

## Regular Beaver Creek Trustee's Meeting

Monday, July 18,

2016

Ms. Graff called the Regular Trustee Meeting to order at 1:00 P.M. Those present were: Trustees Carol Graff, Tom Kretz and Jeff Roberts. 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 Manager Jeff Terry, Zoning Administrator/Inspector Ed Amhrein, and HR Manager Trish Gustafson.

### 2017 Budget Hearing:

Ms. Graff opened the Budget Hearing. Township Administrator/Public Safety Director Alex Zaharieff presented the Township's 2017 Budget for Trustee review. The Trustees stated they were balancing the budget off the number presented to them from the County Auditor. Mr. Kretz asked about the three year rolling CPI the Trustees put in place for budget purposes which is in effect and was used for this budget except where there was a contract or benefits program to determine otherwise.

Ms. Graff opened the Budget Hearing for public input. There was none.

Ms. Graff closed the public input section of the Budget Hearing.

**2016-305** Mr. Kretz made a motion for the Township Administrator to submit the 2017 Tax Budget with the following changes:

Line item 1000-110-122-1500 – Salaries – Township Fiscal Office – Assistant to the Fiscal Officer should be changed from \$84,000.00 to the amount approved by the Board on April 20, 2016, for \$45,515.00; and change

Line item 1000-110-129-1502– Salaries – Township Fiscal Office – Accounts Payable/Payroll Tech should be changed from \$59,000.00 to the approved amount of \$33,200.00; additionally the fringe benefits for each position should also be changed to reflect the approved salary amounts. Mr. Roberts seconded. General discussion occurred regarding calculation of the fringe benefits. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes. Ms. Graff stated that the Trustees are trying very hard to make sure the General Fund is in a non-deficit spending position between revenue expected and expenses.

**2016-306** Mr. Roberts made a motion to close the Budget Hearing. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**2016-307** Mr. Kretz made a motion to approve the Agenda for July 18, 2016, with the following additions: move the Executive Sessions scheduled to after Citizens Desiring to Speak, and add Public Meeting Policy under Legal Advisor. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-308** Mr. Roberts made a motion to approve the July 20, 2016 Payroll in the amount of \$294,194.80. Mr. Kretz seconded. General discussion occurred regarding overtime and internal audit controls being performed. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**2016-309** Mr. Kretz made a motion to approve the Bills in the amount of \$190,015.63. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

The Trustees appreciated the Assistant to the Fiscal Officer providing the financial reports before the meeting.

### **RESIDENTS/GUESTS DESIRING TO SPEAK:**

Greg Caudle, 423 Danbury Place, Beaver Creek Township spoke to the Trustees regarding Bexley Hills River West secondary emergency access point. His property has the access point on it, although he did not know about it when he purchased the lot and has since put a fence up. Two years later when he went to put an addition on his deck and went through the proper zoning steps, that he was notified about the access point. There have been several meetings to discuss the issue; however, he is very concerned about the fact that he didn't learn about the

**Regular Beaver Creek Trustee's Meeting****Monday, July 18,****2016**

access till two years later and the biggest concern is that once the gravel is put in where the access point is scheduled to be, the owners intent is to put the fence back up again. Mr. Caudle stated that the access hasn't been viable for the last two years and is concerned that after spending all this money, once the gravel is put in and the fence is put back up that the access won't be viable again. He asked the Trustees to look at this situation again and not spend money on something that won't be viable going forward. He thanked all the township staff for their willingness to work with him on this problem and thanked the Board for listening. The Trustees thanked him for coming to the meeting and will take his words under advisement.

**EXECUTIVE SESSION:**

**2016-310** Mr. Kretz made a motion to go into Executive Session per ORC 121.22(G)(1) To consider the employment and compensation of a public employee; and (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 1:17 P.M. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-311** Mr. Roberts made a motion to come out of Executive Session at 3:23 P.M. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; and Mr. Kretz, yes.

