Regular Beavercreek Trustee's Meeting

Monday, March 9, 2015

Mr. Kretz called the Special Trustee Meeting to order at 1:02 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, Deputy Fire Chief(s) John Mercs and Scott Dorsten, IT Manager Jeff Terry, Zoning Inspector/Administrator Ed Amrhein, and HR Manager Trish Gustafson.

The Purpose of this Special Meeting is to meet in Open Session to discuss the Zoning fee schedule, the creation of a Finance Director position, the Administration Building plans review and also to discuss time and attendance implementation options.

Time Keeping and Attendance Options:
TA Alex Zaharieff stated that Jeff, from OSL Solutions Ltd., was on speaker phone to walk us through a presentation of the capabilities of the product OSL offers for time keeping and attendance. Questions were asked, answered and general discussion occurred during the presentation.

After the presentation and ending the call with OSL Solutions, general discussion occurred regarding Web Self Service, which is included in the cost of the program and hand punch machines which cost $2500.00 to $3000.00 per machine. Discussion occurred regarding: timesheets, leave balances, creating and training for the program, and possible time frame for roll out.

2015-104 Ms. Graff made a motion to approve entering into an Agreement with OSL Solutions for time keeping and attendance software in the amount of $17,000.00, and Annual Maintenance in the amount of $3000.00; 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.

Zoning Fee Schedule:
Zoning Inspector/Administrator Ed Amrhein handed out a packet with proposed cost changes for Township Zoning fees highlighted in red.
Mr. Amrhein stated that his two goals in proposing the new fee schedule are 1. To bring our fees in line with prevailing fees in the region, since we have not adjusted our fees in nine years, and 2. To simplify the fee schedule wherever it makes sense to do so.
General discussion occurred regarding: potential revenue increase; our fees versus other local government entities; legal review and the possibility of collecting fees for excessive legal time; and reviewing zoning forms. Brief discussion occurred regarding what the township can charge for telecommunications.
The new Zoning Fee Schedule will be on the Agenda for Monday, March 16, 2015 for approval.

There was a five minute break.

Administrative Building Plans Review:
TA Alex Zaharieff presented three possible relocation plans, shown in the Trustee Packet, with the following rough numbers:
Plan A - $8000.00
Plan B - $4800.00
Plan C - $7500.00
Plan D is a secure entrance plan, without heat - $10,000.00.

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Discussion occurred regarding: configuration; space; load bearing walls; and general possible scenarios.

2015-105 Ms. Graff made a motion to approve up to $4000.00 to accommodate reconfiguration ideas for the Fire Administration Building, at the discretion of the Township Administrator. Mr. Paxson seconded. General discussion occurred regarding: annexation concerns and questions; and the Township Administration Building future use, and cost of renovations. Roll Call: Ms. Graff, no; Mr. Paxson, no; and Mr. Kretz, yes.

2015-106 Mr. Paxson made a motion to approve a plan that meets the individual needs of each office and authorizes the Township Administrator to spend up to $8000.00 to modify the existing space and consolidate the Fiscal Office in the building at 851 Orchard Lane. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Finance Director Position:
TA Alex Zaharieff presented a new Finance Director Job Description, emphasized a new format for the Job Description, and a new Organizational Chart. The new description and chart, along with the current Assistant to the Fiscal Officer Job Description and current Org Chart were all in the Trustee Packet for discussion.

General discussion occurred regarding: creation of the job description from other entities; power of Trustees to fund and de-fund positions; the format of the Job Description; what's been added and deleted to the new job description; and the functions of the new position.

General discussion occurred regarding the new Org Chart and the major change of placing the Finance Department under the Township Administrator and Trustees, not the Fiscal Officer.

Heated discussion occurred between the elected officials.
The Trustees decided to add these items to the Agenda for the March 16, 2015 Trustee Meeting.

2015-107 Ms. Graff made a motion to Adjourn at 4:40 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____