

**BEAVERCREEK TOWNSHIP
AGENDA PACKET
REGULAR TRUSTEES' MEETING
MONDAY FEBRUARY 1, 2016
1:00 P.M.**



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Human Resources: Pages 39-40

- Biweekly Report

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Road: Pages 48-52

- Purchase Request – Station 62 Pages 48-51
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- Biweekly Report

Fiscal Officer: Pages 57-59

- Permanent Appropriations

Agenda

Regular Trustees' Meeting

Monday, February 1, 2016, at 1:00 p.m.

Community Room, Lower Level of Fire Station #61, 2195 Dayton-Xenia Road, Beavercreek, OH 45434

Pledge of Allegiance - Moment of Silence

- Approve Agenda for the February 1, 2016, Meeting
- Approve the February 3, 2016, Payroll in the amount of \$
- Approval of Bills in the amount of \$
- Approval of Minutes:
 - Regular Meeting held January 19, 2016

Prescheduled Speaker: Xenia Community School District Superintendent Denny Morrison

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

Old Business: None.

New Business: None.

Administrator:

- Zoning Commission Appointment
- Legal Agreements
- Greene County Sheriff's Office Report

Finance:

- Biweekly Report

Human Resources:

- Biweekly Report

Zoning:

- Biweekly Report

Information Technology:

- Biweekly Report

Road:

- Purchase Request – Station 62
- Biweekly Report

Fire:

- Biweekly Report

Legal Advisor:

Trustees:

Fiscal Officer:

- Permanent Appropriations

Executive Session:

- Ohio Revised Code Section 121.22(G)(1) To consider the employment, dismissal, promotion and compensation of a public employee.
- Ohio Revised Code section 121.22(G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance.

Adjourn

BEAVERCREEK TOWNSHIP

Application for Appointment to a Township Zoning Board

NAME: _____Justin Nidiffer_____ DATE: _____1/16/16_____

Are you a registered voter in the unincorporated portion of Beaver Creek Township? _____yes_____

I request consideration for appointment to the following: _____ Board of Zoning Appeals
_____x_____ Zoning Commission

Employer: Greene County Domestic Relations Court_____ Business Phone: _____937-562-6237_____

Street Address: _____595 Ledbetter Rd._____ Title: _____Staff Attorney_____

City/State/Zip: _____Xenia, OH 45385_____ Department: _____Judicial Staff_____

Previous Employer: _____Horenstein Nicholson & Blumenthal_____ Title: _____Law Clerk_____

No. of years employed: _____2_____

Education

High School: _____Xenia High School_____ Year Graduated: _____2004_____

College/Training: Wright State University (Accounting) and University of Dayton School of Law.

Year Graduated: 2009 and 2013_____

Civic participation, interests and activities: _____Volunteer assistant coach for Beaver Creek High School Varsity
Baseball team._____

Qualification(s) for this appointment: _____My legal background and experience with complex statutes will
allow for a smooth transition into dealing with the regulations applicable to the zoning commission.

Please consider me for this appointment because: __I am a lifelong Greene County resident, and always will be. I want to be involved in this community and I can think of no better place to start. My legal education and experience will be of great value to Beavercreek Township.

Please feel free to attach additional information and comments.

Signature of Applicant: _____Justin Nidiffer_____

Address of Applicant: _____153 George Wythe Way_____

____Beavercreek, OH 45434_____

Phone Number(s): _____937-422-3217_____

Email: _____justinnidiffer@gmail.com_____

Return to: Beaver Creek Township
Attn: Zoning Administrator
851 Orchard Lane
Beavercreek, OH 45434-7158

For further information call: (937) 306-0065

JUSTIN NIDIFFER

153 George Wythe Way • Beavercreek, Ohio 45434
(937) 422-3217 • JustinNidiffer@gmail.com

BAR ADMISSIONS

Ohio (#0091997)

EDUCATION**University of Dayton School of Law, *Juris Doctor***

GPA: 3.084 Class Rank: 56/147

- Law Clinic Extern
- UDSL Golf Club Treasurer and Secretary
- Walter H. Rice Moot Court Competition Participant

Wright State University, *Bachelor of Science in Accountancy*

- Dean's List honors in Spring 2007 and Winter 2009
-

EXPERIENCE**Greene County Domestic Relations Court**

Staff Attorney

January 2015 – Present

- Perform case management conferences with attorneys in an effort to triage cases and expedite their disposition.
- Analyze pleadings and make decisions as to residential parent, support obligations, and attorney fees.
- Draft a large variety of decisions and orders, including but not limited to temporary orders and Rule 60(B) decisions.
- Conduct legal research on various domestic relations matters.
- Assist pro se litigants with the completion of documents necessary for divorce, dissolution, and post-decree matters.
- Review and approve pro se paperwork for filing.
- Act as Domestic Violence Specialist when necessary.

Roberts, Kelly & Bucio

Law Clerk

March 2014 – October 2014

- Drafted appellate briefs, motions in limine, motions to dismiss, and other various motions for civil and criminal cases.
- Studied video and audio recordings pertinent to criminal cases and prepared corresponding memoranda.

Greene County Domestic Relations Court

Extern

January 2013 – April 2013

- Drafted decisions pertaining to child support, custody, and temporary restraining orders.
- Observed hearings and pre-hearing communications between attorneys and magistrates on a daily basis.

Horenstein, Nicholson & Blumenthal

Law Clerk

February 2012 – March 2014

- Drafted appellate briefs arguing erroneous findings of facts and conclusions of law made by Administrative Law Judges for submission to the Appeals Council, the United States District Court for the Southern District of Ohio, and the United States Court of Appeals for the Sixth Circuit.
 - Performed pre-hearing case development and client intake interviews.
-

SKILLS AND INTERESTS

Proficient in legal research methods such as Lexis and Westlaw. In my free time I enjoy playing golf and I am a volunteer assistant coach for the Beavercreek High School varsity baseball team.



BEAVERCREEK TOWNSHIP

851 Orchard Lane
Beavercreek, Ohio 45434-7220
(937) 429-4472
(937) 429-5678 Fax

Trustees - Carol Graff
Tom Kretz
Jeff Roberts

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER: _____
ADOPTION DATE: FEBRUARY 1, 2016

WHEREAS, Ohio Revised Code §519.04 permits the Board of Township Trustees to create a Zoning Commission for Beavercreek Township; and

WHEREAS, the Beavercreek Township Trustees having considered available applicants for said Zoning Commission;

NOW, THEREFORE, BE IT RESOLVED THAT, after due consideration of all the evidence presented, the Beavercreek Township Board of Trustees voted to appoint Justin Nidiffer as Alternate to the Zoning Commission, said term to expire on **March 31, 2021** or until a suitable replacement is appointed.

THE VOTE WAS AS FOLLOWS:

Carol Graff _____

Tom Kretz _____

Jeff Roberts _____

APPROVED BY:
BEAVERCREEK TOWNSHIP TRUSTEES

Carol Graff, Chair

Tom Kretz, Vice Chair

Jeff Roberts, Trustee

ATTESTED BY:

Christy L. Ahrens
Fiscal Officer

AGREEMENT

This is an Agreement by and between the Board of Trustees of Beaver Creek Township, Greene County, Ohio, 851 Orchard Lane, Beaver Creek, Ohio 45434 (hereinafter referred to as "Township") and Dunlevey, Mahan & Furry, L.P.A., 110 N. Main Street, Suite 1000, Dayton, Ohio 45402 (hereinafter referred to as "Firm").

For and in consideration of the mutual promises contained herein, the Township and the Firm hereby agree as follows:

1. The Township hereby employs the Firm to provide legal services to the Board of Trustees of Beaver Creek Township and as may be directed by the Board of Trustees, to other Township officers, boards, commissions and employees. Said legal services shall primarily pertain to the representation of the Township's interests in regard to workers' compensation matters. However, this scope of services may be expanded by the Township as may be determined by the Board of Trustees to be necessary.

2. The Firm hereby designates Gary W. Auman as the individual who will be primarily responsible for providing the services required by the terms of this Agreement. However, the Township acknowledges and hereby agrees that other lawyers of the Firm may, at times, provide legal services when Mr. Auman may be unavailable or when he determines it would be in the best interests of the Township that other individuals within the Firm provide such services. However, under no circumstance shall any individuals other than those specifically identified on Exhibit A provide any legal services to the Township.

3. For the services rendered by each of the individuals identified in Exhibit, the Township shall pay their hourly rate as set forth in Exhibit A. All billings submitted on behalf of the Firm are to be in compliance with the billing guidelines attached hereto as Exhibit B.

4. This Agreement may be terminated at any time by the Township or by the Firm giving thirty (30) days notice to the Township.

5. This Agreement shall become effective upon the Board of Trustees of Beaver Creek Township passing an appropriate Resolution pursuant to Section 309.09(B) of the Ohio Revised Code to employ the Firm to represent the Township, its officers, Boards and Commissions in their official capacities and to advise them of legal matters.

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement on the date so indicated.

BEAVERCREEK TOWNSHIP

Date

J. Alexander Zaharieff
Township Administrator

DUNLEVEY, MAHAN & FURRY,
LPA

Date

Robert T. Dunlevey, Jr., President

EXHIBIT A**DUNLEVEY, MAHAN & FURRY**

		<u>Specialty</u>	<u>Hourly Rate</u>
Primary Contacts:	Robert T. Dunlevey, Jr.	Labor and Negotiation	\$355.00
	Gary W. Auman	Workers' Compensation	\$275.00
Other Attorneys:	Douglas S. Jenks		\$255.00
	Abigail K. White		\$235.00
Paralegals:	Helen E. Wolfe		\$155.00
	Victoria L. Wright		\$145.00



BEAVERCREEK TOWNSHIP

851 Orchard Lane
Beavercreek, Ohio 45434-7220
(937) 429-4472
(937) 429-5678 Fax

Trustees - Carol Graff
Tom Kretz
Jeff Roberts

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

RESOLUTION

WHEREAS, R.C. § 309.09(B) permits a Board of Township Trustees to employ an attorney, either for a particular matter or on an annual basis, to represent the Township and its officers, boards and commissions in their official capacity and to advise them on legal matters; and,

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, Ohio desires to employ the law firm of Dunlevey, Mahan & Furry, 110 North Main Street, Dayton, Ohio 45402 to provide such legal services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Beavercreek Township hereby employs the law firm of Dunlevey, Mahan & Furry to represent the Township and its officers, boards, and commissions in their official capacity and to advise them on legal matters. Said firm shall be paid at the rate of \$355.00 per hour for services rendered by Robert T. Dunlevey, Jr., \$275.00 per hour for services rendered by Gary W. Auman, \$255.00 per hour for services rendered by Douglas S. Jenks, \$235.00 per hour for services rendered by Abigail K. White, and \$145.00 to \$155.00 per hour for services rendered by paralegals. In addition, Dunlevey, Mahan & Furry shall be reimbursed for any and all out-of-pocket expenses which it may incur in providing said legal services.

