

**Regular Beaver Creek Trustee's Meeting**

**Monday, March 27,**

**2017**

Mr. Kretz called the Regular Trustee Meeting to order at 1:03 P.M. Those present were: Trustees Tom Kretz, Jeff Roberts, and Carol Graff; and Fiscal Officer Christy Ahrens. Staff present: Township Administrator/Public Safety Director Alex Zaharieff, Road Superintendent Tim Parks, Deputy Fire Chief John Mercs, Planning and Zoning Administrator Ed Amhrein, HR Manager Trish Gustafson, and Battalion Chief Nathan Heister.

**2017-120** Ms. Graff made a motion to approve the Agenda for March 27, 2017, with the following addition: add Part-Time Hiring under Human Resources. Mr. Roberts seconded. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

**2017-121** Mr. Roberts made a motion to accept the General Ledger Report, in the amount of \$306,405.03, for the March 29, 2017 Payroll. Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

**2017-122** Ms. Graff made a motion to accept the Payment Listing Reports, in the amount of \$169,984.84, for the March 14, 2017 through March 21, 2017 warrants. Mr. Roberts seconded. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

**2017-123** Mr. Roberts made a motion to approve the Regular Trustee Meeting Minutes from March 13, 2017. Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

**RESIDENTS/GUESTS DESIRING TO SPEAK:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**ADMINISTRATOR:**

Greene County Sheriff's Office:

Bi-Weekly Report: General discussion occurred regarding extra patrol and what it means on the Bi-Weekly Report – mainly that there has been a citizen complaint through the Township offices or the Sheriff's Office, or any suspicious activity. Otherwise, things are status quo in the Township.

Mr. Kretz talked about the Knights of Columbus presentation and how the Township and Sheriff's Office recognized Deputy Moore. Mr. Kretz said it was an amazing event and he was happy to be there to represent the Township.

**HUMAN RESOURCES:**

Part-Time Hiring:

Township Administrator/Public Safety Director Alex Zaharieff stated that interviews for the two part-time positions concluded this morning and that he recommends the Board move forward with hiring.

**2017-124** Mr. Roberts made a motion to approve **Resolution 2017-124**, WHEREAS, the Board of Trustees of Beaver Creek Township, of Greene County, Ohio, met at a duly called and authorized meeting of the Board of Trustees of Beaver Creek Township on the date set forth above, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Beaver Creek Township Board members, and the following resolution was made, seconded, and adopted by those present at the meeting; and

WHEREAS, the Board of Trustees of Beaver Creek Township, Greene County, State of Ohio, moved to approve the hiring of Joseph Gschwender as a part-time Clerk in the Beaver Creek Township Zoning Department at a starting rate of \$10.00 per hour pending the successful completion of Beaver Creek Township's Pre-Employment Process.

**Regular Beavercreek Trustee's Meeting**

**Monday, March 27,**

**2017**

Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

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

**2017-125** Mr. Roberts made a motion to approve **Resolution 2017-125**, WHEREAS, the Board of Trustees of Beavercreek Township, of Greene County, Ohio, met at a duly called and authorized meeting of the Board of Trustees of Beavercreek Township on the date set forth above, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Beavercreek Township Board members, and the following resolution was made, seconded, and adopted by those present at the meeting; and

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved to approve the hiring of Allison Caudill as a part-time Clerk in the Beavercreek Township Maintenance Department at a starting rate of \$10.00 per hour pending the successful completion of Beavercreek Township's Pre-Employment Process.

Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

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

Bi-Weekly Report:

General discussion occurred regarding the Fiscal Officer's vacant Assistant to the Fiscal Officer (Accounts Payable/Payroll) position, including where the position is being advertised.

**ZONING:**

Bi-Weekly Report:

Township Administrator/Public Safety Director Alex Zaharieff presented and general discussion occurred regarding: housing permits continuing to increase; and the Special Trustee Meeting being held this evening at 6:00 P.M.

**INFORMATION TECHNOLOGY:**

Purchase Request for Microsoft Office 365 Services:

Township Administrator/Public Safety Director Alex Zaharieff presented information on Microsoft 365 and stated that the products the township currently have in place will expire in 2020; therefore, he recommends moving forward with this purchase.

**2017-126** Ms. Graff made a motion to approve purchase request (08710) to MNJ Technologies for the purchase of Office 365 subscription and Barracuda Email Archiver Subscription for Office 365, in the amount of \$9,331.00; and authorize the Township Administrator to sign for the Board. Mr. Roberts seconded. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

Project Update:

Township Administrator/Public Safety Director Alex Zaharieff said that the project is about ninety percent (90%) complete and that the plan is still to go live on or before April 3, 2017. General discussion occurred regarding staff reporting system improvements in the last few weeks and that there will be, at the next Trustee Meeting, a Management Letter for the Trustees to consider. General discussion occurred regarding how detailed the letter should or should not be. The rebuild part of this project is under budget. This topic was tabled until more financial information could be obtained.

