Regular Beavercreek Trustee's Meeting

Monday, December 7, 2015

Mr. Kretz called the Regular Trustee Meeting to order at 1:01 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, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Consultant Jim Ericson, and HR Manager Trish Gustafson.

2015-469 Ms. Graff made a motion to approve the Agenda for December 7, 2015 with the following additions: add acceptance of a donated plaque under Fire. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-470 Ms. Graff made a motion to approve the December 9, 2015 Payroll in the amount of $536,016.58. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-471 Mr. Paxson made a motion to approve the Bills in the amount of $190,815.46. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-472 Ms. Graff made a motion to approve the Minutes from the Regular Trustee Meeting held November 9, 2015. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-473 Ms. Graff made a motion to approve the Minutes from the Regular Trustee Meeting held November 20, 2015. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.
OLD BUSINESS:
Flexible Spending Accounts:
TA Alex Zaharieff stated this was a topic carried over from the last meeting and gave a brief update which included that the fee to provide this benefit is now $75 per month instead of $100 per month.

Employee Recognition Program:
2015-474 Ms. Graff made a motion to approve **Resolution 2015-474**, to honor the Beavercreek Township Employee of the Year for 2016 and hereby declares that Deputy Fire Chief John Mercs be recognized by Beavercreek Township and by the Beavercreek Chamber of Commerce as the Beavercreek Township Employee of the Year. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; Mr. Kretz, yes; and Mr. Paxson, abstained.

NEW BUSINESS: None.

ADMINISTRATOR:
TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.
Non-Union Employee Compensation:
Mr. Kretz stated that he is not opposed to the compensation increase per se but that he would like to wait until after the Budget Hearings to make a decision. Mr. Paxson stated that he did not think that raises for non-union employees should be tied to Union employees. No discussion or decision was made.

Budget-Purchasing Policy:
General discussion occurred regarding: encouraging township personnel to buy locally and offer a first right of refusal to local businesses as a practice, but not a policy.

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The following policy is to be included in the Personnel Policy Manual.
2015-475 Ms. Graff made a motion to approve the policy – Budget and Purchasing, as presented. The Section and Number will be added later. General discussion occurred regarding if Program costs exceed $50,000.00 and this policy versus the budget discussion and approval procedure. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; Mr. Kretz, yes; and Mr. Paxson, no.

Greene County Sheriff's Office Report: TA Zaharieff stated that the Sheriff's Department is working on re-formatting this report for the Trustees and working on a year-end report as well.

FINANCE:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Finance Department. Mr. Kretz asked if there were any issues with payroll or FLSA. There were none this period. Fiscal Officer Christy Ahrens stated that Finance Director James Barone and Deputy Chief John Mercs worked hard to ensure that payroll went smoothly this period by running dummy payrolls several times last week.

HUMAN RESOURCES:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the HR Department.
Mr. Kretz asked how many part-time firefighters we still have. HR Manager Trish Gustafson said three and they are all in the process of taking their exams to move to fulltime. General discussion occurred. Mr. Kretz asked if there was still one more fulltime position to fill and Ms. Gustafson stated yes, she hopes to have a resolution to hire that person at the next meeting.

ZONING:
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Zoning Department. General discussion occurred regarding: Page 27 in the Trustee packet regarding Build-Out Data for the Township; the strain on the department due to the increase in housing permits and economic development; and that the Trustees would need to ask the County Engineer if they would like a traffic study performed for the intersections of Factory Road and Indian Ripple Road and South Alpha Bellbrook and Indian Ripple Road.

INFORMATION TECHNOLOGY:
Replace Backup Hardware:
Discussion occurred regarding the Cloud and moving toward a newer solution to back up information for the township. Security concerns were mentioned and briefly discussed. This is not an item that is needed right now and the Trustees would like IT to explore other solutions before committing to this expenditure.
Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for Information Technology. There were no questions.