BE IT FURTHER RESOLVED that the Township Administrator is hereby authorized to sign a written agreement on behalf of this Board setting forth the terms of employment including reimbursement of out-of-pocket expenses.

It has been determined that all formal actions of the Board of Trustees of Beavercreek Township concerning the adoption of this Resolution were adopted in an open meeting of the Board of Trustees of Beavercreek Township and that all deliberations of the Board of Trustees of Beavercreek Township which resulted in formal action were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Motion made by _____; motion seconded by _____.

Vote was as follows:

Graff Kretz Roberts

PASSED AND ADOPTED by the Board of Trustees of Beaver Creek Township on
this _____ day of _____, 2016.

Christy Ahrens, Fiscal Officer

AGREEMENT FOR LEGAL SERVICES

This is an Agreement by and between the Board of Trustees of Beaver Creek Township, Greene County, Ohio, 851 Orchard Lane, Beaver Creek, Ohio 45434 (hereinafter referred to as "Township") and Taft Stettinius & Hollister LLP, 40 N. Main Street, Suite 1700, Dayton, Ohio 45423-1029 (hereinafter referred to as "Firm").

In consideration of the mutual promises contained herein, the Township and the Firm hereby agree as follows:

1. The Township hereby employs the Firm to provide legal services to the Board of Trustees of Beaver Creek Township and as may be directed by the Board of Trustees, to other Township officers, boards, commissions and employees. Said legal services shall primarily pertain to the representation of the Township's interests in regard to negotiation of collective bargaining agreements and personnel matters. However, this scope of services may be expanded by the Township as may be determined by the Board of Trustees to be necessary.

2. The Firm hereby designates Jeffrey Mullins, Esq., Douglas C. Anspach, Esq. and Jessica A. Lordi, Esq. as the individuals who will be primarily responsible for providing the services required by the terms of this Agreement. However, the Township acknowledges and hereby agrees that other lawyers of the Firm may, at times, provide legal services when Messrs. Mullins, Anspach or Ms. Lordi may be unavailable or when they determine it would be in the best interest of the Township that other individuals within the Firm provide such services. Prior to other individuals providing services, Mr. Mullins shall request permission from at least one Township trustee for said individual to provide specific services.

3. For the services rendered by each attorney authorized to provide said services, the Township shall pay an hourly rate of \$260.00. Paralegals who are authorized to provide services shall be billed at a rate of \$120.00 per hour. All billings submitted on behalf of the Firm are to be in compliance with the billing guidelines attached hereto as Exhibit A.

4. This Agreement may be terminated at any time by the Township or by the Firm giving thirty (30) days notice to the Township.

5. This Agreement shall become effective upon the Board of Trustees of Beaver Creek Township passing an appropriate resolution pursuant to Section 309.09(B) of the Ohio Revised Code to employ the Firm to represent the Township, its officers, boards and commissions in their official capacity and to advise them of legal matters.

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement on the date so indicated.

BEAVERCREEK TOWNSHIP

Date

Carol Graff

Jeff Roberts

Tom Kretz

TAFT STETTINIUS AND
HOLLISTER LLP

Date

By: Jeffrey A. Mullins

EXHIBIT A

ATTORNEY BILLING GUIDELINES

The person selected will be required to comply with the following billing guidelines:

1. All charges for services must be recorded based upon actual time expended. Minimum charges for activities such as routine letters, phone calls, receipt/review of correspondence are not acceptable;
2. Only those attorneys and staff members pre-approved by the Township who perform services will be paid for services rendered;
3. All charges for services by attorneys and paralegals must be recorded daily based upon actual time in one-tenth hour (.1) increments;
4. The invoice must be submitted on or before the 10th day of each month. Each invoice must indicate:
 - a. The date of the task;
 - b. The name of the timekeeper;
 - c. The appropriate description of the task. The description must adequately describe the activity so a person unfamiliar with the matter may determine what activity was performed. It should state the nature, purpose or subject of the work performed and the specific activity or project to which it relates. The amount of time spent on each activity must be noted after each entry. Adequate descriptions include, but are not limited to, for third-party communications (e.g. telephone calls, meetings) the identity of other participant(s) and what was discussed; the specific issue researched; the purpose of a court hearing/conference and who attended; the identity of material or document reviewed;
 - d. The time required to complete each task. Paragraph or block billing is not acceptable;
 - e. The end of the invoice must contain a summary of the following:
 - (1) Full name of each attorney/paralegal corresponding to the initials shown in the body of the billing;
 - (2) Status of the timekeeper;
 - (3) Hourly rate of each timekeeper;
 - (4) Total hours and total amount charged by each timekeeper during the billing period;

- (5) More than one attorney and one paralegal billing time to a file is permissible at the discretion of the attorney primarily responsible for providing legal services to the Township, as long as the use of more than one attorney and one paralegal is necessary to serve the best interests of the Township;
 - (6) Generally, the Township will pay for one timekeeper for intra-firm conferences;
 - (7) Attendance of more than one timekeeper at depositions, hearings, meetings and trials must be pre-approved by the Township.
5. The Township will not pay for the following items:
- a. Preparing responses to billing inquiries;
 - b. Reviewing or analyzing any conflict issues;
 - c. Opening or closing files;
 - d. Reviewing material and publications to stay abreast of the law;
 - e. Researching issues considered to be common knowledge among reasonably experienced counsel;
 - f. More than one-tenth hour for reviewing pre-printed or computed generated forms, cover letters, documents, pleadings, notices, discovery or similar items;
 - g. Task that could be performed by non-billable secretarial or clerical staff (i.e. scheduling routine activities, making travel arrangements, ordering reports, copying, faxing, document organization, verifying date/time/location of events, searching files for documents and similar activities.)
 - h. Task performed at rates inappropriate to the task;
 - i. Improper staffing assignments (research performed at inappropriate levels) and/or unapproved personnel billing;
 - j. Vague or ambiguous entries;
 - k. Oral or written intra-office or inter-office communications.
6. Reimbursable Expenses

Charges for services by outside vendors will be reimbursed at their actual cost with no consideration given for mark-ups, surcharges, finance charges or interest. Expenses must be itemized on the law firm's invoice with the following information, unless supporting documentation is provided: (a) the name of the vendor; (b) the date incurred; and (c) a specific

description of the expense. Where supporting documentation is provided, the law firm invoice need only set forth a description of the expense and amount incurred.

We will pay for:

- a. Expenses such as depositions, court reporter charges and preparation of trial materials;
- b. Court costs for which Township is responsible;
- c. Photocopying charges at your cost, your best rate or no more than \$.10 per copy, whichever is less;
- d. Long distance telephone/postage charges at your cost;

7. Non-Reimbursable Expenses

We will not pay for:

- a. Routine express or overnight mail or delivery services unless agreed to in advance by Township; counsel should make every effort to limit the use of express mail to only those items when it is necessary; use of these services should not substitute for preparation of materials well in advance of deadlines;
- b. Charges for receiving or sending faxes;
- c. Local telephone calls;
- d. Electronic legal research databases (e.d., Lexis/Nexis, Westlaw);
- e. Local Travel: Township will not reimburse firms for attorney time, transportation costs, meals or any unreasonable travel costs associated with travel within a 25 mile radius of your office.



BEAVERCREEK TOWNSHIP

851 Orchard Lane
Beavercreek, Ohio 45434-7220
(937) 429-4472
(937) 429-5678 Fax

Trustees - Carol Graff
Tom Kretz
Jeff Roberts

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

RESOLUTION

WHEREAS, R.C. § 309.09(B) permits a Board of Township Trustees to employ an attorney, either for a particular matter or on an annual basis, to represent the Township and its officers, boards and commissions in their official capacity and to advise them on legal matters; and,

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, Ohio desires to employ the law firm of Taft Stettinius & Hollister LLP, 40 N. Main Street, Suite 1700, Dayton, Ohio 45423-2816 to provide such legal services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Beavercreek Township hereby employs the law firm of Taft Stettinius & Hollister LLP to represent the Township and its officers, boards, and commissions in their official capacity and to advise them on legal matters. For those individuals authorized by the Township to provide legal services, said firm shall be paid at the rate of \$260.00 per hour for attorneys and \$120.00 per hour for paralegals. The additional terms of employment of Taft, Stettinius & Hollister LLP including reimbursement of out of pocket expenses shall be in accordance with a written agreement to be signed by both parties.

BE IT FURTHER RESOLVED that the Township Administrator is hereby authorized to sign a written agreement on behalf of this Board setting forth the terms of employment including reimbursement of out-of-pocket expenses.

It has been determined that all formal actions of the Board of Trustees of Beavercreek Township concerning the adoption of this Resolution were adopted in an open meeting of the Board of Trustees of Beavercreek Township and that all deliberations of the Board of Trustees of Beavercreek Township which resulted in formal action were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Motion made by _____; motion seconded by _____.

Vote was as follows:

Graff Kretz Roberts

PASSED AND ADOPTED by the Board of Trustees of Beaver Creek Township on
this _____ day of _____, 2016.

Christy Ahrens, Fiscal Officer

AGREEMENT

This is an Agreement by and between the Board of Trustees of Beaver Creek Township, Greene County, Ohio, 851 Orchard Lane, Beaver Creek, Ohio 45434 and Surdyk, Dowd & Turner Co., L.P.A., 8163 Old Yankee St., Suite C, Dayton, Ohio 45458.

For and in consideration of the mutual promises contained herein, Beaver Creek Township (hereinafter referred to as "Township") and Surdyk, Dowd & Turner Co., L.P.A. (hereinafter referred to as "SD&T") hereby agree as follows:

1. The Township hereby employs SD&T to provide legal services to the Board of Trustees of Beaver Creek Township and as directed by that Board to other Township officers, boards, commissions or employees. SD&T shall attend meetings of the Board of Trustees, Board of Zoning Appeals, Zoning Commission and such other meetings as the Board of Trustees may direct.

2. SD&T designates Dawn M. Frick as the individual who will be primarily responsible for providing the services required by the terms of this Agreement. However, the Township acknowledges and hereby agrees that other lawyers of SD&T may, at times, provide legal services when Dawn M. Frick may be unavailable or when she determines it would be in the best interest of the Township that other individuals within the firm provide such services.

3. The Township will pay SD&T at the rate of \$190.00 per hour for services rendered by shareholders, \$180.00 per hour for services rendered by associate attorneys and \$85.00 per hour for services provided by a paralegal. All billings submitted on behalf of the Firm are to be in compliance with the billing guidelines attached hereto as Exhibit A.

4. SD&T will submit a monthly itemized statement to the Township which shall detail the date work is performed, the person performing the work, the work performed and the amount of time expended on each activity as well as the total charge for the services performed. It shall also detail all advances or out-of-pocket expenditures for which SD&T expects reimbursement. When payment is made to a third party vendor, a copy of that vendor's invoice will be attached. The itemized statement shall be consistent with the sample billing attached hereto and incorporated herein.

5. This Agreement may be terminated at any time by the Township or by SD&T giving thirty (30) days notice to the Township.

