

Held

June 8, 2006

**Special Meeting of the Board of Trustees
June 8, 2006**

Departmental Goal Review Work Session

OPENING OF MEETING

Mr. Corman called the meeting to order at 5:04 PM with Mr. Corman, Mr. Fiedeldey, Mr. Ritter, and Mrs. Harlow in attendance.

Mr. Corman said this is a special meeting for purpose of reviewing with Department Heads the goals they have previously submitted

Mr. Ritter discussed the process and said that we should have goals set for 2007. Mr. Foglesong said that he requested each department work on their tax budget for 2007. In November, they will work on the temporary appropriations; this is an appropriate time to work on their goals as well.

Mr. Ritter discussed goals and objectives versus a "wish list."

Mr. Fiedeldey said that he would like the actual expenditures for 2003-2005, with any extraordinary items noted. He would like the Board to have a good understanding of unencumbered cash.

Mr. Ritter said that anything over their "current run rate" should be noted, like capital items.

Mr. Ritter said he would present these guidelines to each Department Head.

Senior and Community Center

Mr. Ritter said Mrs. Klosterman's goals were very measurable.

Mr. Fiedeldey suggested that she add a goal of working on the PA system. She will add that for a 2007 goal. Mr. Ritter suggested a 2006 goal of assessing the implementation cost.

Mr. Fiedeldey asked about the basement area. Mrs. Klosterman said there are restrictions and costs to bring it up to code. Mr. Fiedeldey suggested she have an architect look at this and prepare a cost, as part of her 2006 goals.

Mr. Ritter suggested the Board have an incremental assessment by September 30, to review progress to date.

Mr. Foglesong said the "Senior Life Journeys" program is currently grant funded. Mrs. Klosterman said the funding has been doubled for next year. She will provide the Board with a copy of the grant.

Mrs. Klosterman showed the Board her training record log. The Board discussed this as part of her goals.

Mrs. Klosterman said she is working on the hall rental policies and prices. She is talking with other halls and her employees to evaluate this. Mr. Foglesong said she provides an evaluation form to each rental. Mrs. Klosterman will prepare a report for the Board on this.

Mrs. Klosterman said she has submitted her presentation for the national conference.

Held

June 8, 2006

Zoning Department

Mr. Ritter said Kathy Dale had previously submitted goals for the Department. Mr. Ritter said he would like Dr. Roschke's opinion on these goals and what she feels she is able to achieve. Dr. Roschke said the goals are reasonable and clear. She said the CAGIS system is in progress. She said she is working on the website update. She said they are on-target for the Zoning Code update. She is also working updating the SOPs and getting them in a standard format.

Mr. Ritter asked for specific numbers about the brochure updates. She is working on the junk car, sign code, general permit brochures.

In regard to the Maintenance Code, Mr. Foglesong said there was some question about the enforcement. Since we have received CDBG for this, he feels it is a priority for 2007. Mr. Corman agreed. Mr. Foglesong said we would need to evaluate the inspector's workload and if additional staff are needed for this.

Mr. Fiedeldey said that property maintenance issues come before the Board most often. He said this is a priority for him. He has discussed this with other Townships and reviewed their code. He said we need to look at this comprehensively, including the fire, police, and zoning departments.

Mr. Ritter suggested a goal to assess the implementation of a code. Mr. Corman said it's important to include on what is enforceable. Mr. Ritter said we would need to look at the cost to enforce the code.

Mr. Corman said we should work with faith-based organizations to assist truly low-income individuals to bring homes up to code.

Dr. Roschke said an immediate goal is to replace the planner position.

Mr. Fiedeldey discussed her SOPs. Dr. Roschke explained that she and Mr. Reuter oversee the submission of documentation to the Prosecutor's Office.

