

**BEAVERCREEK TOWNSHIP
AGENDA PACKET
REGULAR TRUSTEES' MEETING
MONDAY JANUARY 5, 2015
1:00 P.M.**



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- **Biweekly Report**

Agenda
Regular Trustees' Meeting
Monday, January 5, 2015, at 1:00 p.m.
At the Fire Administration Building at 851 N. Orchard Lane, Beavercreek, OH 45434

Pledge of Allegiance - Moment of Silence

- Approve Agenda for the January 5, 2015, Meeting
- Approve the January 7, 2015, Payroll in the amount of \$
- Approval of Minutes:
 - Special Meeting held December 19, 2014

Citizens Desiring to Speak (Each Speaker is Limited to 3 Minutes)

Old Business:

New Business:

- Board Reorganization
- Miami Valley Military Affairs Association 2015 Membership Renewal
- Employee Recognition Program

Administrator:

- 2015 Appropriation Budget Meetings

Human Resources:

- Biweekly Report

Zoning:

- Biweekly Report

Information Technology:

- Biweekly Report

Road:

- Biweekly Report

Fire:

- Biweekly Report

Legal Advisor:

Trustees:

Fiscal Officer:

Legal Invoices

Adjourn



BEAVERCREEK TOWNSHIP ZONING

851 Orchard Lane
Beavercreek, Ohio 45434
(937) 306-0065 Fax: (937) 426-8780

Trustees—Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer—Christy L. Ahrens

Township Administrator—Alex Zaharieff

Zoning Administrator—Ed Amrhein

Employee Recognition Program Committee

December 31, 2014

Report & Recommendations

The Employee Recognition Committee (Scott Dorsten, Deb White, Ben Northup and Ed Amrhein) met on Monday, Dec. 15, 2014. We discussed the program, the history of its development and its priorities, both for this year and into the future.

Given end-of-the-year time constraints, the Committee chose to limit its recommendations for 2014 awards to two types: 1) the committee chose a nominee for Beaver Creek Township Employee of the Year to be presented at the Beaver Creek Chamber of Commerce Awards Banquet on Friday January 30, 2015; and 2) a “proclamation” of gratitude to each department for exemplary service to the Township during 2014, while responding to an unusual set of circumstances (each department’s “challenges overcome” to be described more fully).

The Committee expressed a strong preference to declare the employees of the Fiscal Office (Jim Barone and Deb White) to be Employee of the Year.

In 2013 the awards program ended with uncertainty. No Township award was given, and we were not represented at the Chamber’s banquet. Despite that, the Fiscal Office made a number of exemplary contributions:

1. Another clean audit, conducted by an agency whose means and methods were unfamiliar.
2. Continued excellent service to all Township departments in providing on-time guidance through budgeting, appropriations and ongoing budget management processes.
3. All while managing the time and workload challenges inherent in the recently completed Performance Audit.

The vote of the Committee was 3 in favor, with one abstention.

Wording for the proclamation for the departments’ recognition is forthcoming, and will be provided in time for consideration at the Trustee’s Regular Meeting to be held on Monday, January 19, 2015.

The Committee agreed to meet again on Monday, January 12 at 10:00 A.M.

**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434
Ph: (937) 426-1213 Fax: (937) 306-5150



BI-WEEKLY ACTIVITY REPORT

January 05, 2015

JOB TASKS:

1. 3 Workers' Compensation claim for 2014
6 claims filed in 2013
2. Prepare COBRA paperwork
3. Work on unemployment matter
4. Work on issues pertaining to layoffs
5. Work with labor attorney on multiple issues

MEETINGS AND OTHER ACTIVITIES:

Attend Trustees' meeting
Meetings with multiple employees on hiring process

OVERVIEW: Happy Holidays!

CHALLENGES: Maintaining morale in the workplace. Let's work hard to improve this in 2015.

NEEDS: None at this time.

BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT

851 Orchard Lane, Beavercreek, Ohio 45434
 Ph: (937) 306-0065 Fax: (937) 427-6574



BI-WEEKLY REPORT

FOR THE TRUSTEES MEETING OF MON. JANUARY 5, 2015

ACTIVITY FROM THU. DECEMBER 18 THROUGH WED. DECEMBER 31, 2014

PERMITS: Four new Single-Family Dwelling Permits were issued in this period. A total of sixty SFD permits have been issued to date this year. The final percentage increase in Single-Family Dwelling permits from 2013 to 2014 is 131%. Overall, permits were up 33% for the year.

The following chart compares Zoning Permits issued to this date this year and last:

	<u>2013</u>	<u>2014</u>
Single family dwellings/driveways	26/25	60/57
Additions	4	8
Fences	23	24
Pools (including fence)	10	6
Signs	4	9
Rights of Way	1	3
Accessory Decks & Covered Patio	16	12
Accessory Structures	11	10
Commercial Structures	2	0
Commercial Addition	1	0
Commercial Accessory Structures	2	3
Temporary Tents (permits/ # of tents)	16/34	15/29
Agricultural Exemption Certificate	2	1
Use Compliance Certificates	1	1
Cell Tower Co-location	0	2
Temporary Use Permits (Real Estate Sales)	0	2
Political Signs	19	4
Total (including driveways)	162	217

PENDING: one Specific Site Plan application, one Variance application, one Conditional Use application

**BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434
Ph: (937) 306-0065 Fax: (937) 427-6574



MEETINGS/OTHER ACTIVITIES:

Note: Zoning Administrator was on vacation from 12-22-14 through 12-30-14.

1. Distributed Specific Site Plan application materials for River Reserve; assembled packets for Zoning Commission meeting of Jan. 8, 2015.
2. Met with Co-chair of Employee Recognition Committee 12-31-14; wrote report/recommendations to Trustees.
3. Met with new Director of RPCC re: various and sundry topics.
4. Inspected two home sites for zoning compliance.
5. Consulted with Twp. resident seeking License to operate firearms sales/parts/repair business from residence. Initiated Conditional Use application process.

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

851 Orchard Lane, Beaver Creek, Ohio 45434
Ph: (937) 306.5049 Fax: (937) 426-8780



Bi-Weekly Report
Jan 5, 2015
(22 Dec 2014 – 05 Jan 2015)

Trustees,

During the Monday, January 5, 2015 Board of Trustees regular meeting, I will be coming before you to present the IT Departments Bi-Weekly review and answer any questions or concerns you may have.

IT Projects:

- Reviewing Beaver Creek City's RFP
- Equipment Inventory
- Assist HR with IT Departments Position Description

Network Administration:

- Patched /Rebooted all server
- Updated Fire Departments Pooled VMs
- Verified Backups are current and running
- Updated Citrix environment

Meetings:

- None this period

Training:

- None this period

Purchases:

- None this period

I look forward to meeting with you at the 5 Jan meeting and answering any questions/concerns you may have on the preceding information. In the meantime, if you have any questions you can contact me via email or my cell @ 937.212.1379

Jeff Terry | Information Technology
Beaver Creek Township
937.306.5049

BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT

December 31, 2014

Calls for Service:

- Burial cemetery- 7 hours

Accomplishment/Information:

- Working with Greene County Engineer inspector on Spring Meadows Section 3 & 4 acceptance
- Working with consultant on final bridge proposal
- Installed driveway to 1940 Indian Ripple
- One burial- 19 for year
- Continued working on replacement for bucket truck
- Vacation 12/23 thru 1/1

Awareness Items:

- BWC claim medical only for injured worker- release without restrictions 12/30
- Water line upgrade Rotary park
- Sheriff Tahoe for Govdeals

FIRE DEPARTMENT MEETING AGENDA

To: **Alex Zaharieff, Township Administrator**
 From: **David VandenBos**
 Date: **30 December 2014**
 Re: **Agenda Items for 01 January 2015 Trustees' Meeting**

Please find documentation for the following Fire Department agenda items for Monday's meeting:

1) [Bi-weekly department activity report](#)

1) **Bi-weekly department activity report**

Provided is a summary of fire department business, challenges, accomplishments, needs and concerns for the previous two weeks:

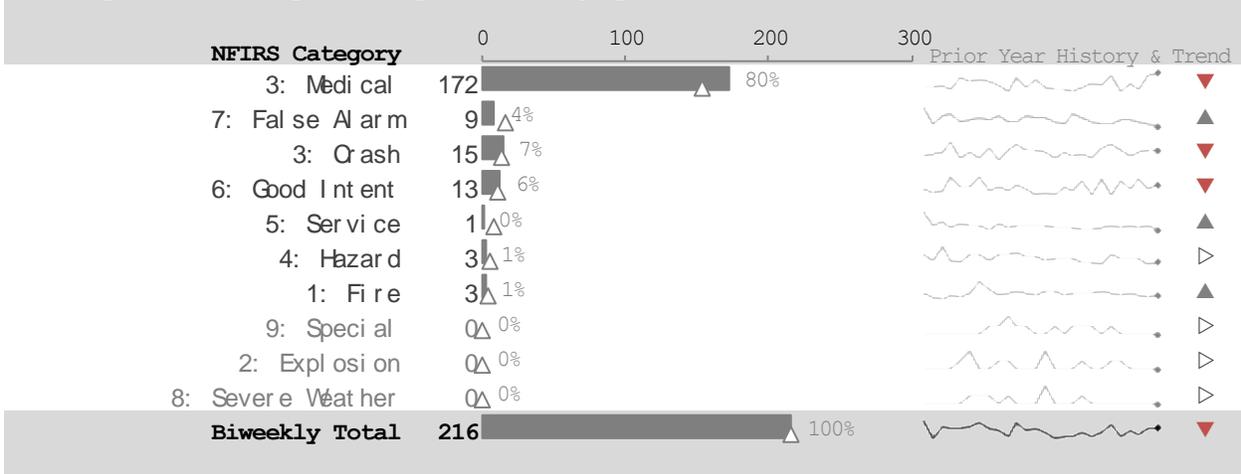
- a) **Senior Staff Meeting:** Senior staff met to discuss items of general interest and concern, including hiring, staffing, and response patterns and assignments. Much of staff had leave scheduled to use for the holidays, or before being lost due to Township Policy.
- b) **Labor-Management:** The fire chief and incoming Union president met briefly as introduction to a new year of labor-management relations.
- c) **Fire Department Auxiliary:** The Auxiliary held their regular, monthly meeting to discuss items of interest, including call outs and Active911. The next regular meeting will be an Aux Van training session at Station 64.
- d) **Full-time Transition:** Per Board request, the fire department has been working with the Human Resources Manager to develop a lateral entry hiring option for adoption by the Board. A draft should be ready for Board review at the 19 Jan 15 meeting.
- e) **Major Trainings:** All crews also completed Confined Space Refresher training. Station 63 also participated with Soin Hospital in a Stroke Emergency training event.
- f) **Fleet Cost Allocation:** The fire department is preparing draft Service Level Agreements for both Maintenance and IT. Also, the necessary accounting objects to support this process have been submitted with the fire department's 2015 budget.
- g) **Board Requested Reports:** The fire department is still working on a report for the Board on Special Responses involving Long Lanes. Staff time to complete these has been delayed by other Board priorities, including the Novak study, as well as normal operational requirements.
- h) **Public Education Events:** Fire Prevention Week ended on Saturday, 11 October, resulting in an increased level of requests for public education appearances:
 - i) Station 61: Daisy Scouts station tour.
 - ii) Station 64: Girl Scouts Christmas caroling
- i) **Community Room Usage:** The Station 61 Meeting Room was use by the following groups during the past two weeks:
 - i) Tangled Threads Quilting Group
 - ii) Thanksgiving & Christmas Crew Appreciation Dinner
 - iii) Girl Scouts of America

BI-WEEKLY DEPARTMENT ACTIVITY REPORT

- iv) Investors Business Daily
- v) Fire Department new hire reception

j) Incident Summary (look-back period 2013-12-30 thru 2014-12-29)

Biweekly Incident Responses (by NFIRS Category)



k) Training Summary (look-back period 2013-12-30 thru 2014-12-29)

Biweekly Training Hours (by BTFD Category)

