

**BEAVERCREEK TOWNSHIP
AGENDA PACKET
REGULAR TRUSTEES' MEETING
MONDAY FEBRUARY 29, 2016
1:00 P.M.**



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Agenda

Regular Trustees' Meeting

Monday, February 29, 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 29, 2016, Meeting
- Approve the March 2, 2016, Payroll in the amount of \$
- Approval of Bills in the amount of \$

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

Old Business:

- Health Department District Advisory Council
- Audit/Investment Advisory Committee

New Business:

- Governance Committee

Administrator:

- BZA/Zoning Commission Appointments
- Annual Reports
- Greene County Sheriff's Office Report
- U.S. 35 Superstreet
- Request to Schedule Special Meeting:
 - Beavercreek Community Library
 - Park Agreement

Finance:

- Biweekly Report

Human Resources:

- Biweekly Report

Zoning:

- Biweekly Report

Information Technology:

- EMC VNX5300 Service Agreement Renewal
- Goliath Technologies (Citrix Monitoring Software) Update
- Biweekly Report

Road:

- Approval of Street Sign Modification for Wood Ridge Subdivision.
- Request to Advertise for Summer Seasonal Employees
- Purchase Request for Window Film as Recommended by the Energy Audit
- Biweekly Report

Fire:

- Request for Facility Use: Beavercreek Youth Council
- Request Policy Amendment: SOG 5000.001 (Fire Department Personnel Deployment)
- Request Policy Adoption: SOG 5112.003 (Overtime Notification)
- Biweekly Report

Legal Advisor:

Trustees:

Fiscal Officer:

(continued on reverse)

Executive Sessions:

- Ohio Revised Code Section 121.22(G)(1) To consider the employment, dismissal, discipline and compensation of a public employee.
- Ohio Revised Code Section 121.22(G)(5) Matters required to be kept confidential by federal law or regulations or state statutes.
- Ohio Revised Code section 121.22(G)(4) preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Adjourn



BEAVERCREEK TOWNSHIP

851 Orchard Lane
Beaver Creek, 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 29, 2016

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

WHEREAS, the Beaver Creek 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 Beaver Creek Township Board of Trustees voted to appoint Justin Nidiffer as full board member 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



BEAVERCREEK TOWNSHIP

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Tom Kretz
Jeff Roberts

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER: _____
ADOPTION DATE: FEBRUARY 29, 2016

WHEREAS, Ohio Revised Code §519.13 permits the Board of Township Trustees to create a Board of Zoning Appeals for Beavercreek Township; and

WHEREAS, the Beavercreek Township Trustees having considered available applicants for said Board of Zoning Appeals;

NOW, THEREFORE, BE IT RESOLVED THAT, after due consideration of all the evidence presented, the Beavercreek Township Board of Trustees voted to appoint Susan Crabill as full board member to the Beavercreek Township Board of Zoning Appeals, with said term expiring on **March 31, 2020** 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



BEAVERCREEK TOWNSHIP

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Jeff Roberts

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER: _____
ADOPTION DATE: FEBRUARY 29, 2016

WHEREAS, Ohio Revised Code §519.13 permits the Board of Township Trustees to create a Board of Zoning Appeals for Beavercreek Township; and

WHEREAS, the Beavercreek Township Trustees having considered available applicants for said Board of Zoning Appeals;

NOW, THEREFORE, BE IT RESOLVED THAT, after due consideration of all the evidence presented, the Beavercreek Township Board of Trustees voted to reappoint Frank Fitzgerald as full board member to the Beavercreek Township Board of Zoning Appeals, with said term expiring 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

BEAVERCREEK TOWNSHIP

FINANCE DEPARTMENT

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



RESPONSIBILITIES

- Budget Preparation
- Financial Statements
- Levies, Millage & Property Taxes
- Investment of Funds
- Accounts Payable
- Payroll Processing
- Cemetery Management
- Meeting Minutes
- Record Retention
- Risk Insurance

ELECTED LEADERSHIP

The Finance Department operates under the direction of a part-time fiscal officer who is elected by residents to a four-year term.

Christy L. Ahrens has served as Fiscal Officer since January 2006.

STAFF

Finance Director – James V. Barone was hired as the Assistant to the Fiscal Officer in 2007. In 2015, the Board of Township Trustees reorganized the position and reclassified it as the Finance Director. He oversees the day-to-day administration and operation of the Finance Department.

Other Finance Positions:

- Accounts Payable/Payroll Technician

2015 Notable Items:

- In July of 2015, the Finance Department was relocated from 1981 Dayton-Xenia Road where it had operated since the early 1980's to the 851 Orchard Lane location.

BEAVERCREEK TOWNSHIP

FINANCE DEPARTMENT

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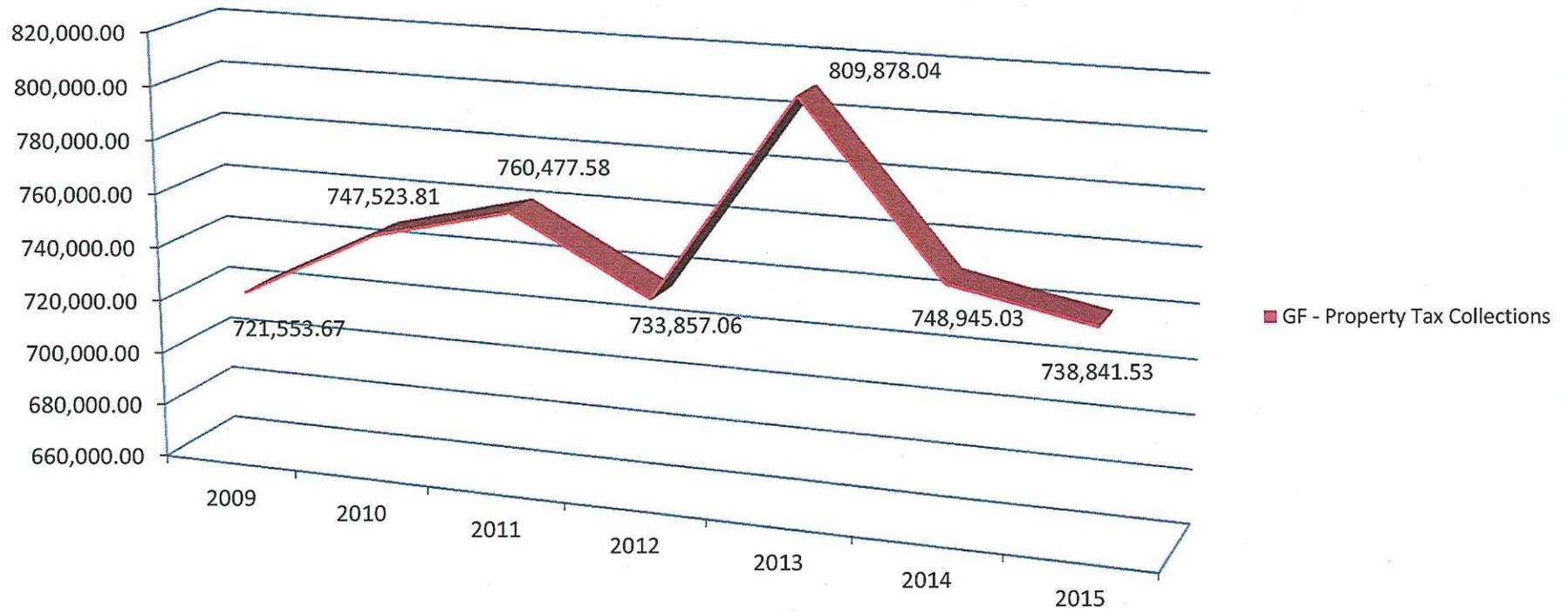
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- In July of 2015, the part-time administrative secretary was eliminated, with those duties being absorbed by the two remaining Finance Department Employees.
 - The Township contracted with OSL solutions for time management, and the Finance Department played an important role in the migration to that software program and its integration with the current payroll software.

2015 Statistics:

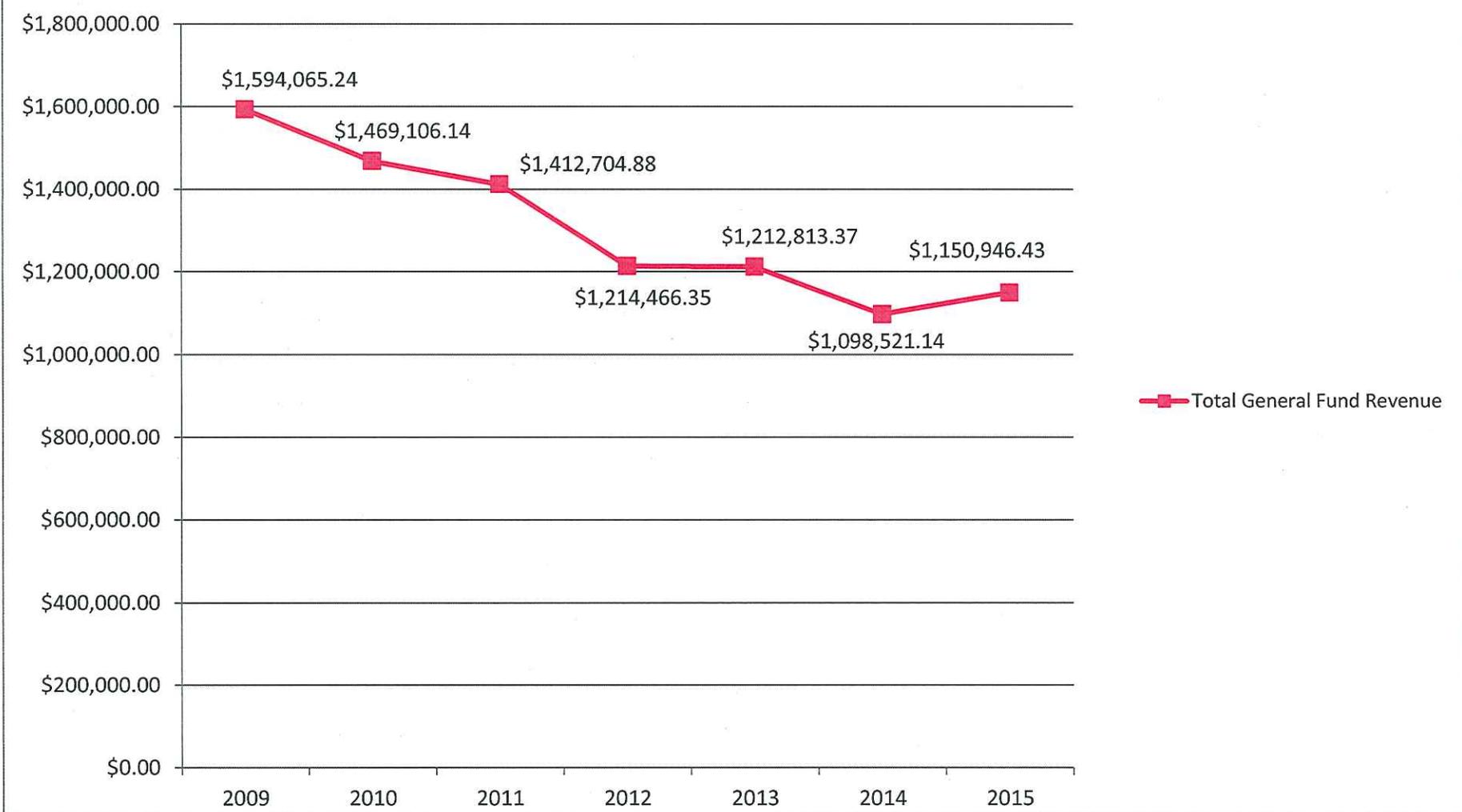
- Total Appropriation - \$26,181,080.82
- Total Revenue - \$12,444,639.44
- Total Expenditures - \$12,713,397.78
- Processed 26 Bi-Weekly Payrolls totaling \$5,965,170.15
- Processed 492 receipts
- Processed 273 Blanket Certificates
- Processed 70 Purchase Orders
- Processed 1507 warrants for payments to vendors.