6. This Agreement shall become effective upon the Board of Trustees of Beaver Creek Township passing an appropriate Resolution pursuant to Section 309.09 (B) of the Ohio Revised Code to employ SD&T to represent the Township and its

officers, Boards and Commissions in their official capacities and to advise them of legal matters.

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement on the date so indicated.

BEAVERCREEK TOWNSHIP

Date

Alex Zaharieff, Township Administrator

SURDYK, DOWD & TURNER
CO., L.P.A.

Date

Dawn M. Frick

EXHIBIT A

ATTORNEY BILLING GUIDELINES

The person selected will be required to comply with the following billing guidelines:

1. All charges for services must be recorded based upon actual time expended. Minimum charges for activities such as routine letters, phone calls, receipt/ review of correspondence are not acceptable;
2. Only those attorneys and staff members pre-approved by the Township who perform services will be paid for services rendered;
3. All charges for services by attorneys and paralegals must be recorded daily based upon actual time in one-tenth hour (.1) increments;
4. The invoice must be submitted on or before the 15th day of each month. Each invoice must indicate:
 - a. The date of the task;
 - b. The name of the timekeeper;
 - c. The appropriate description of the task. It should state the nature, purpose or subject of the work performed and the activity or project to which it relates. The amount of time spent on each activity must be noted after each entry. Adequate descriptions include, but are not limited to, for third-party communications (e.g. telephone calls, meetings) the identity of other participant(s) and what was discussed; the issue researched; the purpose of a court hearing/conference and who attended; the identity of material or document reviewed;
 - d. The time required to complete each task. Paragraph or block billing is not acceptable;
 - e. The end of the invoice must contain a summary of the following:
 - (1) Full name of each attorney/paralegal corresponding to the initials shown in the body of the billing;
 - (2) Status of the timekeeper;
 - (3) Hourly rate of each timekeeper;

- (4) Total hours and total amount charged by each timekeeper during the billing period;
 - (5) More than one attorney and one paralegal billing time to a file must be pre-approved by the Township except where an individual is "filling" in due to an unavoidable conflict (i.e. depositions, hearing, vacation, illness);
 - (6) Generally, the Township will pay for one timekeeper for intra-firm conferences;
 - (7) Attendance of more than one timekeeper at depositions, hearings, meetings and trials must be pre-approved by the Township.
5. The Township will not pay for the following items:
- a. Preparing responses to billing inquiries;
 - b. Reviewing or analyzing any conflict issues;
 - c. Opening or closing files;
 - d. Reviewing material and publications to stay abreast of the law;
 - e. Researching issues considered to be common knowledge among reasonably experienced counsel;
 - f. More than one-tenth hour for reviewing pre-printed or computed generated forms, cover letters, documents, pleadings, notices, discovery or similar items;
 - g. Task that could be performed by non-billable secretarial or clerical staff (i.e. scheduling routine activities, making travel arrangements, ordering reports, copying, faxing, document organization, verifying date/time/location of events, searching files for documents and similar activities.)
 - h. Task performed at rates inappropriate to the task;
 - i. Improper staffing assignments (research performed at inappropriate levels) and/or unapproved personnel billing;
 - j. Vague or ambiguous entries;
 - k. Oral or written intra-office or inter-office communications.

6. Reimbursable Expenses

Charges for services by outside vendors will be reimbursed at their actual cost with no consideration given for mark-ups, surcharges, finance charges or interest. Expenses must be itemized on the law firm's invoice with the following information, unless supporting documentation is provided: (a) the name of the vendor; (b) the date incurred; and (c) a specific description of the expense. Where supporting documentation is provided, the law firm invoice need only set forth a description of the expense and amount incurred.

We will pay for:

- a. Expenses such as depositions, court reporter charges and preparation of trial materials;
- b. Court costs for which Township is responsible;
- c. Photocopying charges at your cost, your best rate or no more than \$.10 per copy, whichever is less;
- d. Long distance telephone/postage charges at your cost;

7. Non-Reimbursable Expenses

We will not pay for:

- a. Routine express or overnight mail or delivery services unless agreed to in advance by Township; counsel should make every effort to limit the use of express mail to only those items when it is necessary; use of these services should not substitute for preparation of materials well in advance of deadlines;
- b. Charges for receiving or sending faxes;
- c. Local telephone calls;
- d. Electronic legal research databases (e.d., Lexis/Nexis, Westlaw);
- e. Local Travel: Township will not reimburse firms for attorney time, transportation costs, meals or any unreasonable travel costs associated with travel within a 25 mile radius of your office.



BEAVERCREEK TOWNSHIP

851 Orchard Lane
Beavercreek, Ohio 45434-7220
(937) 429-4472
(937) 429-5678 Fax

Trustees - Carol Graff
Tom Kretz
Jeff Roberts

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

RESOLUTION

WHEREAS, R.C. § 309.09(B) permits a Board of Township Trustees to employ an attorney, either for a particular matter or on an annual basis, to represent the Township and its officers, boards and commissions in their official capacity and to advise them on legal matters; and,

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, Ohio desires to employ the law firm of Surdyk, Dowd & Turner Co., L.P.A., 8163 Old Yankee St., Suite C, Dayton, Ohio 45458 to provide such legal services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Beavercreek Township hereby employs the law firm of Surdyk, Dowd & Turner Co., L.P.A. to represent the Township and its officers, boards, and commissions in their official capacity and to advise them on legal matters. Said firm shall be paid at the rate of \$190.00 per hour for services rendered by shareholders, \$180.00 per hour for other attorneys and \$85.00 per hour for services rendered by paralegals. In addition, Surdyk, Dowd & Turner Co., L.P.A. shall be reimbursed for any and all out-of-pocket expenses which it may incur in providing said legal services.

BE IT FURTHER RESOLVED that the Township Administrator is hereby authorized to sign a written agreement on behalf of this Board setting forth the terms of employment including reimbursement of out-of-pocket expenses.

It has been determined that all formal actions of the Board of Trustees of Beavercreek Township concerning the adoption of this Resolution were adopted in an open meeting of the Board of Trustees of Beavercreek Township and that all deliberations of the Board of Trustees of Beavercreek Township which resulted in formal action were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Motion made by _____; motion seconded by _____.

Vote was as follows:

Graff Kretz Roberts

PASSED AND ADOPTED by the Board of Trustees of Beaver Creek Township on
this _____ day of _____, 2016.

Christy Ahrens, Fiscal Officer



BEAVERCREEK TOWNSHIP

851 Orchard Lane
Beavercreek, Ohio 45434-7220
(937) 429-4472
(937) 429-5678 Fax

Trustees - Carol Graff
Tom Kretz
Jeff Roberts

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

RESOLUTION

WHEREAS, R.C. § 309.09(B) permits a Board of Township Trustees to employ an attorney, either for a particular matter or on an annual basis, to represent the Township and its officers, boards and commissions in their official capacity and to advise them on legal matters; and,

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, Ohio desires to employ the law firm of Carter Law LLC, 4347 Castleton Road, Columbus, Ohio 43220 to provide such legal services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Beavercreek Township hereby employs the law firm of Carter Law LLC to represent the Township and its officers, boards, and commissions in their official capacity and to advise them on legal matters. For those individuals authorized by the Township to provide legal services, said firm shall be paid at the rate of \$200.00 per hour for senior attorneys, \$175.00 per hour for associate attorneys, and \$75.00 per hour for law clerks and legal assistants. This rate is fixed for 2016; time spent on travel and telephone calls is considered billable time. Fees will be paid monthly.

It has been determined that all formal actions of the Board of Trustees of Beavercreek Township concerning the adoption of this Resolution were adopted in an open meeting of the Board of Trustees of Beavercreek Township and that all deliberations of the Board of Trustees of Beavercreek Township which resulted in formal action were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

The Board of Trustees will execute a Retainer Agreement reciting these terms.

Motion made by _____; motion seconded by _____.

Vote was as follows:

Graff

Kretz

Roberts

PASSED AND ADOPTED by the Board of Trustees of Beaver Creek Township on
this _____ day of _____, 2016.

Christy Ahrens, Fiscal Officer

CARTER LAW, LLC
4347 Castleton Road
Columbus, Ohio 43220
614-937-2970

RETAINER AGREEMENT

The Board of Trustees of Beavercreek Township hereby retains Wanda L. Carter to represent the Township on legal matters including those relating to annexations of Township territory.

In consideration of consultation heretofore had, advice given and professional services to be rendered by Wanda L. Carter, the Township agrees to pay for representation in the above matter as follows: \$200.00 per hour senior attorney time, \$175.00 per hour associate attorney time, and \$75.00 per hour law clerk or legal assistant time. Rates are fixed for the calendar year of 2016. Time spent on travel and telephone calls is considered billable time. Court costs and expenses are to be paid by the client. Fees are due monthly upon receipt of the bill. The Board has passed a resolution authorizing this agreement and representation.

IN WITNESS WHEREOF, we have this _____ day of _____, 20____, subscribed our names.

BOARD OF TRUSTEES OF BEAVERCREEK
TOWNSHIP, GREENE COUNTY

Trustee

Trustee

Trustee

ACCEPTED BY:
CARTER LAW, LLC

By: _____
Wanda L. Carter

Date: _____

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
01/17/2016 08:59:25	2016-00001799	Alarm - Business/Bank
01/17/2016 19:03:02	2016-00001838	Alarm - Business/Bank
01/20/2016 05:00:59	2016-00002090	Alarm - Business/Bank
	Type Totals: 3	
01/14/2016 09:08:54	2016-00001481	Alarm - Residential
01/16/2016 22:01:38	2016-00001749	Alarm - Residential
01/17/2016 11:35:20	2016-00001822	Alarm - Residential
01/18/2016 00:10:38	2016-00001854	Alarm - Residential
01/18/2016 12:17:15	2016-00001908	Alarm - Residential
01/18/2016 13:58:56	2016-00001920	Alarm - Residential
01/18/2016 20:29:36	2016-00001930	Alarm - Residential
01/19/2016 16:34:40	2016-00002020	Alarm - Residential
01/19/2016 16:58:56	2016-00002021	Alarm - Residential
01/20/2016 23:48:46	2016-00002186	Alarm - Residential
01/22/2016 10:23:52	2016-00002365	Alarm - Residential
01/24/2016 11:11:55	2016-00002574	Alarm - Residential
	Type Totals: 12	
01/14/2016 00:53:12	2016-00001435	Assist
01/21/2016 20:47:46	2016-00002306	Assist
01/25/2016 17:24:34	2016-00002722	Assist
01/26/2016 17:55:56	2016-00002852	Assist
	Type Totals: 4	
01/23/2016 12:58:17	2016-00002486	Burglary
	Type Totals: 1	
01/13/2016 14:48:31	2016-00001373	Business Check
01/13/2016 22:01:18	2016-00001394	Business Check
01/13/2016 22:15:00	2016-00001396	Business Check
01/13/2016 22:34:38	2016-00001403	Business Check
01/13/2016 22:36:24	2016-00001404	Business Check
01/13/2016 23:38:10	2016-00001418	Business Check
01/14/2016 00:36:45	2016-00001433	Business Check
01/14/2016 04:16:44	2016-00001458	Business Check
01/14/2016 13:57:09	2016-00001513	Business Check