The Trustees revisited their decision in January 2016 to adopt bonus goals for the Township Administrator and on July 5<sup>th</sup> the Board extended the deadline to July 18<sup>th</sup> for the Township Compensation Plan and a Township Re-Organization Plan that achieves a balanced budget for Fiscal Year 2017. Based on local funding cuts and deficit spending out of the General Fund, without changes, the deficit spending would continue. Therefore, the Board considered many options to achieve its goals with the least amount of impact on employees and the operations of the township. Therefore, the Board has set forth the following motion.

**2016-312** Mr. Kretz made a motion, effective immediately, all Department Heads, Deputy Chiefs, and Battalion Chiefs salaries will be frozen for the year 2017, at their current rate. Mr. Roberts seconded. Discussion occurred regarding the need to make adjustments to spending in the General Fund and the fact that the Fire Fund is also feeling pressure due to cost allocations and the need to re-calibrate. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-313** Mr. Kretz made a motion to adjust the annual salary of the Human Resource Manager to reflect the rollback of the three percent increase as of January 2016, effective January 1, 2017, to \$79,494.60. Mr. Roberts seconded. General discussion occurred regarding trying to keep the budget intact for as long as possible, without affecting services and trying to minimize the effect on the individuals. Discussion also occurred regarding the performance audits and with the Fire Department the need for a full time Human Resource Manager and her willingness to volunteer to rollback her salary during budget meetings last year. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-314** Mr. Kretz made a to accept the Beaver Creek Township Compensation and Reward Program Policy, as submitted by the Township Administrator, for implementation effective immediately, for all employees of the Board of Trustees as listed below.

To be placed in the Beaver Creek Township, Greene County, Ohio Policy Manual, Section III, Number 9.

**PURPOSE:** This policy is intended to outline the Township's policy on compensation and employee rewards for all employees of the Board of Trustees.

## Regular Beaver Creek Trustee's Meeting

Monday, July 18,

2016

APPLICATION: This policy contains specific guidelines applicable to all Beaver Creek Township employees. The details of procedures for members of the labor groups listed below may be contained in their respective contracts or agreements.

REFERENCE(S): Beaver Creek Township Policy Manual; IAFF Local 2857 Collective Bargaining Agreement; Beaver Creek Township Road Department Agreement.

RELATED

POLICY(S): N/A

DEFINITIONS: **Employee** - all individuals except independent contractors and elected officials, whose compensation is paid by the Township and who have been hired via Township Resolution.

**Employee, Exempt (salary)** - an Employee not covered by the Fair Labor Standards Act (FLSA) overtime provisions and who does not receive either pay or compensatory time in lieu of overtime pay.

**Employee, Non-Exempt (hourly)** - Employee who is covered by the Fair Labor Standards Act (FLSA) overtime provisions and can receive pay or compensatory time in lieu of overtime pay.

**Township Administrator** – an Employee of the Board of Trustees who acts as the designee of the Board and manages all day to day operations of the Township, and whose duties are defined within the Ohio Revised Code. Beaver Creek Township 2 of 4 Employee Compensation and Rewards

POLICY

### 1. Pay System

1.1 As outlined within the Pay Grade System located at the end of this policy, pay is provided either on a salaried or hourly basis in accordance with the Fair Labor Standards Act (FLSA). Employees that are exempt from overtime regulations are paid on a salaried basis; those who are non-exempt are paid on an hourly or salaried basis and are subject to FLSA overtime provisions.

1.2 The Township Administrator will administer the classification and pay system. Each current employee will be placed in the job classification that accurately reflects his/her responsibilities and is paid within the established pay range/rate for his/her job. Pay rate is initially determined by factors such as required education and experience relative to the job's minimum qualifications and rates paid to comparable employees.

1.3 New employees will start at the minimum of the range for the position into which they have been hired. Hiring rates should be commensurate with the employee's qualifications and related experience and should be in proper relation to other employees in the same job category.