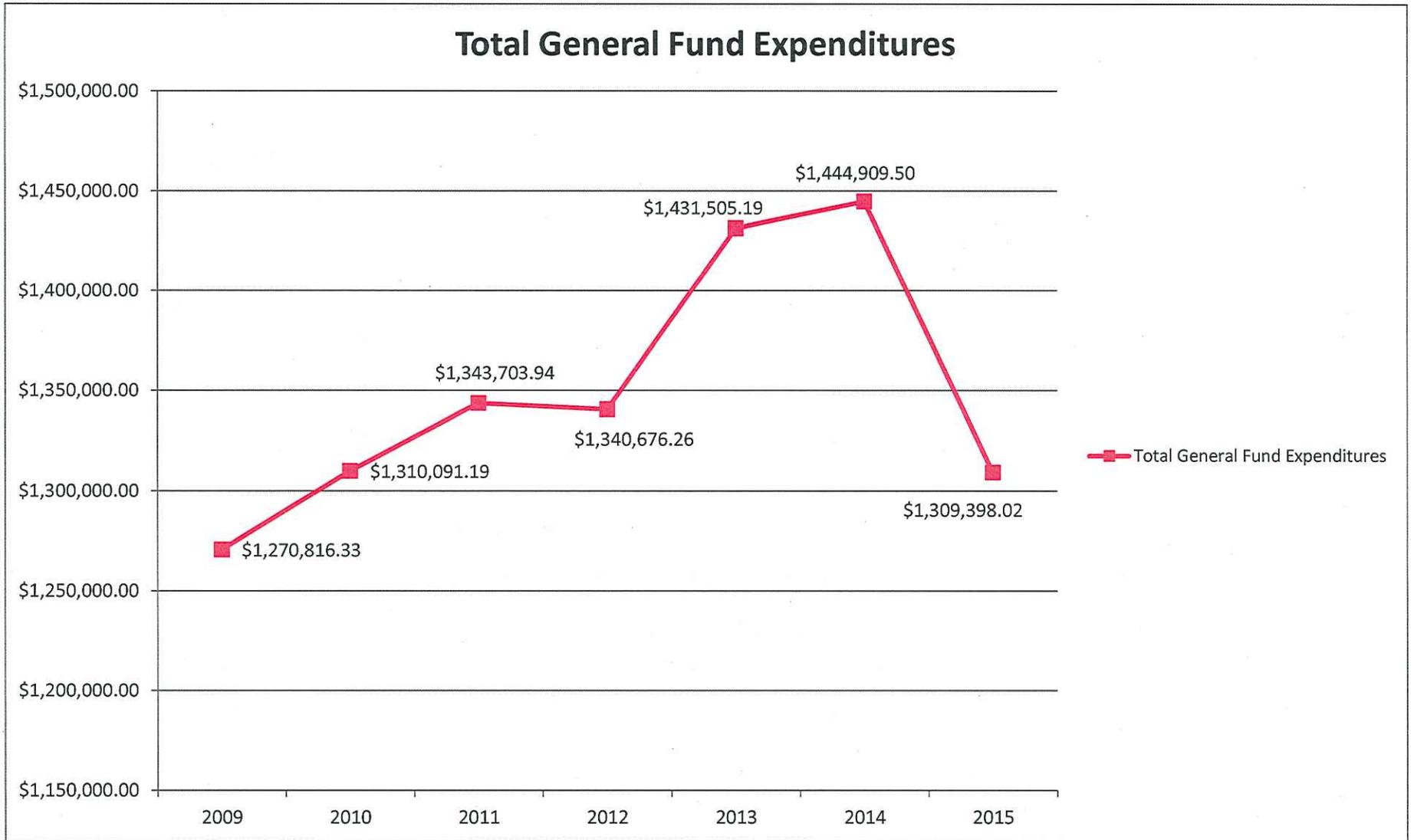


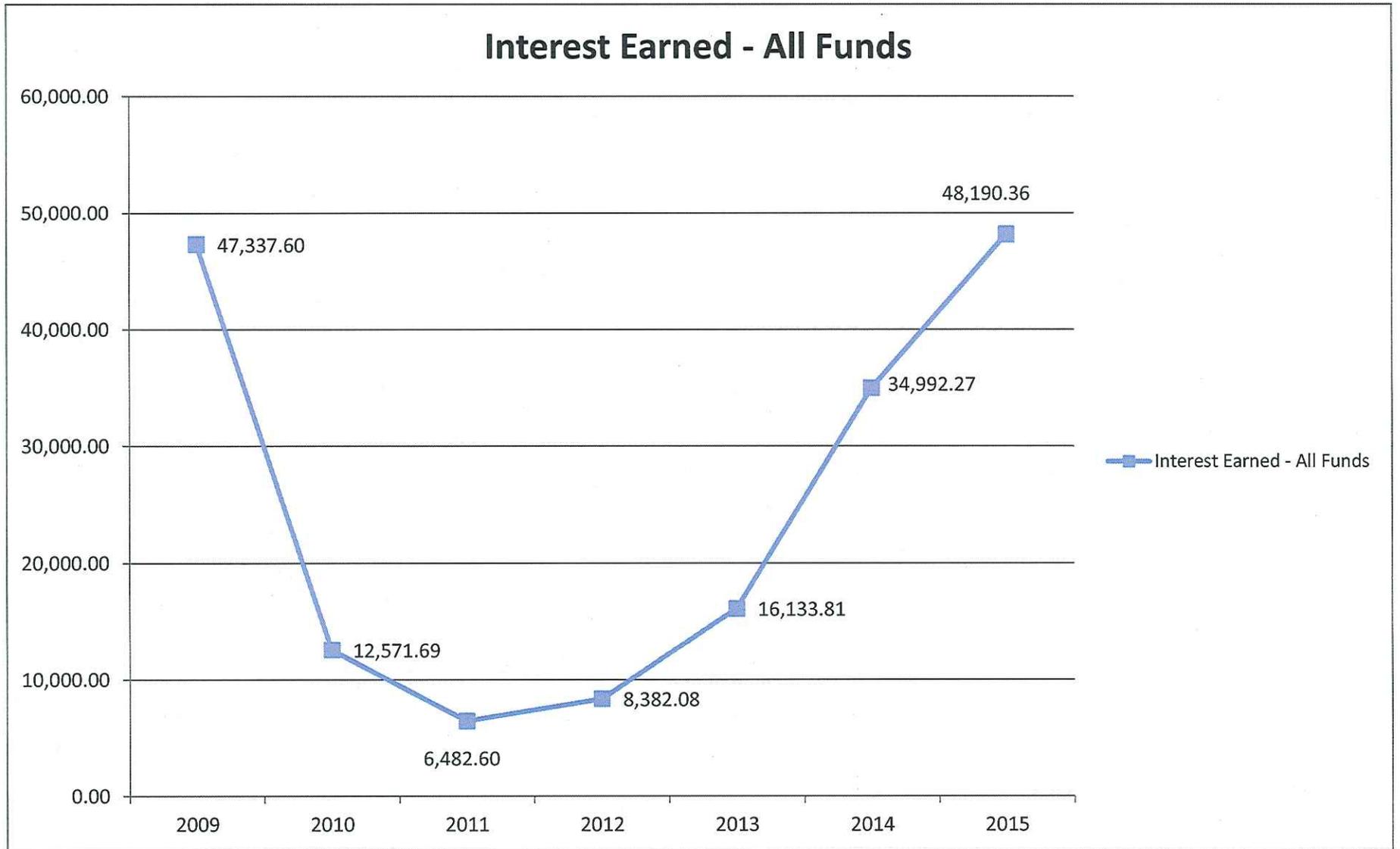
GF - Property Tax Collections

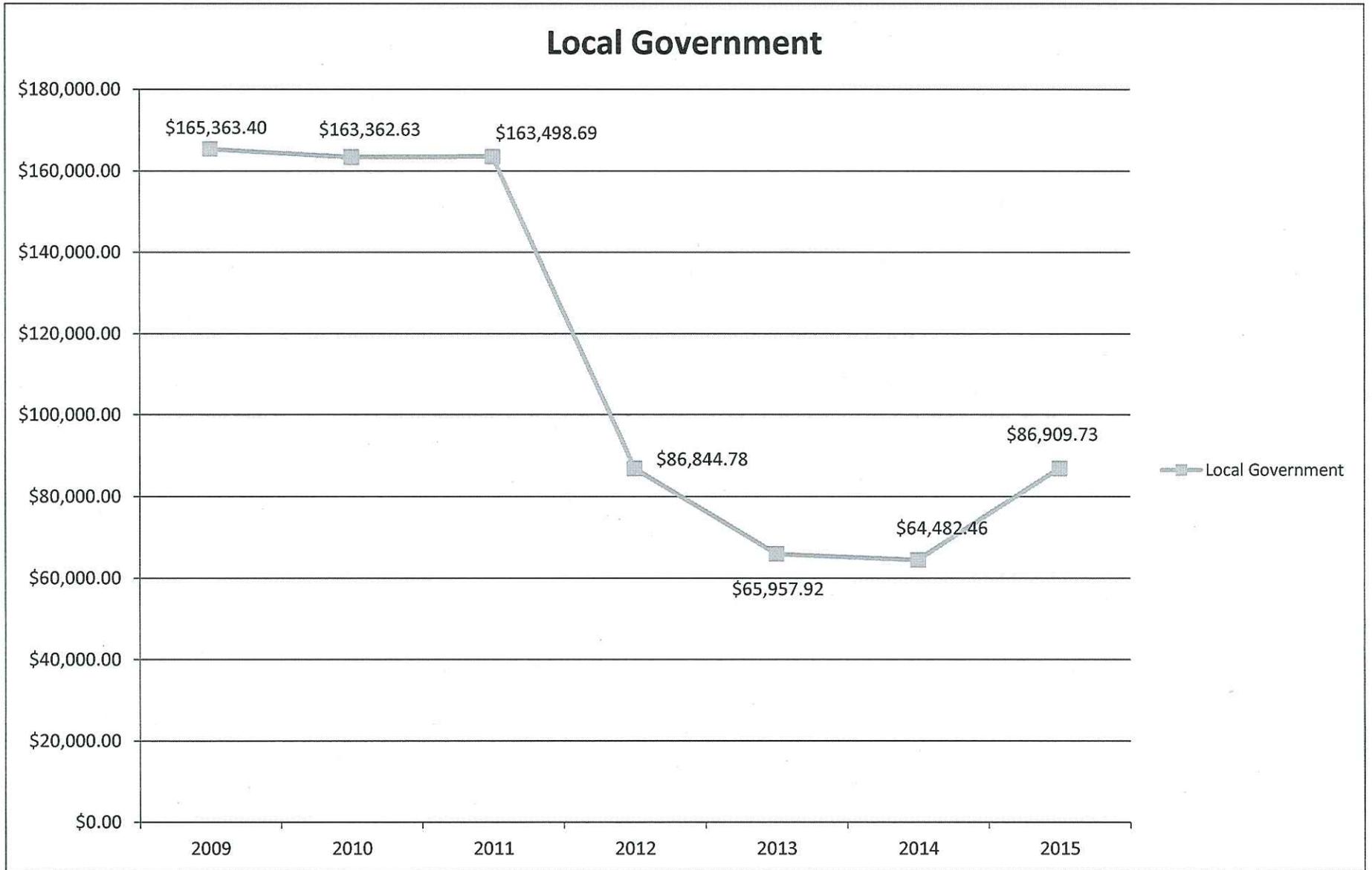


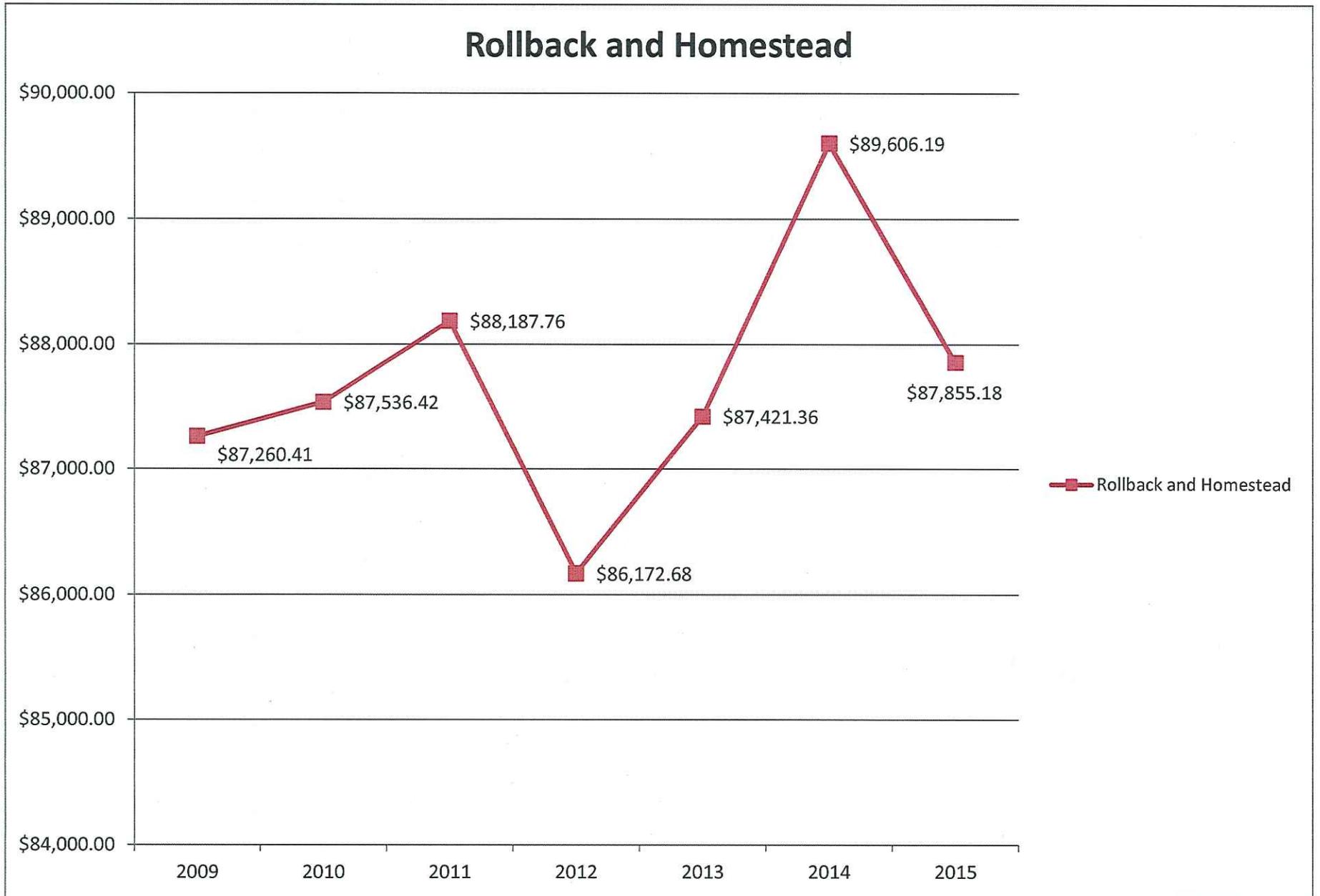
Total General Fund Revenue

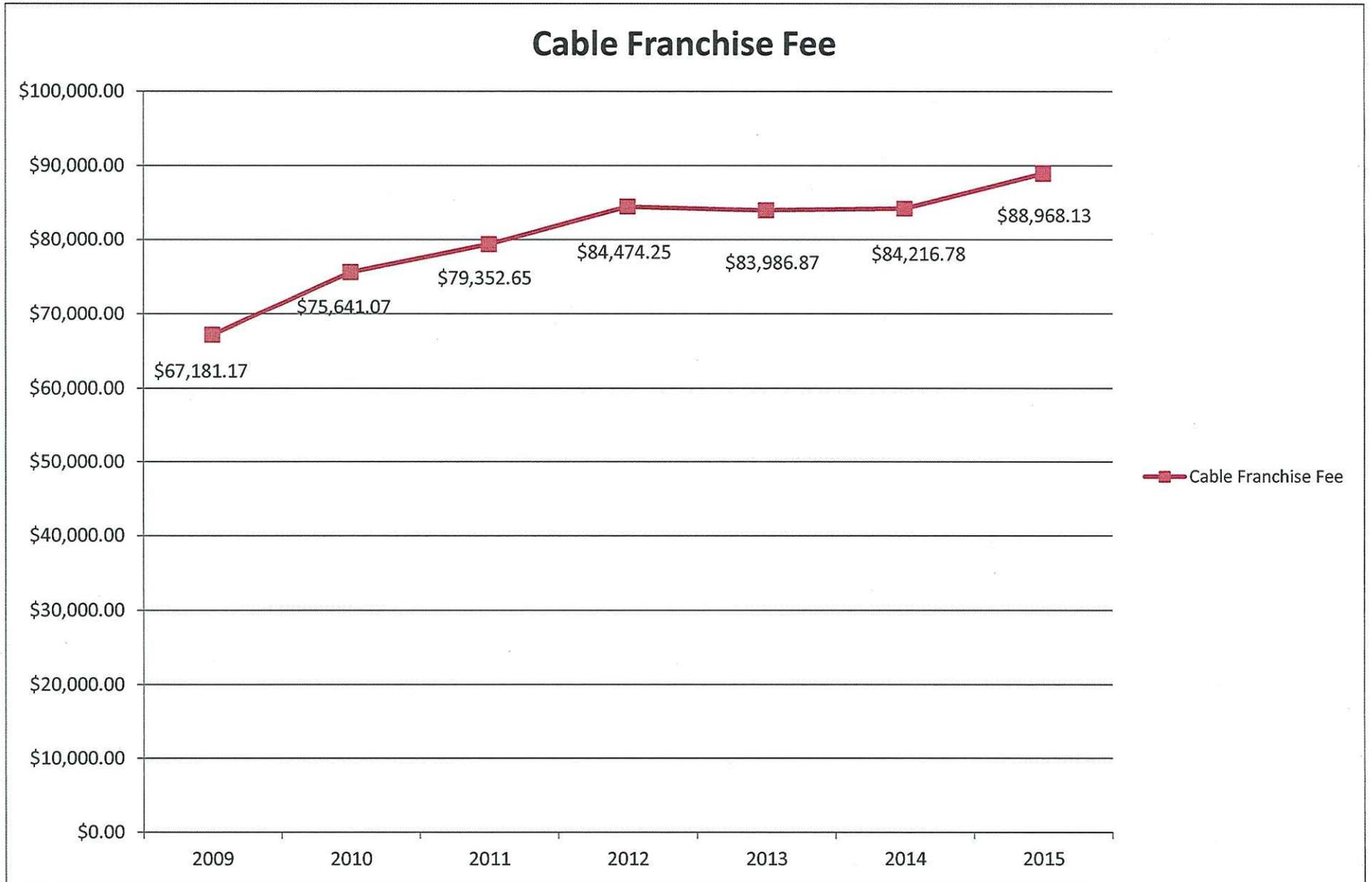




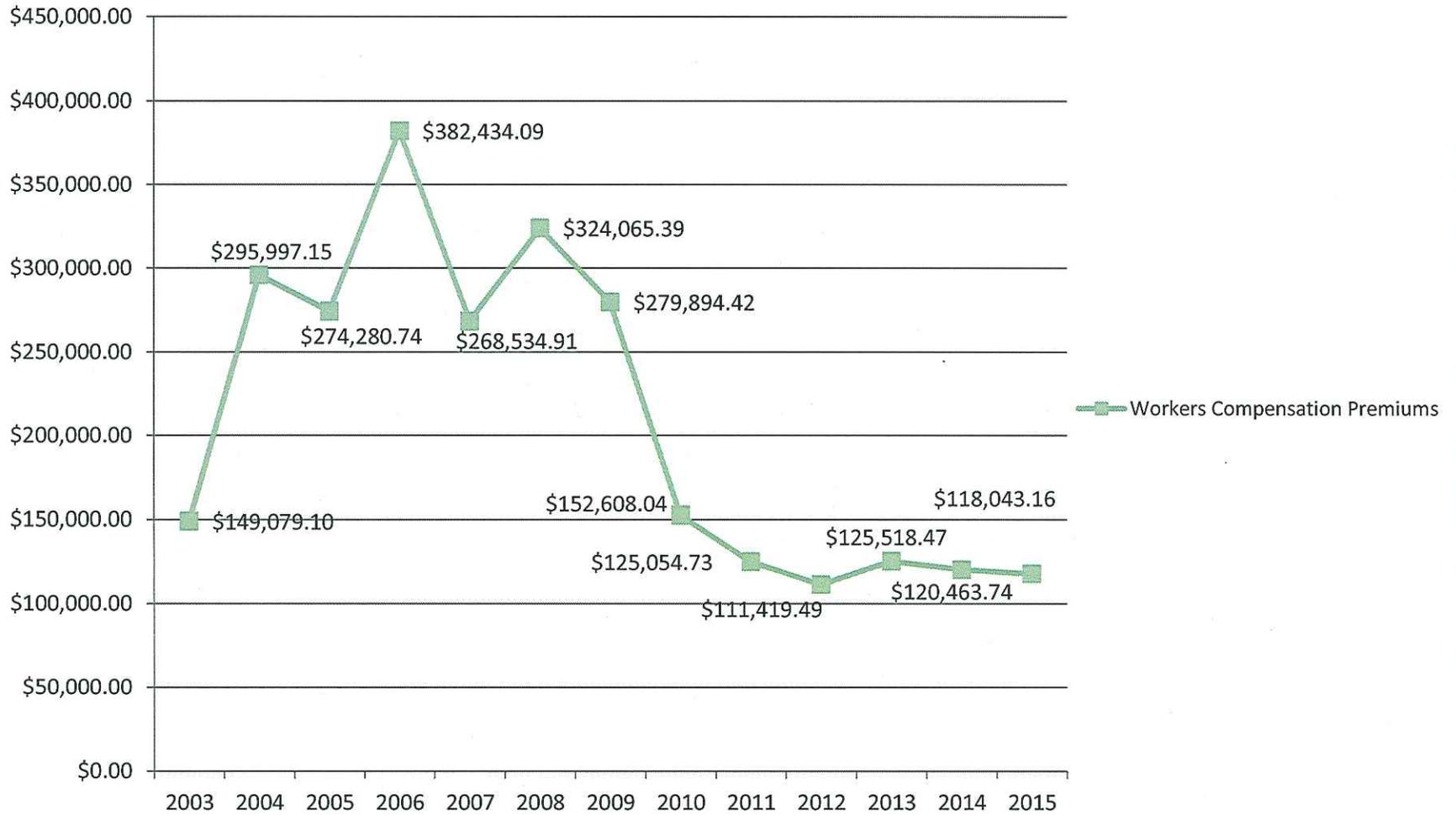




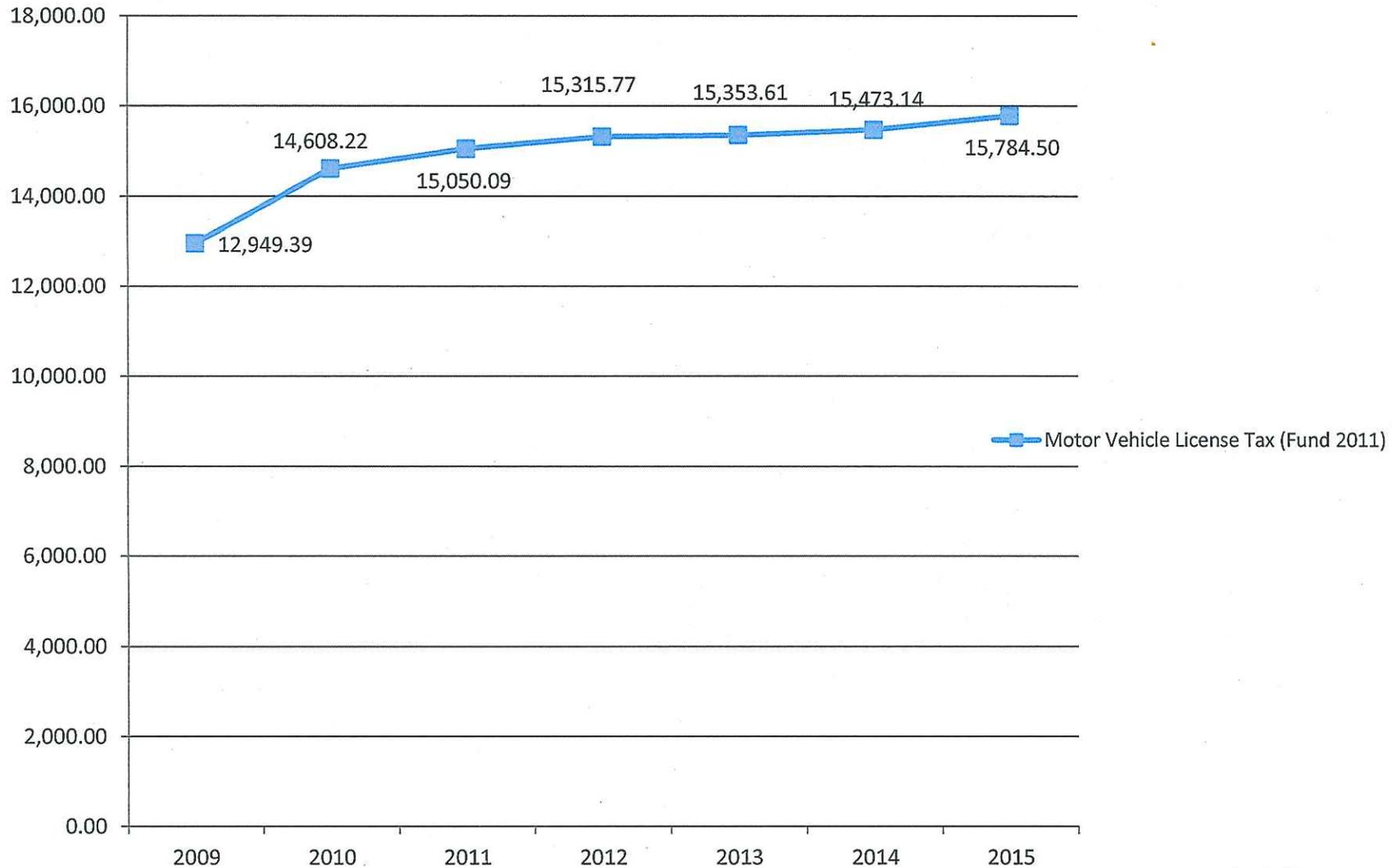




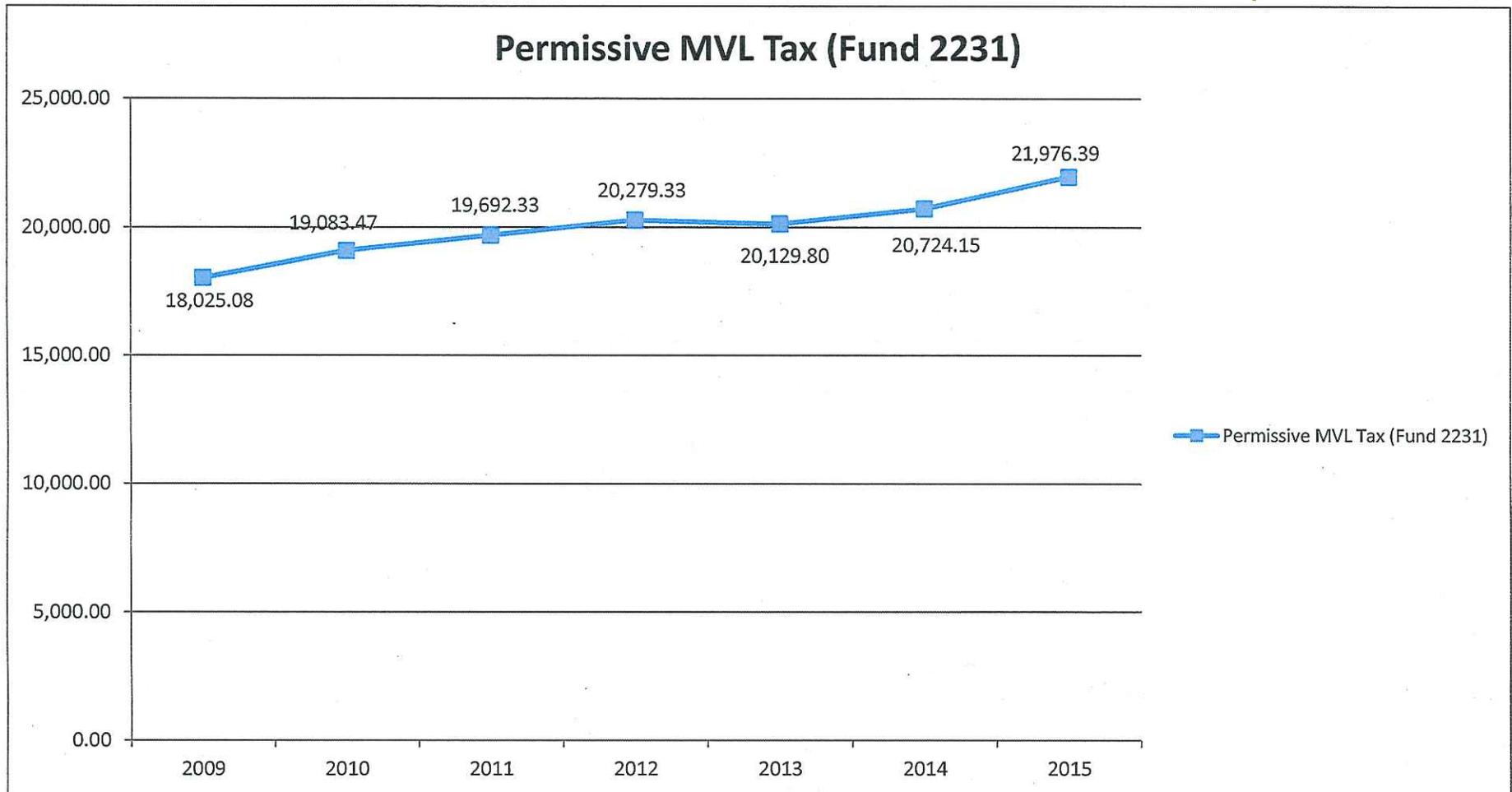
Workers Compensation Premiums



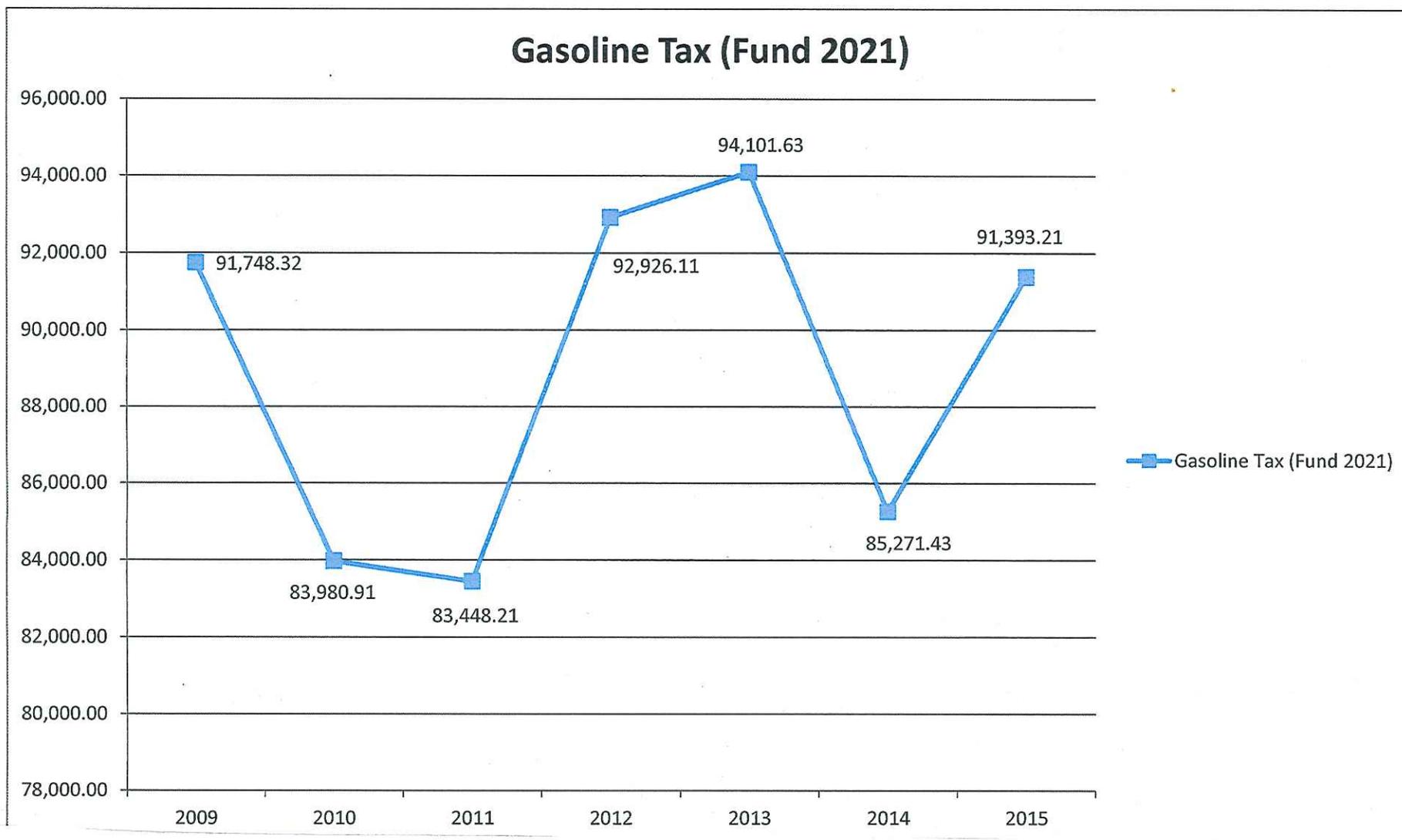
Motor Vehicle License Tax (Fund 2011)



Motor Vehicle License Tax – The state imposes several motor vehicle license fees upon owners of motor vehicles. The revenue the state receives from these various fees are collected and credited to the state’s auto registration distribution fund. The state creates an account for each county and district of registration of the state, including townships. Of the total amount collected and deposited into the fund, notwithstanding some prohibitions listed in the ORC 4501.03, 5% is distributed to townships. The township pot is divided based on a percentage of the total number of miles of township roads in the state and the township’s number of miles of roads maintained.



