Regular Beavercreek Trustee's Meeting

Monday, January 5, 2015

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

2015-001 Mr. Kretz made a motion to approve the Agenda for January 5, 2015, with the following additions: Request Special Meeting to set TA goals, Request Special Meeting to discuss Action Items from both Performance Audits, Propose Joint Meeting with Beavercreek City Council under New Business; add Update of Sheriff contract and energy audit under Administrator; and add Executive Session per 121.22(G)(3)Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action and 12122 (G)(1)To consider the appointment, employment, dismissal, discipline, promotion, demotion, and compensation of a public employee or employees. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2015-002 Mr. Kretz made a motion to approve the January 7, 2014 Payroll in the amount of $254,987.85. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2015-003 Mr. Paxson made a motion to approve the Special Trustee Meeting Minutes from December 19, 2014. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.
OLD BUSINESS: None.
NEW BUSINESS:
Reorganization of Board of Trustees:
Chair of Board of Trustees:
Ms. Graff passed the gavel to Mr. Kretz.
2015-004 Ms. Graff nominated Mr. Kretz as Chair of the Board of Trustees for 2015. There were no other nominations.
Fiscal Officer Christy Ahrens called the role. Ms. Graff, yes; Mr. Kretz, yes; and Mr. Paxson, abstain.

Vice-Chair of Board of Trustees:
2015-005 Mr. Kretz nominated Mr. Paxson as Vice-Chair of the Board of Trustees for 2015. There were no other nominations. Fiscal Officer Christy Ahrens called the role. Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, no.

Miami Valley Military Affairs Association 2015 Membership Renewal:
2015-006 Ms. Graff made a motion to approve membership to the Miami Valley Military Affairs Association for 2015 for the four elected officials and the Township Administrator. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-007 Ms. Graff made a motion nominating herself as the MVRPC Representative and Mr. Kretz as the alternate for 2015. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-008 Ms. Graff made a motion nominating Mr. Ed Amrhein as the TAC Representative and Mr. Kretz as the alternate for 2015. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-009 Ms. Graff made a motion nominating Mr. Paxson as the GCRPC Representative and Mr. Kretz as the alternate for 2015. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Mr. Kretz passed the gavel to Ms. Graff.
2015-010 Mr. Kretz made a motion to appoint Ms. Graff as the Trustee to represent the Township in all meetings with the Beavercreek City School Superintendent (or representative) and the Beavercreek City Manager with the Township Administrator. Mr. Paxson seconded. General discussion occurred regarding: how meeting with the school district went last year. Other discussion occurred regarding: MVRPC and GCRP and representing the Board as a whole, not individually; the difference between the two organizations; and that Agendas and Minutes are online for MVRPC. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.
Ms. Graff passed the gavel back to Mr. Kretz.

Employee Recognition Program:
Mr. Ed Amrhein spoke to the Trustees regarding the Employee Recognition Program and the Employee of the Year recognition that will occur at the Beavercreek Chamber Award Ceremony on Friday, January 30, 2015. General discussion occurred and Mr. Amrhein stated that he felt the new committee worked well together and that the process worked.
2015-011 Mr. Paxson made a motion to approve the Employee Recognition Program Committee's recommendation to declare the employees of the Fiscal Office, Jim Barone and Deb White, to be Beavercreek Township Employee of the Year for 2014 and to be recognized at the Chamber Award Ceremony. Mr. Kretz seconded.
Mr. Barone respectfully declined the nomination and asked that Ms. White get the award and not to share it with another employee, as she has been nominated the last several years, as well. Mr. Kretz stated that Mr. Barone is recognized in his book. Mr. Barone thanked him, but felt that Ms. White should take the nomination alone. Mr. Paxson stated that he would like to have the Board draft a Letter of Accommodation for Mr. Barone and have it placed in his employee personnel file. Mr. Paxson withdrew his motion. Mr. Kretz withdrew his second.
2015-012 Mr. Paxson made a motion to approve the Employee Recognition Program Committee's recommendation to declare Deb White to be Beavercreek Township Employee of the Year for 2014, to be recognized at the Chamber Award Ceremony and to draft a Letter of Accommodation for Jim Barone for his work and effort in the Fiscal Office at Beavercreek Township. Mr. Kretz seconded. General discussion occurred regarding recognizing the work that the Employee Recognition Program Committee members did and their recommendation toward Employee of the Year. Mr. Amrhein stated that there is verbiage in the Committee Policy to do a Letter of Appreciation and with respect to Mr. Barone's wishes that Deb White have the award alone, Mr. Amrhein feels the intent of the Committee's recommendation is intact.
Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Request for Special Meetings:
General discussion occurred regarding meetings to discuss Township Administrator Strategic Goals and Action Items from both of the Performance Audits.
The Beavercreek Township Board of Trustees will conduct a Special Meeting at the Beavercreek Township Fire Administration Building, 851 Orchard Lane, Beavercreek, Ohio 45434 on Monday January 12, 2015 at 1:00 P.M.
The purpose of this Special Meeting is to meet in Open Session to review and start discussions to identify the 2015 strategic goals for the Township

Administrator and to have discussions on the action items identified in the performance audits completed in 2014.

