

Regular Beaver Creek Trustee's Meeting

Monday, March 28,

2016

Mrs. Graff called the Regular Trustee Meeting to order at 1:02 P.M. Those present were: Trustees Carol Graff, Tom Kretz and Jeff Roberts; and Fiscal Officer, Christy Ahrens. Legal Advisor Dawn Frick was also present. Staff present: Acting Township Administrator/Zoning Administrator/Inspector Ed Amhrein, Finance Director James Barone, Road Superintendent Tim Parks, Deputy Fire Chief Scott Dorsten, IT Manager Jeff Terry.

2016-149 Mr. Roberts made a motion to approve the Agenda for March 28, 2016, with the following additions: add an Executive Session per ORC 121.22(G)(1) To consider the appointment, employment, dismissal, discipline and compensation of a public employee and 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. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2016-150 Mr. Kretz made a motion to approve the March 30, 2016 Payroll in the amount of \$273,446.28. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-151 Mr. Roberts made a motion to approve the Bills in the amount of \$192,414.23. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2016-152 Mr. Kretz made a motion to approve the Regular Trustee Meeting Minutes of March 28, 2016. Mr. Roberts seconded. General discussion occurred. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, no.

2016-153 Mr. Roberts made a motion to approve the Special Trustee Meeting Minutes of March 8, 2016. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2016-154 Mr. Kretz made a motion to approve the Regular Trustee Meeting Minutes of March 14, 2016. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-155 Mr. Roberts made a motion to approve the Special Trustee Meeting Minutes of March 21, 2016. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

EXECUTIVE SESSION:

2016-156 Mr. Roberts made a motion to go into Executive Session per ORC 121.22(G)(1) To consider the appointment, employment, dismissal, or 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 1:06 P.M. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2016-157 Mr. Roberts made a motion to come out of Executive Session at 2:31 P.M. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes, Mr. Kretz, yes; and Ms. Graff, yes.

Mr. Kretz read a statement regarding a letter from Andrew Pickering, Clark County Assistant Prosecutor on behalf of Ms. Ahrens regarding two Assistants to the Fiscal Officer, one titled Assistant to the Fiscal Officer and the other titled Assistant to the Fiscal Officer - Accounts Payable/Payroll. Mr. Kretz stated the requested

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salary ranges, current issues with the General Fund, and that the township surveyed other comparable townships regarding Assistant(s) to the Fiscal Officer in salary, tenure and duties, and that the actions today are consistent with the Goals set forth for the Township Administrator in 2015 for the Township.

2016-158 Mr. Kretz made a motion that the Board of Trustees authorize a \$40,515.00 annual salary to be pro-rated for the budget year 2016 plus benefits consistent with benefits of the Board of Trustees for the position of Assistant to the Fiscal Officer. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-159 Mr. Kretz made a motion that the Board of Trustees authorize a \$28,200.00 annual salary to be pro-rated for the budget year 2016 plus benefits consistent with benefits of the Board of Trustees for an Accounts Payable/Payroll position under the Fiscal Officer. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-160 Mr. Kretz made a motion to approve **Resolution 2016-160**, WHEREAS, the Board of Trustees of Beaver Creek Township, Greene County, State of Ohio, moved for approval of the following: WHEREAS, on March 16, 2015, the Board of Trustees approved the creation of a Finance Director position; and, WHEREAS, the Board of Trustees approved the Beaver Creek Township Organizational Structure creating a Finance Department on March 16, 2015; and, WHEREAS, the Board of Trustees of Beaver Creek Township, Greene County, State of Ohio, hereby moves to eliminate the position of Finance Director effective May 9, 2016 and WHEREAS, the Board of Trustees of Beaver Creek Township, Greene County, State of Ohio, moves to eliminate the Finance Department as of May 9, 2016. Mr. Roberts seconded. Fiscal Officer Christy Ahrens questioned that the Trustees were eliminating their Finance Department, creating a Fiscal Officer Department and cutting the salaries in half for this Department. Ms. Graff said exactly. Ms. Ahrens asked if the Trustees were doing this for just this Department and keeping all other Departments the same. Ms. Graff said yes and there is no more discussion, it is as is. When Ms. Ahrens continued, Ms. Graff said that Fiscal Officer Ahrens had assessed the Board's actions correctly. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

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

2016-161 Mr. Kretz made a motion to approve effective May 9, 2016 the position of Accounts Payable/Payroll Technician under the Township's Finance Director and the Township Administrator position will be eliminated. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-162 Mr. Kretz made a motion to approve **Resolution 2016-162**, WHEREAS, the Board of Trustees of Beaver Creek Township, Greene County, State of Ohio, moved for approval of the following: WHEREAS, on September 20, 2010, the Board of Trustees did move to designate certain employment positions within Beaver Creek Township as Department Heads; and WHEREAS, the Board of Trustees hereby **rescinds Resolution 2010-393** previously designating certain positions as Department Heads; and WHEREAS, the Board of Trustees does hereby designate the following employment positions within Beaver Creek Township that the Board of Trustees classify as Department Heads: Fire Chief, Road Superintendent, Information Technology Network Operations Manager, Zoning Administrator/Inspector, Human Resource Manager. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

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

2016-163 Mr. Kretz made a motion to direct the Township Administrator/Fire Safety Director to prepare a new Organizational Chart representing the actions of the Board at today's meeting, effective May 9 2016. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-164 Mr. Kretz made a motion to authorize the Township Administrator/ Fire Safety Director and Human Resource Manager to work with Legal Counsel to prepare the necessary Separation Agreements. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Mr. Kretz said that the Board states further that consistent with Beavercreek Township policy, the Human Resource Manager shall be utilized in all aspects of hiring individuals for the Township and as such should be involved with the hiring of the Assistant to the Fiscal Officer and the Accounts Payable/Payroll position.