Permissive MVL Tax – Is an optional tax that can be levied by counties and/or taxing districts on vehicle registrations. It is defined in Ohio Revised Code (ORC) Chapter 4504: Local Motor Vehicle License Tax. There are eight \$5.00 levies that are available to be enacted, but only four can be in effect per ORC Chapter 4504, which includes planning, construction, improving, maintaining and repairing public roads, highways, streets, and for maintaining and repair of bridges and viaducts.



Gasoline Tax – The General Assembly adopted the first gasoline tax in 1925. The revenue collected from the tax is apportioned to state agencies and for use by counties, municipalities and townships. The tax is actually comprised of five separate statutory levies that have been enacted over the years. Townships receive a portion of proceeds from three of the five motor fuel tax levies. All told, townships receive about 1.9 cents or 6.8% of the total .28 cents per gallon motor fuel tax to maintain the 41,387 miles of all township roads in the state of Ohio. The Ohio Constitution and state law require that any revenue received from any of the gasoline taxes be used only for expenditures on roads and bridges.

Human Resources



2015 ANNUAL REPORT

FEBRUARY 5, 2016

The Human Resources Department handles a variety of personnel matters for Beaver Creek Township including workers' compensation, FMLA, COBRA, recruiting, job analysis, policy development, employee benefits and orientation with the goal of ensuring an efficient and effective workforce to serve the public. Beaver Creek Township's Human Resources Department has one Manager who is responsible for supporting 77 employees.

The Human Resources Department provided continued benefit to the Township in multiple areas during 2015:

Projects stemming from the Township's 2014 Performance Audit

The HR Department was tasked with multiple projects as a result of the performance audit. Specifically, the personnel policy manual was completely rewritten under a new format with the suggested changes from staff and both consultants. Employee evaluations were finalized with employee training scheduled first quarter of 2016. The Township's Communication's Plan was completed. The HR Department's recruitment and training plan was standardized, completed and approved. Professional development for supervisors and staff was approved and the approach to implementing this is being discussed at the Department Head level.

Collective Bargaining in Xenia Township

A significant amount of time was spent with Xenia Township during 2015 in order to provide experience and guidance through the collective bargaining process. These negotiations have been slow primarily due to a lack of experience on both sides. In addition to attending negotiations and providing feedback and suggestions, the Human Resources Department provided assistance to this process by drafting management proposals and reviewing collective bargaining agreements from neighboring townships and cities in order to prepare comparable financial information and potential useful language. This information proved to be very useful to our team during negotiations.

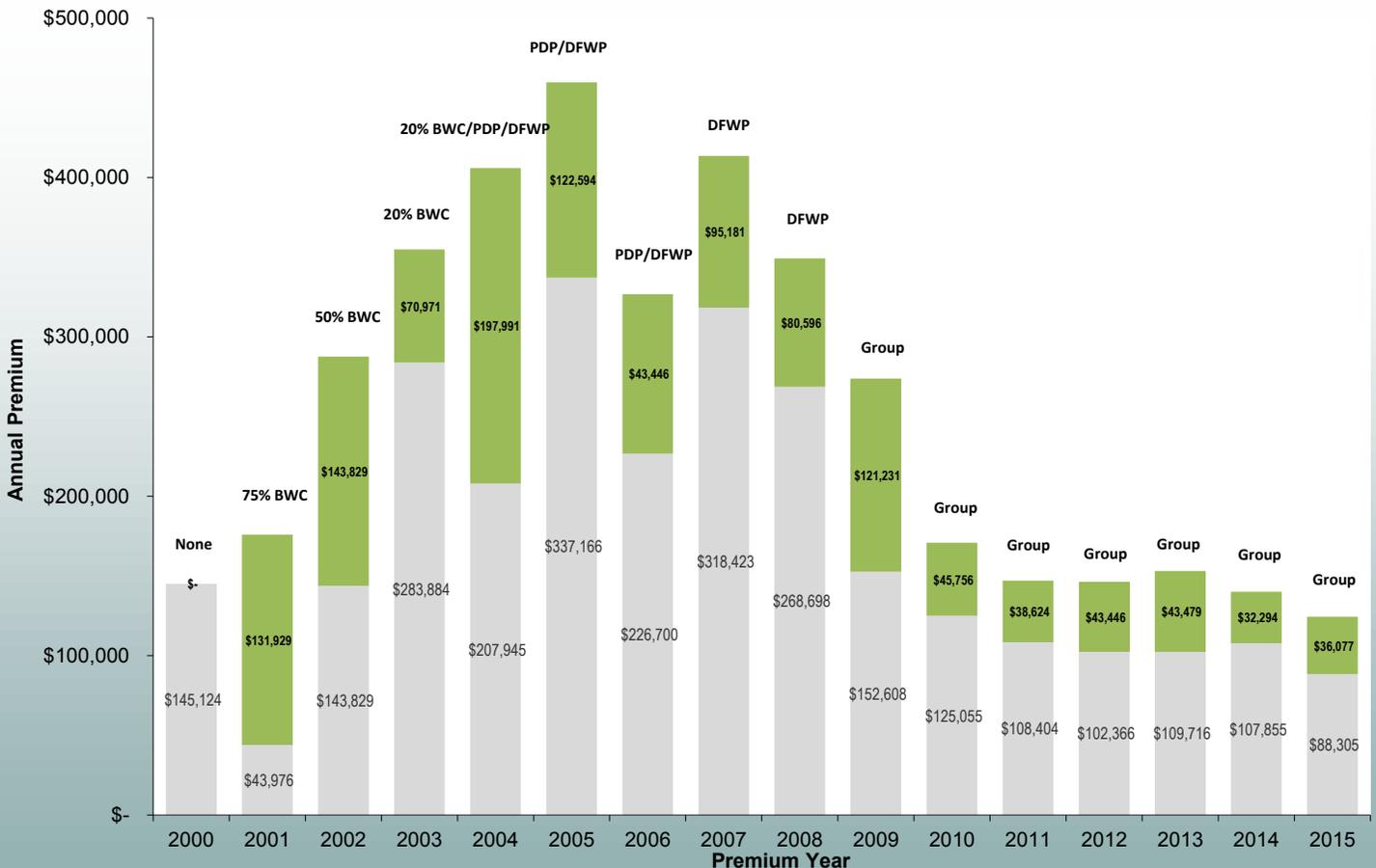


BWC CLAIMS MANAGEMENT

- 7 BWC claims were filed in 2015
- Received Group Rating once again
- Meetings with TPA and MCO
- Prepared PERRP documentation
- Worked with Medwork on claims management and return to work issues
- Assisted employees with paperwork
- Two handicap reimbursement applications filed
- Re-enrolled the Township into the Transitional Work Program
- One appeal during 2015
- Worked on multiple billing issues
- Provided consistent claims management

Beginning in 2002 for premium year 2001, the HR Department has saved the Township \$1,247,444 through the implementation of reduction programs, consistent claim management, appeals, handicap reimbursements and reaching/maintaining group rating. As a result, the HR Department has completely paid for itself in the thirteen years that it has existed within the Township.

BWC Savings 2000-2015
 (\$ 1,247,444)



Labor Management

- Attended labor management meetings
- Worked with Supervisors on union issues
- Resolved many employee issues
- Assisted with resolving labor management issues

Grievances

- Drafted numerous responses
- Prepared for mediation
- Worked with labor attorney on grievance specific issues
- Worked with our Medical Directors on protocol issues
- Met with Union Leaders to temper relations

OSL

- Attended training sessions
- Reviewed all materials
- Worked with developer on HR specific issues
- Prepared OSL specific reports

Hiring

- Posted Advertisements
- Reviewed resumes/applications
- Conducted interviews and orientations
- Drafted behavioral based questions
- Met with employees to discuss areas of improvement
- Reviewed physicals, back ground checks and polygraphs

Insurance

In 2005, the Township paid nearly \$700,000 in annual health insurance premiums for its employees. As a result, the Human Resources Department worked to bring in a new Broker, and a change in health care providers resulting in an immediate \$88,000 savings to the Township. Since that time, our average rate of increase has been 8% , while the average in our area for similarly sized employers has been 15-20%.

The Township's continual low average increase is in part due to the following:

1. Extensive employee training to assist in an understanding of the differences between Workers' Compensation and a Township sponsored health plan
2. Ongoing discussions concerning the importance of having, and utilizing, a primary care physician, rather than urgent care
3. Helping employees enroll in quarterly prescriptions for maintenance drugs
4. Providing a general understanding that an overall reduction in premiums is a significant benefit to each employee
5. Encouraging employees to seek second opinions
6. Changes in deductibles and co-insurance ratios.

Each of these items has helped significantly, but an even larger contributor to maintaining premiums for the Township has resulted from the HR Department's consistent goal in hiring employees with integrity. Over the last thirteen years since the Human Resources Department implemented a hiring program, sick and FMLA leave abuse, in addition to fraudulent BWC claims and insurance abuse, has been negligible.

Other tasks related to the Township's insurance plans:

- Completed census
- Worked with broker to negotiate renewals
- Worked on multiple, extensive billing issues
- Set up wellness program through UHC
- Worked with a local gym to develop a Fire Fit training program with growing attendance which has greatly improved morale
- Biometric screenings
- Assisted employees with claim issues

Miscellaneous:

Conducted random drug screens

Attended Safety Trainings

Worked with supervisors on FLSA issue

Prepared IT Compensation Plan

Handled issues pertaining to FMLA

Worked with TA to resolve Township issues

Prepared 2016 Budget

Set up FSA for 2016

Worked with Broker on 2016 FSA setup

Worked on AFLAC issues/paperwork

Worked on FCE's to ensure compliance with NFPA 1582

Prepared multiple questionnaires for the Unemployment Bureau

Assisted Xenia Township with employment issues

Worked on multiple records' requests

Prepared SERB reports

Prepared COBRA notifications

Handled multiple personnel issues

Schedule and attend ethics training

Worked with Interns

Drafted Job Descriptions

Worked on non-work related injuries

Handled RTW issues

Reviewed subpoenas and employee statements

Worked on multiple legal issues

Worked on OP&F Issues

Assisted Fairborn HR with comparable information



BEAVERCREEK TOWNSHIP

ZONING DEPARTMENT

851 Orchard Lane, Beavercreek, Ohio 45434

Ph: (937) 306-0065 Fax: (937) 427-6574



2015

ANNUAL

REPORT

BEAVERCREEK TOWNSHIP

ZONING DEPARTMENT

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



Introduction: For the Zoning Department, 2015 was characterized by five major themes:

- 1) The continued improvement in national, state and local economies resulted in another significant increase in the number of single-family dwelling permits, from 60 to 97, and about a 50% increase in all Zoning applications compared to the previous year;
- 2) The acquisition of the Russ Research Center by Ohio University was simply the most visible of a number of projects that required the Zoning Administrator to shift his emphasis significantly from Zoning to Planning functions.
- 3) Reorganization of the Zoning Department (which continues into 2016).
- 4) The U.S. Rt. 35 improvement proposal, along with the related effort to develop a Highway Business Overlay Zoning District
- 5) Economic Development became an increasingly important aspect of our work.

I want to take a moment up front to thank: Michele Grogean for her unflagging good cheer in assisting us with a wide range of items, including technical assistance.; Alex Zaharieff for adeptly navigating the relationship that is (and must be) both supervisory and collegial at the same time; Jim Barone for virtually instantaneous response to all inquiries; and other department heads - for the spirit of collegiality and mutual support that is so priceless in any workplace. Special thanks go once again to Laurie Brown. We have formally undertaken a process that involves, and will continue to involve, that she take on additional responsibility and tasks. Her well of good cheer and desire to learn and be helpful seems bottomless.

Planning as a Function of Zoning (and Vice-Versa): Though the job title does not yet contain the word "planning", it's evident that a certain amount of the Planner's functions are needed in the administration of the Zoning Department. And, as Zoning blends into Planning, so Planning now blends into Economic Development. Some of the sense of accomplishment we experienced in 2015 was certainly derived as Planners and Economic Development advocates for Beavercreek Township. This took place primarily in two areas:

- 1) Involvement in actual, on the ground planning; this refers to the consulting and advisory functions needed to assist developers, property owners, project managers and their contractors with the development and presentation of plans to a public body, when necessary. It also involves meetings, conferences and workshops that allow us responsibly to advise elected officials on matters such as the legislative landscape and policy considerations.
- 2) Maintaining and enhancing solid working relationships with other entities, mostly public, necessary for the Township to accomplish its goals. In 2015, these have included:
 - Miami Valley Regional Planning Commission
 - Regional Planning and Coordinating Commission of Greene County
 - Greene County Dept. of Development
 - Greene County Dept. of Building Regulation

**BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT**

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- Greene County Flood Plain Administrator
- Greene Soil and Water Conservation District
- Greene County Engineer
- Greene County Sanitary Engineer
- Greene County Environmental Services
- Greene County Parks & Trails
- Greene County Prosecutor’s Office
- Greene County – Lewis A. Jackson Regional Airport
- Beaver Creek Wetlands Association
- University of Dayton

Zoning Permits:

The following chart compares numbers of Zoning Permits issued for the last six years. The revenue line is the amount generated by Zoning Department fees, which were raised effective June 1, 2015.

	2010	2011	2012	2013	2014	2015
Single family dwellings	62	37	47	26	61	96
Driveways	32	22	32	27	57	94
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
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
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

BEAVERCREEK TOWNSHIP

ZONING DEPARTMENT

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BZA: The Board of Zoning Appeals met four times in 2015. Two Variances and one Home Occupation Permit were approved.

Zoning Commission: The Zoning Commission met seven times in 2015. One major Specific Site Plan was approved, as were a couple of smaller development proposals. Three of the meetings were work sessions, one dealing with the proposed amendments to the Stonehill Village Master Plan; the other two were about the Highway Business Overlay district.

Trustees Zoning Actions: The Board of Trustees held three Special Zoning meetings in 2015, plus a joint work session with the Zoning Commission. One major Specific Site Plan and one text amendment were approved. The third Special meeting was a joint work session with the Zoning Commission concerning the Highway Business Overlay district.

Administrative Accomplishments:

- ✓ Revised Zoning Department fee schedule, resulting in a significant increase in revenue;
- ✓ Established an electronic Receipt procedure & form, allowing for easier tracking of permits and revenue;
- ✓ Assumed responsibility for the Township Directory and the issuing of Parks Permits;
- ✓ Served another year as Co-chair of the Employee Recognition Committee;
- ✓ Served twice as acting Township Administrator;
- ✓ Participated in the development of the approved Township Economic Development Plan;
- ✓ Implemented recommendations of the Performance Audit, most notably the training of the Department clerk to assume new professional Zoning responsibilities;
- ✓ Took training class in Excel spreadsheet software;
- ✓ Expanded our bi-weekly report to include projections of additional revenue generated by Zoning activity, as well as regular updates of Permits and a subdivision build-out chart;
- ✓ Convened a committee drawn from the wider Beavercreek Township and City communities to consider establishment of a Safe Routes to School program for students of the Beavercreek City Schools. The committee has committed to the creation of a School Travel Plan which, when approved by ODOT, will be the basis for grant applications to enhance the safety of children walking and riding bikes to school;
- ✓ Served as a “Community Contact” for the students at the University of Dayton taking a Sustainability cap-stone project-oriented class. I was invited back for the Winter term of 2016; my project group is working to update and reconcile three different wetland inventories that cover the Miami Valley Region.

BEAVERCREEK TOWNSHIP ZONING DEPARTMENT

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Conclusions: 2016 will be another busy year.

Planning:

- Two new subdivisions have had inaugural sections approved for construction.
- The revision of the Master Plan for Stonehill Village will be completed by the end of February.
- Continuing advancement of the U.S. Rt. 35 Reconstruction project by ODOT has itself led to renewed attention to the highway corridor.
- Completing the Highway Business Overlay district has been a **challenge**. We will continue to work on it, and hope to add a Highway Business Corridor Overlay District chapter to the Zoning Resolution in the second quarter.
- Ohio University will soon submit the first of several applications leading to the consolidated ownership and Zoning of their newly acquired properties. Site Plan applications will follow shortly thereafter.
- We will also add a Wellhead Protection Overlay District chapter to the Zoning Resolution.
- We will revise the Flood Plain and River Protection District chapter of the Zoning Resolution.
- We will begin work to consider whether to add a Wetland Protection Overlay District.

Zoning: All three public bodies that deal with zoning matters will be busy in 2016. The permit increases seen in 2015 set the tone for a development pace that shows every sign of accelerating.

It has also been a **challenge** to get the Departmental reorganization in place. This work will be completed in the first quarter.

Additionally, we project the following:

- At least one re-zoning case;
- At least one Conditional Use application;
- Several variance requests;
- At least two Zoning Resolution Text Amendments;
- About 120 Zoning Permits for single-family dwellings;
- About 325 total Zoning Permits.

Thanks to one and all for your continued support.

2015



Information Technologies Department Annual Report

Ver 1

Tweak

Beavercreek Township

12/31/2015

Beavercreek Township Information Technology Department Annual Report

2015



Department Overview

Beavercreek Township's Information Technology Department consists of an Operations Manager and one part-time (20 hrs. wk.), independent contractor. The Department is responsible for providing IT/Phone support for all Township employees located at six different throughout the Township and City of Beavercreek. Township employees include; Township Elected Officials, Administrative Staff, Fire and Road Departments. The Department also provides basic IT support for the Greene County Sherriff's Department Sub-Station, located in the lower level of Station 61.

The IT Department provides 24/7 Network Availability, Integrity, Confidentiality and Security. Routine maintenance includes, but not limited to Monitoring, Updating, Patching, Troubleshooting, Repairing and Replacing IT hardware/software as necessary. The IT Department's operating budget

(averaged over the past 5 years) is approximately \$200k per year. The Township periodically surpluses equipment and lists it on govdeals.com. All monies received from sales on govdeals.com are returned to the general fund.

The Township operates primarily in a virtualized environment (approximately 95 percent of servers and workstations) utilizing Citrix XenServer and Storage Array Networked (SAN) to provide a private in-house cloud. Employees have 24/7 access to this cloud via Thin/Zero clients located at their desks, or remotely via a web interface and secure gateway. Physical devices maintained by the Department include Firewalls, Switches, Routers, Barracuda Devices—Mail Archiver, Spam/Virus Firewall and Web Filters; Servers; Citrix Host, SQL, Exchange, SharePoint, Domain Controllers (both physical and virtual), Surveillance, Disaster Recovery w/tape library Audio/Video equipment and Township phones.

Connectivity to the Township Cloud from the Road Department is provide via fiber optics while the Fire Stations connect via microwave equipment placed on towers located next to each station.

The IT Department is also responsible for maintaining the Township's social media sites which includes Facebook and Twitter accounts, as well as the Township and Fire Websites.

This Year's Accomplishment

The township's IT infrastructure was assessed by the Green Tree Group—free of charge. The assessment revealed several areas that needed attention, but overall health of the environment was very good—as stated by the group. The high risk areas were addressed and fixed. The following is a brief synopsis of 2015 accomplishments:

- Relocated Trustee's meeting room from 851 Orchard Ln. to the basement of 2195 Dayton-Xenia (Sta. 61) to make room for the Finance Department
 - Removed all IT equipment (Projectors, LED, Printer, Workstation and Audio recording system)
 - Configured and installed equipment in new location
- Relocated Township Finance personnel and equipment from 1981 Dayton-Xenia to 851 Orchard Ln
 - Installed new LAN and phone lines and setup equipment in new location
 - Installed cabling, mounts and monitors to tie into existing surveillance system
 - Still need to relocate FAX line—having difficulties with communications vendor
 - To be continued in 2016

Beavercreek Township Information Technology Department Annual Report

2015

- Completed Tech refresh of Trustee’s and Township Administrators mobile devices
 - Replaced end of life iPads with Galaxy Tab4s saving more than \$2000 in replacement cost
 - Old iPad were wiped and redistributed to other departments (no data plans)
- Completed Tech refresh on Barracuda Mail Archiver (stores all Township emails IAW retention policy)
 - Replaced end of life device with new one, all data migrated to new device
- Installed and configured new Time Management software—OSL
 - Software used to track and calculate all employees work, sick, vacation, overtime and FLSA
 - Employees no longer required to complete paper timesheets
- Installed/mounted 50inch LED in Zoning Department to facilitate meetings and training sessions
- Upgraded Township and Fire Department’s websites
 - Updated sites to the latest version of Drupal plus added additional modules
 - Added a new maps, calendars and links to site, making more user friendly
- Citrix upgrade (To be continued in 2016)
 - Migrated Exchange, SQL, SharePoint, Print, Anti-Virus and FTP servers to new pool
 - Created 26 new pooled desktops for firefighters
 - Have been experiencing serious latency issues in new environment
 - Currently working with Citrix and engineers to isolate and repair problem
 - Expect problems to be resolved in first quarter of 16 and the migration of the remaining virtual desktops will begin
- Performed annual inventory of Township IT equipment
 - The Department oversees approximately \$382k of equipment within the Township
 - Removed end of live equipment from production in preparation for surplus on govdeals.com
 - Remove hard drives if applicable, record serial number, remove from inventory and present Board with resolution to excess equipment on govdeals.com
- Met with the City of Beavercreek to discuss the possibility of sharing resources
 - No agreements at this time, but both parties are open to the idea and continue to keep the lines of communication open

Unplanned Outages and Helpdesk Tickets

- Internet access and speed not meeting contractual agreement with Datayard.
 - Eventually isolated problem down to a faulty DSL card on their firewall located in our server room. Replaced faulty card and speed is correct
- Township voicemail system starting to fail
 - Voicemail system is at end of life cycle and needs to be rebooting occasionally. Budgeted for 2016 upgrade
- Exchange server down 28 Oct for approximately 6 hours
 - Exchange database became corrupt while migrating server to new Citrix farm
 - Engaged Microsoft support to restore database with special tools—no data lost

Beavercreek Township Information Technology Department Annual Report

2015

- Trouble Tickets are created by the user within the Township's SharePoint site and sent via email to the appropriate work center.
 - There were a total of 91 IT related tickets entered
 - All tickets have been addressed and closed or scheduled to close
 - Tickets associated with latency will be closed when issue has been resolved.
 - Trouble ticket numbers are relatively low as all work is not being captured by current ticketing system

Projects Scheduled for 2016

- Resolve Fax line issue with vendor and get T1 line moved from 1981 Dayton-Xenia to 851 Orchard Lane
- Complete configuration and migration to new Citrix Farm
 - Continue working with Citrix and EMC engineers to resolve latency issues
 - Citrix health check services provided by MTM should be considered environment
- Decommission/Surplus End of Life Hardware
- Upgrade Townships voicemail system
- Continue revamping the Township website
- Research and deploy new backup strategy—Disk to Disk, Cloud or Tape—for long term and off site requirements of the Township
- Deploy video conferencing solution to each facility within the Township
 - Currently testing different option that will work in our virtual environment
- Research monitoring software for Township's Domain

Appropriations & Expenditures

The Information Technology Department's operating budget for 2015 was \$203,000. Chart 2 shows a breakdown of appropriations per category; chart 3 shows both appropriations and expenditures.

