS,** on November 11, 2015 Beavercreek Township will observe Veterans

Day, pausing to honor every veteran who has ever worn one of our Nation's service uniforms; and

WHEREAS, as we pay tribute to our Veterans, we are mindful that no ceremony can repay the debt we owe each and every day for their service to our Country; and

WHEREAS, each time our freedoms have come under assault, our Veterans have responded with resolve, courage and a willingness to sacrifice; and

WHEREAS, under the most demanding of circumstances, and in the most dangerous corners of the earth, America's Veterans have served our Country with distinction and valor; and all Veterans deserve our gratitude and praise for their selfless acts and for the duty served to our great Country; and

WHEREAS, on this day, Beavercreek Township wishes to honor employees of the Township who are Veterans and/or are currently active in a Military Reserve unit, namely:

Micah Blanton – Army
Steve Dubois – Air Force
Shawn Fowler – Coast Guard
Eric McComas – Army National Guard – active reservist
Rob Negri – Navy
Ben Northup – Air Force
John Ostrowske – Air National Guard – active reservist
Doug Ransdell – Army
Jeff Terry – Air Force
Bob Treiber – Army

Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Open Discussion on the Meeting Structure:
Mr. Kretz suggested that in 2016 we modify the Trustee Meeting Agenda so that Department Heads do not have to sit in the meeting for the entire time and can return to work quicker. Township Administrator (TA) Zaharieff stated he had discussed this possibility with the Department Heads and that there were mixed feelings on the subject. General discussion occurred. Ms. Graff stated she did not have a preference.

Open Discussion on Budget Process:
Mr. Kretz asked if the Trustees could mandate zero percent General Fund deficit spending in 2016. TA Zaharieff stated that they could; but that decisions regarding the General Fund would need to be made and cost allocation for all employees in the General Fund would need to be visited. General discussion occurred regarding: counting our "anticipated" returns on investments and further cost allocation plans.

ADMINISTRATOR:
TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.
Communication Policy:
The following policies are to be included in the Personnel Policy Manual.
2015-442 Ms. Graff made a motion to approve the policy – Communications Plan, as presented, with changing the name only to: Internal/External Communication Policy. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Policy Manual:
The Policy Manual will be brought back at the next Trustee meeting; there are a few more changes that need to be made before the Trustees approve the entire manual.

2016 Holiday Schedule:
2015-443 Ms. Graff made a motion to approve to set the 2016 Township Holiday Schedule per the Beavercreek Township, Greene County Ohio Personnel Policy Book Section IV Number 9 to the following:

January 1, 2016	New Year's Day 2016
January 18, 2015	Martin Luther King Jr., Day
February 15, 2016	Presidents Day
May 30, 2016	Memorial Day
July 4, 2016	Independence Day
September 5, 2016	Labor Day
November 11, 2016	Veterans Day
November 24 &25, 2016	Thanksgiving
December 26, 2016	Christmas

Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2016 Meeting Schedule:
2015-444 Ms. Graff made a motion to approve the Beavercreek Township Regular Meeting Schedule for calendar year 2016, as presented. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Contract Renewal for Vision Care:
2015-445 Ms. Graff made a motion to approve the renewal contract with VSP for vision care and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Beavercreek Historical Society Agreement:
2015-446 Ms. Graff made a motion to terminate the current Right to Use and Maintenance Agreement with the Beavercreek Historical Society as of November 30, 2015 and authorize the Township Administrator to sign the new Right to Use and Maintenance Agreement, as presented. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Greene County Sheriff's Office Report: Mr. Kretz asked if the Sheriff could summarize this information bi-weekly. Ms. Graff agreed as she would like to know if incidents are up or down in that period, for the year, etc. TA Zaharieff will look into it.

Request a Special Trustee Meeting:
There will be a Special Board of Trustees Meeting with the Beavercreek Township Zoning Commission on Thursday, November 12, 2015 at 7:00 P.M. for the purpose of discussing the parameters of the Highway Business Overlay District.

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.
There were no questions.

ZONING:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Zoning Department.
The Trustees like the new charts and report.

INFORMATION TECHNOLOGY:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for Information Technology.
General discussion occurred regarding: Email; Year End issues; and Green Tree.

ROAD:
TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.
Purchase Request – Energy Audit:
2015-447 Ms. Graff made a motion to approve the purchase request (00359) to Heapy Engineering to provide energy consulting services for Station 61, Station 64, and the Maintenance Garage, in the amount of $4,800.00; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Resolution to move money in the Parks fund:
2015-448 Ms. Graff made a motion to re-appropriate from Account 1000-930-930-0000 Contingencies – General Fund, in the amount of $10,000.00 and distribute to Account 1000-610-190-0000 –Salaries – Parks in the amount of $8,500.00, to Account 1000-610-211-0000 OPERS – Parks in the amount of $1,300.00 and to Account 1000-610-213-0000 Medicare - Parks– in the Amount of $200.00. Mr. Kretz seconded. Roll Call: Ms. Graff, 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, Wood Ridge road paving, and planted cherry trees at the Library and Cemetery.

