Regular Beavercreek Trustee's Meeting

Tuesday, January 20, 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. Legal Advisor Dawn Frick was also present. Staff present: Assistant to the Fiscal Officer James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, HR Manager Trish Gustafson and Zoning Administrator/Inspector Ed Amrhein.

2015-020 Ms. Graff made a motion to approve the Agenda for January 20, 2015. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-021 Mr. Paxson made a motion to approve the January 22, 2015 Payroll in the amount of $280,538.68. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-022 Ms. Graff made a motion to approve bills in the amount of $272,864.87. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

OLD BUSINESS:

Employee Recognition Program:

2015-023 Ms. Graff made a motion for approval of the following:

WHEREAS, the Fire Department,
Staff finalized a three year collective bargaining agreement with IAFF Local 2857. Negotiations began in April and concluded in October after going through mediation and fact finding.
Completed Promotional process and established a list of promotional candidates for the position of lieutenant.
Underwent a performance audit and began instituting recommendations from the audit at the direction of the Trustees.
The Fire Department began the transition to an all career employee fire department. By the end of 2015 all personnel will be career positions with the exception of one part-time position in the Fire Prevention Bureau.

WHEREAS, the Road Department,
Successfully managed a very trying winter weather season, maintaining the roads and facilities with above average snowfall and extremely cold temperatures.
Underwent a performance audit and began instituting recommendations from the audit at the direction of the Trustees.
Planted Cherry Blossom Trees at Phillips Park.
Major culvert work along Factory Road to reduce the flooding in the area of the water treatment plant.

WHEREAS, the Township Administrator,
Underwent a performance audit and began instituting recommendation from the audit at the direction of the Trustees.
Transitioned to become Beavercreek Township's full-time Township Administrator.
Key participant in finalization of three-year collective bargaining agreement with IAFF Local 2857.

WHEREAS, the Information Technology Department,

With the benefit of additional help, IT managed in house the migration to new versions of SharePoint and the Exchange software. These migrations would otherwise have cost many thousands of dollars in consulting fees.
Participated in the Performance Audit and began implementation of recommendations.
WHEREAS, the Zoning Department,
Guided the re-zoning process for the 700-acre Mixed Use PUD on the Valley Springs Farm.
Maintained Zoning services despite major staffing challenges due to medical issues.
Participated in a Performance Audit and began instituting recommendations.
Experienced a 133% increase in Single-Family Dwelling permit applications, and an overall 33% increase in all permits.

WHEREAS, the Human Resources Department,
Participated in two Performance Audits and began implementation of recommendations.
Key participant in finalization of three-year collective bargaining agreement with IAFF Local 2857.
Key participant in Fire Department transition to an all full-time department. Especially challenging was the laying-off of several long-time Township employees.

WHEREAS, the Fiscal Office,
Underwent a clean financial audit conducted directly by the State Auditor's Office. For the past several years, the Township had been audited by independent accounting firms.

Underwent a Performance audit and began implementation of recommendations. Provided timely guidance and budget management assistance to all departments as the performance audit progressed.

Mr. Paxson Seconded.

THEREFORE, we, the Trustees for the Township of Beavercreek, Greene County, Ohio, do hereby proclaim our gratitude to all Township Departments and Personnel for exceptional performance during 2014 on this 20th day of January, 2015.

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

NEW BUSINESS: None

ADMINISTRATOR:
Mr. Zaharieff was out of town and not at the meeting, and Chief VandenBos was acting in his place.

Tax Revenue Collection Discussion:

Mr. Kretz asked Chief VandenBos to present this item in the absence of Mr. Zaharieff.

Chief VandenBos explained this was an item that Ms. Graff spoke to Mr. Zaharieff about and he will defer this to her. Ms. Graff explained that she would like to ask the Greene County Auditor for an advance allowed by law on property tax collections for 2015. Mr. Barone commented on the fact that this was not a

discussion Ms. Graff had with the elected Fiscal Officer and this is the first he had heard of this discussion. He also explained in theory advances were not a bad idea, but he had not had a chance to call and ask Mr. Graham on his procedures for asking for advances or what the deadline was. Discussion occurred on interest earned on the money being deposited into the money market account or the regular checking account. Mr. Barone again explained the only issue he saw was that this discussion did not include the elected Fiscal Officer.