01/14/2016 20:55:11	2016-00001530	Business Check
01/14/2016 20:57:46	2016-00001531	Business Check
01/14/2016 21:00:25	2016-00001532	Business Check
01/14/2016 21:05:59	2016-00001533	Business Check
01/14/2016 21:08:29	2016-00001534	Business Check
01/15/2016 13:59:23	2016-00001597	Business Check
01/15/2016 15:00:53	2016-00001607	Business Check
01/16/2016 00:51:09	2016-00001656	Business Check
01/16/2016 10:16:01	2016-00001694	Business Check
01/16/2016 10:31:48	2016-00001695	Business Check
01/17/2016 00:17:44	2016-00001759	Business Check
01/17/2016 00:34:39	2016-00001761	Business Check
01/17/2016 02:14:27	2016-00001773	Business Check
01/17/2016 02:33:55	2016-00001776	Business Check
01/17/2016 02:38:20	2016-00001777	Business Check
01/17/2016 10:20:54	2016-00001816	Business Check
01/18/2016 02:41:16	2016-00001858	Business Check
01/18/2016 22:16:52	2016-00001944	Business Check
01/18/2016 22:18:48	2016-00001945	Business Check
01/19/2016 00:07:32	2016-00001953	Business Check
01/19/2016 00:13:51	2016-00001954	Business Check
01/19/2016 00:19:41	2016-00001955	Business Check
01/19/2016 02:15:23	2016-00001958	Business Check
01/19/2016 03:30:09	2016-00001960	Business Check
01/19/2016 21:06:37	2016-00002039	Business Check
01/19/2016 21:26:52	2016-00002042	Business Check
01/19/2016 21:30:53	2016-00002043	Business Check
01/19/2016 21:33:12	2016-00002044	Business Check
01/19/2016 22:24:42	2016-00002049	Business Check
01/19/2016 22:28:22	2016-00002050	Business Check
01/20/2016 08:31:47	2016-00002100	Business Check
01/20/2016 10:06:35	2016-00002112	Business Check
01/20/2016 10:29:44	2016-00002116	Business Check
01/20/2016 10:31:31	2016-00002117	Business Check

01/20/2016 10:32:53	2016-00002118	Business Check
01/20/2016 10:47:30	2016-00002121	Business Check
01/21/2016 13:40:34	2016-00002264	Business Check
01/21/2016 14:12:10	2016-00002269	Business Check
01/21/2016 21:14:40	2016-00002314	Business Check
01/22/2016 13:56:45	2016-00002381	Business Check
01/22/2016 22:16:25	2016-00002407	Business Check
01/23/2016 00:12:31	2016-00002439	Business Check
01/23/2016 21:44:02	2016-00002506	Business Check
01/23/2016 22:27:52	2016-00002509	Business Check
01/24/2016 00:01:45	2016-00002517	Business Check
01/24/2016 00:17:51	2016-00002519	Business Check
01/24/2016 01:35:21	2016-00002529	Business Check
01/24/2016 01:39:10	2016-00002530	Business Check
01/24/2016 01:59:00	2016-00002531	Business Check
01/24/2016 04:01:18	2016-00002543	Business Check
01/24/2016 10:30:12	2016-00002568	Business Check
01/25/2016 00:04:48	2016-00002611	Business Check
01/25/2016 00:24:50	2016-00002612	Business Check
01/25/2016 00:27:02	2016-00002613	Business Check
01/25/2016 00:30:34	2016-00002614	Business Check
01/25/2016 00:41:25	2016-00002621	Business Check
01/25/2016 01:00:10	2016-00002625	Business Check
01/25/2016 01:07:45	2016-00002627	Business Check
01/25/2016 21:27:03	2016-00002753	Business Check
01/26/2016 02:24:44	2016-00002781	Business Check
	Type Totals: 69	
01/13/2016 15:37:37	2016-00001382	Civil Other
	Type Totals: 1	
01/15/2016 11:33:44	2016-00001587	Crash - Assist Only
01/20/2016 11:49:00	2016-00002126	Crash - Assist Only
	Type Totals: 2	
01/19/2016 08:59:56	2016-00001985	Criminal Damaging
	Type Totals: 1	

01/22/2016 15:32:29	2016-00002393	Detail - Other
	Type Totals: 1	
01/19/2016 13:55:04	2016-00002011	Detail - School
	Type Totals: 1	
01/20/2016 15:13:49	2016-00002142	Detail - Traffic
01/21/2016 20:05:39	2016-00002301	Detail - Traffic
	Type Totals: 2	
01/13/2016 16:56:43	2016-00001388	Disabled Vehicle
01/13/2016 23:16:44	2016-00001414	Disabled Vehicle
01/15/2016 20:08:50	2016-00001630	Disabled Vehicle
01/19/2016 19:59:09	2016-00002037	Disabled Vehicle
01/21/2016 21:23:26	2016-00002316	Disabled Vehicle
01/23/2016 22:38:39	2016-00002512	Disabled Vehicle
	Type Totals: 6	
01/22/2016 19:28:13	2016-00002402	Domestic Dispute
01/23/2016 12:17:30	2016-00002485	Domestic Dispute
	Type Totals: 2	
01/13/2016 22:50:58	2016-00001406	Extra Patrol
01/15/2016 16:52:30	2016-00001614	Extra Patrol
01/15/2016 19:07:39	2016-00001619	Extra Patrol
01/15/2016 20:06:44	2016-00001628	Extra Patrol
01/16/2016 01:04:05	2016-00001657	Extra Patrol
01/16/2016 08:40:54	2016-00001684	Extra Patrol
01/16/2016 16:51:48	2016-00001728	Extra Patrol
01/16/2016 20:01:30	2016-00001738	Extra Patrol
01/17/2016 02:02:52	2016-00001770	Extra Patrol
01/17/2016 08:41:20	2016-00001796	Extra Patrol
01/18/2016 21:31:01	2016-00001935	Extra Patrol
01/19/2016 23:43:53	2016-00002074	Extra Patrol
01/20/2016 16:47:23	2016-00002151	Extra Patrol
01/20/2016 23:33:25	2016-00002184	Extra Patrol
01/21/2016 01:19:32	2016-00002197	Extra Patrol
01/21/2016 01:21:07	2016-00002198	Extra Patrol
01/21/2016 01:22:57	2016-00002199	Extra Patrol

01/21/2016 14:38:51	2016-00002273	Extra Patrol
01/21/2016 17:18:43	2016-00002281	Extra Patrol
01/22/2016 23:59:48	2016-00002437	Extra Patrol
01/27/2016 00:12:29	2016-00002870	Extra Patrol
	Type Totals: 21	
01/13/2016 16:21:02	2016-00001387	Follow Up
01/18/2016 17:29:19	2016-00001928	Follow Up
01/18/2016 22:29:38	2016-00001946	Follow Up
01/21/2016 12:50:24	2016-00002250	Follow Up
01/25/2016 13:43:24	2016-00002701	Follow Up
01/26/2016 10:10:12	2016-00002811	Follow Up
	Type Totals: 6	
01/27/2016 12:37:26	2016-00002937	Fraud/Forgery
	Type Totals: 1	
01/13/2016 22:12:39	2016-00001395	House Check
01/14/2016 00:15:42	2016-00001425	House Check
01/14/2016 00:22:09	2016-00001428	House Check
01/14/2016 20:25:39	2016-00001528	House Check
01/14/2016 20:38:16	2016-00001529	House Check
01/14/2016 22:41:23	2016-00001541	House Check
01/14/2016 22:46:10	2016-00001542	House Check
01/15/2016 07:58:44	2016-00001572	House Check
01/15/2016 09:00:34	2016-00001576	House Check
01/15/2016 13:55:08	2016-00001596	House Check
01/15/2016 14:19:38	2016-00001598	House Check
01/16/2016 01:20:38	2016-00001661	House Check
01/16/2016 02:48:10	2016-00001674	House Check
01/16/2016 12:15:52	2016-00001699	House Check
01/17/2016 02:00:25	2016-00001771	House Check
01/17/2016 08:23:14	2016-00001791	House Check
01/17/2016 08:28:18	2016-00001793	House Check
01/17/2016 09:44:20	2016-00001811	House Check
01/17/2016 10:07:36	2016-00001814	House Check
01/18/2016 21:46:43	2016-00001940	House Check

01/18/2016 21:52:27	2016-00001941	House Check
01/19/2016 02:00:48	2016-00001956	House Check
01/19/2016 02:05:15	2016-00001957	House Check
01/19/2016 21:18:18	2016-00002040	House Check
01/19/2016 21:21:20	2016-00002041	House Check
01/20/2016 01:58:29	2016-00002088	House Check
01/20/2016 09:03:21	2016-00002105	House Check
01/21/2016 11:20:30	2016-00002238	House Check
01/21/2016 14:23:27	2016-00002271	House Check
01/21/2016 14:26:30	2016-00002272	House Check
01/23/2016 23:41:03	2016-00002515	House Check
01/24/2016 01:13:00	2016-00002526	House Check
01/24/2016 01:17:13	2016-00002527	House Check
01/24/2016 10:07:52	2016-00002564	House Check
	Type Totals: 34	
01/18/2016 08:12:11	2016-00001878	Lockout Assistance
	Type Totals: 1	
01/14/2016 09:39:26	2016-00001482	Open Door/Window
	Type Totals: 1	
01/16/2016 13:25:07	2016-00001709	Parking Violation
	Type Totals: 1	
01/18/2016 12:49:05	2016-00001913	Peace Officer
01/18/2016 13:50:56	2016-00001919	Peace Officer
	Type Totals: 2	
01/18/2016 23:25:47	2016-00001949	Request Officer
01/20/2016 05:37:57	2016-00002091	Request Officer
	Type Totals: 2	
01/20/2016 10:31:43	2016-00002119	Street / Road Obstruction
01/25/2016 16:36:24	2016-00002720	Street / Road Obstruction
01/26/2016 02:11:02	2016-00002779	Street / Road Obstruction
	Type Totals: 3	
01/14/2016 14:52:25	2016-00001515	Suspicious Person
01/15/2016 07:03:53	2016-00001567	Suspicious Person
01/17/2016 20:11:05	2016-00001842	Suspicious Person