Most of this year has been geared toward sustainment—updates, patching, backup, and working trouble tickets. Thus; only 83 percent of the allocated budget was spent. We are currently working with Citrix engineers to isolate and resolve some latency issue in our virtual environment. We hope to have this fixed by the end of the first quarter.

IT Appropriations are currently taken from the General Fund and placed in the following categories:

- **Salaries**
 - Includes 3% increase from 2014
- **Employee Benefits**
 - Includes pension fund, medical, dental and life insurance
- **Training**
 - Used to maintain proficiency and certifications in current network security, technology, operations, and administration. Attend conferences, training events, and technical courses
- **Repairs and Maintenance**

Beavercreek Township Information Technology Department Annual Report

2015

- Funds for repairing, updating, and maintaining current infrastructure. Routine maintenance budget (broken interface cards, switches, software updates, peripherals, etc)
- **Contracted Service**
 - Payment toward reoccurring monthly costs, such as internet services, etc. Current maintenance includes services and appliance warranties for Cisco, Barracuda, Data Yard, TVAR for PHDVB (virtual backups), Microsoft, Citrix, and Independent Contractor position
- **Small Tools & Minor Equipment**
 - Used for replacing, updating, upgrading, or restocking equipment such as computers, printers, cartridges, appliances, microwave equipment, etc. with <5 year primary life span (desktop workstations, backup tapes, software, unmanaged switches, etc)
- **Capital**
 - Replacing or purchasing equipment/software with a >5 year primary life span such as servers or software (SQL2008, Exchange, SharePoint, SAN, switches/routers, etc.)

2015 Information Technologies Appropriations

TOTAL: \$203,000

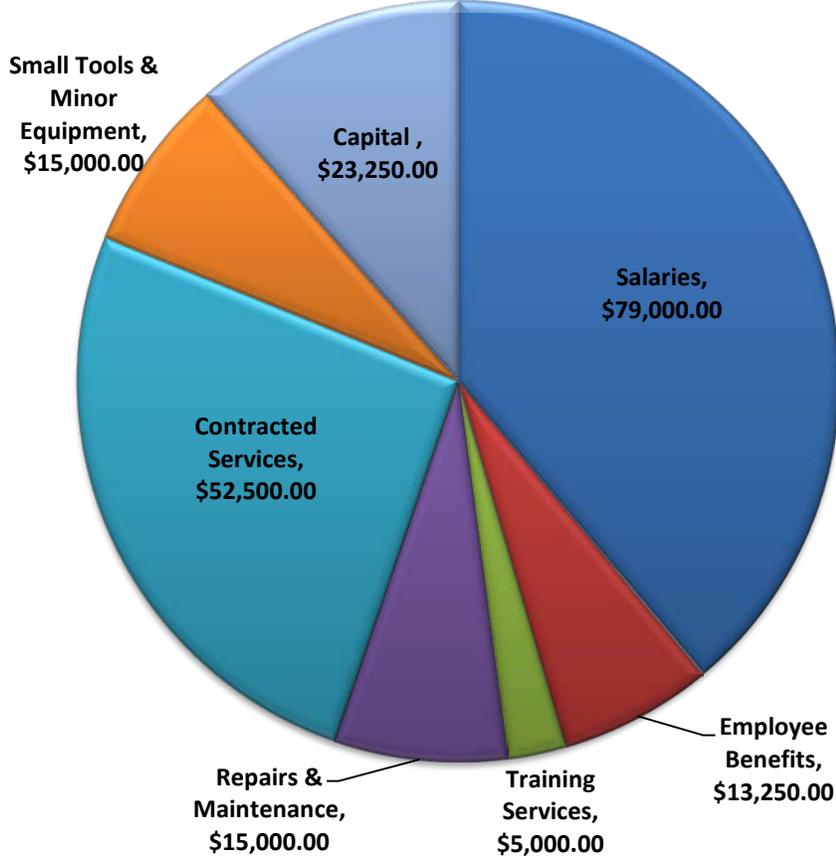


Chart 1

Beavercreek Township Information Technology Department Annual Report

2015

2015 Information Technologies Appropriations/Expenditures

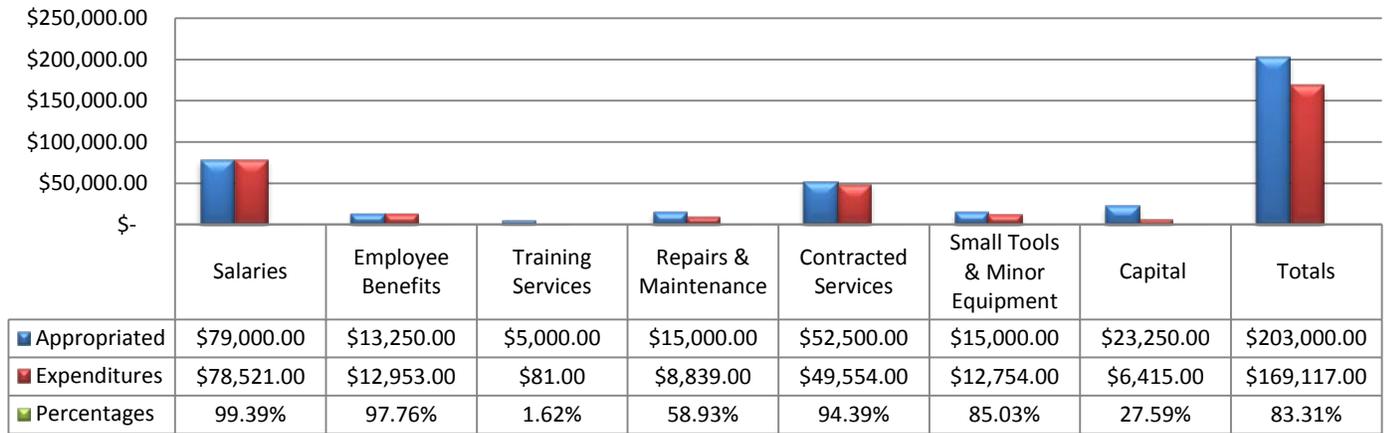


Chart 2

Beavercreek Township Road/Maintenance Department Annual Report

2015



Department Overview

The work of the Road/Maintenance Department is unique in that we are involved in some way with the assets of every Township department. The department provides road repair and maintenance for 41.45 centerline miles, storm water management, fleet and facility maintenance for the entire unincorporated area, along with the operations of Beaver Cemetery and eight park or open space properties within the Township. In this report, we have documented many exciting projects and services provided to our citizens over the past

fiscal year. Our staff is committed to providing quality and valued services for the citizens in the unincorporated area.

Administrative Projects

- Prepared annual report for Miami Valley Regional Planning
- Prepared roadway list for annual repaving and striping thru the Greene County collective bid
- Completed annual County roadway report
- Prepared 2015/2016 estimates of salt needs for co-operative bid
- Prepared annual report for MS4 reporting requirements for EPA permit
- Prepared salt information for class action suit for Ohio Attorney Generals office
- Coordinated building renovations and move of Trustees meeting room and Fiscal office
- Worked with City of Beavercreek on new Park agreement
- Worked with City of Beavercreek and Township personal on implementing new fuel agreement
- Researched new uniform policy to comply with State Auditor recommendation and implemented
- Interviewed and hired two replacement Service Worker One employees
- Interviewed and hired two summer seasonal employees and two par-time on call employees for snow removal
- Prepared maintenance agreement renewal for Wetlands Association
- Prepared new maintenance agreements for Park Board and Historical Society for new spaces at 1981 Dayton-Xenia
- Prepared 2016 Budget for department
- Implemented inter-departmental billing for all maintenance staff and trained employees on new time keeping software
- Researched drainage complaint in the Conservancy and met with HOA executive board
- Review plans for Wood Ridge Sections 1 & 2, Spring Meadows Section 5, Bexely Hills 3B, Spring Ridge 3B, River Reserve Section 1, and Nathaniel's Grove Section 1
- Inspected subdivision projects in Bexely Hills 3A, Liberty Hills 2, Claiborne Greens section 2a, Wood Ridge Sections 1&2, Spring Ridge Section 3A
- Final acceptance of roadways in Liberty Hill 2

Training

- Completed 250 hours of refresher training for staff in winter operations, ethics training, various LTAP classes, new policy and procedure manual and training at Ohio Fire Academy for emergency vehicle maintenance

Beavercreek Township Road/Maintenance Department Annual Report

2015

Road Projects

- Cleared and re-aligned ditch between Beaver Valley and Hunters Point to relieve flooding issue
- Curb and catch basin repairs in Stonehill Village, Enterprise drive and Shepard road.
- Ditch work on Linebaugh and Valley roads
- Inspected all signs for retro-reflectivity
- Moved Park Board and Fiscal offices
- Factory Road redesigned box culvert inlet and outlet to help with flooding issue
- Full depth repair and drain tile installation on Windsor and Sulky Trail
- Removed log jams on Little Beaver creek
- Repaired guardrail on Valley road 4 times due to vehicle crashes
- Completed five mowing cycles of Township right of ways
- Completed four sweeping cycles of all developments
- Various asphalt repairs through out Township – 1000 tons of asphalt
- Cleaned and inspected all catch basins and culverts throughout Township
- Applied and received MORE grant for OTARMA for safety signs
- Applied and received County motor vehicle licenses grant for part of Factory road project
- Snow and Ice control for the unincorporated area
 - 286 Tons of salt
 - 4335 gallons of liquid deicer
 - 673 man hours
- Re-stripped 8.44 miles of center lines and edge lines
- Annual road resurfacing 2.952 miles
 - 3500' N. Turfland
 - 1880' S. Turfland
 - 591' Highland
 - 365' Dragonwyck
 - 430' Fair Hill
 - 1526' Scottgate
 - 618' Shorthiil
 - 422' E Slater
 - 375' W Slater
 - 1135' Stormy
 - 2043' Tamara
 - 2703' Kingsway

Beaver Cemetery

- 24 Burials
- Poured 16 head stone footers
- Prepared Cemetery for Memorial day
- Regular grounds maintenance
- Removed boxwood bushes and planted Cherry trees

Beavercreek Township Road/Maintenance Department Annual Report

2015

Park Maintenance

- Installed new bridge between Phillips and Rotary
- Installed gravel path in Phillips to new bridge
- Mowed open space in Hunters Point
- Removed several beavers and dams from Koogler property
- Major clean up of 2028 Dayton-Xenia road property
- Pre-demolition asbestos inspection completed for 2028 Dayton-Xenia
- Regular grounds maintenance

Facility Grounds Maintenance

- Regular grounds maintenance
- Re- landscape Station 64
- Repaired catch basin at Station 61

Library

- Trimmed and removed dead trees
- Regular ground maintenance
- Planted Cherry trees

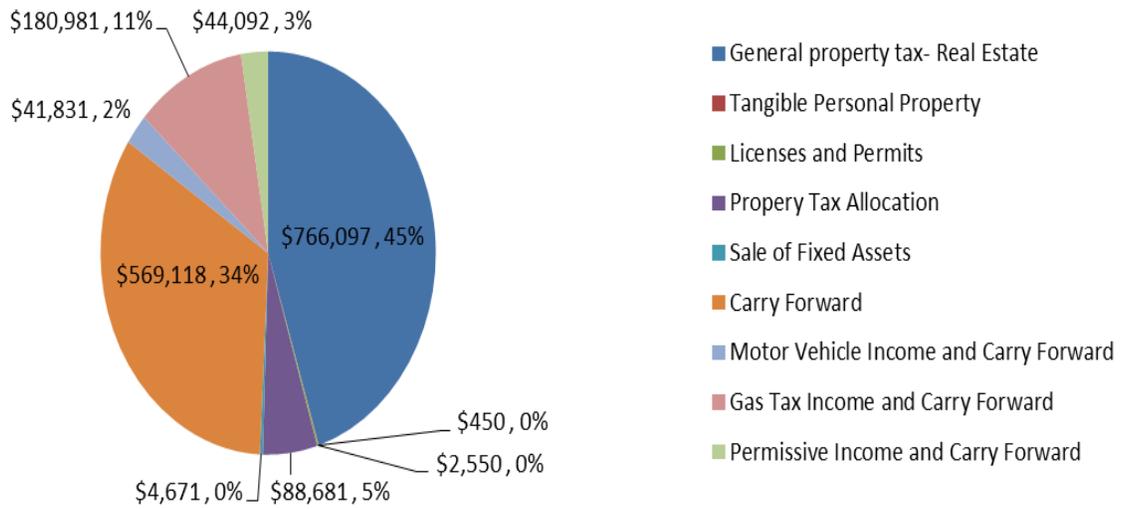
Fleet and Facility Projects

- Coordinated HVAC preventive maintenance
- Coordinated vehicle charging station installation at Fire Administration
- Coordinated warranty and numerous repairs for Ladder 61
- Inspected new Shift Commanders vehicle-Capitol project
- Inspected new medic- Capitol project
- Researched and purchased used bucket truck for Road Department - Capitol project
- Completed first phase of energy audit for Station 62,63 and Fire Administration began implementation of recommendations
- Began energy audits for Stations 61,64 and Maintenance Garage
- Coordinated yearly ladder testing
- Began working on budget estimates for LED lighting upgrade from energy audit
- Coordinating Library roof replacement-Capital project
- Coordinated relocation of electric at 2028 Dayton-Xenia road for well
- Managed 800 help desk ticket submissions

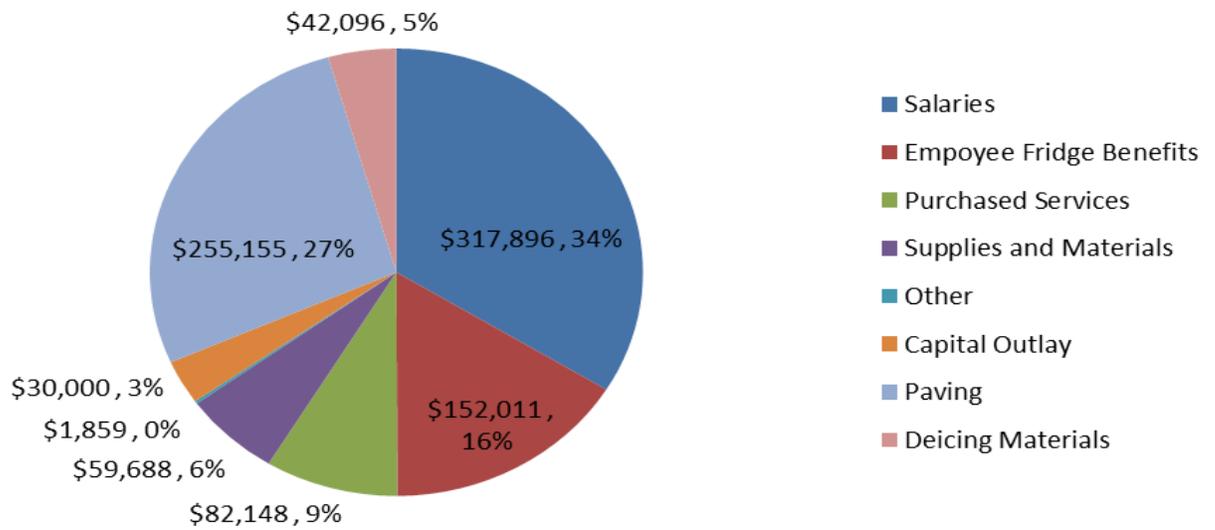
Beavercreek Township Road/Maintenance Department Annual Report

2015

2015 Road and Bridge Total Income

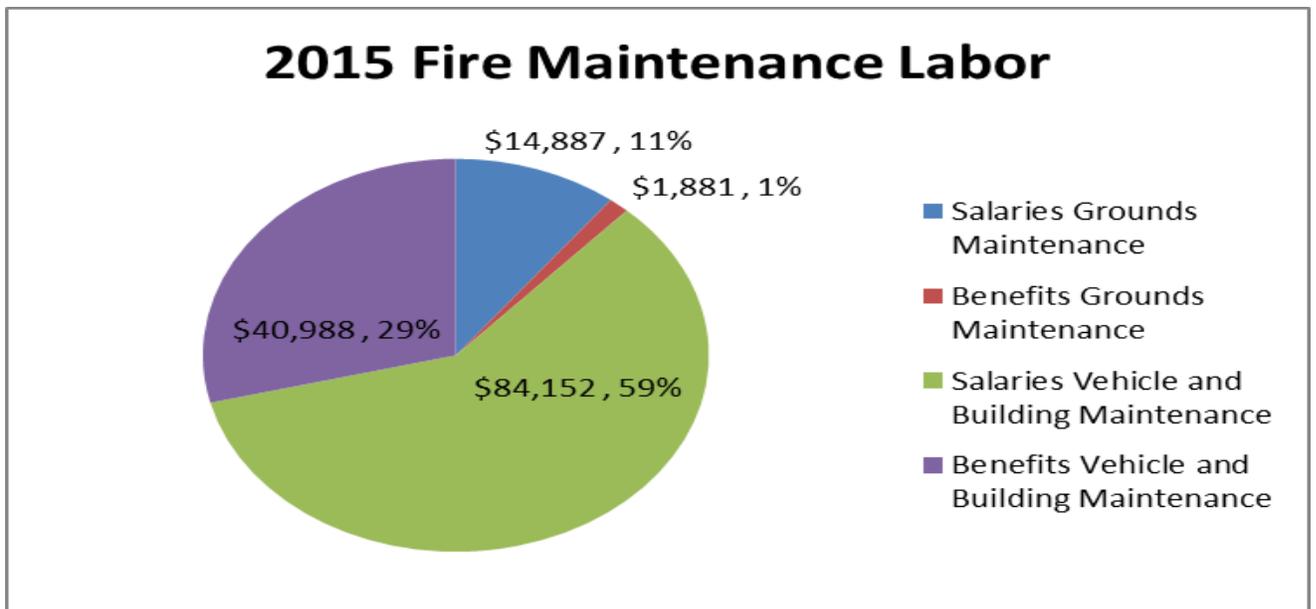
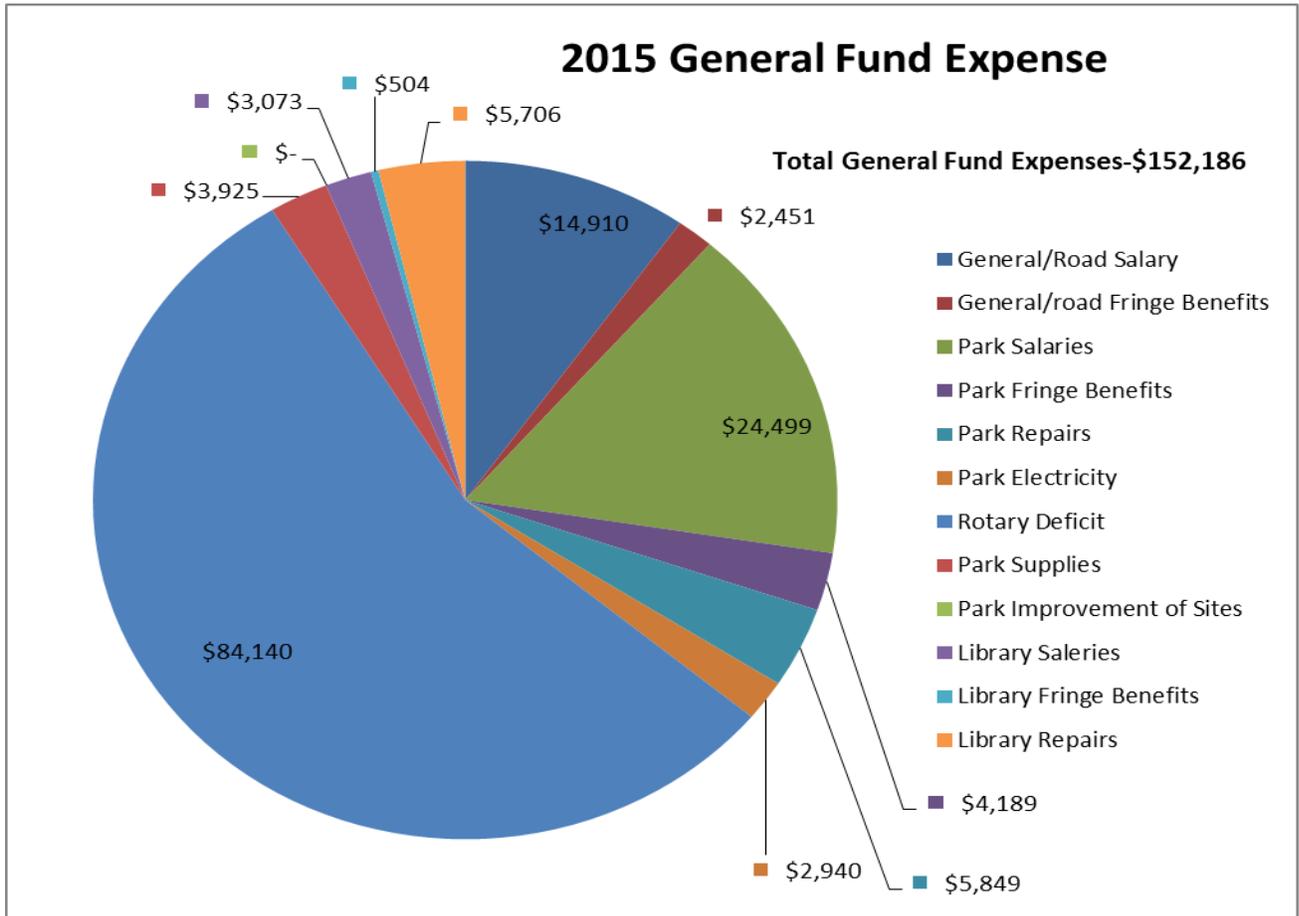