1.4 The pay grades listed within this policy will nullify any prior resolution or approved pay range of any current non-bargaining unit employee with respect to wages only.

### 2. Job changes by non-exempt staff

2.1 The Township Administrator will determine whether a current employee moves to a different step or grade within the pay structure.

2.2 A promotion occurs when an employee moves from a position in one job classification to an existing position which is classified in a higher pay grade/range. This adjustment will be based on performance, certifications and/or additional education.

2.3 A downgrade occurs when an employee moves from a position in one job classification to another position which is classified in a lower pay grade/range as a result of work performance, ability issues, reduction in force or new requirements for the position. When a downgrade occurs, the employee's salary will be adjusted to the minimum rate of the new pay range plus the percentage increase for previous relevant experience.

### 3. Salary Grade/Range Adjustments

**Regular Beaver Creek Trustee's Meeting**

**Monday, July 18,**

**2016**

3.1 The Township will generally review its pay ranges annually and may make necessary market adjustments provided the budget allows. Beaver Creek Township 3 of 4 Employee Compensation and Rewards **4. Merit Increases**

4.1 The Board of Trustees may offer merit increases on an annual basis to employees who are not deemed to have a salary cap based on the pay structure outlined below. When approved, merit increases will take effect on January 1st.

4.2 Beaver Creek Township is committed to maintaining salary levels that are in compliance with all applicable laws and regulations and internally equitable. All employees will be compensated fairly regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status or marital status. **Non-Exempt Employees** Beaver Creek Township 4 of 4 Employee Compensation and Rewards

**Regular Beaver Creek Trustee's Meeting**

**Monday, July 18,**

**2016**

**Exempt Employees**

**5. Rewards**

5.1 The Township recognizes the recognition of excellent performance and achievement through the use of rewards that are creative, flexible and meaningful. When administered and communicated effectively, reward and recognition are an important part of a total compensation program.

5.2 Employees who have reached their maximum, capped salary range or step increase either by the rates reflected above, or by the Board of Trustees, may receive a reward in the form of a bonus in lieu (BIL) of a merit increase, additional leave, pension pick up, insurance off set or a car allowance.

5.3 A BIL type of reward is a one-time payment which will not increase an employee's base pay rate or count toward pension contributions.

5.4 BIL is always a gross amount; therefore the check amount will be less any federal and state taxes. Employees who receive a BIL will be issued a check within the second pay period of January.

5.5 The Township Administrator will review the reward options available and will make recommendations to the Board of Trustees on an annual basis.

Mr. Roberts seconded. Discussion occurred regarding this policy taking effect immediately and carrying through 2017. Then the compensation scale and pay rates will be re-visited annually and determined if any adjustments need to be made. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-315** Mr. Kretz made a motion to direct the Township Administrator to prepare and propose a Retire/Rehire Policy for the Township for Department Heads and above and direct the Township Administrator to begin to discuss that option with those Township Department Heads that are currently eligible for retirement. Mr. Roberts seconded. Discussion occurred regarding trying to be fiscally responsible and looking at a common option to retain knowledge and experience in the Township. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-316** Mr. Kretz made a motion to direct the Township Administrator to prepare a Request for Proposal (RFP) to fully outsource the Township IT Department and give required notice to the part-time contract employee in the IT Department that his contract will not be renewed upon the end of its current term.

Mr. Roberts seconded.

Discussion occurred regarding this issue being brought up in the past and that this time an RFP be put together, put out to bid, in order to see what the opportunities and options are and compare that to our in-house services. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

The Trustees stated they do not take these decisions lightly and noted that on July 11, 2016 the Board directed the Fire Chief not fill the recently vacated Battalion Chief position until such time that the need to fill that position can be justified by the Chief to the Board of Trustees and presenting the Standards of Coverage in September and finally by implementing these changes today the General Fund will see a significant savings in 2017. In addition with the implementation of the recent insurance change, which also netted a positive for all the participants in the plan, that they received comparable coverage for less cost, and with previously implemented cost allocation it is anticipated that the General Fund will be balanced once and for all. The Trustees want to be fiscally responsible and mindful of the spending that has occurred in the past in order to move forward.