ROAD:
TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.
Hiring Resolutions:
2015-476 Ms. Graff made a motion to approve hiring Gregory E. Smith as a Seasonal On Call Maintenance Worker to work on an as needed basis in the Beavercreek Township Road Department at a starting rate of $10.00 per hour pending the successful completion of Beavercreek Township's Pre-Employment Process. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-477 Ms. Graff made a motion to approve hiring Timothy B. Dempsey as a Seasonal On Call Maintenance Worker to work on an as needed basis in the Beavercreek Township Road Department at a starting rate of $12.00 per hour pending the successful completion of Beavercreek Township's Pre-Employment Process. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Purchase Request:
2015-478 Mr. Paxson made a motion to approve purchase request (00360) to K-Tech Specialty Coatings for 4600 gallons of Beet-Heat, in the amount of $6,300.00; 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.

Bi-Weekly Report:
Mr. Zaharieff presented the Bi-Weekly Report for the Road Department. General discussion occurred regarding: paving.

FIRE:
TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.
Request Approval to Purchase Firehouse Annual Support:
2015-479 Ms. Graff made a motion approve purchase request (08109) to Xerox Business Services for Firehouse Support for 2016, in the amount of $5,225.00; 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.

Request Approval to Purchase Office Mulit-Function Printer:
General discussion occurred regarding leasing versus purchasing the printer, Chief VandenBos explained after analyzing lease vs purchase, purchasing is the more cost effective option.
2015-480 Ms. Graff made a motion approve purchase request (07932) to Ricoh USA for replacement Fire Administration MFD, in the amount of $9,224.00; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; Mr. Kretz, yes, and Mr. Paxson, abstained.
2015-481 Ms. Graff made a motion approve purchase request (07983) to Donnellon McCarthy Enterprises for annual maintenance, in the amount of $2,444.40; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; Mr. Kretz, yes, and Mr. Paxson, abstained.
2015-482 Ms. Graff made a motion approve **Resolution 2015-482**, 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 Savin 3030 Color, Black and White Multifunction Copier/Printer (BTFD Inventory # - 005136) 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; Mr. Kretz, yes, and Mr. Paxson, abstained.

Acceptance of a Donated Plaque:
2015-483 Ms. Graff made a motion approve **Resolution 2015-483**, WHEREAS, The Mad Packer located at 3348 Dayton-Xenia Road, Beavercreek, Ohio 45432 wishes to make a donation of one Framed Portrait of a Firefighter to the Beavercreek Township Fire Department, and WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beavercreek Township may accept a donation of any real or personal property for any township use, and

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WHEREAS, the Trustees of Beavercreek Township do graciously accept said donation. 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 Fire Department. General discussion occurred regarding: adding the incorporated versus unincorporated area calls to the graphs.

FISCAL OFFICER:
2016 Temporary Appropriations:
2015-484 Ms. Graff made a motion to approve the 2016 Temporary Appropriations in the amount of $19,170,720.00. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Fiscal Officer Christy Ahrens stated that due to the fact that the person she recommended and was approved to be on the Audit/Investment Committee had moved away, that she had spoken to several people and that one person, Candy Prystaloski, volunteered to finish the term and continue for the next term. Mr. Kretz stated that he would abstain due to Ms. Prystaloski's lack of experience. Ms. Ahrens reminded the Board that there are no stipulations of experience to be on the voluntary committee and that Ms. Prystaloski has knowledge of township finance.
2015-485 Mr. Paxson made a motion to appoint Mrs. Candy Prystaloski to fill an unexpired term on the Audit/Investment Committee and to a full term in 2016 to 2020. There was no second.
Fiscal Officer Christy Ahrens stated that another of the Audit/Investment committee member's term expired eight months ago and that he, Harry Meredith, would then need to be disqualified for lack of experience as well.
Ms. Ahrens reiterated that this is a voluntary, community committee and that there are no qualifications to be on the committee.

EXECUTIVE SESSION:

2015-486 Ms. Graff made a motion to go into Executive Session per ORC 121.22(G)(1) To consider the compensation of a public employee and per ORC 121.22(G)(5) Matters required to be kept confidential by federal law or regulations or state statutes at 1:56 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-487 Ms. Graff made a motion to come out of Executive Session at 2:39 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-488 Ms. Graff made a motion to Adjourn at 2:39 P.M. Mr. Paxson seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____