Propose Joint Session with City Council:
Mr. Kretz asked TA Zaharieff if any joint meetings have been scheduled yet, to which Mr. Zaharieff stated no. Mr. Zaharieff will be meeting with the City Manager on January 7, 2015 and can bring up a joint meeting, with possible dates, then. Mr. Kretz said he would like to see this meeting happen in the first quarter of the year, if possible and with discussions on possible joint vender relationships.

ADMINISTRATOR:
2015 Appropriation Budget Hearings:
The Beavercreek Township Board of Trustees will conduct a series of Special Meeting at the Beavercreek Township Fire Administration Building, 851 Orchard Lane, Beavercreek, Ohio 45434 as follows:
Thursday, January 22, 2015 at 1:00 P.M.
Friday, January 23, 2015 at 2:00 P.M.
Monday, January 27, 2015 at 1:00 P.M.
Tuesday, January 28, 2015 at 1:00 P.M.
The purpose of these Special Meetings is to meet in Open Session to review and discuss the 2015 Appropriations Budget.

Mr. Zaharieff stated that Beavercreek Township will host the Greene County Township Association Meeting at 6:30 P.M. on Monday, January 13, 2015 in the basement of Station 61.

Update on Sheriff Contract and Energy Audit:
Mr. Zaharieff stated that staff is still working with and moving forward with energy audit. Previous year's bills where asked for to compare and start analyzing.

Mr. Zaharieff stated that he has started the conversation with the Sheriff regarding the contract and that the Sheriff is currently reviewing numbers. The new contract starts in March and the Township would like to move to an end of the year contract. The Sheriff did not have a problem with that, as long as the Greene County Commissioners approve. Discussion occurred regarding change of duties at Rotary Park now that the annexation petition has been approved.

HUMAN RESOURCES:
Bi-Weekly Report:
Ms. Gustafson was absent but TA Zaharieff stated that the Township had received 30 applications for the vacancy in the Road Department and will begin to establish a process when she returns.

ZONING:
Bi-Weekly Report:
Zoning Administrator/Inspector Ed Amrhein highlighted items from his Bi-Weekly Report, submitted to the Trustees, including the increase in single family dwellings and the decrease in tent applications. Mr. Kretz asked if there were any challenges for the department. Mr. Amrhein stated not at this point, maybe in the future with a difficult conditional use; otherwise, pending issues are one Specific Site plan application, one Variance application and one Conditional Use application. Questions were asked, answered and general discussion occurred.

INFORMATION TECHNOLOGY:
Bi-Weekly Report:
IT Manager Jeff Terry highlighted items from his Bi-Weekly Report, submitted to the Trustees, including announcing that he would be meeting with The Green Tree Group, Inc., a computer consulting firm, and will report back to the Trustees after

the meeting. Questions were asked, answered and general discussion occurred regarding providing and investigating shared services with the City of Beavercreek, through their RFP, in order to reduce costs for both entities. Mr. Zaharieff stated that the township will need to get back with the City by January 21st and that they will continue to work on expanding the scope of our network and the City's.

ROAD:
Bi-Weekly Report:
Road Superintendent Tim Parks highlighted items from his Bi-Weekly Report, submitted to the Trustees, including overview of snow related issues. Questions were asked, answered and general discussion occurred. Mr. Kretz asked how the Road Department is notified that Factory Road is flooded. Mr. Parks stated that the Sheriff's department calls him and then he has two of his guys come in and put out the appropriate signs. During office hours, the department monitors the road. Questions were asked, answered and general discussion occurred regarding: continuing to meet with stakeholders to keep cleaning out the area and the position and placement of the Road Closed signs and how citizens still ignore them.

