

**BEAVERCREEK TOWNSHIP
AGENDA PACKET
REGULAR TRUSTEES' MEETING
MONDAY MARCH 30, 2015
1:00 P.M.**



Agenda: Pages 2

Administrator: Pages 3-19

- Finance Director Position Pages 3-4
- HR Responsibilities & Authority Policy Pages 5-7
- Lofino Senior Center Discussion Page 8
- 4th of July Spectacular at Rotary Park Discussion Pages 9-10
- Greene County Sheriff's Office Report Pages 10-19

Human Resources: Pages 20-21

- Biweekly Report Pages 20-21

Zoning: Pages 22-23

- Biweekly Report Pages 22-23

Information Technology: Pages 24-26

- Biweekly Report Pages 24-26

Road: Page 27

- Biweekly Report Page 27

Fire: Pages 28-30

- Biweekly Report Pages 28-30

Agenda
Regular Trustees' Meeting
Monday, March 30, 2015, at 1:00 p.m.
At the Fire Administration Building at 851 N. Orchard Lane, Beavercreek, OH 45434

Pledge of Allegiance - Moment of Silence

- Approve Agenda for the March 30, 2015, Meeting
- Approve the April 1, 2015, Payroll in the amount of \$
- Approval of Bills in the amount of \$
- Approval of Minutes:
 - Regular Meeting held March 2, 2015
 - Special Meeting held March 9, 2015
 - Regular Meeting held March 16, 2015
 - Special Meeting held March 23, 2015

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

Old Business: None.

New Business: None.

Administrator:

- Finance Director Position
- HR Responsibilities & Authority Policy
- Lofino Senior Center Discussion
- 4th of July Spectacular at Rotary Park Discussion
- Greene County Sheriff's Office Report

Human Resources:

- Biweekly Report

Zoning:

- Biweekly Report

Information Technology:

- Biweekly Report

Road:

- Biweekly Report

Fire:

- Biweekly Report

Legal Advisor:

Trustees:

Fiscal Officer:

Legal Invoices

Adjourn

Executive Session:

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



BEAVERCREEK TOWNSHIP

1981 Dayton-Xenia Road
Beavercreek, Ohio 45434-7158
(937) 429-4472
(937) 429-5678 Fax

Trustees - Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER: _____
ADOPTION DATE: MARCH 30, 2015

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved for approval of the following:

WHEREAS, the Board of Trustees approved the creation of a Finance Director position on March 16, 2015; and,

WHEREAS, the Board of Trustees approved the Beavercreek Township Organizational Structure creating a Finance Department on March 16, 2015; and,

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved to appoint James Barone as the Finance Director at his current salary and benefit package,

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

APPROVED BY:

THE VOTE WAS AS FOLLOWS:

Carol Graff _____
Tom Kretz _____
Daniel K. Paxson _____

APPROVED BY:

BEAVERCREEK TOWNSHIP TRUSTEES

ATTESTED BY:

Tom Kretz, Chair

Daniel K. Paxson, Vice Chair

Carol Graff, Trustee

Christy L. Ahrens
Fiscal Officer



BEAVERCREEK TOWNSHIP

1981 Dayton-Xenia Road
Beavercreek, Ohio 45434-7158
(937) 429-4472
(937) 429-5678 Fax

Trustees - Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER: _____
ADOPTION DATE: MARCH 30, 2015

WHEREAS, the Board of Trustees of Beaver Creek Township, Greene County, State of Ohio, moved for approval of the following;

WHEREAS, to designate employment positions within Beaver Creek Township that the Board of Trustees classify as Department Heads to be the following:

- Fire Chief
- Road Superintendent
- Information Technology Network Operations Manager
- Finance Director
- Zoning Administrator/Inspector
- Human Resource Manager

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

APPROVED BY:

THE VOTE WAS AS FOLLOWS:

Carol Graff _____
 Tom Kretz _____
 Daniel K. Paxson _____

APPROVED BY:

BEAVERCREEK TOWNSHIP TRUSTEES

Tom Kretz, Chair

Daniel K. Paxson, Vice Chair

Carol Graff, Trustee

ATTESTED BY:

Christy L. Ahrens
Fiscal Officer

**BEAVERCREEK TOWNSHIP, GREENE COUNTY, OHIO
POLICY MANUAL**

Policy Title: Responsibilities of the HR Manager **Approved:** XXXX

Section: **Revised:** XXXX

Number: **Reviewed:** XXXX

PURPOSE: To define the purpose and scope of the respective duties of the Human Resource Manager in the recruitment and selection for Beaver Creek Township and the discipline of all Township employees.

APPLICATION: This policy contains specific guidelines applicable to all Beaver Creek Township employees. The details of procedures for members of the labor groups listed below may be contained in their respective contracts or agreements.

REFERENCE(S): Beaver Creek Township Personnel Policy Manual

POLICY:

SECTION 1: The Human Resource Manager's Role in Discipline

As listed within the job description, the Human Resource Manager is responsible for the personnel management function of Beaver Creek Township, and makes recommendations regarding the recruitment, hiring, training, firing, discipline, compensation, and evaluation of Beaver Creek Township employees. These duties are performed under the direction of the Township Administrator.

1. Every employee is expected to exhibit professional behavior and perform efficient and effective service to the Township. Employees of the Township may be disciplined in accordance with the Beaver Creek Township Personnel Policy Manual. The Township Administrator, Department Head or a Supervisor may issue discipline to the employees within their department.
2. In order to maintain consistency and diplomacy throughout the disciplinary process, the Human Resource Manager will be involved in each step. Prior to discipline being issued, the Supervisor will meet with the Human Resource Manager to discuss the nature and severity of the offense, past practice, any prior disciplinary actions and the level of discipline to be issued. The employee will then be given the appropriate level of discipline by the issuing Supervisor.