2015-024 Ms. Graff made a motion to approve **Resolution 2015-024**

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, met in regular session on the above date and moved for approval of the following:

WHEREAS, the Board of Trustees of Beavercreek Township are in favor of Christy L. Ahrens as the Elected Fiscal Officer of Beavercreek Township in Greene County, Ohio requesting from the Greene County Auditor an advance of payment of the current collection of taxes assessed and collected for and in behalf of Beavercreek Township for the ensuing settlements in calendar year 2015 as provided by law, and

WHEREAS, the Board of Trustees of Beavercreek Township do hereby authorize Ms. Ahrens to request those advance draws for calendar year 2015 from the Greene County Auditor.

Mr. Paxson seconded.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township, Greene County, Ohio favorably passed the above Resolution.

Roll Call: Ms. Graff, yes; Mr. Paxson, yes; Mr. Kretz, yes.

HUMAN RESOURCES:

Intern Job Description:

Discussion occurred on the generic unpaid intern job description that was sent to the Board of Trustees in their packet last week. Ms. Gustafson explained that this was not specific to any one department, that anyone would be able to take advantage of this position.

2015-025 Ms. Graff made a motion to approve the intern job description as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; Mr. Kretz, yes.

Bi-Weekly Report:
Ms. Gustafson highlighted items from the HR departments Bi-Weekly Report submitted to the Board of Trustees. General discussion occurred.

ZONING:
Bi-Weekly Report:
Zoning Administrator/Inspector Ed Amrhein highlighted items from his Bi-Weekly Report submitted to the Trustees. Questions were asked, answered and general discussion occurred including discussions on the fate of Greene County Regional Planning.

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INFORMATION TECHNOLOGY:

Bi-Weekly Report:

IT Manager Jeff Terry highlighted items from his Bi-Weekly Report, submitted to the Trustees, including announcing that he and Mr. Zaharieff would be meeting with The Green Tree Group, Inc., a computer consulting firm on January 27, 2015 to discuss their findings. He also discussed the RFP the City of Beavercreek advertised for regarding IT services and whether the Board of Trustees wished him to submit a bid for that work. Mr. Kretz was challenged as to how the Township could respond to an RFP as a vendor when we could not provide the kind of time schedule the RFP required. Mr. Kretz suggested declining to bid the RFD and would prefer asking the City of Beavercreek to sit down and discuss shared services instead, as he feels the City of Beavercreek and Beavercreek Township should be working on partnering agreements versus trying to establish vendor type relationships with each other. Questions were asked, answered and general discussion occurred.

ROAD:

2014 Township Highway Certificaiton:

2015-026 Mr. Paxson made a motion to approve the 2014 Beavercreek Township Highway System Mileage Certification containing 40.743 miles as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; Mr. Kretz, yes.

Purchase Request Southeastern Equipment:

2015-027 Mr. Paxson made a motion to approve purchase request (00338) to Southeastern Equipment for a replacement stabilizer for the backhoe in the amount of $2,800.00, and to authorize the Township Administrator to sign on behalf of the Board of Trustees. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; Mr. Kretz, yes.

Bi-Weekly Report:

Road Superintendent Tim Parks highlighted items from his Bi-Weekly Report, submitted to the Trustees. Questions were asked, answered and general discussion occurred.

FIRE:

2014 Calls for Service Summary:

Chief VandenBos went over the 2014 Calls for Service Summary report that was provided to Elected Officials in their packets. Questions were asked and answered including Mr. Kretz request to see analysis on resident versus non-resident calls as well as billed versus collected transports. Mr. Paxson would like to see EMS calls broken out from ALS calls to BLS calls.