Public Works Department

Mr. Foglesong suggested Mr. McClain discuss the road program with the Board. Mr. McClain said that a goal submitted in 2005, to achieve in 2006, was to establish an early road program. It was incorrectly interpreted to be every-day work, not a goal. He said the Board's support to fill vacant positions was a key to their success. He said a lot of effort went into obtaining this early road program. We had never had a road program this early and we are paving streets with a less cost per foot than last year. They are very proud of their work.

Mr. McClain said that we are only resurfacing only 2 miles per year, which is not enough! His motto is that if we can't repave them, we will maintain them. However, that requires people and materials.

Mr. Foglesong said that he did not realize the true impact of going out for bids so early. This is a significant cost savings.

Mr. Fiedeldey asked how much more they were able to accomplish. Mr. McClain said they are 1% less than last year, but one must consider the increased costs of fuel, asphalt, etc.

Mr. McClain said that he will add a goal that the Fath Subdivision reconstruction will be completed by the end of year.

Minutes of _____

Meeting _____

BARRETT BROTHERS, PUBLISHERS, SPRINGFIELD, OHIO

SPECIAL

Form 6101

Held _____

June 8, 2006

Mr. Corman would like to see a list of prioritized list, based on our rating system. He asked what it would take to get caught up: time, material, man-power, money.

Mr. Foglesong said that the Board should evaluate the process of determining the condition of each road. Mr. Foglesong said that some streets will take more funds than others, considering their conditions.

Mr. Fiedeldey asked how many streets are "failed" and suggested a goal that he obtains funding from outside sources. Mr. McClain said they tap the SCIP funds each year. His goal will be to submit three SCIP applications each year and to provide Board with a list of street conditions. Mr. Corman said we need to know where we are falling short with the funding.

Mr. McClain will send a memo to the Board about the computerized sign making system.

Fire Department

Mr. Ritter said that he is impressed with Chief Smith's list. He was happy to hear that he focused on employee development. Mr. Ritter suggested a goal of a metric of the minutes/number of miles traveled. Chief Smith said that they do not track the number of miles traveled to the incident.

Chief Smith said the factors beyond their control include calls to outlying areas, traffic, simultaneous calls, etc. He said their average response time is about seven seconds more than last year, but they have reached more within six minutes that last year. He said this is a result of more runs and more runs to outlying areas. He said that four minutes is the gold standard. Based on last year's numbers, he said his goal is to reach 77% within six minutes. He said that the arrival time could be skewed by radio traffic at the communications center.

Mr. Fiedeldey said he understands the logistics. He asked how long it takes between the call coming in and the trucks leaving the firehouse. Mr. Fiedeldey asked if this time could be reduced.

Mr. Fiedeldey asked about the pre-exemption system and what the Board can do to help facilitate this. Chief Smith said traffic does affect time to the incident. Mr. Fiedeldey said that we spent a lot of money on it and it has fallen in a hole. What do we do about this? Mr. Corman said this should be a common goal. Mr. Fiedeldey said we should make this a comprehensive goal with police and fire, as well as the Board.

Mr. Fiedeldey said he would like to have a goal that the Township has a levy *renewal* in 2010.

Police Department

Mr. Ritter said the Board expected the goals to be items they could accomplish with current funding and his list included future funding items.

Chief Sarver said the Department has a five-year strategic plan, which is updated annually.

Mr. Corman asked how they establish goals with crime statistics. Chief Sarver said it falls into the problem-solving goals as it is the criminal who decides if a

Held

June 8, 2006

crime is committed. They are working on crime reducing activities, like public education, as well as reducing the harm of a crime.

Mr. Ritter asked about training for the officers. Chief Sarver said that each officer goes to 32 hours of training annually. They are given top-level training annually.

Mr. Fiedeldey reviewed several of the goals and how Chief Sarver has addressed them. Mr. Fiedeldey mentioned the "old clothes" unit. He said it is an investment: what will be the measurable goal? Chief Sarver said they could measure arrests. If they had two people on street-level activities, the arrest numbers could go up 25%. Mr. Fiedeldey suggested that if, after a year, they did not do 25%, they did not do their job. Chief Smith said that if word gets out that we have such a unit, and then the crimes could go down anyway. Mr. Corman said we are reactionary, but eventually they will be proactive.