2015 Road and Bridge Total Expenses



Beavercreek Township Road/Maintenance Department Annual Report

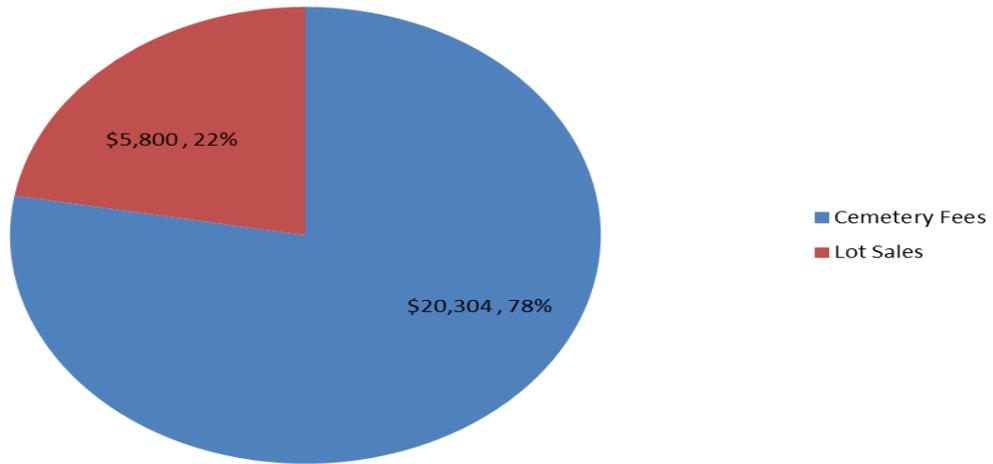
2015



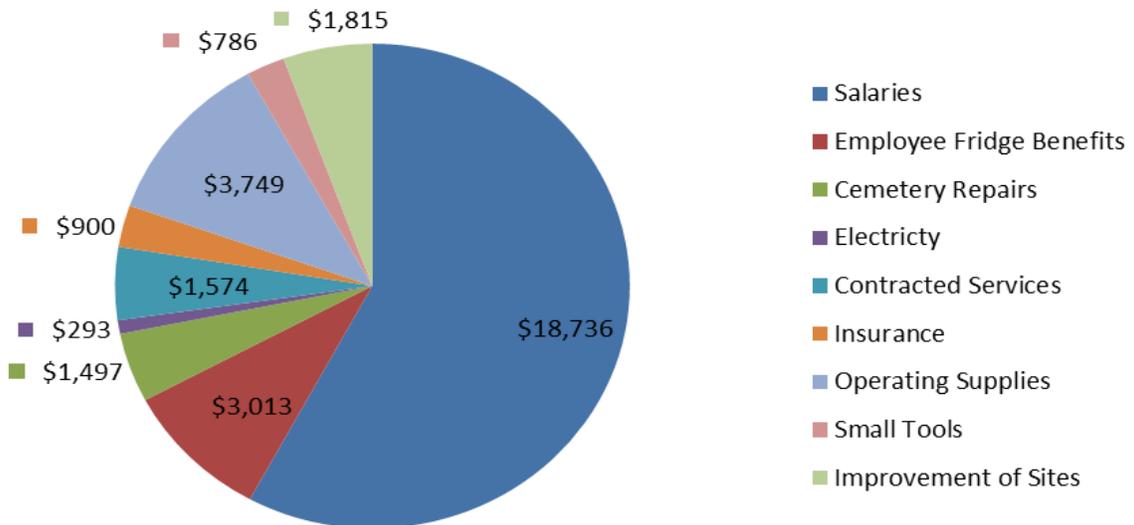
Beavercreek Township Road/Maintenance Department Annual Report

2015

2015 Cemetery Income



2015 Cemetery Expenses



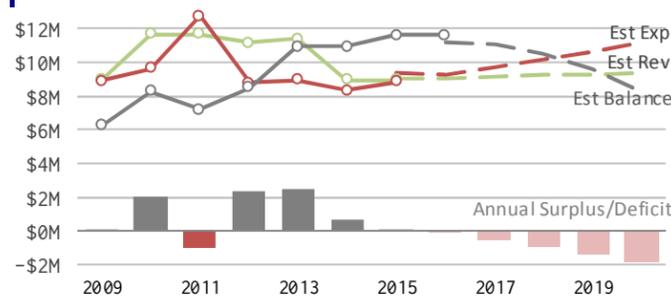


What is planned for 2016 & beyond?

10-year Funding Plan In 2009, the Board of Township Trustees implemented a 10-year funding plan for the fire department. This plan accomplished:

- 1) Protect the department from short term funding changes due to the previous reliance on 5-year levy cycles.
- 2) Provide adequate funds to meet the capital equipment needs for replacing old fire stations and fire apparatus.
- 3) Provide adequate funds to allow the fire department to operate for 10 years without requesting additional tax dollars from the citizens of Beaver Creek.

Carry-over will be sufficient until 2019, in accordance with the voter approved, 10-year funding plan.



Data sources: The information contained in this report was generated from Beaver Creek Township financial, administrative and operational records, data from Greene County GIS, and the United States' Census Bureau..

13 recommendations, for the fire department, made in the Township's 2014 Performance Audit have been completed, or will be by 3rd quarter 2016. Recommendations that are already complete include:

- #26: Evaluate use of part-time firefighters**, resulting in the transition to a career department in 2015.
- #28: Review department policies**, resulting in the elimination of out-of-date and conflicting policies and adoption of replacements.
- #32: Develop a fleet evaluation methodology**, resulting in the annual assessment of capital vehicles and better replacement planning.
- #29: Ensure accuracy of data**, to provide an improved framework for evaluating performance.
- #30: Establish a Standard of Coverage**, to establish a community risk assessment survey and response plan.
- #34: Establish performance measures**, to ensure that planned response coverage is being met, and indicate areas for improvement.
- #33: Develop work plans linked to the Township's strategic plan**, to provide more efficient service to the community thru improved inter-department and inter-agency cooperation.

Items to be completed in 2016 include:

The entire performance audit is available on the Township's website at www.beavercreektownship.org/LatestNews.

The Beaver Creek Township Fire Department is dedicated to providing the best service possible. To better serve you, we would like to hear from you. Please share your opinions, ask questions or get more information at:

Fire Department Administration
 851 Orchard Lane
 Beaver Creek, OH 45434
 (937) 426-1213
www.beavercreekfired.org

The fire department is included in Beaver Creek Township's audits, performed every two years by the Ohio Auditor of State. Please visit <http://www.auditor.state.oh.us/auditsearch/search.aspx> for all audit information.

Complete financial information, including the annual budget, is available from the Beaver Creek Township Fiscal Office: 1981 Dayton-Xenia Rd, Beaver Creek, OH 45434

Fiscal Year 2015(FY2015) began 1 January 2015 and ended 31 December 2015.



This document was prepared in accordance with the content guidelines recommended by the **Advancing Government Accountability's National Citizen-Centric Government Reporting Initiative**. For more information, please visit their website at www.agacgfm.org/citizen.



Beaver Creek Township Fire Department

Serving proudly since 1946

2015 ANNUAL REPORT TO RESIDENTS

The **Beaver Creek Township Fire Department** proudly serves a fire district that provides fire suppression, emergency medical services (EMS), technical rescue and fire prevention services to the greater Beaver Creek Community, including both the unincorporated and incorporated areas.

Established in 1946, the fire department has grown from four independent volunteer fire companies into a modern, suburban fire department staffed by dedicated full-time firefighter/paramedics.

ISO 3 is the fire department's current Public Protection Classification rating. This places Beaver Creek within the top 5% ISO rated fire departments in the State of Ohio and the top 8% nationally.

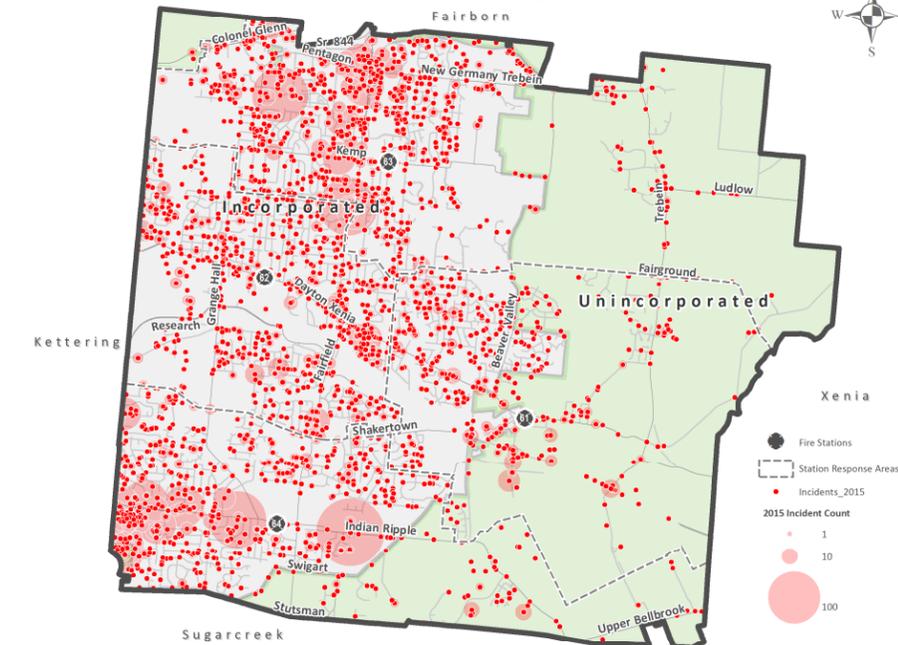
17 firefighters were available (on average) daily to respond to emergencies in 2015, consistent with the changes made in 2014. These firefighters were assigned to one of four fire stations. Fire Administration was staffed with an additional 3 command staff, 2.5 (FTE) fire prevention staff and 2 support staff.

Each fire station has an Advanced Life Support (ALS) fire engine and an ALS medic available to respond to emergencies. Additionally, the department staffing includes a shift commander and a rescue company that cross-staffs a ladder truck and heavy rescue. There are also several reserve and specialty units that can be staffed in a variety of ways to meet the emergency needs of Beaver Creek.

2015 MILESTONES

- Retirement**
 - Lieutenant Robert Young (34 years)
- Full-time Hiring**
 - Public Safety Director Alex Zaharieff
 - Robert Symes (3 years)
 - Firefighter Eric McComas (2 years)
 - Firefighter Joseph Trick (2 years)
 - Firefighter Todd Lohse (3 years)
- Resignation**
 - Firefighter Logan Surls (7 years)
- Major Events**
 - Joint Active Shooter Training with schools and law enforcement
 - Implemented Blue Card Emergency Scene Management program
 - Implemented OSL Time and Attendance software
 - Trained 36 CERT members
 - 5th Annual Old-Timers Breakfast

2015 Fire Department Emergency Responses



Protected Assets

	Incorp	50%	Funding	Unincorp
Revenue	84%	\$8.96 M	16%	
Taxes	\$6.44M	\$1.28M		
EMS billing	\$1.07M	\$0.17M		
Incidents	86%	5,520	14%	
EMS	3,500	567		
Service	879	124		
Crash	272	77		
Fire	90	11		
Appraised Value	83%	\$4.83 B	17%	
Residential	\$2.70 B	\$.59 B		
Commercial	\$1.03 B	\$.08 B		
Exempt	\$.28 B	\$.05 B		
Agricultural	\$.02 B	\$.08 B		
Area (sq. mi.)	55%	48.6	45%	
Residential	15.8	5.0		
Commercial	3.7	2.0		
Exempt	4.0	3.7		
Agricultural	3.0	11.3		
Residents	87%	52,802	13%	
Seniors (>65)	7,210	831		
General (18-65)	29,054	4,298		
Youth (<18)	9,474	1,935		
Housing	88%	22,098	12%	
Units	19,441	2,657		
Occupancy	95%	95%		

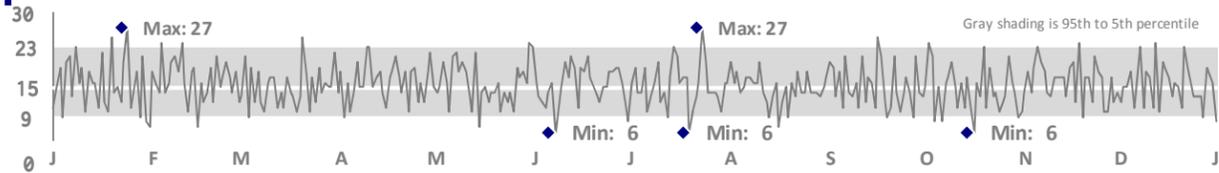
This map shows the location of each of the Beaver Creek fire district's stations (61-64) and their respective primary response areas. The red dots indicate the location of emergency incidents that occurred in 2014. The incorporation boundary, select roads, and neighboring communities are provided for orientation.



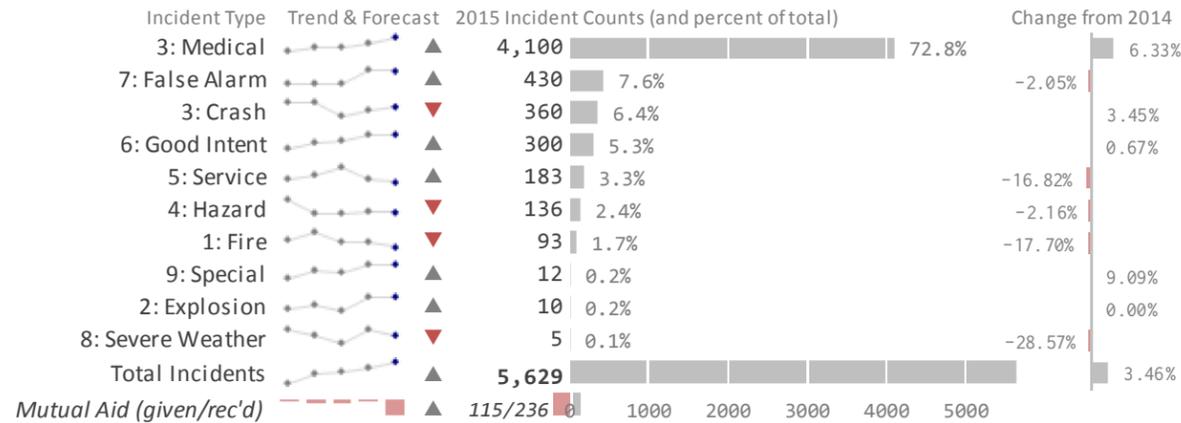
What does the fire department do?

FISCAL YEAR 43 of 86 2015

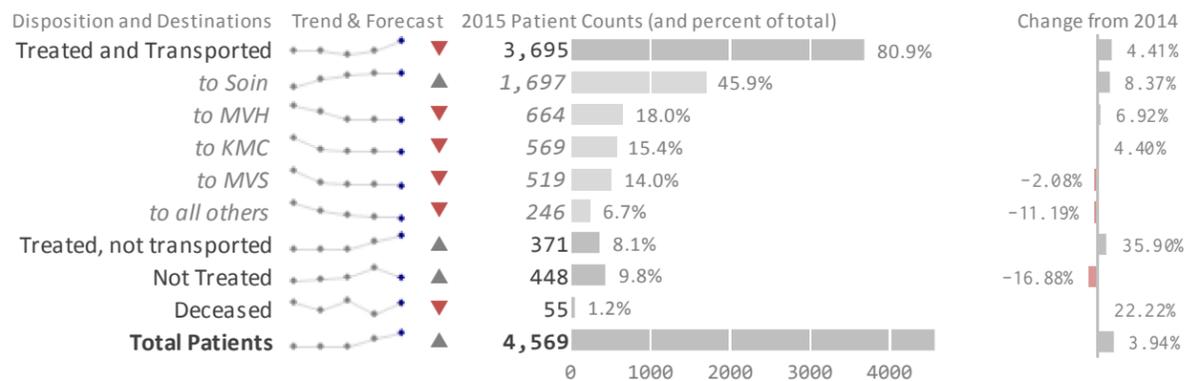
The fire department responded to a median of 15 calls for service daily, unchanged from 2014; on 20 days there were at least 23 calls for service and on 25 days there were 9 or less..



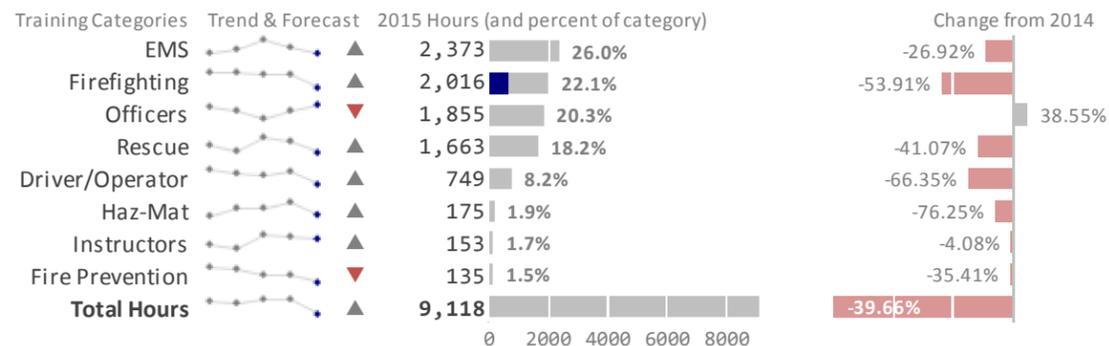
Medical emergencies and crashes accounted for over 79% of all calls for service, while total annual calls for service increased by over 3% from 2014.



Medic crews typically evaluated 12 patients daily, over 70% of whom are Beaver Creek residents, with nearly 46% transported to Soin Medical Center, an increase of over 08% from 2014.



The 2015 transition to a career department resulted in almost 40% reduction in training hours, while Emergency Scene Management (i.e. Officers) training increased by almost 40%.



How much does all of that cost?



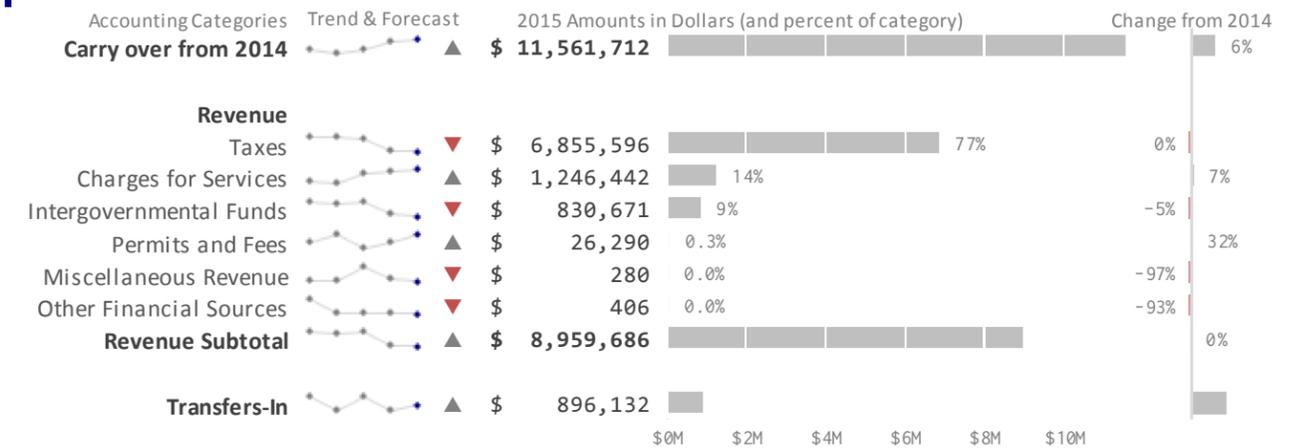
5.75 voted mils (approximately 4.6% effective) in 3 property tax levies provided over 77% of fire department funding.

12.5% taxpayer savings from State of Ohio property tax rollback and homestead exemption on the fire districts three property tax levies. The State's biennial budget for FY 2014-15 eliminated both provisions for new levies, levy increases or replacements, increasing the cost of future levy requests.

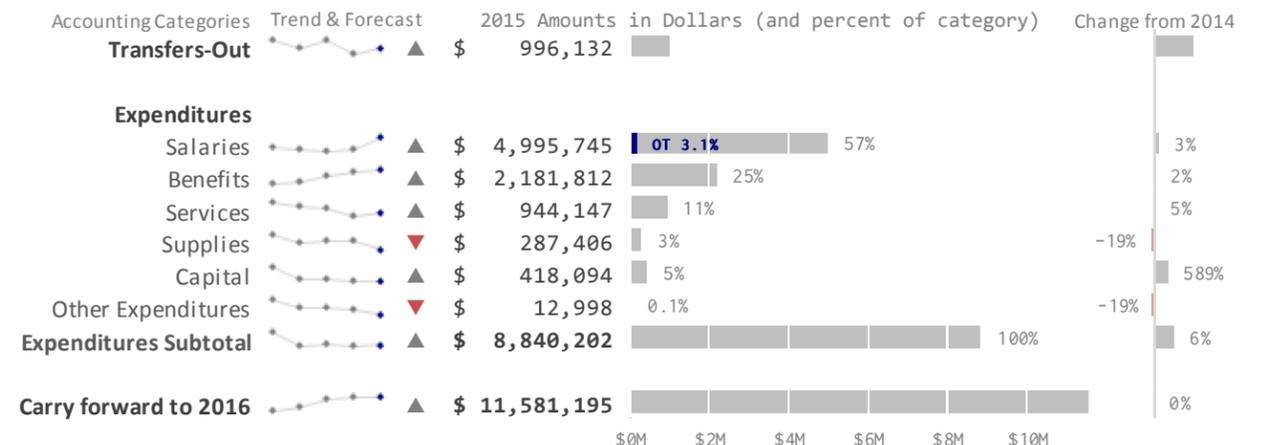
14% of total revenue provided by EMS billing, with receipts up over 6.5% from 2014. Nearly 31% of all patients transported by Beaver Creek Township are non-residents and billing helps offset the cost of providing service to them. It also recovers money already paid to insurance companies for that service.

Township residents (from both unincorporated and incorporated areas) are never personally billed for ambulance transports or medical services.

Fire Department revenue was nearly unchanged from 2015, only growing +0.12%, however Charges for Services (i.e. EMS Billing) increased over \$77,000, nearly +7%.



Total expenditures increased \$528,278, or just over +6% from 2014, driven by the capital purchase of a replacement ambulance and a replacement shift commander's vehicle.



42.7% reduction (\$117,016) in overtime payments, dropping overtime to 3.7% of annual, non-exempt payroll. An additional \$45,492 in retroactive FLSA corrections were made with the implementation of new time and attendance software.

15% employee contributions for their monthly health insurance premium, a 3% increase from 2014.