Department Rule Approval : Fire Department Lateral Entry Hiring:

2015-028 Ms. Graff made a motion to approve Fire Department Standard Operating Guideline 5130.001 for Fire Department Lateral Entry Hiring, Version 1, dated January 20, 2015. Mr. Paxson seconded.

Discussion occurred regarding holding a lateral entry to the same or comparable requirements we would for any new hire. Chief VandenBos explained that it is actually one step higher as the person would be required to already be employed as a firefighter.

Mr. Paxson had some concerns with the policy and believes it should be the same as new hires in that they should have the CPAT certification and certified they are fit to do the job.

Mr. Kretz asked Chief VandenBos to provide a gap analysis summary at the next regularly scheduled meeting to define the differences between CPAT and the NFPA Compliant physical, specifically what could be discovered in one versus the other.

Questions were asked and answered and general discussion occurred.

2015-029 Ms. Graff made a motion to table motion **2015-028** until the next meeting. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; Mr. Kretz, yes.

Ms. Graff suggested putting this issue under old business at the next meeting to un-table the motion.

Bi-Weekly Report:
Fire Chief David VandenBos highlighted items from his Bi-Weekly Report, submitted to the Trustees. Questions were asked, answered and general discussion occurred.

LEGAL ADVISOR:

Ms. Frick explained that she had been invited to attend a meeting with the Greene County Prosecutor's Office and the Greene County Coroner's office regarding indigent burials in the Cemetery. She understood the Township currently had a policy regarding indigent burials, but she wanted to attend the meeting as long as the Board of Trustees did not have any objections. They had none.

TRUSTEE:
Ms. Graff just wanted to remind everyone on the Budget meetings scheduled for later in the week.

FISCAL OFFICER:

Inventory

2015-030 Mr. Paxson made a motion to approve **Resolution 2015-030**
WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved for approval of the following:

WHEREAS, the Ohio Revised Code Section 505.04 states the Board of Township Trustees shall make an Inventory on the second Monday of January, each year, of all the materials, machinery, tools, and other Township supplies in its possession. The Inventory shall be a public record and shall be made in duplicate, one copy of which shall be fixed with the Fiscal Officer of the Board and one copy with the County Engineer.

WHEREAS, the Board of Trustees of Beavercreek Township does hereby define materials, machinery, tools, and other supplies as non-expendable and which have a cost of at least $500.00 as a single unit.

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WHEREAS, the Board of Trustees of Beavercreek Township does hereby request that anything owned by Beavercreek Township that fits the definition above be included in the Beavercreek Township Inventory list.

Seconded by Ms. Graff

NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township, Greene County, Ohio favorably passed the above Resolution.

Roll Call: Mr. Paxson, yes; Ms. Graff, yes; Mr. Kretz, yes.

LEGAL INVOICES:
Per Township motion **2014-159**; all legal bills are reviewed by the Township Administrator and the Trustees only.
2015-031 Ms. Graff made a motion to approve the payment of funds to Surdyk, Dowd and Turner Co., L.P.A. for Invoice #68067 dated January 1, 2015 in the amount of $228.00. Mr. Paxson seconded. Roll Call: Ms. Graff; yes; Mr. Paxson, yes; Mr. Kretz, yes.

2015-032 Ms. Graff made a motion to approve the payment of funds to Newhouse, Prophater, Kolman & Hogan, LLC for Invoice #2428-0001-1021 dated January 6, 2015 in the amount of $705.80. Mr. Paxson seconded. Roll Call: Ms. Graff; yes; Mr. Paxson, yes; Mr. Kretz, yes.

2015-033 Ms. Graff made a motion to approve the payment of funds to Surdyk, Dowd and Turner Co., L.P.A. for Invoice #68068 dated January 1, 2015 in the amount of $5,966.69. Mr. Paxson seconded. Roll Call: Ms. Graff; yes; Mr. Paxson, yes; Mr. Kretz, yes.

2015-034 Ms. Graff made a motion to Adjourn at 2:48 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____