Mr. Fiedeldey asked why they need two officers and a sergeant. Chief Sarver said that the two investigators would also report to this sergeant.

Mr. Corman said Chief Sarver is to pursue the "plain clothes" unit. What will this cost? He is to provide this by September 30. The Board discussed this as well as our agreement with the Sheriff's Office. Mr. Foglesong said the contract is up in June of 2007.

Economic Development and Technology

Mr. Foglesong said one of the items to be discussed is the hiring of Josh Campbell as the IT director at the annual rate of \$60,000. The cost to contract with EC Link was \$65,000, but there are some items we will continue to contract with EC Link. Mr. Foglesong said it is his recommendation to hire Mr. Campbell.

Mr. Corman said it is slightly more, but we have a full-time employee who is answerable only to us.

Mr. Ritter said that he supported this a few months ago when it was presented to the Board. He performed his own financial analysis and looked at what additional duties he will perform. He is supportive of hiring Josh.

Mr. Fiedeldey said he sent this to someone and learned that we have two distinct roles in play here, both tactical and strategic in nature. His person also suggested that a strategic IT audit be performed.

Mr. Birkenhauer said he also asked an expert to review the job description and Mr. Campbell's qualifications. He agreed that Mr. Campbell has such qualifications and we have an advantage to have worked with him for the past three years.

Mr. Corman said that the contract is up in July. He said that all employees have a probationary period. He said it would be in our advantage to go with Mr. Campbell.

Chief Sarver said that Mr. Campbell is EC Link for us. Chief Sarver said there are many activities Mr. Campbell could accomplish if he was full-time.

Chief Smith echoed Chief Sarver's comments. Mr. Campbell has done an exceptional job. They also have a number of issues which they could use assistance. This could really help the Department's productivity. He also said that getting the right person is key.

Minutes of

Meeting

BARRETT BROTHERS, PUBLISHERS, SPRINGFIELD, OHIO

SPECIAL

Form B101

Held

June 8, 2006

Mr. Fiedeldey said that Mr. Campbell's background is in IT

Mr. Corman said that we expect on-going education for all employees. This will include Mr. Campbell.

Mr. Ritter motioned to hire Mr. Josh Campbell as the Network Administrator at a rate of \$60,000, plus benefits. Mr. Fiedeldey offered the second.

With no further discussion, the roll was called:

Mr. Corman. "Aye"
Mr. Fiedeldey. "Aye"
Mr. Ritter. "Aye"

Mr. Reuter requested the Board go into executive session to discuss matters relating to pending and imminent litigation.

At 8:25PM, Mr. Ritter made such motion and Mr. Fiedeldey offered the second. No discussion and the roll was called:

Mr. Corman. "Aye"
Mr. Fiedeldey. "Aye"
Mr. Ritter. "Aye"

At 10:15 PM the Board reconvened. Mr. Reuter said the Board took no action during Executive Session. There was discussion on pending and imminent litigation.

Mr. Fiedeldey motioned to appoint Mr. Foglesong as acting Fiscal Officer for the purpose of recording the minutes. Mr. Ritter offered the second. No discussion and the roll was called:


Mr. Corman. "Aye"
Mr. Fiedeldey. "Aye"
Mr. Ritter. "Aye"


Mr. Corman presented the Board with a resolution from the Hamilton County Engineer's Office on the Blue Rock Bridge for review

ADJOURNMENT

With no further business to come before the Board, at 10:20PM, Mr. Ritter motioned for adjournment. Mr. Fiedeldey offered a second.

Mr. Corman. "Aye"
Mr. Fiedeldey. "Aye"
Mr. Ritter. "Aye"


Fiscal Officer


President