**Regular Beaver Creek Trustee's Meeting**

**Monday, March 27,**

**2017**

**ROAD:**

Contract and Purchase Request for Preventative Maintenance for Station

Generators:

Road Superintendent Tim Parks presented and general discussion occurred regarding: the number and size of the generators and if we could train someone in house to maintain them. Discussion continued regarding: the necessary requirements needed to service the generators and Mr. Parks stated he would not be comfortable unless the employees were sent to an authorized school for the maintenance. Mr. Parks will look into it to see if it would be feasible.

**2017-127** Mr. Roberts made a motion to approve purchase request (08295) to Buckeye Power Sales for annual preventative maintenance for station stand-by generators, in the amount of \$3,198.50; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Hiring of Returning Summer Seasonal and Request to Advertise for Remaining Position:

**2017-128** Mr. Roberts made a motion to approve **Resolution 2017-128**, WHEREAS, the Board of Trustees of Beaver Creek Township, Greene County, State of Ohio, moved to approve the hiring of Clayton E. Kadel as seasonal employees in the Beaver Creek Township Road Department pending the successful completion of Beaver Creek Township's pre-employment process at a rate of \$14.50 per hour beginning April 27, 2017 and ending no later than October 11, 2017.

WHEREAS, the Board of Trustees of Beaver Creek Township, Greene County, State of Ohio, moved to approve the hiring of Joseph D. Salyers and Andrew D. Lebamoff as seasonal employees in the Beaver Creek Township Road Department pending the successful completion of Beaver Creek Township's pre-employment process at a rate of \$11.25 per hour beginning April 27, 2017 and ending no later than October 11, 2017.

Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

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

Mr. Parks said that as part of this discussion he would like to go out and advertise for the fourth position, if that was in accordance with the Trustees. The Trustees agreed Mr. Parks should move ahead with advertising the position.

Bi-Weekly Report:

Mr. Roberts thanked Ms. Graff and Mr. Parks for their continued help with the Library and a big congratulation for a well-attended and facilitated Library Opening last week.

There were no questions regarding the report. Road Superintendent Tim Parks stated that he is attending a meeting next week for the Nature Work Grant Project. He said the Township has not received a grant since Round 2 and we're on Round 24 now, so he's cautiously optimistic that we might get money for playground equipment in Rotary Park.

Ms. Graff asked if there was a report that could be put together showing the number of closings and the lengths of closure for Factory Road over the last several years, so show how the number and length of time closed have decreased. Mr. Parks said he was aware of the idea and was working on it. Ms. Graff would like to show something to the community, by placing it in the In Touch.

**Regular Beaver Creek Trustee's Meeting****Monday, March 27,****2017**

Discussion occurred regarding the road work planned for Shakertown and that there is a request in to find out how much it would cost to add a right hand turn lane on Factory Road going onto the new part of Shakertown Road. Discussion also occurred regarding two new traffic signals being added to the new portion of Shakertown. A traffic study showed that two lights were needed even though they will be fairly close.

Ms. Graff asked when Dayton-Xenia Road would be closed in front of the Library. No one had an exact date.

Mr. Kretz asked if there was any update on the Park Consolidation. Mr. Zaharieff said that there has been a lot of discussion but nothing concrete and that he is working with the Beaver Creek Township Park District (and possibly Greene County Park District) to discuss the Rotary Park Agreement.

**FIRE:**Request Transfer of Funds for Fire Station Construction:

**2017-129** Ms. Graff made a motion to approve **Resolution 2017-129**,

WHEREAS, the Board of Trustees of Beaver Creek Township, of Greene County, Ohio, met at a duly called and authorized meeting of the Board of Trustees of Beaver Creek Township on the date set forth above, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Beaver Creek Township Board members, and the following resolution was made, seconded, and adopted by those present at the meeting; and

WHEREAS the Board of Trustees established a Capital Projects Fund for Fire Station Construction by Resolution #2017-109; and

WHEREAS the Township's fire protection levies, authorized by ORC§5705.19(I) include the purpose of "providing and maintaining...buildings, or sites therefor"; and

WHEREAS Special Revenue Fund 2192 (Fire) receives proceeds from those fire protection levies.

Mr. Roberts seconded. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Beaver Creek Township Trustees, hereby re-appropriates \$2,556,250.00 from 2192-930-930-5999 (Contingencies) to 2912-910-910-5000 (Transfers Out—Fire); and

FURTHER BE IT RESOLVED THAT, the Board transfers \$2,556,250.00 from 2912-910-910-5000 (Transfers Out—Fire) to the Capital Projects Fund for the Construction of New Fire Stations 4904-931-0000 (Transfers In—Fire Stations); and

FURTHER BE IT RESOLVED THAT, the Board appropriates \$2,556,250.00 to 4904-930-930-5565 (Contingencies—Station 65).