Mr. Kretz said that furthermore, the Board wishes to make it clear that the Township Administrator/ Fire Safety Director shall still move forward with the goals outlined for him on January 6, 2016 with any and all necessary reorganization of personnel of the Township.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADMINISTRATOR:

Resolution for Re-appropriation of Funds:

2016-165 Mr. Kretz made a motion to re-appropriate from Account 1000-930-930-0000, Contingencies (General Fund), to Account 1000-190-360-2000, Contracted Services (Human Resources), in the amount of \$225.00 and, to re-appropriate from Account 1000-390-930-000 (General Fund), to Account 1000-190-330-2000, Travel and Meeting Expenses (Human Resources), in the amount of \$275.00. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Greene County Sheriff's Office Report:

There were no questions.

FINANCE:

Bi-Weekly Report:

Mr. Amhrein presented the Bi-Weekly Report for the Finance Department. General discussion occurred regarding: cash flow projections.

HUMAN RESOURCES:

Bi-Weekly Report:

Mr. Amhrein presented the Bi-Weekly Report for the HR Department. There were no questions.

ZONING:

Bi-Weekly Report:

Mr. Amhrein presented the Bi-Weekly Report for the Zoning Department. General discussion occurred regarding: permits and Nathaniel's Grove.

INFORMATION TECHNOLOGY:

Bi-Weekly Report:

Mr. Amhrein presented the Bi-Weekly Report for the IT Department.

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General discussion occurred regarding: getting the fax number for the Fiscal Officer converted and working; and developing a new contract with another company in order to get the work accomplished.

ROAD:Agreement with the Greene County Engineer for 2016 Collective Paving:

2016-166 Mr. Roberts made a motion to approve **Resolution 2016-166**, the Agreement between the Greene County Engineer and The Beavercreek Township Board of Trustees, WHEREAS, the Trustees desire to participate with the Engineer in the competitive bid contract for the Collective Paving for 2016 as bid by the Greene County Engineer. WHEREAS, all work within the Trustees' jurisdiction, shall be inspected by and all questions decided which may arise as to quality and acceptability of materials furnished, work performed, the rate of progress; the interpretation of the specifications, by the Trustees and the acceptable fulfillment of the contract on the part of the Contractor. WHEREAS, the Contractor will invoice the Trustees directly for the actual quantities of work performed, all line item extras, and/or negotiated extra work in accordance with ORC 5575.05. WHEREAS, the Engineer shall withhold all retainage for the total Collective Paving 2016 bidding contract from the County's share of the work and the Engineer will insure that the work has been performed in accordance with the Township's instructions prior to releasing the retainage. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Request for Proposals for HVAC Preventive Maintenance for Township-Owned Buildings:

General discussion occurred regarding: the RFP and timeline for the project. **2016-167** Mr. Kretz made a motion to approve the RFP for HVAC preventative maintenance and to advertise on the Township website. Mr. Roberts seconded. Discussion occurred. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Electrical Energy Price Quotes:

2016-168 Mr. Roberts made a motion to approve the contract with Suez Energy for fixed electrical pricing from December 1, 2016 until November 30, 2019; and to authorize the Road Superintendent to sign for the Board. Mr. Kretz seconded. General discussion occurred. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Bi-Weekly Report:

Mr. Amhrein presented the Bi-Weekly Report for the Road Department. Brief discussion occurred regarding: the new lights at US 35 and Factory Road.

FIRE:Personnel Update:

Deputy Fire Chief Scott Dorsten updated the Trustees on the last part-time firefighter trying to pass the tests to become a full-time firefighter. Although the firefighter did pass the practical test, he still has one more chance to pass the written test. General discussion occurred regarding: how many times to take the test, the refresher course, the resolution that rescinds his conditional employment as of March 29, 2016 and possible other candidates.

2016-169 Mr. Kretz made a motion to amend Resolution 2016-068, to reflect, "Further, Be It Resolved that if FF Blanton has not received his paramedic certification by April 12, 2016, the Board directs the Fire Chief to rescind the conditional offer of employment as a full-time firefighter and to initiate removal proceedings in accordance with ORC 505.38 (A). Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Deputy Fire Chief Scott Dorsten asked the Trustees if FF Blanton should submit his letter of resignation, giving two weeks' notice, in case he does not pass the

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written test this time. General discussion occurred. The Trustees agreed that FF Blanton should submit his letter of resignation today, effective April 11, 2016.

Bi-Weekly Report:

Mr. Amhrein presented the Bi-Weekly Report for the Fire Department. There were no questions.

TRUSTEE:

Mr. Roberts read a lengthy letter from the Board of Trustees to the State Auditor's Office about the Fiscal Officer and their opinion of her job performance.

FISCAL OFFICER: Ms. Ahrens stated that she did not agree with many of the statements read in the letter and reserved the right to respond at a later date.

2016-170 Mr. Kretz made a motion to Adjourn at 3:42 P.M. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____