	Type Totals: 3	
01/13/2016 14:06:00	2016-00001372	Suspicious Vehicle
01/19/2016 19:34:20	2016-00002035	Suspicious Vehicle
01/20/2016 19:30:01	2016-00002163	Suspicious Vehicle
01/23/2016 00:45:36	2016-00002443	Suspicious Vehicle
01/23/2016 02:22:14	2016-00002449	Suspicious Vehicle
	Type Totals: 5	
01/18/2016 08:08:18	2016-00001879	Theft
01/22/2016 16:56:39	2016-00002399	Theft
01/22/2016 21:51:26	2016-00002405	Theft
	Type Totals: 3	
01/15/2016 14:25:06	2016-00001601	Traffic Complaint
01/15/2016 23:16:06	2016-00001649	Traffic Complaint
01/21/2016 08:51:23	2016-00002221	Traffic Complaint
01/24/2016 14:54:09	2016-00002590	Traffic Complaint
	Type Totals: 4	
01/13/2016 17:48:15	2016-00001390	Traffic Stop
01/14/2016 00:17:30	2016-00001426	Traffic Stop
01/14/2016 00:30:49	2016-00001430	Traffic Stop
01/14/2016 21:57:05	2016-00001536	Traffic Stop
01/14/2016 22:01:38	2016-00001537	Traffic Stop
01/14/2016 22:57:00	2016-00001543	Traffic Stop
01/16/2016 01:12:28	2016-00001660	Traffic Stop
01/16/2016 20:05:46	2016-00001739	Traffic Stop
01/18/2016 23:32:44	2016-00001950	Traffic Stop
01/19/2016 04:11:22	2016-00001962	Traffic Stop
01/19/2016 12:57:07	2016-00002006	Traffic Stop
01/19/2016 14:08:27	2016-00002012	Traffic Stop
01/19/2016 23:29:36	2016-00002068	Traffic Stop
01/21/2016 12:57:32	2016-00002253	Traffic Stop
01/21/2016 13:17:00	2016-00002257	Traffic Stop
01/21/2016 13:37:55	2016-00002262	Traffic Stop
01/21/2016 13:38:20	2016-00002263	Traffic Stop
01/21/2016 13:57:36	2016-00002266	Traffic Stop

01/21/2016 14:05:23	2016-00002268	Traffic Stop
01/21/2016 14:22:18	2016-00002270	Traffic Stop
01/21/2016 19:23:39	2016-00002289	Traffic Stop
01/22/2016 15:29:51	2016-00002392	Traffic Stop
01/22/2016 20:08:10	2016-00002403	Traffic Stop
01/23/2016 23:47:29	2016-00002516	Traffic Stop
01/24/2016 09:49:21	2016-00002561	Traffic Stop
01/24/2016 10:05:13	2016-00002563	Traffic Stop
01/24/2016 12:46:16	2016-00002577	Traffic Stop
01/24/2016 12:50:10	2016-00002580	Traffic Stop
01/25/2016 01:46:57	2016-00002639	Traffic Stop
01/25/2016 10:55:12	2016-00002682	Traffic Stop
01/25/2016 11:15:31	2016-00002684	Traffic Stop
01/25/2016 11:36:19	2016-00002687	Traffic Stop
01/25/2016 11:55:57	2016-00002689	Traffic Stop
01/25/2016 14:07:27	2016-00002704	Traffic Stop
01/26/2016 14:13:15	2016-00002834	Traffic Stop
01/26/2016 14:55:25	2016-00002838	Traffic Stop
01/26/2016 15:21:23	2016-00002841	Traffic Stop
01/26/2016 15:38:06	2016-00002842	Traffic Stop
01/26/2016 15:58:36	2016-00002846	Traffic Stop
01/26/2016 16:12:44	2016-00002848	Traffic Stop
	Type Totals: 40	
01/13/2016 11:21:33	2016-00001357	Trespassing
	Type Totals: 1	
01/26/2016 13:18:35	2016-00002828	Warrant
	Type Totals: 1	
01/24/2016 14:28:05	2016-00002589	Weapons / Shots Fired
	Type Totals: 1	
01/24/2016 08:19:22	2016-00002544	Welfare Check
	Type Totals: 1	



**BEAVERCREEK TOWNSHIP
FINANCE DEPARTMENT**

851 Orchard Lane Suite C, Beavercreek, Ohio 45434-7220
Ph.: (937) 429-4472 Fax: (937) 429-5678

**Bi-Weekly Report
For the Trustees Meeting held on Monday February 1, 2016
Activity from January 14, 2016 – January 27, 2016**

The Finance Department is responsible for assisting the Fiscal Officer in completing all the duties outlined in Chapter 507 of the Ohio Revised Code.

Financial Data:

All Financial Reports will be e-mailed to elected officials on Monday February 1, 2016 once all the data is finalized and collected for this particular time period, and will include Expenditure Reports, Revenue Reports, Fund Reports and Investment Activity Reports.

Departmental Activities and Duties:

- The Finance office was closed on Monday January 18, 2016 in observance of Martin Luther King Jr. Day.
- Mailed 77 checks paying 140 invoices paid on 1/19/16.
- Processed 61 invoices for payment on 2/1/16.
- Research on 5 new invoices not yet payable.
- Audited UAN batch reports for the 61 invoices to be paid on 2/1/16.
- Prepared and mailed 3 Sales Tax Exemption Certificates to vendors.
- Prepared a credit application for a new vendor.
- Phone conversations with vendors regarding payments, credits, and terms.
- Emailed requests to employees for missing supporting documentation.
- Processed and distributed the 1/20/16 payroll.
- Reviewed 1/20/16 payroll reports prepared by Paycor.
- Processed 8 payroll changes for the 2/3/16 payroll.
- Reconciled/prepared and mailed the:
 - Ohio Deferred Comp biweekly statement and payment.
 - Aflac Group monthly statement and payment.
 - VSP monthly report and payment.
- Completed review of 2015 4th quarter Quarter-End Payroll Tax report packet prepared by Paycor.
- Received and disbursed ACA IRS 1095C forms to employees along with instructions. (Jim did)
- Added Jeff Roberts to VSP program.
- Added new hire, Ryan Allen, to the payroll system.
- Prepared the BWC 2015 Payroll Report for payment at the next Trustees' meeting.
- Set up new earnings category in Paycor entitled "Performance Bonus" for A. Zaharieff's annual performance pay to be paid in 2/3/16 payroll.
- Phone calls with funeral home and processed paperwork for 1 burial in Beaver Cemetery.

BEAVERCREEK TOWNSHIP
FINANCE DEPARTMENT

851 Orchard Lane Suite C, Beavercreek, Ohio 45434-7220
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-
- o Discussion with a grave owner's grandson wanting to handle burial of his mother (who is the daughter of grave owner) at a later date and install a monument.
 - o Relative to the above, met with grave owner to receive her request to bury her daughter in one of her graves at a later date and for her authorization for her grandson to install a monument. She also named the family member when the need arises to be buried in another grave she owns.
 - o Phone call regarding a foundation request.
 - o Emailed Agenda for the 1/19/16 Regular Trustees Meeting on 1/15/16.
 - o Emailed request for Agenda items for 2/1/16 Regular Trustees Meeting.
 - o Prepared and electronically submitted our 2015 Non-Contributing List (NCL) for independent contractors (i.e., Jim Ericson), to OPERS. Submission deadline is 1/31/2016.
 - o Downloaded updated postal rates and added postage to Pitney Bowes postage meter.
 - o Read the newly revised Personnel Policy Manual.
 - o Notifications of Finance Office relocation via phone calls and emails.
 - o Processed 21 Receipts and made 9 trips to PNC Bank.
 - o Processed 7 Purchase Orders and 1 Blanket Certificate
 - o Prepared Special meeting notices for January 26, 2016 and February 16, 2016
 - o Prepared advance resolution for January 19, 2016
 - o Prepared re-appropriation resolution for January 26, 2016.
 - o Prepared all necessary Oaths of office, hiring resolutions and pay rate change forms for special meeting held on January 26, 2016
 - o Prepared and distributed all Financial Reports to Elected Officials, Administrator/Public Safety Director, Road Superintendent and Fire Management.
 - o Updated website with current financial data as well as minutes.
 - o Prepared and processed Cafeteria reimbursements.
 - o Prepared and processed electronic funds deposits from Med3000 for ambulance billing.
 - o Prepared and processed electronic funds withdrawal from Paycor for payroll.
 - o Prepared and processed electronic funds withdrawal for the United Health Care monthly invoice.
 - o Began working on Annual departmental report
 - o Began working on Notes to the Financial Report

Meetings:

- o None held this period

**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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



**BI-WEEKLY ACTIVITY REPORT
February 1, 2016**

JOB TASKS:

1. 0 Workers' Compensation claims for 2016
7 claims filed in 2015
2. Prepare bi-weekly report
3. Review bills
4. Work on BWC reports
5. Work on employee insurance issues
6. Work on hiring
7. Work on compensation plan
8. Conduct orientation
9. Work with intern
10. Work on BWC billing issue
11. Prepare SERB reports
12. Complete pension paperwork
13. Work with Brower on UHC billing issue
14. Obtain legal agreements for TA
15. Work on FSA billing issue
16. Work on return to work
17. Review reports pertaining pre-employment testing

**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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



18. Work with TPA to obtain BWC statement

MEETINGS AND OTHER ACTIVITIES:

- Meet with the TA on multiple issues
- Meet with Chief VandenBos on multiple issues
- Meet with employee on questions pertaining to personnel manual
- Meet with employee on off-duty injury
- Meet with Alan Stock on BWC issue
- Meet with Lieutenant on hiring issue
- Calls to discuss polygraphs of potential full-time employees

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 MONDAY, FEBRUARY 1, 2016

ACTIVITY FROM THU. JANUARY 14, 2016 THROUGH WED. JANUARY 27, 2016

PERMITS: Five permits for single-family dwellings were issued in this period, as well as a Right-of-Way construction permit. There were also three Park permits issued. Last year, we did not issue the thirteenth house permit until April 11.

The following chart compares numbers of Zoning Permits issued for the last six years. Numbers through 2015 are totals for each year. 2016 numbers are year-to-date, through January 27. The revenue line is the amount generated by Zoning Department fees.

	2010	2011	2012	2013	2014	2015	2016
Single family dwellings	62	37	47	26	61	96	13
Driveways	32	22	32	27	57	94	12
Additions	4	9	1	3	10	5	
Fences	16	19	14	20	22	13	
Pools (including fence)	2	4	8	11	5	7	
Signs	6	7	7	4	9	7	
Rights of Way	3	0	7	1	2	3	1
Accessory Decks & Covered Patio	14	16	26	15	8	14	
Accessory Structures	13	13	14	14	13	15	
Commercial Structures	1	0	7	2	0	0	
Commercial Addition	2	0	2	1	1	2	
Commercial Accessory Structures	1	0	1	2	5	2	
Temporary Tents Permits	13	13	13	13	14	12	
Exemption Certificate	0	1	2	3	2	6	
Use Compliance Certificates	1	2	1	1	1	3	
Cell Tower Co-location	0	0	0	0	2	0	
Temporary Use Permits (Real Estate Sales)	0	0	0	0	2	0	
Political Signs	1	5	2	19	4	7	
Parks Permits	0	0	0	0	0	18	9
	Total						
		171	148	184	162	218	304
	Revenue						
		\$14,274.80	\$24,094.65	\$15,843.80	\$11,735.00	\$15,910.00	\$29,380.00
							\$4,200.00

PENDING: Three sets of subdivision construction plans (Bexley 3B, Nathaniel's Grove Sec. 1, and River Reserve Sec.1) are under review, as well as Nathaniel's Grove Phase 1 Preliminary Plans. New Stonehill Village Master Plan proposal is under review. One Variance application is in hand and another is likely. Survey work is under way for the re-zoning of the Zinck property by Ohio University.

**BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT**

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

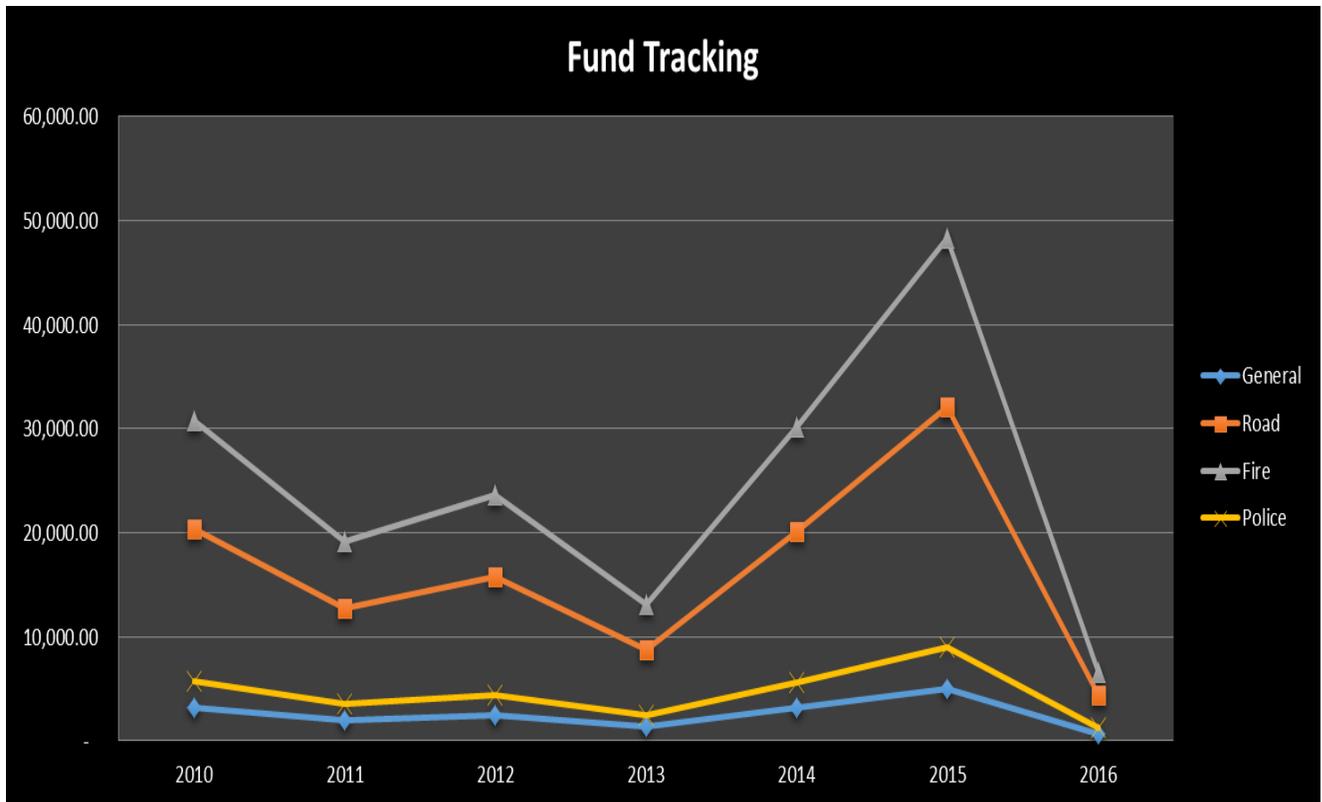


REVENUE PROJECTIONS

The following chart shows estimated **additional** Township revenue generated by new home construction, by Fund. For 2010 through 2015 the amounts are based on final year-end Zoning Permit totals. The numbers for this year are year-to-date based on permits issued through 01-27-16, using 2014 Tax Levy rates and an estimated average NEW HOME property value of \$300,000. **Note:** Receipt of revenues will follow two years after they are generated, e.g. revenue generated in 2016 will be disbursed to the Township in 2018.

Fund	2010	2011	2012	2013	2014	2015	2016
General	3,202.50	1,995.00	2,467.50	1,365.00	3,150.00	5,040.00	682.50
Road	20,391.48	12,702.89	15,711.47	8,691.45	20,057.20	32,091.51	4,345.73
Fire	30,701.78	19,125.70	23,655.47	13,086.01	30,198.48	48,317.56	6,543.00
Police	5,676.65	3,536.27	4,373.81	2,419.56	5,583.59	8,933.74	1,209.78
Total	59,972.42	37,359.87	46,208.26	25,562.01	58,989.26	94,382.82	12,781.01

The following graph is simply an illustration of the revenue data in the chart above.



BEAVERCREEK TOWNSHIP

ZONING DEPARTMENT

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MEETINGS/OTHER ACTIVITIES:

1. Responded to follow-up inquiries re: Ohio University/Russ Research Center strategic planning effort, including conversations with OU planning consultants.
2. Consulted with TA, Zoning staff and HR re: department re-organization and job descriptions.
3. Consulted with RPCC staff re: Nathaniel's Grove Sec. 1 Preliminary and Final Plans, Phase 1 Preliminary Plans, and River Reserve Section 1 construction plans.
4. Consulted with Legal Counsel, Zoning Commission members, and the developer, engineer & attorney for Stonehill Village to discuss revision to Master Plan.
5. Planned and prepared for Board of Zoning Appeals meeting scheduled for Feb. 17.
6. Continued formal and informal training of Zoning Assistant for assumption of new duties (Novak recommendation).
7. Attended RPCC staff review meeting for American Pride, River Reserve and Nathaniel's Grove 1-14-16.
8. Attended Zoning Commission meeting 1-14-16.
9. Met with TA, Trustee Roberts, Zoning Inspector and neighboring residents re: Nathaniel's Grove buffering issue 1-15-16.
10. Attended RPCC Executive Committee meeting for American Pride, River Reserve and Nathaniel's Grove 1-19-16.
11. Attended part of Trustee Regular Meeting 01-19-16.
12. Attended meeting with Zoning Inspector, developer, attorney and Engineer re: Stonehill Village Master Plan revision 01-20-16.
13. Attended MVRPC TAC meeting 1-21-16.
14. Met with Zoning Commission member re: Stonehill Village Master Plan 1-21-16.
15. Met with (2, separately) Zoning Commission members re: Stonehill Village Master Plan 1-26-16.
16. Attended Trustees Special Meeting – Fire Dept. hiring/promotion ceremony 1-26-16.
17. Attended GC Water/Wastewater Advisory Committee meeting 1-27-16.

Following are some highlights of additional Zoning tasks performed by Laurie Brown, Zoning Assistant (tasks outside her job description)

- Issued 5 Zoning permits, 4 driveway permits, one Right-of-Way construction permit and 3 Park permits.
- Responded to multiple zoning inquiries, advised applicants for Variances. Wrote and published Public Hearing Notice for Feb. 17 BZA meeting.
- Met with TA, ZA, Trustee Roberts and neighboring residents re: Nathaniel's Grove buffering issue 1-15-16.
- Attended meeting with Zoning Administrator, Developer, Attorney and Engineer re: Stonehill Village Master Plan revision 01-20-16.
- Attended RPCC Zoning Inspectors' meeting 1-22-16.
- With ZA, met with Zoning Commission members 1-21 & 26-16.

BEAVERCREEK TOWNSHIP ZONING DEPARTMENT

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BUILD-OUT DATA

The following chart shows build-out percentages and remaining shovel-ready home sites, by subdivision. This chart is a work-in-progress – we will continually update it according to available data, and will perform field checks as time allows.

PUD	# Homes Approved	Completed	% Completed	Shovel Ready Site
Spring Meadows	109	79	71%	30
Spring Ridge	111	88	77%	23
The Conservancy	62	59	95%	3
Rolling Meadows	24	23	96%	1
Dorset Downs	37	32	86%	5
Nathaniel's Grove	475	0	0%	0
Wolf Ridge	14	13	93%	1
Stonehill Village				
Spindletop	156	142	91%	14
Liberty Hill	162	133	82%	29
Claiborne Greens	166	36	22%	32
The Narrows	26	25	96%	1
River West				
Scarborough	75	13	17%	25
Bexley Hills	77	46	60%	21
River Reserve	244	0	0%	0
Stone Farm Est.	26	25	96%	1
Country Club of the North	311	241	77%	70
Hunters' Pointe	344	344	100%	0
Hickory Hollow Est.	44	44	100%	0
Wood Ridge Est.	44	5	11%	39
Arlington/The Colony	154	139	90%	15
Woodland Hills Estates	45	44	98%	1
Beaver Hills Estates	53	53	100%	0
Windemere	77	77	100%	0
Totals	2836	1661	59%	311

BEAVERCREEK TOWNSHIP INFORMATION TECHNOLOGY DEPARTMENT

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



Bi-Weekly Report February 1, 2016 (Report period 19 - 31 Jan 16)

Trustees,

The following is a brief synopsis of the past two weeks in the IT department. I will be present to answer any questions or concerns you may have.

IT Projects/Management:

Working on project list for 2016 on top of completing 2015 projects

- Upgrade Citrix environment (in-work)
 - Making good progress with Citrix. We are just about to normal speeds now we need to monitor for consistency.
 - Hopeful within a few weeks we will be able to migrate all to new pool
- Research and deploy video conferencing between all Fire Stations (on hold for Citrix Migration)
 - Looks like WebEx may be best solution for our environment, but need a few more test and meeting with fire department to go over findings
- Equipment Inventory, Surplus (Gov Deals) and Repurpose IT equipment (hold)
- Hot/Warm site planning, station 64(hold)
 - May have new solution with Unitrends, more to follow

Network Administration:

- Patched /Rebooted servers
- Social Media—Website, Facebook, Twitter, YouTube
 - Website
 - Updated TWP and Fire websites to latest version of Drupal
 - Updated Calendar and posted requested news/information items
 - YouTube—Posted 19 Jan Trustees Meeting
 - Facebook/Twitter—Links posted
- Active Directory (User/Group account management)
 - Created new user account
 - Unlocked accounts
 - Added/Deleted users To/From Security Groups.
- Verified Backups are current and running.
- Reviewed Span/Web filters
 - Deleted/Whitelisted domains as appropriate

BEAVERCREEK TOWNSHIP INFORMATION TECHNOLOGY DEPARTMENT

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Meetings:

- Goliath Technologies
 - Met via telecom with Goliath engineers to go over their virtual environment monitoring software.
 - This looks very promising for the township, but trying to determine cost effectiveness
 - Software provides one management interface (accessible anywhere) that shows alerts, potential problems, to include latency, network, storage and vm/server status
- Unitrends (backup solutions)
 - Met via telecom with government sales rep.
 - We are currently using their software to backup our virtual environment. They are now offering a new appliance that performs much better and at no cost to the township.
 - We also discussed other Disaster Recovery options to include Cloud and Disk to disk. The later can be deployed at one of the Fire Stations and take care of our off site requirements. This would also enable us to retire our tape backup solution. More info to follow.