Township Accounting Best Practices utilized by the fire department to ensure long-term funding stability:

- 1) Use of capital funds ORC 5705.13(C)
- 2) Use of accumulated benefits account ORC 5705.13(B)
- 3) Use of a revenue balancing account ORC 5705.13(A)

Beaver Creek Twp
Feb. 10 to Feb. 25, 2016

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
02/24/2016 16:13:28	2016-00006193	911 Hang Up
	Type Totals: 1	
02/10/2016 20:13:42	2016-00004583	Alarm - Business/Bank
02/13/2016 00:06:16	2016-00004878	Alarm - Business/Bank
02/20/2016 06:03:56	2016-00005727	Alarm - Business/Bank
02/21/2016 12:31:57	2016-00005871	Alarm - Business/Bank
	Type Totals: 4	
02/20/2016 16:03:15	2016-00005800	Alarm - Holdup/Panic
	Type Totals: 1	
02/10/2016 13:06:48	2016-00004547	Alarm - Residential
02/11/2016 18:17:47	2016-00004682	Alarm - Residential
02/13/2016 15:48:21	2016-00004948	Alarm - Residential
02/17/2016 13:43:58	2016-00005423	Alarm - Residential
02/19/2016 16:30:38	2016-00005654	Alarm - Residential
02/20/2016 09:43:38	2016-00005764	Alarm - Residential
02/23/2016 13:56:52	2016-00006086	Alarm - Residential
02/25/2016 06:21:41	2016-00006249	Alarm - Residential
	Type Totals: 8	
02/17/2016 15:04:46	2016-00005430	Animal Complaint
02/17/2016 18:50:06	2016-00005443	Animal Complaint
	Type Totals: 2	
02/23/2016 14:38:05	2016-00006088	Assault
	Type Totals: 1	
02/20/2016 01:25:05	2016-00005705	Assist
02/23/2016 01:28:13	2016-00006019	Assist
02/23/2016 06:34:43	2016-00006042	Assist
	Type Totals: 3	
02/10/2016 07:35:57	2016-00004507	Business Check
02/10/2016 08:02:49	2016-00004513	Business Check
02/10/2016 12:40:59	2016-00004539	Business Check
02/10/2016 12:46:15	2016-00004541	Business Check
02/10/2016 12:49:00	2016-00004542	Business Check
02/10/2016 13:44:05	2016-00004550	Business Check

Beaver Creek Twp
Feb. 10 to Feb. 25, 2016

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
02/10/2016 13:55:41	2016-00004553	Business Check
02/10/2016 23:22:17	2016-00004595	Business Check
02/10/2016 23:28:11	2016-00004597	Business Check
02/10/2016 23:57:56	2016-00004600	Business Check
02/11/2016 02:16:54	2016-00004607	Business Check
02/11/2016 03:00:21	2016-00004608	Business Check
02/11/2016 03:01:12	2016-00004609	Business Check
02/11/2016 03:02:26	2016-00004610	Business Check
02/11/2016 03:04:11	2016-00004611	Business Check
02/11/2016 03:05:54	2016-00004612	Business Check
02/11/2016 03:17:56	2016-00004614	Business Check
02/11/2016 21:21:35	2016-00004705	Business Check
02/11/2016 23:12:07	2016-00004724	Business Check
02/11/2016 23:13:45	2016-00004725	Business Check
02/11/2016 23:24:34	2016-00004728	Business Check
02/11/2016 23:34:47	2016-00004731	Business Check
02/12/2016 00:02:49	2016-00004741	Business Check
02/12/2016 00:12:35	2016-00004743	Business Check
02/12/2016 08:43:40	2016-00004787	Business Check
02/12/2016 10:23:09	2016-00004806	Business Check
02/12/2016 10:40:26	2016-00004808	Business Check
02/13/2016 09:37:02	2016-00004917	Business Check
02/13/2016 10:23:48	2016-00004923	Business Check
02/14/2016 10:02:54	2016-00005033	Business Check
02/15/2016 08:07:36	2016-00005119	Business Check
02/15/2016 08:47:18	2016-00005125	Business Check
02/15/2016 09:11:21	2016-00005127	Business Check
02/15/2016 09:18:48	2016-00005128	Business Check
02/15/2016 22:16:07	2016-00005184	Business Check
02/15/2016 23:25:52	2016-00005190	Business Check
02/15/2016 23:34:39	2016-00005195	Business Check
02/15/2016 23:36:46	2016-00005196	Business Check
02/15/2016 23:42:13	2016-00005199	Business Check

Beaver Creek Twp
Feb. 10 to Feb. 25, 2016

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
02/15/2016 23:46:21	2016-00005201	Business Check
02/15/2016 23:48:41	2016-00005202	Business Check
02/15/2016 23:51:20	2016-00005203	Business Check
02/15/2016 23:53:21	2016-00005204	Business Check
02/16/2016 03:13:26	2016-00005235	Business Check
02/16/2016 03:15:04	2016-00005236	Business Check
02/16/2016 04:20:04	2016-00005245	Business Check
02/16/2016 04:46:33	2016-00005246	Business Check
02/16/2016 11:03:35	2016-00005279	Business Check
02/16/2016 23:52:55	2016-00005339	Business Check
02/16/2016 23:54:06	2016-00005340	Business Check
02/17/2016 00:45:18	2016-00005346	Business Check
02/17/2016 03:10:43	2016-00005358	Business Check
02/17/2016 04:03:46	2016-00005364	Business Check
02/17/2016 04:25:44	2016-00005365	Business Check
02/17/2016 04:29:29	2016-00005366	Business Check
02/18/2016 02:01:44	2016-00005473	Business Check
02/18/2016 10:22:56	2016-00005500	Business Check
02/18/2016 10:43:43	2016-00005504	Business Check
02/18/2016 13:48:24	2016-00005523	Business Check
02/19/2016 03:18:22	2016-00005580	Business Check
02/19/2016 03:20:54	2016-00005582	Business Check
02/19/2016 10:11:17	2016-00005606	Business Check
02/20/2016 00:07:42	2016-00005689	Business Check
02/20/2016 00:11:14	2016-00005690	Business Check
02/20/2016 00:20:58	2016-00005692	Business Check
02/20/2016 00:33:37	2016-00005693	Business Check
02/20/2016 01:30:05	2016-00005706	Business Check
02/20/2016 09:27:18	2016-00005757	Business Check
02/21/2016 21:51:22	2016-00005905	Business Check
02/21/2016 21:51:59	2016-00005906	Business Check
02/21/2016 23:32:12	2016-00005916	Business Check
02/22/2016 10:33:39	2016-00005962	Business Check

Beaver Creek Twp
Feb. 10 to Feb. 25, 2016

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
02/22/2016 13:47:50	2016-00005981	Business Check
02/22/2016 15:24:12	2016-00005992	Business Check
02/23/2016 00:37:13	2016-00006016	Business Check
02/23/2016 01:55:44	2016-00006022	Business Check
02/23/2016 21:29:45	2016-00006114	Business Check
02/25/2016 04:08:39	2016-00006246	Business Check
	Type Totals: 78	
02/11/2016 17:11:02	2016-00004675	Child Endangering
	Type Totals: 1	
02/17/2016 22:37:36	2016-00005463	Civil Complaint
	Type Totals: 1	
02/10/2016 09:57:35	2016-00004526	Crash - Assist Only
02/19/2016 10:11:59	2016-00005607	Crash - Assist Only
02/20/2016 10:02:40	2016-00005766	Crash - Assist Only
02/20/2016 10:45:04	2016-00005772	Crash - Assist Only
	Type Totals: 4	
02/12/2016 23:26:38	2016-00004871	Crash - Personal Injury
02/14/2016 18:09:12	2016-00005084	Crash - Personal Injury
02/14/2016 18:09:59	2016-00005083	Crash - Personal Injury
	Type Totals: 3	
02/13/2016 01:30:16	2016-00004887	Crash - Property Damage
02/20/2016 19:47:49	2016-00005806	Crash - Property Damage
	Type Totals: 2	
02/14/2016 17:50:57	2016-00005081	Crash - Unknown Injuries
02/14/2016 18:12:39	2016-00005085	Crash - Unknown Injuries
	Type Totals: 2	
02/15/2016 17:12:16	2016-00005168	Criminal Damaging
	Type Totals: 1	
02/13/2016 00:57:06	2016-00004881	Detail - Other
	Type Totals: 1	
02/11/2016 14:09:39	2016-00004664	Detail - School
02/16/2016 07:20:45	2016-00005254	Detail - School
02/19/2016 11:03:30	2016-00005617	Detail - School

Beaver Creek Twp
Feb. 10 to Feb. 25, 2016

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
02/19/2016 13:58:12	2016-00005645	Detail - School
02/24/2016 13:56:57	2016-00006178	Detail - School
	Type Totals: 5	
02/16/2016 21:53:21	2016-00005323	Detail - Traffic
02/19/2016 20:47:40	2016-00005671	Detail - Traffic
	Type Totals: 2	
02/12/2016 18:08:20	2016-00004845	Disabled Vehicle
02/12/2016 20:26:52	2016-00004861	Disabled Vehicle
02/14/2016 19:07:48	2016-00005088	Disabled Vehicle
02/14/2016 19:46:50	2016-00005093	Disabled Vehicle
02/15/2016 00:29:38	2016-00005102	Disabled Vehicle
02/15/2016 18:31:53	2016-00005169	Disabled Vehicle
02/17/2016 02:17:39	2016-00005354	Disabled Vehicle
02/18/2016 01:34:06	2016-00005471	Disabled Vehicle
02/18/2016 20:36:22	2016-00005556	Disabled Vehicle
02/19/2016 15:56:15	2016-00005649	Disabled Vehicle
02/20/2016 09:32:46	2016-00005758	Disabled Vehicle
	Type Totals: 11	
02/10/2016 20:02:35	2016-00004582	Drug Activity
	Type Totals: 1	
02/11/2016 21:01:26	2016-00004701	Extra Patrol
02/11/2016 21:30:30	2016-00004707	Extra Patrol
02/11/2016 22:15:05	2016-00004712	Extra Patrol
02/12/2016 17:05:43	2016-00004842	Extra Patrol
02/13/2016 08:53:58	2016-00004908	Extra Patrol
02/13/2016 16:11:48	2016-00004949	Extra Patrol
02/14/2016 09:03:42	2016-00005023	Extra Patrol
02/15/2016 00:21:06	2016-00005100	Extra Patrol
02/15/2016 22:08:46	2016-00005183	Extra Patrol
02/15/2016 23:05:35	2016-00005188	Extra Patrol
02/15/2016 23:41:50	2016-00005198	Extra Patrol
02/16/2016 01:27:46	2016-00005226	Extra Patrol
02/16/2016 01:58:45	2016-00005230	Extra Patrol

Beaver Creek Twp
Feb. 10 to Feb. 25, 2016

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
02/16/2016 02:24:43	2016-00005233	Extra Patrol
02/16/2016 21:20:18	2016-00005319	Extra Patrol
02/17/2016 00:29:20	2016-00005344	Extra Patrol
02/17/2016 03:30:14	2016-00005359	Extra Patrol
02/18/2016 02:22:56	2016-00005475	Extra Patrol
02/18/2016 08:55:54	2016-00005489	Extra Patrol
02/20/2016 00:42:54	2016-00005694	Extra Patrol
02/20/2016 03:04:06	2016-00005716	Extra Patrol
02/20/2016 03:25:43	2016-00005717	Extra Patrol
02/20/2016 03:47:31	2016-00005718	Extra Patrol
02/21/2016 20:52:34	2016-00005898	Extra Patrol
02/21/2016 21:21:06	2016-00005902	Extra Patrol
02/21/2016 23:07:09	2016-00005915	Extra Patrol
02/22/2016 02:25:38	2016-00005931	Extra Patrol
02/22/2016 17:12:28	2016-00006001	Extra Patrol
02/24/2016 01:00:11	2016-00006126	Extra Patrol
02/24/2016 12:39:29	2016-00006168	Extra Patrol
02/24/2016 20:37:35	2016-00006202	Extra Patrol
02/25/2016 00:20:48	2016-00006216	Extra Patrol
02/25/2016 01:27:40	2016-00006226	Extra Patrol
02/25/2016 03:40:08	2016-00006244	Extra Patrol
02/25/2016 03:56:51	2016-00006245	Extra Patrol
02/25/2016 04:46:35	2016-00006247	Extra Patrol
	Type Totals: 36	
02/19/2016 13:34:21	2016-00005643	Fraud/Forgery
	Type Totals: 1	
02/10/2016 22:24:11	2016-00004587	House Check
02/11/2016 02:09:18	2016-00004605	House Check
02/11/2016 02:12:44	2016-00004606	House Check
02/11/2016 20:52:03	2016-00004696	House Check
02/11/2016 20:54:12	2016-00004697	House Check
02/11/2016 20:59:38	2016-00004700	House Check
02/12/2016 09:13:10	2016-00004795	House Check

Beaver Creek Twp
Feb. 10 to Feb. 25, 2016

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
02/12/2016 09:17:10	2016-00004796	House Check
02/12/2016 15:13:59	2016-00004833	House Check
02/13/2016 10:35:17	2016-00004925	House Check
02/13/2016 10:38:41	2016-00004926	House Check
02/13/2016 10:41:39	2016-00004927	House Check
02/13/2016 14:30:34	2016-00004942	House Check
02/14/2016 08:41:26	2016-00005014	House Check
02/14/2016 08:45:16	2016-00005016	House Check
02/14/2016 08:49:01	2016-00005018	House Check
02/14/2016 09:41:11	2016-00005029	House Check
02/15/2016 21:47:19	2016-00005179	House Check
02/15/2016 21:50:35	2016-00005180	House Check
02/15/2016 21:57:25	2016-00005181	House Check
02/16/2016 05:11:03	2016-00005247	House Check
02/16/2016 07:52:29	2016-00005260	House Check
02/17/2016 02:49:07	2016-00005355	House Check
02/17/2016 02:50:59	2016-00005356	House Check
02/17/2016 02:54:17	2016-00005357	House Check
02/17/2016 09:02:17	2016-00005377	House Check
02/17/2016 09:07:22	2016-00005378	House Check
02/17/2016 09:11:47	2016-00005379	House Check
02/20/2016 00:04:26	2016-00005687	House Check
02/20/2016 00:06:57	2016-00005688	House Check
02/20/2016 00:11:39	2016-00005691	House Check
02/20/2016 14:11:29	2016-00005781	House Check
02/20/2016 23:11:01	2016-00005817	House Check
02/20/2016 23:13:42	2016-00005818	House Check
02/20/2016 23:19:55	2016-00005819	House Check
02/22/2016 03:50:47	2016-00005939	House Check
02/22/2016 03:53:37	2016-00005940	House Check
02/22/2016 03:56:48	2016-00005941	House Check
02/22/2016 14:17:29	2016-00005983	House Check
02/22/2016 14:26:28	2016-00005986	House Check

Beaver Creek Twp
Feb. 10 to Feb. 25, 2016

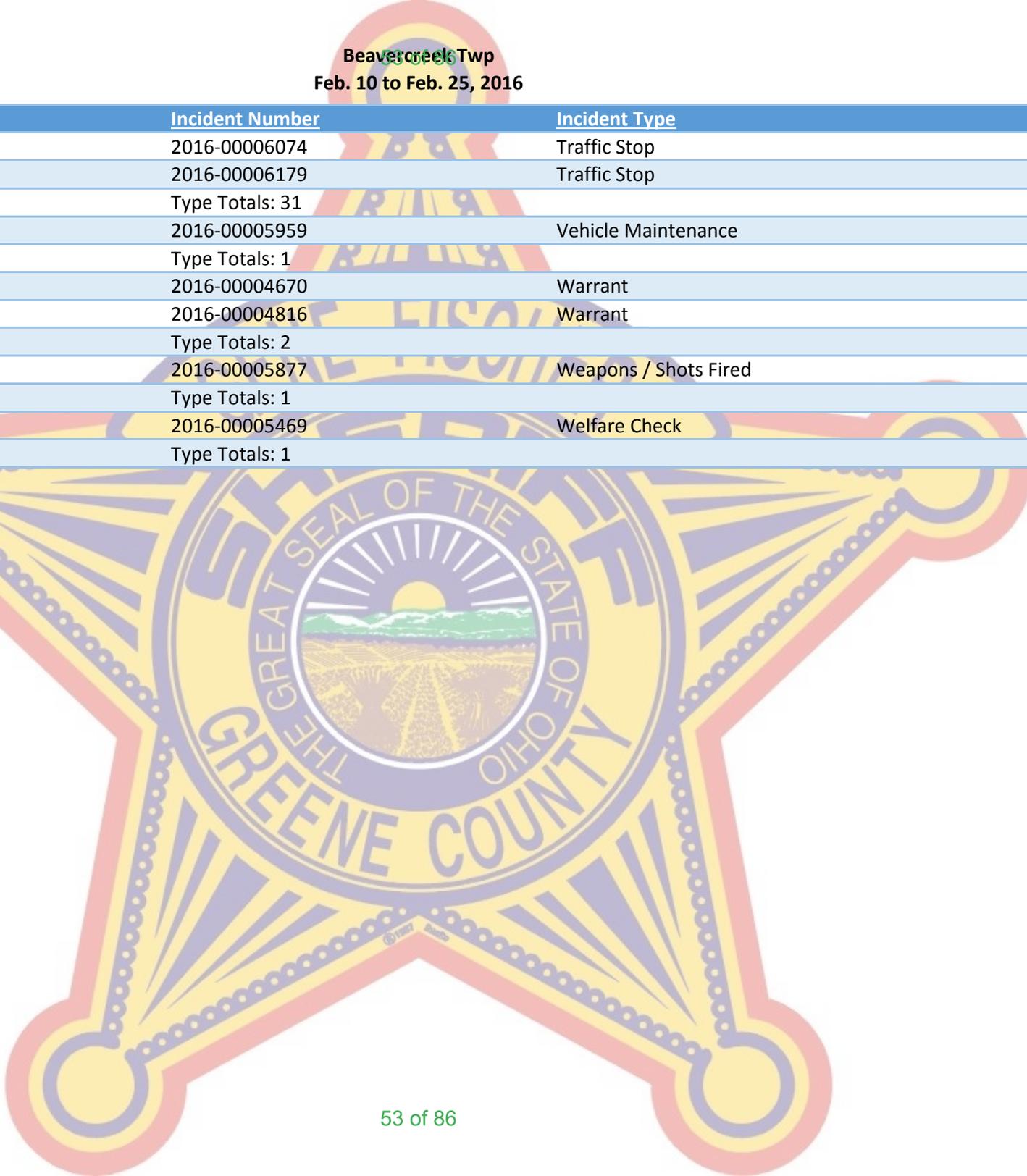
<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
02/22/2016 14:32:40	2016-00005988	House Check
02/24/2016 01:51:55	2016-00006130	House Check
02/24/2016 02:10:13	2016-00006131	House Check
02/24/2016 22:59:44	2016-00006205	House Check
02/24/2016 23:02:15	2016-00006206	House Check
02/24/2016 23:07:09	2016-00006207	House Check
	Type Totals: 46	
02/20/2016 23:32:21	2016-00005821	Noise Complaint
	Type Totals: 1	
02/25/2016 00:42:59	2016-00006219	Open Door/Window
	Type Totals: 1	
02/10/2016 09:39:34	2016-00004522	Radar/Lidar Post
02/11/2016 14:28:25	2016-00004667	Radar/Lidar Post
02/15/2016 13:00:04	2016-00005140	Radar/Lidar Post
02/19/2016 10:43:39	2016-00005611	Radar/Lidar Post
02/21/2016 11:26:09	2016-00005868	Radar/Lidar Post
	Type Totals: 5	
02/11/2016 11:47:22	2016-00004651	Request Officer
02/14/2016 19:46:23	2016-00005092	Request Officer
	Type Totals: 2	
02/11/2016 13:45:43	2016-00004662	Street / Road Obstruction
02/14/2016 17:09:15	2016-00005077	Street / Road Obstruction
	Type Totals: 2	
02/19/2016 22:27:21	2016-00005676	Suspicious Person
	Type Totals: 1	
02/17/2016 16:43:35	2016-00005438	Suspicious Vehicle
02/19/2016 20:49:34	2016-00005672	Suspicious Vehicle
02/22/2016 01:19:37	2016-00005928	Suspicious Vehicle
	Type Totals: 3	
02/12/2016 10:57:13	2016-00004810	Theft
02/12/2016 12:52:39	2016-00004827	Theft
02/20/2016 05:11:44	2016-00005725	Theft
	Type Totals: 3	

Beaver Creek Twp
Feb. 10 to Feb. 25, 2016

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
02/15/2016 14:52:49	2016-00005153	Traffic Complaint
02/20/2016 19:18:05	2016-00005805	Traffic Complaint
02/23/2016 11:35:18	2016-00006067	Traffic Complaint
	Type Totals: 3	
02/10/2016 17:01:36	2016-00004577	Traffic Stop
02/11/2016 12:32:04	2016-00004655	Traffic Stop
02/11/2016 14:02:00	2016-00004663	Traffic Stop
02/12/2016 01:10:09	2016-00004751	Traffic Stop
02/12/2016 01:19:11	2016-00004752	Traffic Stop
02/13/2016 21:01:21	2016-00004971	Traffic Stop
02/13/2016 21:25:23	2016-00004974	Traffic Stop
02/15/2016 12:47:31	2016-00005138	Traffic Stop
02/16/2016 20:47:50	2016-00005316	Traffic Stop
02/16/2016 21:36:52	2016-00005321	Traffic Stop
02/16/2016 21:43:26	2016-00005322	Traffic Stop
02/16/2016 21:54:49	2016-00005324	Traffic Stop
02/17/2016 10:32:52	2016-00005393	Traffic Stop
02/17/2016 22:51:03	2016-00005464	Traffic Stop
02/18/2016 02:45:13	2016-00005478	Traffic Stop
02/18/2016 09:24:52	2016-00005493	Traffic Stop
02/18/2016 13:19:14	2016-00005520	Traffic Stop
02/18/2016 13:54:21	2016-00005524	Traffic Stop
02/19/2016 23:58:45	2016-00005686	Traffic Stop
02/20/2016 05:42:44	2016-00005726	Traffic Stop
02/20/2016 14:46:23	2016-00005786	Traffic Stop
02/21/2016 19:20:53	2016-00005892	Traffic Stop
02/21/2016 21:04:11	2016-00005900	Traffic Stop
02/21/2016 22:02:55	2016-00005908	Traffic Stop
02/21/2016 22:39:53	2016-00005913	Traffic Stop
02/21/2016 23:51:24	2016-00005918	Traffic Stop
02/22/2016 01:48:02	2016-00005929	Traffic Stop
02/23/2016 11:32:10	2016-00006066	Traffic Stop
02/23/2016 12:01:09	2016-00006068	Traffic Stop

Beaver Creek Twp
Feb. 10 to Feb. 25, 2016

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
02/23/2016 12:42:16	2016-00006074	Traffic Stop
02/24/2016 14:08:27	2016-00006179	Traffic Stop
	Type Totals: 31	
02/22/2016 10:07:23	2016-00005959	Vehicle Maintenance
	Type Totals: 1	
02/11/2016 14:51:01	2016-00004670	Warrant
02/12/2016 11:33:21	2016-00004816	Warrant
	Type Totals: 2	
02/21/2016 15:06:57	2016-00005877	Weapons / Shots Fired
	Type Totals: 1	
02/17/2016 23:51:25	2016-00005469	Welfare Check
	Type Totals: 1	





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

Jerry Wray
Director Ohio Department of Transportation
1980 West Broad Street
Columbus, Ohio 45223

Re: Letter of Support for GRE-35-4.26 Superstreet

Director Wray,

On behalf of Beaver Creek Township and its Trustees, I would like to express our support for ODOT to continue the exploration of the U.S. Route 35 Superstreet concept in Greene County. We realize that this project is important for both the growth of businesses transporting goods and services through this area, as well as the safety of our residents.