FIRE:
TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.
Purchase Request for Fire Gear Repair:
2015-449 Ms. Graff made a motion to approve the purchase request (07537) to Apex Fire Services for required Fire Gear Repairs, in the amount of $13,481.50; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.
Purchase Request for Replacement Rechargeable Flashlights:
2015-450 Ms. Graff made a motion to approve the purchase request (08021) to Finley Fire Equipment for Rechargeable Flashlights, Chargers, and Spare Batteries, in the amount of $11,683.50; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.
Request for Signed Agreement with Scott Safety Technologies:
2015-451 Ms. Graff made a motion to approve the Scott Safety In-House Repair Center Agreement; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.
Request to Adopt New Policy – Emergency Scene and Training Rehabilitation:
2015-452 Ms. Graff made a motion to approve the Fire Department's Emergency Scene and Training Rehabilitation Policy; and authorize the Township

Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.
Request Permission to Surplus Obsolete Medic and Rescue:

2015-453 Ms. Graff made a motion WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved for approval of the following:

WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beavercreek Township may deem property to be obsolete, or unfit for the use for which it was acquired, and

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio finds a 2000 Freightliner Recuse Unit VIN# 1FV6JLCBXYHG27542 and a 2005 Road Rescue Ambulance VIN# 1HTMNAAM95H144152 as not needed for public use, and declares the equipment obsolete, or unfit for use for which it was acquired,

Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-454 Ms. Graff made a motion to approve the following: WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beavercreek Township may deem property to be obsolete, or unfit for the use for which it was acquired, and WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio finds a 2000 Freightliner Recuse Unit VIN# 1FV6JLCBXYHG27542 and a 2005 Road Rescue Ambulance VIN# 1HTMNAAM95H144152 as not needed for public use, and declares the equipment obsolete, or unfit for use for which it was acquired. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Fire Department.
General discussion occurred regarding: Blue Card Incident Management Training, and that the Trustees find the maps provided extremely helpful and would like to share them with the City of Beavercreek. The Department is working to get a report together to share with the City and place on the Township Website.

LEGAL ADVISOR:
Fringe Benefits Update:
Legal Advisor Dawn Frick reviewed her email to the elected officials regarding Fringe Benefits for employees who drive township vehicles to and from work. General discussion occurred. The Finance Department will contact and work with Paycor to set up the deduction for the Road Employees for 2015 to show this Fringe Benefit.

TRUSTEES:
Mr. Kretz thanked everyone who ran for office, congratulated the winners and encouraged those who did not win to continue to work for the good of the community.

FISCAL OFFICER: Nothing.
EXECUTIVE SESSION:
2015-455 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; and 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 2:42 P.M. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-456 Ms. Graff made a motion to come out of Executive Session at 2:55 P.M. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-457 Ms. Graff made a motion to approve **Resolution 2015-457**, **WHEREAS**, the Trustees have determined that it is in the best interests of the Township and its residents to expand the Township's current system of paths for the recreational use of bicyclists and walkers;

WHEREAS, the Trustees unanimously determined that transferring certain unneeded real estate to a non-profit established for the purpose of encouraging the development of recreational paths for the benefit of bicyclists and walkers in Beavercreek Township would have the primary effect of assisting with the goal of establishing an expanded system of recreational paths within Beavercreek Township; and

WHEREAS, Beavercreek Trails, Inc. is an Ohio non-profit corporation formed to promote the development of recreational paths for bicyclists and walkers in Beavercreek Township.

NOW THEREFORE BE IT RESOLVED, by the Board of Township Trustees of Beavercreek Township, State of Ohio:

SECTION 1. That the Township Administrator is directed to continue to acquire a survey to determine the exact dimensions of an approximately ten foot wide strip of unneeded real estate of Parcel ID number B03000200330015700.

SECTION 2. That the Township Administrator is directed and authorized to enter into an agreement with Beavercreek Trails, Inc. concerning the Property. The Agreement must include, at a minimum, the following terms: (1) the Property must be used for the primary purpose of the construction of a recreational use path for the benefit of bicyclists and walkers in Beavercreek Township; (2) the Property may not be used for any other purpose, nor may it be transferred to any other entity without first being offered back to the Township; (3) the Property must be reconveyed to the Township in the event that Beavercreek Trails, Inc. does not maintain its charitable status pursuant to Internal Revenue Code Section 501(c)(3); and (4) the Property must be reconveyed to the Township if, at any time, the Township, County or State seeks to utilize any portion of the Property for road (vehicular) or other public purposes.

SECTION 3. That the Township Administrator is authorized to execute the necessary deeds and other documents in order to declare the Property as surplus and effectuate the transfer of the same to Beavercreek Trails, Inc. to be used in accordance with the agreement developed pursuant to Section 2 of this Resolution.

SECTION 4. This Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, and welfare of the Township. The reason for the emergency is to provide for the efficient transfer of unneeded Township real estate.

Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Regular Beavercreek Trustee's Meeting

Monday, November 9, 2015

2015-457 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 2:57 P.M. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-458 Ms. Graff made a motion to come out of Executive Session at 3:16 P.M. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-459 Ms. Graff made a motion to Adjourn at 3:16 P.M. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____