Training:

- None this period

Miscellaneous / Outages:

- Road Department surveillance system
 - The camera monitoring the front of the road department building is not functioning.
 - Isolated problem to low voltage output on an AC/DC transformer. Swapped out transformers and system is operational
- Working on the IT departments annual report
- Wiped and configured iPads for repurposing to other departments (Road, Zoning and Fire Prevention)

Awareness Items:

- T-1 line relocation (Windstream)
 - Working with TA, legal and Windstream to get situation resolved.
 - Currently waiting on response back from Windstream before deciding on how to proceed (as of 1400 28 Jan 2016)



BEAVERCREEK TOWNSHIP INFORMATION TECHNOLOGY DEPARTMENT

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

- Basically they want us to enter into a 3 year contract after they relocate the line. We would like to keep our current year to year renewal option so that we can evaluate their customer service responsiveness. We have also asked them for our anniversary date as it is not clear in the 2004 contract on file.
- Hopefully will have more to brief at meeting
- Independent IT contractor position
 - Will have proposal at the next Trustees meeting (16 Feb)

Purchases:

- Printer for Zoning (from Zoning cost center)
- Camera for Township Meetings

I look forward to meeting with you at the 01 February 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

To: Alex Zaharieff
From: Tim Parks
Date: January 27, 2016
Reference: February 1 Trustees Meeting

Alex:

On Monday February 1 I will be bringing the following:

- I will be bringing a purchase request to replace the water softener at Station 62. The current water softener at Station 62 has failed causing loss of water pressure in the dorm area. The current softener has been by-passed and the plumbing system has been flushed and the failed fixtures replaced. The softener to be replaced is of commercial grade and was installed with the building renovation in 2009/2010 and is no longer under warranty. The maintenance department has obtained three quotes for a replacement softener that meets the same specifications as the original one and are as follows;
 - Schott Plumbing \$4,302.15
 - Aabel Plumbing \$5,198
 - Southtown Heating and Cooling \$5,260

All three quotes come with a 1 year parts and labor warranty, 5 year salt tank and controller warranty and a 10 year brine tank warranty. I will be recommending the purchase from Schott Plumbing as it is the lowest quote for replacement.

Quotes attached

I make a motion to approve purchase request (00362) to Schott Plumbing for the replacement of the water softener at Station 62 in the amount \$4302.15; and to authorize the Township Administrator to sign for the Board.

- Bi-weekly activity report

Estimate_1346_from_Schott_Pl... 1 / 1

Schott Plumbing
2551 Lance Dr
Dayton, OH 45409
(937)299-7751
cmitchell558@gmail.com
http://schottplumbing.com



ESTIMATE

ADDRESS
Ben Northrup
Beavercreek Township Center
851 Orchard Lane
Beavercreek, OH 45434

ESTIMATE # 1346
DATE 01/19/2016
EXPIRATION DATE 07/19/2016

Job location: Fire Station 62

Services

4,302.15

Installing a new Sterling CIM90B water softener. Removing bad softener and tank. New unit will be plumbed to existing plumbing with copper piping. Will test water hardness and setting new unit to proper softening condition.

Thanks for the opportunity to price your job!
Chris Mitchell Pres

TOTAL

\$4,302.15

Accepted By

Accepted Date

1-year total
5-year on time & salt tank
10-year on Brine tank



Acct# M5538
Beavercreek Fire House #2 Attn: Ben @ bnorthup73@yahoo.com
3777 Dayton Xenia Road
Beavercreek, Ohio 45432
(937) 426-1213
(937) 603-1034
bnorthup73@yahoo.com

This estimate is to remove the old/existing water softener & install new

We will:

- > Supply & install a new North Star PA131 Commercial Water Softening System
4 cubic feet of resin quantity, 132K to 72K grain capacity & 1 1/2" inlet & outlet
- > Supply & install the 1 1/2" pipe, fittings, adapters & valves as needed
existing 1 1/2" copper pipe

Total cost for the work as listed above: \$5198.00 to (\$5398.00 w/ permit)

Thank You,
Nick w/ A-Abel Plumbing

Proposal

Southtown Heating & Cooling, Inc.

3024 Springboro West
Dayton, OH 45439-4543
Ph. (937) 298-4200 Fax (937) 298-9515



Proposal Number 11203	Effective Date 1/22/2016
Job Name BEAVERCREEK FIRE STATION SOFTENER	
Job Site 3777 DAYTON-XENIA RD. BEAVERCREEK, OH 45434	
Job Phone	
Salesman:	

To: BEAVERCREEK FIRE STATION #62
3777 DAYTON-XENIA RD.
BEAVERCREEK, OH 45434

We hereby submit specifications and estimates for:

PER YOUR REQUEST, WE ARE OFFERING THIS PROPOSAL FOR YOUR APPROVAL. WE PROPOSE TO PROVIDE AND INSTALL A NORTHSTAR COMMERCIAL GRADE WATER SOFTENER (PA102S) THAT WILL MEET YOUR SPECIFIC NEEDS. IF YOU WOULD LIKE THIS WORK SCHEDULED, PLEASE CALL! THANK YOU FOR ALLOWING US TO OFFER THIS QUOTE TO YOU!

Payment to be made as follows:

WE PROPOSE hereby to furnish material and labor in accordance with the above specifications, for the sum of: **\$5,260.00**
Five thousand two hundred sixty and xx / 100 Dollars

Authorized Signature:

This proposal may be withdrawn by contractor at any time prior to acceptance, and will become void if above work is not performed within thirty (30) days of effective date.

ACCEPTANCE OF PROPOSAL -

Signature: _____

Signature: _____

Date of Acceptance: _____

Check No.: _____ Amount: _____

BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT

January 27, 2016

Calls for Service:

- Ladder 61 check engine light (Fire)- 3 hours
- Station 63 no heat in LT office (Fire)- 3 hours DT
- Snow removal

Year to date	SALT TONS	Geomelt	Grits Tons	Regular	Overtime	Double	TOTAL COST	Call outs
2015	142.5	2050	23	141	121.5	46.5	\$ 25,839.90	9
2016	117	635	0	111	78.25	9	\$ 14,830.98	8

Training:

- Plow/salting operations for new operators – 28.5 Hours

Accomplishment/Information:

- Attended special Trustees meeting in regards to Library roof
- Meeting with Tackett Environmental on work at 2028 Dayton-Xenia road
 - Asbestos removal to start Feb 1
 - Tank removal tentatively Feb 3
- Trip to Fairfield Twp. with Beavercreek City staff to look at the proposed super street design proposed for US 35
- Began working on annual report
- Meeting with contractor on Library Roof for additional information and alternative design cost
- Finished estimate for CCN paving and continued working on agreement
- Began assembling 2016 annual paving bid for Greene County
- Awarded contract to relocate electric for well for the 2028 Dayton-Xenia road property to J&J Electric (lowest quote \$2,300) Administrator signed contract
- Renewed contract for pond maintenance at Phillips park- Lake Doctor \$1,400 no increase form 2015 Administrator signed contract.
- Reviewed several driveway permits and one ride-of-way permit
- Checking on developments-
 - Bexley Hills 3A- checking on erosion control issues erosion control issues
 - Bexley Hill 3B- on hold awaiting emergency access information
 - Spring Ridge 3A- checking on erosion control, meeting with contractor concerning mud on the street
 - Wood Ridge section 1- checking on erosion control
 - Clairborne Greens 2A- checking on erosion control
 - Clairborne Greens 2B- on hold
- Checked on well installation in Rotary Park- waterline tap complete/well adapter installed and began laying pipe
- Continued working on budget estimates for LED upgrades- as recommended by energy audit
- Continued working of budget estimates for window film- as recommended by energy audit
- Continued sign reflectivity testing
- Finished culvert/catch basin inspections
- Began preventive maintenance crack filling

Awareness Items:

- Library roof repairs
- Request for street sign modification for Wood Ridge

To: **Alex Zaharieff, Township Administrator**
From: **David VandenBos, Fire Chief**
Date: **2016-01-28**
Re: **Agenda Items for 01 February 2016 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 are a summary of fire department business, challenges, accomplishments, needs, and concerns for the previous four weeks:

1.1) Senior Staff Meeting: Senior staff met to discuss items of interest and concern for the department, including the 2016 activities calendar and annual fire department priorities.

1.2) PSISN Upgrade: The PSISN oversight committee held a teleconference with New World Systems to begin the CAD upgrade process. A NWS project manager and Greene County representatives have been assigned to the project.

1.3) Service Recognition and Awards: The fire department held its annual recognition and awards banquet. This event was 100% funded by donations-no public funds were used. I want to thank the Board of Trustees for your support of the fire department and this event.

1.4) Healthy Heroes: The fire department wellness committee began a Healthy Heroes program with fitness evaluations to participating members.

1.5) Incident Critique: Operations conducted a critique of the White Oak fire. No major findings or problems were identified.

1.6) EMS Protocol Training: Crews are training and testing on the updated EMS Protocols. These rules provide the framework for what procedures and treatments crews are allowed to perform in the pre-hospital setting. They are reviewed and updated annually, and every emergency medical provider is required to pass a knowledge and skills test annually.

1.7) CERT Training: The third CERT training course offered by Beavercreek Township, and funded by a Greene County EMA grant, was held on the weekend of Jan 23-24. An additional 11 citizens were certified through the program, including 8 fire department auxiliary members.