FIRE:
Bi-Weekly Report:
Fire Chief David VandenBos highlighted items from his Bi-Weekly Report, submitted to the Trustees, including announcing that formal end of year numbers will be available to the Trustees at the next meeting, but that there were a total of 5443 emergency incidents last year, 113 fire, and that EMS calls were also up last year but the numbers might not actually show a true reflection as the department has reclassified some of the calls. Questions were asked, answered and general discussion occurred regarding the Annual Fire Department Awards Banquet. Chief VandenBos would like to confirm the event, slated for January 18, 2015 at the Beavercreek Golf Club at 6:30 P.M. The Chief stated that the department has brought in over $3,000.00 in donations over 2014 and the cost of the Awards Banquet is $1,750.00 which includes facilities and the meal. There will be a cash bar available, but no township money will go toward alcohol.

Ms. Graff thanked the Chief for the article for the In Touch.
Mr. Kretz asked for an update on the information the Chief is pulling together regarding the 2015 Soccer Tournaments scheduled to be held at Ankeney Fields in regards to the Fire Department's presence at the tournaments. The Chief stated he was still working on gathering those numbers and costs. Mr. Kretz asked if the numbers could be broken down according to each event. Chief VandenBos said he thought that it could and that he would incorporate that into his report.

Fiscal Officer Christy Ahrens asked if the Trustees would like to give a confirmation or not to the Chief to proceed with the Awards Banquet. Ms. Graff stated that she is fine with it since the donations exceeded the cost of the banquet. Mr. Kretz supports the banquet as it has been presented today, and Mr. Paxson did not have any objections.

TRUSTEE:
Mr. Paxson wished everyone a Happy New Year, as did Ms. Graff.
Mr. Kretz asked Mr. Zaharieff to give an update on the US 35 project. Mr. Zaharieff stated that nothing has changed since his last update and that the committee working toward the success of the US 35 Project would like to present project information to all relevant City Councils, Township Board Trustees and the Green County Commissioners. Mr. Kretz would like to see a plan for how the twenty percent local funding is going to be secured and would also like to see the

revised numbers worked into the plan, as well. He also said he would be happy to be part of the group that can make that plan happen. Mr. Zaharieff stated that he has had discussions with the new Beavercreek Chamber of Commerce President regarding not only the US 35 Project but also the dependence of the success of it in conjunction with the Valley Springs project.

Mr. Kretz also opened for discussion the format of the Trustee Meetings. He said that the implementation of Bi-Weekly Reports by Department Heads was initiated last year, but now that we have a full-time Administrator, he suggests shifting the update on the reports to the Administrator. General discussion occurred regarding: the reports and having the Department Heads talk about what they are working on and answer and update the Trustees. Mr. Kretz stated that the information would continue to be the same in the Trustee packet, only it would shift the presentation to the TA. Discussion occurred regarding Trustees getting questions forwarded to the TA before the Trustee meetings, if possible, in order for the TA to have an answer. This process will begin at the first meeting in February. Mr. Zaharieff stated that he would like to work with the Fiscal Office to begin to include open old action items under Old Business in order to make sure we come back and address issues that are still pending.

Mr. Kretz asked Ms. Ahrens for clarification regarding motions, specifically when do you call motions and when do we ask questions. Ms. Ahrens answered with a simplistic representation of Roberts Rules of Order. General discussion occurred regarding Roberts Rules and having discussion on a topic, making a motion, and continuing to have discussion on the motion without having a second. That is something that the Board should not do. Once a motion has been made, before any further discussion should occur, a second should be obtained. Mr. Zaharieff stated that is why he has Department Heads put motions in the Trustee packet, so that the motion can be read, seconded and discussed. Mr. Zaharieff said sometimes topics are discussed, a motion made, seconded or not, and the same discussion occurs again. The Township will work on this topic.

FISCAL OFFICER:
Fiscal Officer Christy Ahrens stated that her office is busy rolling the year and that once all the appropriate tasks are completed the Administrator and Department Heads will be notified so that purchasing may begin for 2015.

LEGAL INVOICES:
Per Township motion **2014-159**; all legal bills are reviewed by the Township Administrator and the Trustees only.
2015-013 Ms. Graff made a motion to approve the payment of funds to Taft, Stettinius & Hollister for Invoice #2661932 dated December 22, 2014 in the amount of $5,800.00. Mr. Paxson seconded. Roll Call: Ms. Graff; yes; and Mr. Paxson, yes; and Mr. Kretz, yes.

2015-014 Ms. Graff made a motion to go into Executive Session per ORC 121.22(G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action at 2:25 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.
2015-015 Mr. Paxson made a motion to go into Executive Session per ORC 121.22(G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, and compensation of a public employee or employees at 2:25 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

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2015-016 Ms. Graff made a motion to come out of Executive Session at 3:23 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-017 Ms. Graff made a motion to Adjourn at 3:23 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____