Request Permission to Purchase SQL Server Upgrade:

**2017-130** Mr. Roberts made a motion to approve purchase request (09112) to MNJ Technologies for SQL Server 2016, in an amount of \$3,368.76; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

**2017-131** Mr. Roberts made a motion to approve purchase request (09113) to MNJ Technologies for Power Bi Pro (2 Subscriptions), in the amount of \$180.00; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Request Permission to Purchase Four Replacement Lifepak Cardiac Monitors:

**2017-132** Ms. Graff made a motion to approve purchase request (07679) to Physio Control for four (4) LIFEPAK 15 Cardiac Monitors and accessories, in the

**Regular Beavercreek Trustee's Meeting****Monday, March 27,****2017**

amount of \$88,201.60; and authorize the Township Administrator to sign for the Board. Mr. Roberts seconded. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

**2017-133** Ms. Graff made a motion to approve purchase request (07678) to Physio Control for a four-year Service and Support Agreement, in the amount of \$23,446.40; and authorize the Township Administrator to sign for the Board. Mr. Roberts seconded. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

**2017-134** Mr. Roberts made a motion to approve **Resolution 2017-134**, WHEREAS, the Board of Trustees of Beavercreek Township, of Greene County, Ohio, met at a duly called and authorized meeting of the Board of Trustees of Beavercreek Township on the date set forth above, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Beavercreek Township Board members, and the following resolution was made, seconded, and adopted by those present at the meeting; and

WHEREAS ORC §5705.10(A) authorizes the Board to sell, convey or otherwise dispose of property that the Board has found, by resolution, "not needed for public use, is obsolete, or is unfit for the use for which it was acquired"; and

WHEREAS the Board of Trustees, by resolution #2013-299, established the process to sell surplus property by internet auction in accordance with ORC§505.10(D); and

WHEREAS the Fire Chief has recommended to the Board that the following items are no longer needed for public use: four Masimo RAD 57 monitors with inventory ID's 1135, 2240, 3652, 4065; and

Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Beavercreek Township Trustees, hereby accept the Fire Chief's recommendation that the above-listed items are no longer needed for public purpose; and

FURTHER BE IT RESOLVED that the Board of Trustees directs the Fire Chief to sell, or otherwise dispose of the items in accordance with resolution 2013-299.

Request Permission to Purchase a Fire Extinguisher Trainer:

**2017-135** Mr. Roberts made a motion to approve purchase request (08585) to BullEx for one fire extinguisher trainer system, in an amount not to exceed \$10,273.07; and authorize the Township Administrator to sign for the Board. Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Bi-Weekly Report:

Township Administrator/Public Safety Director Alex Zaharieff answered questions regarding two fire vehicles with the number 65 on them and how they are here for the new firefighters training. Orientation and training for the new employees are going well.

**INFORMATION TECHNOLOGY - Continued**

Discussion continued after being tabled earlier in the meeting regarding moving forward with Back to Basics IT. A financial spreadsheet was presented by Battalion Chief Heister for a management contract.

Mr. Kretz passed the gavel.

**2017-136** Mr. Kretz made a motion to authorize the Township Administrator to enter into an Agreement with Back to Business IT based on the following items:

- First Server - \$315.25 each
- Additional Server - \$266.75 each

**Regular Beavercreek Trustee’s Meeting**

**Monday, March 27,**

**2017**

- Appliance/Virtual Host - \$121.25 each
- Network - \$24.25 each
- Printer - \$9.70 each
- 3<sup>rd</sup> Party Advocate - \$97.00 each
- Desktop Monitoring/Updating \$9.70 each
- Complete Help Desk Support \$38.80 each
- Users - \$4.85 each,

in an amount not to exceed \$107,000.00 for the time period of April 1, 2017 through December 31, 2017 for an IT Management Contract.

Ms. Graff seconded. Roll Call: Mr. Kretz, yes; Ms. Graff, yes; and Mr. Roberts, yes.

**TRUSTEE:**

Mr. Roberts and Ms. Graff had nothing.

Mr. Kretz asked about the Safe Routes for Schools project. Discussion occurred regarding: they have turned a map over to a parent committee for review; the Coy Trebein School part of the plan is looking to meet in the next few weeks; that asking for grant money only puts potential money in a pipeline, it doesn’t mean we’d get it quickly – it takes about three (3) years; and that we are looking to apply for grants next year but are talking with MVRPC about getting an Advance for potential grant money; and that we will submit a plan to ODOT this year and then can apply for ODOT funding next year.

Mr. Kretz asked the Township Administrator/Public Safety Director to dust off the Investment Policy – he does not agree that a Trustee should not be involved in the committee and would like to discuss the committee structure. He also said that it is on the Trustees to decide with whom we invest and the need for potential depository agreements.

**FISCAL OFFICER:** Nothing.

**2017-137** Ms. Graff made a motion to Adjourn at 2:12 P.M. Mr. Roberts seconded. Roll Call: Ms. Graff, yes; Mr. Roberts, yes; and Mr. Kretz, yes.

Trustee: \_\_\_\_\_

Fiscal Officer: \_\_\_\_\_