1.8) Public Outreach: Over the past two weeks, your fire department has participated in the following activities:

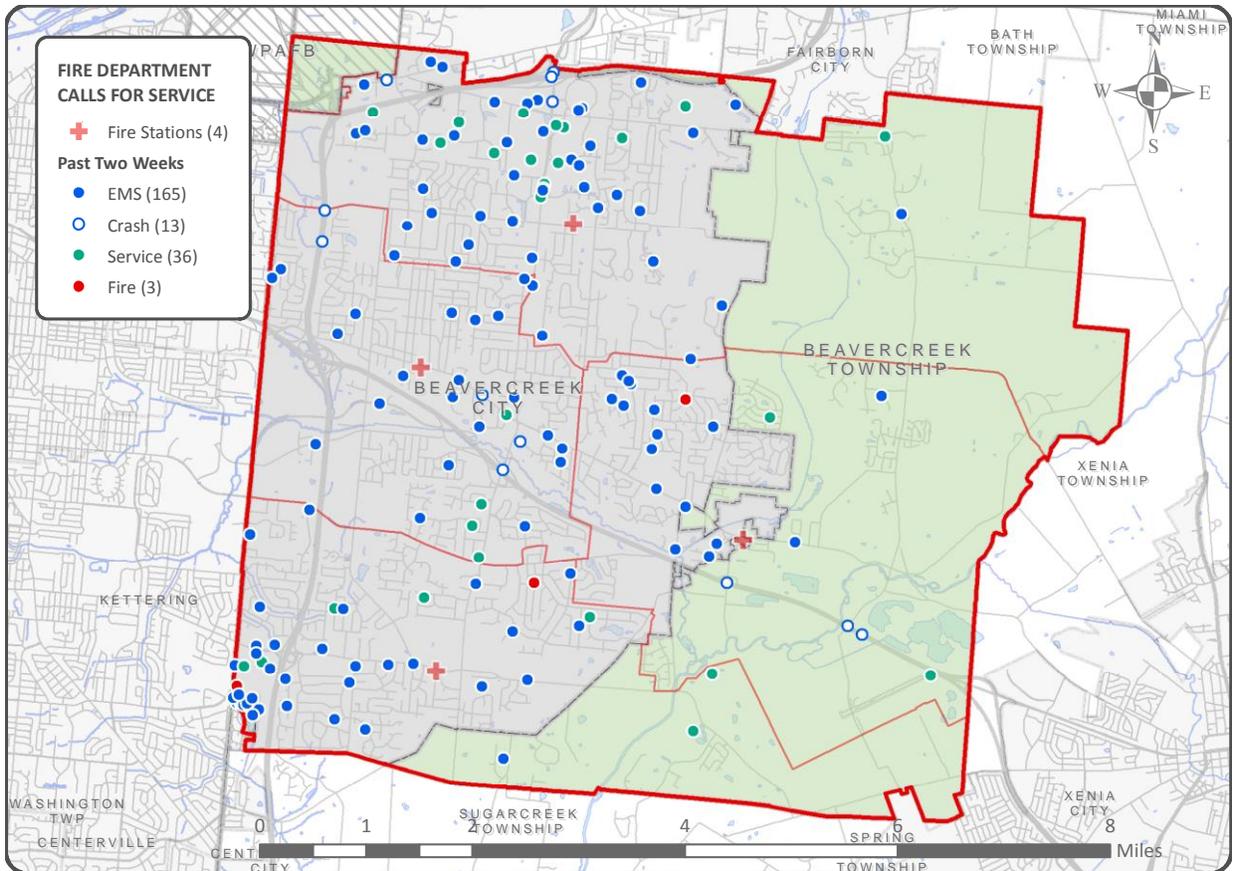
Station 63: Residents, station tour

CPR/First Aid: Bombers Crossfit, HeartSaver

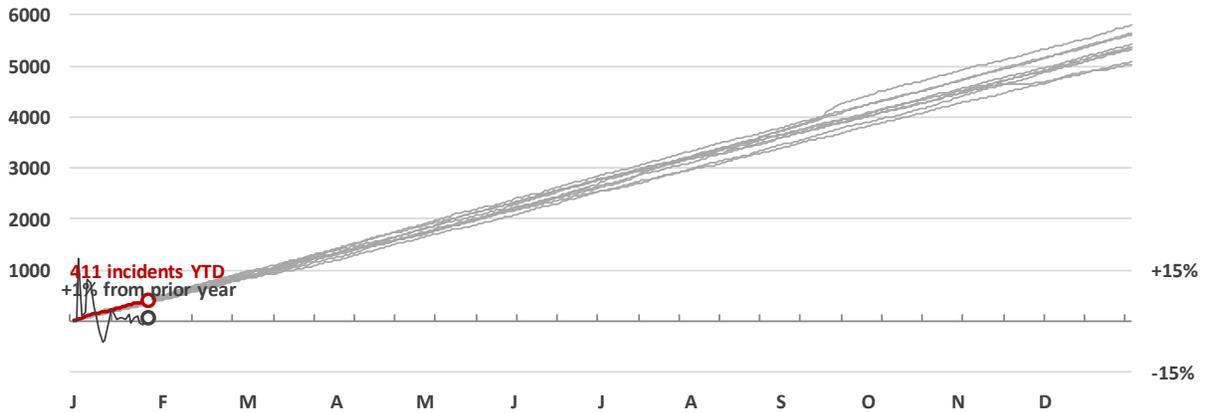
1.9) Activity Summary (previous 2 weeks)

Biweekly Incident Activity Report

Call for Service Type	Biweekly History Trend Current	0	100	200	300	10-Year over Year History	YTD Projected
3: Medical	▼ 165						4,100 314 -86%
7: False Alarm	▷ 18						430 32 -73%
3: Crash	▷ 14						360 23 -61%
6: Good Intent	▼ 10						300 19 -88%
5: Service	▲ 3						183 6 -98%
4: Hazard	▲ 4						136 10 -134%
1: Fire	▲ 3						93 7 -124%
2: Explosion	▷ 0						10 - -100%
8: Severe Weather	▷ 0						5 - -100%
9: Special	▲ 0						12 - -100%
Total	▼ 217						5,629 411 -86%



There have been 411 incidents this year is +1% from this time last year



The past two weeks were 01% slower than average, with 3 hours slower than 99%, and 0 hours busier than 99% of the year.



Biweekly Mutual Aid Report

Aid Type	Biweekly History Trend Current	YTD No Aid Provided Requested	10-Year over Year History	YTD Projected
Provided	2	97%		1,230 6 -51%
Requested	-2	2%		-1,336 -7 -76%
Difference	0			-106 -1

Biweekly Training Activity Report

Training Type	Biweekly History Trend Current	0	250	500	750	1,000	10-Year over Year History	YTD Projected
EMS	45	21.6%						2,373 88 -97%
Firefighting	20	9.4%						1,347 51 -121%
Driver/Operator	17	8.0%						749 56 -174%
Rescue	19	9.4%						1,663 25 -78%
Officers	14	6.5%						971 28 -101%
Daily Drills	28	13.4%						669 44 -53%
Haz-Mat	7	3.4%						175 9 -20%
Fire Prevention	0	0.0%						135 - -100%
NIMS	29	13.8%						884 52 -80%
Instructors	30	14.5%						153 30 +410%
Dispatch	0	0.0%						49 - -100%
Total	207	100.0%						9,167 383 -89%

Firefighter¹ Wage & Hour Information

Base Department Code	Wage Type	Wages			Hours		
		2 Years Prior	1 Year Prior	Current Year	2 Years Prior	1 Year Prior	Current Year
Full-Time	Regular	\$ 3,074,503	\$ 3,155,620	\$ 3,347,182	117,950	121,190	127,954
	Overtime	\$ 245,579	\$ 230,942	\$ 152,326	8,170	8,011	4,335
	Leave	\$ 443,119	\$ 478,706	\$ 574,129	22,051	22,803	26,619
	Premium	\$ 290,159	\$ 269,805	\$ 324,956	18,679	20,729	15,269
Full-Time Total		\$ 4,053,360	\$ 4,135,074	\$ 4,398,592	166,850	172,733	174,176
Part-Time	Regular	\$ 802,992	\$ 651,250	\$ 121,712	73,203	58,730	10,100
	Overtime	\$ 53,211	\$ 33,882	\$ 3,081	9,750	6,172	309
	Leave	\$ 47,581	\$ 38,265	\$ 8,203	4,344	3,475	735
	Premium	\$ 21,631	\$ 15,122	\$ 2,437	1,979	1,371	216
Part-Time Total		\$ 925,415	\$ 738,519	\$ 135,434	89,276	69,747	11,359
Grand Total		\$ 4,978,776	\$ 4,873,593	\$ 4,534,026	256,126	242,480	185,535

Note 1: Does not include maintenance employees charged to fire department.

Fire Department Wage & Benefit Information

Wage Type	Fire			Maintenance		
	2 Years Prior	1 Year Prior	Current Year	2 Years Prior	1 Year Prior	Current Year
Salaries	\$ 4,797,821	\$ 4,846,444	\$ 4,364,780	\$ -	\$ 9,767	\$ 89,273
Ohio Police and Fire Pension Fund	\$ 866,391	\$ 909,390	\$ 955,082	\$ -	\$ -	\$ -
Medical/Hospitalization	\$ 897,369	\$ 930,577	\$ 754,518	\$ -	\$ 2,542	\$ 23,943
Medicare	\$ 60,471	\$ 62,151	\$ 56,328	\$ -	\$ 135	\$ 1,232
Ohio Public Employees Retirement System	\$ 31,186	\$ 33,935	\$ 31,203	\$ -	\$ 1,281	\$ 12,556
Dental Insurance	\$ 39,160	\$ 38,329	\$ 31,082	\$ -	\$ 87	\$ 946
Unemployment Compensation	\$ -	\$ -	\$ 9,896	\$ -	\$ -	\$ -
Social Security	\$ 52,368	\$ 46,726	\$ 7,679	\$ -	\$ -	\$ -
Life Insurance	\$ 6,127	\$ 5,748	\$ 5,313	\$ -	\$ -	\$ 107
Workers' Compensation	\$ 104,808	\$ 195,015	\$ 3,595	\$ -	\$ -	\$ -
Volunteer Firemen's Dependents Fund	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -
Benefits Subtotal	\$ 2,057,880	\$ 2,221,872	\$ 1,854,997	\$ -	\$ 4,045	\$ 38,785
Grand Total	\$ 6,855,701	\$ 7,068,316	\$ 6,219,777	\$ -	\$ 13,812	\$ 128,057



BEAVERCREEK TOWNSHIP

851 Orchard Lane
Beavercreek, Ohio 45434-7220
(937) 429-4472
(937) 429-5678 Fax

Trustees - Carol Graff
Tom Kretz
Jeff Roberts

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO ANNUAL PERMANENT APPROPRIATIONS

RESOLUTION NUMBER: 2016 – _____
ADOPTION DATE: February 1, 2016

The Board of Trustees of Beavercreek Township, Greene County, State of Ohio, met in regular session on the 1st day of February, 2016, in the Community Room located in the lower level of Fire Station #61 at 2195 Dayton-Xenia Road, in Beavercreek, Ohio. The following resolution was adopted:

BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township favorably passed the Resolution to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2016, the following sums be and the same are hereby set aside and appropriated of the several purposes for which expenditures are to be made for and during said fiscal year, as follows:

(See Reverse Side)

ALSO BE IT RESOLVED THAT, the Board approved the distribution of Township funds from the Fund level to the Program level.

THE VOTE WAS AS FOLLOWS:

Carol Graff _____
Tom Kretz _____
Jeff Roberts _____

APPROVED BY:

BEAVERCREEK TOWNSHIP TRUSTEES:

Carol Graff, Chair

Tom Kretz, Vice-Chair

Jeff Roberts, Trustee

ATTESTED BY:

Christy L. Ahrens, Fiscal Officer

General Fund	2,303,354.87
Motor Vehicle License Tax	42,635.02
Gasoline Tax	181,324.94
Road and Bridge	1,539,857.15
Cemetery	87,811.28
Police	633,638.13
Fire	13,002,384.06
Permissive Motor Vehicle	49,464.11
EMS Medic Services	4,584,643.54
Accumulated Leave Balances	362,961.62
Land Acquisition/Improvement	365,513.23
New Ambulance	499,275.28
Advanced Life Support Fire Engine	1,625,000.00
Land Mobile Radios	100,093.92
Private Purpose Trust	5,913.90
LGIF Marcs	104,926.46

Total	25,488,797.51
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