Traffic congestion has been an issue due to the growth in the entire region as well as in Beaver Creek Township. The present congestion will continue to worsen as additional development proceeds; in Beaver Creek Township alone, over 1,600 new homes have already been approved by zoning actions, and commensurate commercial development looms on the horizon. All of this impending development will negatively affect the safety of the intersections. It is our belief that the U.S. Route 35 Superstreet concept will improve the safety and convenience of travel in the area. We look forward to reviewing detailed engineering, traffic analysis and cost estimates for the project.

Thank you again for your consideration of this project.

Respectfully,

J. Alexander Zaharieff
Township Administrator

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 29, 2016
Activity from February 11, 2016 – February 24, 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 29, 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 February 15, 2016 in observance of Presidents Day.
- Mailed 62 checks paying 117 invoices paid on 2/16/16.
- Processed 51 invoices for payment on 2/29/16.
- Entered all data in UAN for the 51 invoices to be paid on 2/29/16
- Research on 2 new invoices not yet payable.
- Audited UAN batch reports for the 51 invoices to be paid on 2/29/16.
- Phone conversations with vendors regarding payments, credits, and terms.
- Emailed requests to employees for missing supporting documentation.
- Processed and distributed the 2/17/16 payroll.
- Reviewed 2/17/16 payroll reports prepared by Paycor.
- Processed 2 payroll changes for the 3/2/16 payroll.
- Responded to a question from OP&F regarding our November monthly report.
- Responded to an employee's request for his last 3 years of annual gross wages.
- Reconciled/prepared and mailed the:
 - Ohio Deferred Comp biweekly statement and payment.
 - VSP monthly statement and payment.
 - Aflac Group monthly statement and payment.
- Phone call from K. Garrison who met with us 3 weeks ago regarding graves in Sec.2, Lot 386. Appointment was set for 3/3/16 to purchase 3 graves.
- Continued comparison of older burial cards and grave ownership cards with information entered in the cemetery software for accuracy.
- Phone calls regarding various questions.
- Emailed Agenda for the 2/16/16 Regular Trustees Meeting.
- Emailed request for Agenda items for 2/29/16 Regular Trustees Meeting.
- Reviewed Township contract files for up-to-date contracts/agreements for upcoming biannual audit by the State Auditor's Office.
- Retrieved documents and files requested by the State Auditors for their audit.

BEAVERCREEK TOWNSHIP
FINANCE DEPARTMENT

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



-
- Notifications of Finance Office relocation via phone calls and emails. Fortunately, these are becoming fewer over time.
 - Processed 17 Receipts and made 5 trips to PNC Bank.
 - Processed 3 Purchase Orders and 1 Blanket Certificate
 - Prepared Special meeting notice for February 11, 2016
 - Prepared donation advance resolution for February 16, 2016
 - Prepared re-appropriation resolution for February 26, 2016.
 - Prepared 3 surplus equipment resolutions
 - Prepared and distributed all Financial Reports to Elected Officials, Administrator/Public Safety Director, Road Superintendent and Fire Management.
 - Prepared title for truck sold on GovDeals.
 - Notified OTARMA to cancel insurance on sold truck.
 - Updated website with current financial data as well as minutes.
 - Prepared and processed Cafeteria reimbursements.
 - Prepared and processed electronic funds deposits from Med3000 for ambulance billing.
 - Prepared and processed electronic funds deposits from the Greene County Auditor.
 - Prepared and processed electronic funds withdrawal from Paycor for payroll.
 - Prepared and processed electronic funds withdrawal for the United Health Care monthly invoice.
 - Spent some time at the old office located at 1981 Dayton-Xenia road organizing old records for purging.

Meetings:

- Attended Trustee Meeting Held on February 16, 2016
- Attended staff meeting conducted by the Township Administrator/Public Safety Director held on February 24, 2016

Items of Interest:

- The State Auditor's office has been in conducting the Financial Audit for 2014 and 2015. This audit is being coordinated and supervised by the Finance Director. The audit causes interruptions to daily work schedules in answer questions and gathering information. So far the Audit is going as expected with no issues to report.
- The State UAN accounting system crashed some time over the weekend of February 20 and 21. The State Auditor's Office worked on the system for two days and eventually had to purge the computer and re-image the system. The Finance Department performs daily back-ups to the system storing them in two different locations and because of that procedure; the system was able to be restored with no crucial data being compromised. It was back up and running late Tuesday afternoon February 23, 2016.

**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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



**BI-WEEKLY ACTIVITY REPORT
February 29, 2016**

JOB TASKS:

1. 0 Workers' Compensation claims for 2016
7 claims filed in 2015
2. Prepare bi-weekly report
3. Review bills
4. Draft job descriptions
5. Prepare proposals for Xenia Township
6. Work on hiring
7. Work on compensation plan
8. Work on insurance appeal
9. Work with Brower on UHC billing issue
10. Work on locating intern for the Fire Department
11. Work on return to work
12. Review union counterproposals
13. Review grievances
14. Work on employee issue
15. Review handbook/prepare suspension paperwork

**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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



MEETINGS AND OTHER ACTIVITIES:

- Meet with the TA on multiple issues
- Meet with Chief VandenBos on multiple issues
- Meet with Tim Parks on hiring
- Attend staff meeting
- Attend Labor Management meeting
- Meet with employee on suspension
- Meet with employees on FMLA
- Attend mediation at Xenia Township
- Meeting with Alan Stock to prepare for 2/29 mediation session
- Meet with employee on EAP issue

**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 TUESDAY, FEBRUARY 29, 2016

ACTIVITY FROM THU. FEBRUARY 11, 2016 THROUGH WED. FEBRUARY 24, 2016

PERMITS: Four permits for single-family dwellings were issued in this period. Other permits issued were one pool/fence permit and three permits for political signs. Last year, we did not issue the 21st house permit until May 1.

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 February 24. 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	21
Driveways	32	22	32	27	57	94	19
Additions	4	9	1	3	10	5	
Fences	16	19	14	20	22	13	
Pools (including fence)	2	4	8	11	5	7	1
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	2
Parks Permits	0	0	0	0	0	18	12
Total	171	148	184	162	218	304	56
Revenue	\$14,274.80	\$24,094.65	\$15,843.80	\$11,735.00	\$15,910.00	\$29,380.00	\$6,650.00

PENDING: One Variance application is in progress. 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

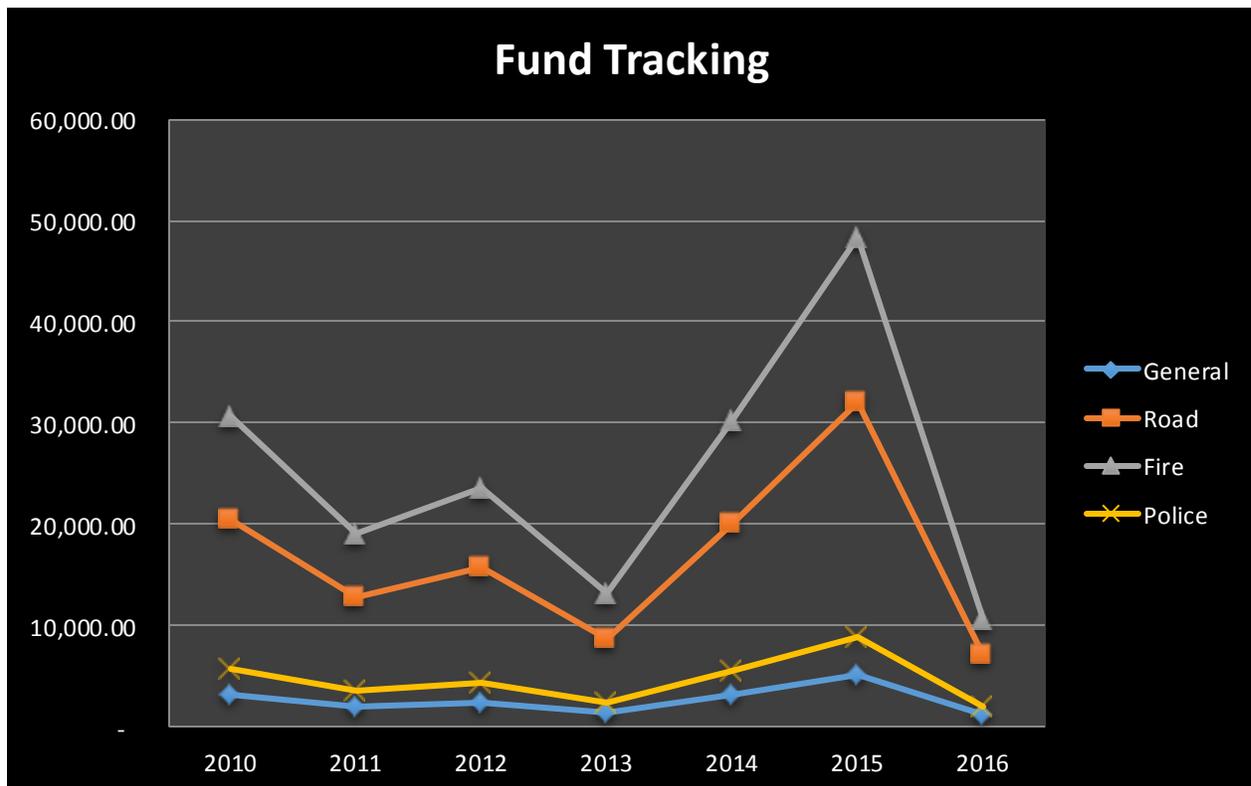


REVENUE PROJECTIONS

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 02-24-16, 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	1,102.50
Road	20,391.48	12,702.89	15,711.47	8,691.45	20,057.20	32,091.51	7,020.02
Fire	30,701.78	19,125.70	23,655.47	13,086.01	30,198.48	48,317.56	10,569.47
Police	5,676.65	3,536.27	4,373.81	2,419.56	5,583.59	8,933.74	1,954.26
Total	59,972.42	37,359.87	46,208.26	25,562.01	58,989.26	94,382.82	20,646.24

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



BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT

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



MEETINGS/OTHER ACTIVITIES:

1. Responded to follow-up inquiries re: Ohio University/Russ Research Center strategic planning effort, including conversations with OU planning consultants. Established local meeting to take place 03-04-16.
2. Consulted with TA, Zoning staff and HR re: department re-organization and job descriptions.
3. Consulted with RPCC staff re: Stonehill Village Concept Plan revision.
4. Continued formal and informal training of Zoning Assistant for assumption of new duties (Novak recommendation).
5. Inspected status of construction activities at Wood Ridge, Bexley Hills Sec. 3.
6. Attended Trustee Special Economic Development project meeting 02-11-16.
7. Attended Beavercreek City Bike Committee meeting 02-11-16.
8. Attended Trustee Regular Meeting 02-16-16.
9. Attended Township-City joint meeting 02-16-16.
10. Attended ODOT Rt. 35 stakeholders' meeting 02-17-16.
11. Attended BZA meeting 02-17-16.
12. Second meeting with University of Dayton students' Ethics of Sustainability Capstone class 02-18-16.
13. Attended, presented staff report for Trustee Special Zoning meeting 02-22-16.
14. Attended RPCC full Commission meeting 02-23-16.
15. Attended RPCC training workshop 02-24-16.

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

- Issued 10 Zoning permits, (including three political signs and 3 driveway permits).
- Responded to multiple zoning inquiries, advised applicants (2) for Variances.
- Assisted with preparation of Zoning Department bi-weekly report
- Spent significant time preparing data for Economic Development project. Secured deeds needed to proceed with project.
- Attended Trustees Special Economic Development Project meeting 02-11-16.
- Attended, **led and presented staff report for** BZA meeting 02-17-16.
- Attended Trustee Special Zoning meeting 02-22-16.
- Attended RPCC training workshop 02-24-16.

BEAVERCREEK TOWNSHIP ZONING DEPARTMENT

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



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
Spring Meadows	109	80	71%	29
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	134	83%	28
Claiborne Greens	166	41	25%	27
The Narrows	26	25	96%	1
River West				
Scarborough	75	13	17%	25
Bexley Hills	77	47	61%	20
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	1669	59%	303

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

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



**IT Department Purchase Request
February 29, 2016**

Board, our maintenance/service agreement for the VNX5300 expires the end of February. The renewal cost is approximately 35% higher than the initial 3 year agreement. (Initial \$7147.44, for 3 years and now quoted at \$3228.00 for 1 year) The primary reason for the increase is reliability and likelihood of failures as the system ages.

EMC offers Premium and Enhanced support. The Enhanced support is what I recommend and presenting to you. I have attached a copy of the services provided with the Enhanced Support Agreement.

MOTION

I MAKE A MOTION TO APPROVE PURCHASE REQUEST # 07756 TO CDWG FOR THE ANNUAL HARDWARE/SOFTWARE MAINTENANCE AGREEMENT RENEWAL, IN THE AMOUNT OF \$3228.00; AND AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO SIGN FOR THE BOARD.

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

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



Bi-Weekly Report
February 29, 2016
(Report period 12 – 25 Feb 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)
 - Still actively working with Citrix and speeds are consistent but not really where they should be
 - Starting to add more of a load for testing
 - Will be adding one workstation from each fire station
- Ran into more problems while updating Provisioning Services Pooled desktops
 - Still working on resolution with Citrix. Problem is very intermittent and very difficult to pin down root cause. Still pressing for end of 1st quarter roll out to production.
- 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)

Network Administration:

- Performed after hours update on VNX5300—no down time encountered
- All iPads have been distributed (3 to fire admin, 1 to road, 1 to zoning and 1 remains in IT for test/development and recording Trustee Meetings)
- Patched /Rebooted servers
- Social Media—Website, Facebook, Twitter, YouTube
 - Website
 - Updated TWP and Fire websites to latest version a new core module
 - Updated Calendar and posted requested news/information items
 - YouTube—Posted 1 Feb Trustees Meeting

BEAVERCREEK TOWNSHIP

INFORMATION TECHNOLOGY DEPARTMENT

851 Orchard Lane, Beavercreek, Ohio 45434
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- Facebook/Twitter—Links posted
- Active Directory (User/Group account management)
 - Created new user account
 - Created eFax distribution list for Finance Department
 - Unlocked accounts
 - Added/Deleted users To/From Security Groups.
- Verified Backups are current and running.
- Reviewed Span/Web filters
 - Deleted/Whitelisted domains as appropriate

Meetings:

- Department heads meeting

Training:

- Webinar on HDX/Video in Citrix environment
 - Testing new Remote Display Analyzer—lets technician try different video settings on the fly, choosing best performance/bandwidth for environment.

Miscellaneous / Outages:

- Internet Speed dropped to about ½ the performance level than it should be
 - Contacted Datayard and problem has been resolved

Awareness Items:

- T-1 line relocation (Windstream) UPDATE
 - Getting closer to a resolution and continued service, or not with Windstream.
 - I have a work order in to remove fax line from alarm system and connect with an unused line (already assigned to us)—work order supposed to be expedited.
 - Windstream will then port current fax line to an already configured distribution list at a charge of \$10 a month (300 in/out pages)—this is \$6 cheaper than eFax.
 - We will continue with our current contract and will have the option to terminate in September if desired.
 - Looking at other provider so we can make that determination before hand.
- Verizon Wireless
 - No word from Verizon rep as of 25 Feb.

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

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



Purchases:

- Unmanaged network switch for finance conference room.
- Network/Phone punch down tool
- Citrix Desktop licensing/service agreement renewal

I look forward to meeting with you at the 29 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
Beavercreek Township
937.306.5049

EMC ENHANCED SUPPORT

The following chart lists the service features of Enhanced Support provided under EMC's warranty and/or maintenance terms.

Enhanced Support is available as to:

1. EMC® Equipment which is identified on the [EMC Product Warranty and Maintenance Table](#) as
 - including Enhanced Support during the applicable warranty period; or
 - eligible for upgrade to Enhanced Support during the applicable warranty period; or
 - eligible for Enhanced Support during a subsequent maintenance period
2. EMC Software which is identified on the [EMC Product Warranty and Maintenance Table](#) as eligible for Enhanced Support during a maintenance period

SERVICE FEATURE	DESCRIPTION	ENHANCED SUPPORT □ COVERAGE DETAILS
GLOBAL TECHNICAL SUPPORT	<p>Customer may contact EMC by telephone or web interface on a 24x7 basis to report an Equipment or Software problem and provide input for initial assessment of Severity Level*.</p> <p>EMC provides (i) a technical response by remote means based on the Severity Level of the problem; or, (ii) when deemed necessary by EMC, Onsite Response as described below.</p>	<p>Included.</p> <p>Initial technical response objective, based upon Severity Level, within the following time period after receipt of Customer contact:</p> <p>Severity Level 1: 1 hour; on a 24x7 basis Severity Level 2: 3 hours; on a 24x7 basis Severity Level 3: 4 local business hours Severity Level 4: 10 local business hours</p>
ONSITE RESPONSE	<p>EMC sends authorized personnel to installation site to work on the problem after EMC has isolated the problem and deemed Onsite Support necessary.</p>	<p>Included for Equipment only.</p> <p>Initial Onsite Response objective is next local business day, on a 9x5 basis, after EMC deems Onsite Response is necessary.</p> <p>Onsite Response does not apply to Software, but may be separately purchased.</p>
REPLACEMENT PARTS DELIVERY	<p>EMC provides replacement parts when deemed necessary by EMC.</p>	<p>Included.</p> <p>Replacement part delivery objective is next local business day.</p> <p>Local country shipment cut-off times may impact next local business day delivery of replacement parts and the related Onsite Response.</p> <p>Installation of Customer Replaceable Units (CRUs) is the responsibility of the Customer. Refer to the EMC Product Warranty and Maintenance Table for listing of parts designated as CRUs.</p> <p>Installation of all other non-CRU parts performed by EMC.</p> <p>If EMC installs the replacement part, EMC will arrange for its return to an EMC facility. If a Customer installs the CRU, the Customer is responsible for returning the replaced CRU to a facility designated by EMC.</p>

RIGHTS TO NEW RELEASES OF SOFTWARE	EMC provides the rights to new Software Releases as made generally available by EMC.	Included.
INSTALLATION OF SOFTWARE RELEASES	Installation of new Software Releases is not included.	Customer will perform the installation of new Software Releases (including, Software that is not classified by EMC as Equipment operating environment Software as well as Software which EMC determines is Equipment operating environment Software).
24x7 REMOTE MONITORING AND REPAIR	<p>Certain EMC products will automatically and independently contact EMC to provide input to assist EMC in problem determination.</p> <p>EMC will remotely access products if necessary for additional diagnostics and to provide remote technical support.</p>	<p>Included for products which have remote monitoring tools and technology available from EMC.</p> <p>Once EMC is notified of a problem, the same response objectives for Global Technical Support and Onsite Response will apply as previously described.</p>
24x7 ACCESS TO ONLINE SUPPORT TOOLS	Customers who have properly registered have access on a 24x7 basis to EMC's web-based knowledge and self-help customer support tools via the EMC Online Support site.	Included.

*Severity Levels:

- **Severity 1 Critical:** a severe problem preventing customer or workgroup from performing critical business functions.
- **Severity 2 High:** the customer or workgroup able to perform job function, but performance of job function degraded or severely limited.
- **Severity 3 Medium:** the customer or workgroup performance of job function is largely unaffected.
- **Severity 4 Request:** minimal system impact; includes feature requests and other non-critical questions.

The warranty periods and support options ("EMC Support Information") on this website apply (i) only between EMC and those organizations that procure the applicable products and/or maintenance under a contract directly with EMC (the "EMC Customer"); and (ii) only to those products or support options ordered by the EMC Customer at the time that the EMC Support Information is current. EMC may change the EMC Support Information at any time. The EMC Customer will be notified of any change in the EMC Support Information in the manner stated in the then current product ordering and/or maintenance related agreement between EMC and the EMC Customer, but any such change shall not apply to products or support options ordered by the EMC Customer prior to the date of such change.

EMC will have no obligation to provide Support Services with respect to Equipment that is outside the EMC Service Area. "EMC Service Area" means a location that is within (i) a one hundred (100) mile radius of an EMC service location; and (ii) the country in which the Installation Site is located, unless otherwise defined in your governing agreement with EMC, in which case the definition in the governing agreement prevails.

Products or services obtained from any EMC reseller are governed solely by the agreement between the purchaser and the reseller. That agreement may provide terms that are the same as the EMC Support Information on this website. The reseller may make arrangements with EMC to perform warranty and/or maintenance services for the purchaser on behalf of the reseller. Please contact the reseller or the local EMC sales representative for additional information on EMC's performance of warranty and maintenance services on Products obtained from a reseller.

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Rev. June 4, 2014



CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GVQS398	6493951	2/23/2016

BILL TO:
 BEAVERCREEK TOWNSHIP
 851 ORCHARD LN STE C

SHIP TO:
 BEAVERCREEK TOWNSHIP
 Attention To: ACCTS PAYABLE
 851 ORCHARD LN STE C

Accounts Payable
 BEAVERCREEK , OH 45434-7220

BEAVERCREEK , OH 45434-7220
 Contact: JEFF TERRY 937.306.5049

Customer Phone #937.429.4472

Customer P.O. # EMC QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JAY HUSSEIN 866.875.7587		ELECTRONIC DISTRIBUTION	Net 30 Days-Govt State/Local	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	4016572	EMC RENEWAL - HW Mfg#: 4049560-892392/3 Contract: MARKET Electronic distribution - NO MEDIA	1,689.00	1,689.00
1	4016575	EMC RENEWAL - SW Mfg#: 4049560-892392/4 Contract: MARKET Electronic distribution - NO MEDIA	1,539.00	1,539.00
SUBTOTAL				3,228.00
FREIGHT				0.00
TAX				0.00
US Currency				
TOTAL				3,228.00

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.705.7651

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager.