**2016-317** Mr. Roberts made a motion to adopt the Org Chart, as presented that eliminated the Finance Department under the Township Administrator. Mr. Kretz seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

## Regular Beaver Creek Trustee's Meeting

Monday, July 18,

2016

### **ADMINISTRATOR:**

#### Greene County Sheriff's Office:

Township Administrator/Public Safety Director Alex Zaharieff presented the Sheriff's Office Bi-weekly and Monthly Reports. There were no questions as the presentation given earlier this year was very comprehensive and useful for the Board. Brief discussion occurred about the upcoming Police levy campaign.

**HUMAN RESOURCES:** No report.

### **ZONING:**

#### Bi-Weekly Report:

General discussion occurred regarding: zoning permits and the projection that Beaver Creek Township is and will continue to grow.

### **INFORMATION TECHNOLOGY:**

#### Bi-Weekly Report:

General discussion occurred regarding: the power outage and technical problems with voicemail.

### **ROAD:**

#### Salt Bid:

Road Superintendent Tim Parks presented information regarding the purchase of salt for the Township. Questions were asked, answered and general discussion occurred regarding: the cost of the salt per ton; predictions for the upcoming winter and the fact that if we need more salt, this bid is open and we can order more salt at this rate.

**2016-318** Mr. Roberts made a motion to accept the road salt bid from Compass Minerals America for the 2016-2017 season at a price of \$58.45 per ton; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

#### Bi-Weekly Report:

General discussion occurred regarding: Bexley Hills and the secondary emergency access; potential options that could occur when the work is ready to begin if the fence is still up in the yard; the moving of two trees; fence permit options; and the reality that the homeowner is going to put the fence back up in his yard. Discussion occurred on the Township having an obligation to build the access to the standards that were approved for the subdivision; however, the subdivision was approved by the Township in its current form. Legal questions were presented and discussed concerning the fact that Greene County owns the easement in question, not the Township, and the County is not willing to do anything with the access. The question was posed if the County could turn over the rights of the easement to the Township, and will be investigated. Other complications were discussed such as this access having to do with the continued development of the subdivision and future access points. Discussion continued on recommendations moving forward and the fact that if the emergency access is not going to be accessible once the fence is put back up why continue with Township time, resources and expenditures. A letter would then have to be sent to all homeowners in the subdivision that the access is not available. Discussion occurred on several potential outcomes if the Trustees decide not to continue to require this secondary emergency access. The estimated cost of this project for the Township is around \$4,000.00. After lengthy discussion general consensus of the Board is that they have to do their due diligence, pay to put in the secondary emergency access and deal with the situation if and when the homeowner puts the fence back up. Discussion then continued from the Fire Department perspective and the semi-annual test drive on secondary emergency accesses and the risk that in the winter a fire truck would not be able to see where the access is, due to snow or ice, and the potential harm to the trucks and/or property. The Trustees

**Regular Beavercreek Trustee's Meeting**

**Monday, July 18,**

**2016**

would like the Fire Chief to talk to the homeowner, followed by a written account of the department's position, about the realities of what the Fire Department will be doing and using that secondary access for, in hopes of reaching a resolution that is beneficial for all.

There was a general update on the library roof replacement.

**FIRE:**

Proclamation Recognizing Service and Accomplishments:

**2016-319** Mr. Roberts made a motion to approve Resolution **2016-319**,

PROCLAMATION, IN HONOR OF SERVICE AND CONTRIBUTIONS OF

BATTALION CHIEF BRYON R. BETSINGER

ON THE OCCASION OF HIS RETIREMENT FROM

THE BEAVERCREEK TOWNSHIP FIRE DEPARTMENT

**WHEREAS** Battalion Chief Bryon R. Betsinger began volunteering with the Beavercreek Township Fire Department at Station 3 on January 10<sup>th</sup>, 1983 to serve the citizens of Beavercreek Township and the City of Beavercreek; and

**WHEREAS** Chief Betsinger completed the Emergency Medical Technician-Ambulance in March of 1983 and was hired later that year as a part-time Beavercreek Township Firefighter, he then earned his Emergency Medical Technician-Paramedic certification in 1985; and

**WHEREAS** Chief Betsinger was hired as a career firefighter on May 15<sup>th</sup>, 1989 with the Beavercreek Township Fire Department; and has worked in all four fire stations, and served for seven different fire chiefs; and

**WHEREAS** Chief Betsinger was promoted to Lieutenant in February 2005, by Fire Chief Mark Thomas, and was promoted to Battalion Chief in October 2013, by Fire Chief David VandenBos; and

**WHEREAS** Chief Betsinger served the fire department in many roles, including Safety Committee, Infection Control, EMS Training Active Shooter responses, Community Paramedicine, and finally as the EMS Division Chief and represented the fire department at the Greater Dayton Area Hospital Association, Greater Miami Valley EMS Council, Greene County EMS Chiefs and the State of Ohio Trauma Committee; and

**WHEREAS** Chief Betsinger developed the fire department's bariatric transport unit and guidelines; and coordinated several Greene County advocacy agencies to develop Rob's Rescue, to facilitate the emergency medical treatment and transport of patients with special needs; and

**WHEREAS**, Chief Betsinger earned the Firefighter Cross for entering a fully involved structure to search for two victims, Firefighter of the Year in 1995 and 2001, Meritorious Service Award for the development and implementation of the department infectious disease control and prevention program in 2000, two EMS Unit Commendations for the delivery of a child in a car at US 35 and N. Fairfield in 2004 and a cardiac arrest save in 1994 of former Station 2 Fire Chief who lived for 7 years with minimal deficits and a Fire Unit Commendation; and

**WHEREAS**, Chief Betsinger served proudly with the Beavercreek Township Fire Department for thirty-three years and six months.

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

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Beavercreek Township, Greene County, Ohio, offer Battalion Chief Bryon R. Betsinger their

**Regular Beavercreek Trustee’s Meeting**

**Monday, July 18,**

**2016**

gratitude for his service and dedication to the citizens of Beavercreek Township and the city of Beavercreek and congratulate him on his retirement from the Beavercreek Township Fire Department, and

**FURTHER BE IT NOW RESOLVED**, that the fire department retire unit number Thirty Six.

**IN WITNESS THEREOF**, we have here unto set our hand and caused the SEAL of Beavercreek Township to be affixed this 18<sup>th</sup> day of July in the year 2016.

Purchase Request for GIS Software Maintenance:

**2016-320** Mr. Kretz made a motion to approve the purchase request (05144) to ESRI for a one year GIS Software Maintenance Agreement, in the amount of \$5069.00; and authorize the Township Administrator to sign for the Board. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Bi-Weekly Report:

General discussion occurred regarding: the Fiscal Office and creating and obtaining financial reports during the last several months. The Assistant Fiscal Officer did meet with the Chief and start a conversation about the reports he is looking for and doesn’t anticipate there will be an on-going problem. An update was also given on the Trebein car accident.

**LEGAL ADVISOR:**

**2016-321** Mr. Kretz made a motion to approve **Resolution 2016-321**, Public Meeting Policy, as presented, with modifications. Mr. Kretz seconded. This policy will be added to the Beavercreek Township, Greene County, Ohio, Policy Manual, in Section VI, Number 25. The modification was changing being called Chair and Vice Chair to President and Vice President. General discussion occurred regarding how this is policy is putting into words the way the Trustees have run their meetings for many, many years. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**TRUSTEE:** Nothing.

**FISCAL OFFICER:** Nothing.

**2016-322** Mr. Kretz made a motion to Adjourn at 4:48 P.M. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Trustee: \_\_\_\_\_

Fiscal Officer: \_\_\_\_\_