To: Alex Zaharieff, Township Administrator
 From: Tim Parks, Road Superintendent
 Date: February 25, 2016
 Reference: February 29 Trustees Meeting

Please find documentation for the following Road Department agenda items for Tuesday's meeting:

- 1) Request approval of street sign modifications for Wood Ridge sub-division
- 2) Request to advertise for summer season positions
- 3) Purchase request for window film for Administration, Station 62, and Station 63
- 4) Bi- weekly report

-
1. The developer for Wood Ridge sub-division is requesting approval for the installation of decorative posts for the installation of signs.
 - 1.1. The proposed post are not the current Township standard
 - 1.1.1. The current standard are two HWP post at a cost of \$8.35 apiece with a quantity of two needed at each location
 - 1.1.2. The proposed posts have a cost of \$350 to \$400 depending on the accessory brackets needed.
 - 1.2. All regulator signs and street signs need to conform to the Ohio Manual of Uniform Traffic Code Devises.
 - 1.3. The signs as proposed meet the standard for reflectivity and size
 - 1.4. I am recommending approval of the decorative signs with the following conditions
 - 1.4.1. The signs as proposed meet the Uniform Traffic Control Manual.
 - 1.4.2. The street signs will be reflective as proposed.
 - 1.4.3. The Developer provided the Township the name of the vendor and contact information from which the decorative post where purchased.
 - 1.4.4. If the post are damaged at anytime and need to be replaced and if the Township cannot recover the cost of replacement for either an insurance company or the homeowners association, then the post will be replaced with the Township standard.
 - 1.4.5. This approval is for Wood Ridge sub-division only and any other request for street signs and post other than the Township standard will have to be brought back for approval.
 - 1.5. I make a motion to approve the sign plan for Wood Ridge sub-division as proposed with the additional conditions as presented; and to authorize the Township Administrator to sign for the Board.
 2. Request to advertise for Summer Seasonal positions
 - 2.1. This request is to advertise on the Township website and social media site to fill the Summer Seasonal positions for the upcoming year.
 - 2.2. These positions where identified in the 2016 appropriations budget for a 1400 hours of additional staffing during the summer season.
 - 2.3. I make a motion to advertise for the Summer Seasonal positions as presented.
 3. Purchase request for window film for the Administration building, Station 62, and Station 63.
 - 3.1. This purchase request is to apply a tinted, low-e reflective film on the three buildings that was recommended in the energy audit completed in 2015.
 - 3.2. Project Necessity: Want
 - 3.3. Recommendation in energy audit

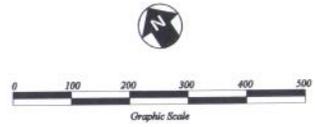
- 3.4. Cost Center/ Program Area: Improvement of Sites
 - 3.5. This recommendation from the energy audit had a total potential energy cost savings of \$1,670 per year with the completion of this project. The rebates available thru the DP&L rebate program is a total of \$1,386 for the film and the potential to recover the second half of the rebate from the energy audit of \$5,000. The total project cost after all rebates would be \$2,238 and would be recovered in energy savings in about 18 months.
 - 3.6. Quotes
 - 3.6.1 Attached
 - 3.6.2. The vendor is the sole 3M dealer in a 25 miles radius and is a DP&L energy partner
 - 3.6.3. State Term Schedule: n/a
 - 3.7. Specifications: see attached specifications
 - 3.8. Other Cost Considerations: Energy savings
 - 3.8.1 Life of the window
 - 3.8.2 No reoccurring cost
 - 3.9. n/a
 - 3.10 I make a motion to approve to approve the purchase request (00363) to RJ Pro Tint LLC. for tinted window film , in the amount of \$8,624; and to authorize the Township Administrator sign for the Board.
4. Bi-weekly department activity report- Attached

Wood Ridge Subdivision SIGN PLAN

Approved: _____

Reverecreek Township

Date: _____

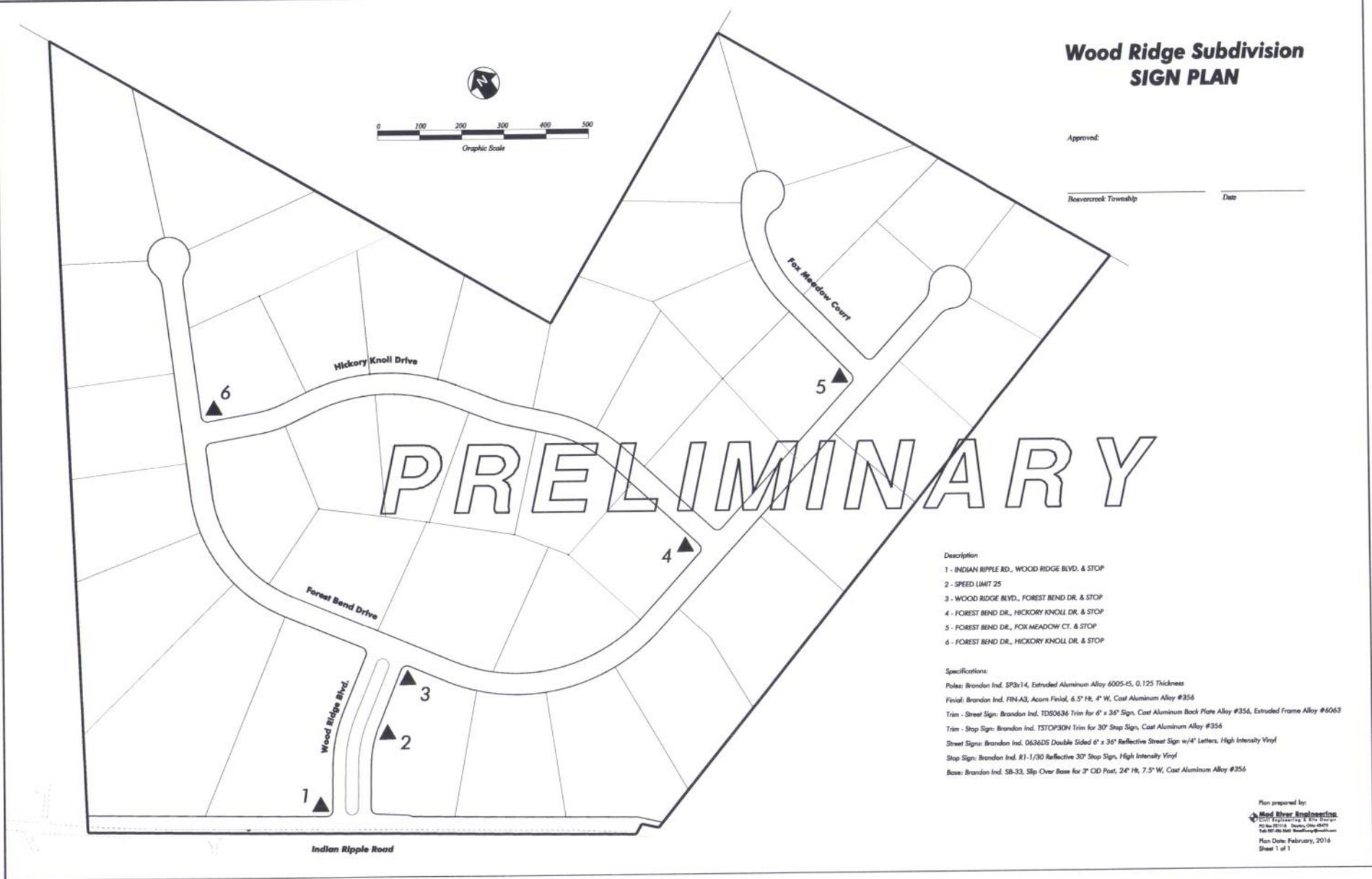


PRELIMINARY

- Description
- 1 - INDIAN RIPPLE RD., WOOD RIDGE BLVD. & STOP
 - 2 - SPEED LIMIT 25
 - 3 - WOOD RIDGE BLVD., FOREST BEND DR. & STOP
 - 4 - FOREST BEND DR., HICKORY KNOLL DR. & STOP
 - 5 - FOREST BEND DR., FOX MEADOW CT. & STOP
 - 6 - FOREST BEND DR., HICKORY KNOLL DR. & STOP

- Specifications:
- Pole: Brandon Ind. SP3x14, Extruded Aluminum Alloy 6005-45, 0.125 Thickness
 - Finial: Brandon Ind. FIN-A3, Acorn Finial, 6.5" H, 4" W, Cast Aluminum Alloy #356
 - Trim - Street Sign: Brandon Ind. TDS0636 Trim for 6' x 36" Sign, Cast Aluminum Back Plate Alloy #356, Extruded Frame Alloy #6063
 - Trim - Stop Sign: Brandon Ind. TSTOP30N Trim for 30" Stop Sign, Cast Aluminum Alloy #356
 - Street Signs: Brandon Ind. 0636DS Double Sided 6' x 36" Reflective Street Sign w/4" Letters, High Intensity Vinyl
 - Stop Sign: Brandon Ind. R1-1/30 Reflective 30" Stop Sign, High Intensity Vinyl
 - Base: Brandon Ind. SB-33, Slip Over Base for 3" OD Post, 24" H, 7.5" W, Cast Aluminum Alloy #356

Plan prepared by:
 Mod River Engineering
 12511 Beavercreek Rd. & Erie Street
 PO Box 20118 • Dayton, Ohio 45429
 Tel: 937-233-8888 Fax: 937-233-8888
 Plan Date: February, 2016
 Sheet 1 of 1











R J PRO TINT, LLC

106 Forestview Drive
Dayton, OH 45459

February 24, 2015

Tim Parks, Road Superintendent
Beavercreek Township
1981 Dayton-Xenia Road
Beavercreek, OH 45434

Dear Tim:

Thanks for your time on our visit to your facilities. We are pleased to provide the following information for installation of 3M energy control window film.

1. First location: Furnish and install 3M NV15 window film on forty-nine (49) windows:
\$2835.00
2. Fire Station 3666: Furnish and install 3M NV15 window film on forty-nine (49) windows:
\$2612.00
3. Fire Station 3777: Furnish and install 3M NV15 window film on fifty-seven (57) windows:
\$3177.00

Note: Your DP&L rebate for 1 would be \$782.00
for 2 would be \$268.00
for 3 would be \$336.00

We appreciate the opportunity to quote your requirements. Please call if you have any questions or require additional information.

Very truly yours,
R J Pro Tint, LLC
Richard C. Jennings
937-436-3666

rjbvcrkTP 937-439-3672 c.937-603-1371 f.937-427-6576
TParks@beavercreektownship.org
Member BBB, BOMA, ASID
We accept Master Card, Visa, Discover and American Express

BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT

February 25, 2016

Calls for Service:

- Sheriff vehicle repair- 3 hours
- Snow removal

Year to date	SALT TONS	Geomelt	Grits Tons	Regular	Overtime	Double	TOTAL COST	Call outs
2015	252	3610	88.5	208.5	293.5	60	\$ 48,522.97	17
2016	267.5	1695	0	201	180.25	41	\$ 33,879.25	13

Training:

24 hours of pesticide refresher

Accomplishment/Information:

- Attended staff meeting
- Attended Joint Township/City Meeting
- Attended RT 35 stakeholder's meeting
- Meeting Department of Development for grant funding for Library
- Completed equipment evaluations
- Reviewed window film proposal
- Meeting with Engineers office on Clairborne Greens 2B
- 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
- Continued working on budget estimates for LED upgrades- survey completed with company representative , as recommended by energy audit- in review
- Removed mower from Cemetery capitol project due to outcome of evaluations
- Coordinated plumbing repairs for Library
- Checking on water softener at Station 62
- Transported L-61 to Caterpillar for repairs
- Snow removal – see report above
- Completed cutting back brush in ride-of-way
- Completed brush and tree trimming on all Township properties

Awareness Items:

- Library roof repairs
- LED upgrade proposal

To: **Alex Zaharieff, Township Administrator**
 From: **David VandenBos, Fire Chief**
 Date: **2016-02-25**
 Re: **Fire Department Agenda Items for 2016-02-29 Biweekly Trustees' Meeting**

- 1) **Request for Facility Use: Beaver Creek Youth Council**
 - 2) **Request Policy Amendment: SOG 5000.001 (Fire Department Personnel Deployment)**
 - 3) **Request Policy Adoption: SOG 5112.003 (Overtime Notification)**
 - 4) **Biweekly Activity Report**
-

1) Request for Facility Use: Beaver Creek Youth Council

The Beaver Creek Youth Council has requested use of Station 61 on 2016-04-09 for their annual spring dance. They have successfully held their dance at Station 61 for the past several years. As in years past, they are getting insurance naming the Township as an additional insured for the event. The crews are able to facilitate the event without any disruption to emergency services operations.

I move to approve the use of Fire Station 61 by the Beaver Creek Youth Council on Saturday, April 9th, 2016 for their Spring Dance, pending approval of their certificate of insurance by the Township's Legal Counsel; and to authorize the Township Administrator to sign for the Board.

2) Request Policy Amendment: SOG 5000.001 (Fire Department Personnel Deployment)

[Attachment #02.00] The fire department requests the Board modify fire department SOG 5000.001, Fire Department Personnel Deployment.

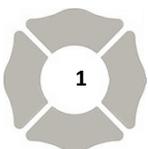
This modification addresses the specific need for temporary modifications to daily staffing due to specific trainings or special events that do not regularly occur. It specifically adds §3.2, allowing the fire chief to determine the needs for special events and training staffing and authorizes overtime, which includes order-in, to cover the event or training and maintain regular operations.

I move to approve the fire department's proposed policy modifications to SOG 5000.001, Fire Department Personnel Deployment.

3) Request Policy Adoption: SOG 5112.003 (Overtime Notification)

[Attachment #03.00] The fire department requests the Board approve new SOG 5112.003, Overtime Notification.

This new policy changes the current overtime notification method, currently One Call Now, to Active911 in accordance with Contract §13.2.3, which states, in part, "Overtime notification will be filled using the One Call Now system or similar electronic equivalent." Active911 is an electronic equivalent that will eliminate the redundant cost of the One Call Now system, for an annual savings of approximately \$500.00. It will also improve operational efficiency by streamlining the response and follow-up communications required by the contract.



I move to approve the fire departments proposed policy, SOG 5112.003, Overtime Notification.

4) Biweekly Activity Report

4.1) Senior Staff Meetings: Senior staff met to discuss items of interest and concern for the fire department, including Greene County's failure to repair the Station 63 fire hydrant for over one year, relocation of the haz-mat unit and region 3 strike rig, coordination with the coroner regarding the transport of indigent decedants, scheduling of approved engine modifications, Ladder 61 exhaust regeneration, scheduled trainings (Blue Card and statistics), and records disposal and relocation.

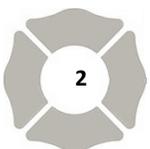
4.2) Incident Critiques: Post incident critiques were conducted for the Casler Ave fire and the Greene County Airport plane crash. There were no major issues or concerns identified for the Casler Ave fire. The plane crash incident revealed opportunities for improved unified command with responding law enforcement agencies (i.e. Ohio State Patrol and Greene County Sheriff) and the coroner's office.

4.3) Major Trainings: Crews completed annual ice rescue training and Do Not Resuscitate (DNR) training with Medical Director Romano.

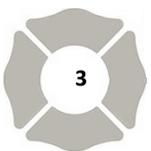
4.4) Labor-Management: The labor-management committee met to discuss a possible Memorandum of Understanding to modify the contract's overtime article, to the mutual benefit of both parties.

4.5) Auxiliary Meeting: The Auxiliary held their regular, monthly meeting. Lt. Hawker was present to conduct SCBA training. This will allow trained, on-scene auxiliary members to assist fire department crews by changing used SCBA cylinders.

4.6) Public Outreach: The fire department provided the following public outreach events:
Station 62 CPR for Healthcare Providers (x2)



4.7) Biweekly Activity Revised reports are still under construction



Attachment #02.00

SOG NUMBER: 5000.001
SUBJECT: Fire Department Personnel Deployment
VERSION: 2.0
EFFECTIVE DATE: 2016-03-03

Section 1.0: Purpose and Scope

Section 1.1: Purpose

This Standard Operating Guideline (SOG) establishes the fire department’s personnel deployment levels, to be utilized during normal fire department scheduling and operations.

Section 1.2: Scope

This SOG applies to the entire fire department, and is in effect at all times. It is the responsibility of all fire department officers to ensure compliance with this policy.

Section 1.3: Organizational Origin

Fire Administration, Senior Staff

Section 2.0: Definitions

BTFD: standard abbreviation for Beaver Creek Township Fire Department.

SOG: standard abbreviation for Standard Operating Guideline. Formerly called General Orders, Standard Operating Procedures, and Records & Reports, these policies, procedures and forms are the general governing documents for the fire department’s operations and administration.

Will: absolute requirement for the policy, with no discretion or deviation permitted.

May: permissive requirement for the policy, with discretion or deviation permitted within the parameters defined by the SOG.

Contract: the labor-management agreement currently in effect between the Township and IAFF Local 2857.

Handbook: the Township’s Personnel Policy Manual currently in effect.

Employees, Operations Division: employees assigned to the fire department operations division, including battalion chiefs, lieutenants and firefighters.

Employees, Support Division: employees assigned to the fire department support division, including the fire chief, deputy chiefs, fire prevention specialists, inspectors, courier, and any other employee not assigned to the Operations Division.

OIC: standard abbreviation for Officer-in-Charge, as defined in the Contract.

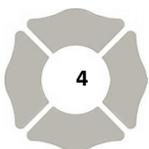
Section 3.0: Policy

Section 3.1: Regular Staffing

Shift commanders will deploy operational division personnel assigned to their shift in accordance with the following table:

Table 3.1 1 Personnel Deployment

Staffing	Leave	Station 601	Station 61	Station 62	Station 63	Station 64
19	0	1	5	3	5	5
18	-1	1	4	3	5	5
17	-2	1	3	3	5	5



16	-3	1	3	2	5	5
15	-4	1	3	2	4	5
14	-5	1	3	2	4	4
13	-6	1	3	2	3	4
12	-7	1	3	2	3	3
11	-8	1	3	0	3	4
10	-9	1	3	0	3	3
9	-10	1	2	0	3	3
8	-11	1	0	0	3	4
7	-12	1	0	0	3	3
6	-13	1	5	0	0	0
5	-14	1	4	0	0	0
4	-15	1	3	0	0	0
3	-16	1	2	0	0	0
2	-17	0	2	0	0	0

Note 1: For the purposes of this table, Station 60 represents the Battalion Chief.

Exception: to accommodate temporary (i.e. four (4) hours or less) staffing disruptions, the on-duty shift commander may, at their discretion, deviate from the above table.

Section 3.2: Special Events and Trainings

Special events and trainings that are not regularly occurring may require additional staffing for the duration of the event, including a reasonable amount time for mobilization and demobilization. These events include, but are not limited to: Popcorn Festival, Fourth of July, soccer tournaments, major department trainings, and multi-company trainings.

3.2.1. Overtime

The Fire Chief, or designee, is authorized to utilize overtime as necessary to fill special events or training needs, for the purpose of maintaining regular fire department operations.

Section 3.3: Supervision

Each station will be assigned a company officer to provide direct supervision.

If a company officer is unavailable, a firefighter will be assigned to perform as an officer-in-charge.

Section 4.0: Procedures

Section 5.0: Forms

Section 6.0: References

Section 6.1: Internal References

Section 6.2: External References

- 1) Township Handbook, current version
- 2) Contract, current version

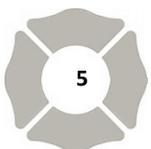
Section 7.0: History

Section 7.1: Created: 2014-12-08

Section 7.2: Modifications:

7.2.1. 2016-02-29, version 2.0, added §3.2 Special Events and Trainings

Section 7.3: Termination: n/a



Attachment #03.00

SOG NUMBER: 5112.003
 SUBJECT: Overtime Notification
 VERSION: 1.0
 EFFECTIVE DATE: 2016-03-03

Section 1.0: Purpose and Scope**Section 1.1: Purpose**

This Standard Operating Guideline (SOG) establishes the use of a “similar electronic equivalent” for the purpose of Overtime Notification, in accordance with the 2014 Contract, Article 13, Section 13.2.3.

Section 1.2: Scope

This SOG applies to the entire fire department, and is in effect at all times. It is the responsibility of all fire department officers to ensure compliance with this policy.

Section 1.3: Organizational Origin

Personnel

Section 2.0: Definitions

BTFD: standard abbreviation for Beaver Creek Township Fire Department.

Contract: The 2014 Collective Bargaining Agreement

SOG: standard abbreviation for Standard Operating Guideline. Formerly called General Orders, Standard Operating Procedures, and Records & Reports, these policies, procedures and forms are the general governing documents for the fire department’s operations and administration.

Will: absolute requirement for the policy, with no discretion or deviation permitted.

May: permissive requirement for the policy, with discretion or deviation permitted within the parameters defined by the SOG.

Section 3.0: Policy**Section 3.1: General**

All Overtime Notifications will be made using the fire department’s Active911 system, following the requirements of Contract §13.2.3.

Section 3.2: Subscription

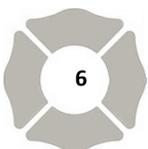
The fire department will provide a single subscription to Active911 to all fire department employees. The employee may request that the subscription be setup using any method supported by Active911: smartphone application, text message (SMS), voice call, or email; use of Active911 does not require any employee to install or maintain an app on their phone. The voice call option does not require configuration on a mobile or data enabled device.

3.2.1. Client Costs

The employee will be solely responsible for the costs for data, text messages or voice minutes associated with the use of Active911 on their personal device.

Section 3.3: Other Notifications

Each employee will be assigned to the Overtime, Recall and Shift page groups. In addition to overtime notifications, the fire department will use the Active911 system to broadcast alerts



related to other department business and operations. The employee may opt-in or out for any additional page-groups they wish to receive.

Section 4.0: Procedure(s)

Section 4.1: Overtime Notification

The Battalion Chief, shift commander or shift captain, will send an alert to the appropriate shift(s) page group(s). The alert will include the following information:

4.1.1. Title: Overtime

4.1.2. Priority: Scheduled, or Training, or Emergency

4.1.3. Notes: Will include the date, time and number of positions to be filled

Section 4.2: Employee Response

Each employee who receives the alert will have 15 minutes to acknowledge the message. Acknowledgement will be made using either response button:

4.2.1. Avail: If the employee is available to work the overtime

4.2.2. UnAvl: If the employee is unavailable to work the overtime. Failure to respond within the 15 minutes following the alert will be considered unavailable.

Section 4.3: Overtime Award

The officer sending the alert will have 15 minutes following the 15-minute employee response period to notify employees of the overtime assignment, unless that time is extended in accordance with the Contract.

4.3.1. The officer will individually call the employee awarded the overtime and verify the date, time and location to report for duty.

4.3.2. The officer will then send a follow-up Active911 alert announcing the overtime has been awarded. The alert will include the following information:

a) Title: Overtime Awarded

b) Priority: Filled

c) Notes: Will include the date, time and employee awarded the overtime.

Section 5.0: Forms

5.1.1. Active911 Send Alert Page

5.1.2. Active911 Received Alert Page

Section 6.0: References

Section 6.1: Internal References

Section 6.2: External References

6.2.1. 2014 Contract, Article 13, Section 13.2.3

Section 7.0: History

Section 7.1: Effective: 2016-02-29

7.1.1. Created: 2016-02-18

7.1.2. Union notified: 2016-02-29

7.1.3. Board approved: 2016-02-29 (resolution #)

Section 7.2: Modifications: n/a

Section 7.3: Termination: n/a