SECTION 2: The Human Resource Manager's Role in Recruitment and Selection

Beavercreek Township believes that utilizing the Human Resource Manager in all aspects of hiring qualified individuals to fill positions contributes to the overall success of the organization.

1. In the instance of a vacant, budgeted position within the Township, the Human Resource Manager is responsible for the selection of the right recruitment sources, in addition to creating the advertisement while maintaining the Township's goal of providing an equal employment opportunity to all candidates. Positions are advertised externally based on need and budget requirements. Potential sources are outlined below:

Newspaper advertising

Internet advertising

Retained agency search

Temporary agency

Facebook

LinkedIn

Twitter

2. Upon completion of the advertisement period, the Human Resource Manager will review all applications and/or resumes contained within the applicant pool in order to determine those who have met the minimum qualifications for the position and which candidates should be interviewed for the vacant position.
3. The Human Resource Manager will then determine a hiring panel for the specific position and draft interview questions specific to the position being hired or work with the Township Administrator to determine the hiring panel for the hiring of any Department Head position. Once the initial interviews have been completed, the Human Resource Manager will meet with the Department Head or Township Administrator to discuss the final candidate (s). In some instances, a second interview may be warranted. Once the final candidate (s) has been determined, the Human Resource Manager will make an offer of employment contingent on satisfactory completion of reference checks and criminal/traffic background checks, pre-employment drug and alcohol screen for all safety sensitive positions, and, in some cases, a psychological, medical and/or polygraph examination.

4. Upon designation of a final candidate, the Human Resource Manager will collaborate with the Township Administrator, or in some instances the Department Head, in order to develop an appropriate offer of employment. The final candidate (s) will be presented to the Board of Trustees for hire. The Human Resource Manager will extend a written offer of employment to the candidate.
5. Upon receipt of an offer letter signed by the candidate, the Human Resource Manager will schedule a start date for the employee. On an employee's start date, the employee will complete required paperwork and an orientation with the Human Resource Manager. The new employee's Department Head or supervisor is responsible for providing a department orientation for the new employee.
6. The Township Administrator and the Human Resource Manager will be responsible for position control within the Township in order to maintain accountability and ensure that only budgeted positions are filled. During the budget process, the Human Resource Manager will work with the Township Administrator and the Finance Department to maintain an updated listing of all budgeted positions. All requests for recruitment will be verified against this list in order to ensure position control.

DRAFT

Zaharieff, Alex

From: Kim Farrell <Farrell@beavercreekohio.gov>
Sent: Tuesday, March 24, 2015 8:29 AM
To: Zaharieff, Alex
Subject: Focus Group Meeting

Good Afternoon Alex –

We are going through the process of determining what the community would like to do with the additional space next to the Lofino Senior Center. As you may know, Mr. Lofino donated the adjacent vacant store fronts to the City about 5 years ago. We are ready to move forward with this project and trying to get as much information as we can. We have completed a statistically valid survey, a written/online survey, open forum and some focus groups. We are using Brandstetter Carrol to lead this. Mr. Pat Hoagland will be in town next Thursday, April 2. I would like to invite the Township Trustees to meet with him and share their thoughts. Mr. Hoagland will be available beginning at 11am. I have a slot open at 11am and 12pm. Would you ask the trustees if they would like to attend and what time they could make it? We are trying to stay away from having them all there at the same time due to the sunshine laws. So I will let you handle attendance. If you could let me know by next Monday, I would appreciate it.

Kim Farrell, CPRP
Interim Parks Superintendent
Recreation Program Supervisor
City of Beavercreek
789 Orchard Lane
Beavercreek, OH 45434
P (937) 427-5514
F (937) 431-5023
farrell@beavercreekohio.gov

Zaharieff, Alex

From: Kim Farrell <Farrell@beavercreekohio.gov>
Sent: Wednesday, March 18, 2015 3:40 PM
To: Zaharieff, Alex
Cc: bobvic Darden; Karen And Ernie
Subject: 4th of July

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon Alex –

We are the midst of planning out our 4th of July Spectacular at Rotary Park. The events in Rotary Park are planned for Saturday, July 4th, starting approximately at 7pm. The Band of Flight will perform for 1½ hours, we'll have bounce house apparatus', food trucks and of course fireworks at 10pm.

As part of this event, we'd like to have Team Fastrax, a professional skydiving team, land in Rotary Park to kick off our celebration. They have performed at thousands of events, including stadiums, Pearl Harbor, Pentagon, and Independence Hall in Philadelphia.

Fastrax is requesting a letter on Beaver Creek Township letterhead and signed, stating: *"We authorize Team Fastrax to perform skydiving operations and land on our property on July 4, 2015 between 1830 – 1930."*

You can either email me a copy of the letter or mail it and I will get it to them.

Thank you

Kim Farrell, CPRP
Interim Parks Superintendent
Recreation Program Supervisor
City of Beavercreek
789 Orchard Lane
Beavercreek, OH 45434
P (937) 427-5514
F (937) 431-5023
farrell@beavercreekohio.gov



BEAVERCREEK TOWNSHIP

1981 Dayton-Xenia Road
Beavercreek, Ohio 45434-7158
(937) 429-4472
(937) 429-5678 Fax

Trustees - Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

March 30, 2015

City of Beavercreek
1368 Research Park Drive
Beavercreek, Ohio 45432

RE: 4th of July Spectacular at Rotary Park
Team Fastrax

To Whom it May Concern:

Pursuant to a specific request by the City of Beavercreek, the Board of Trustees of Beavercreek Township do hereby authorize Team Fastrax to perform skydiving operations and land on our property on July 4, 2015 between the hours of 18:30 and 19:30 as part of the City of Beavercreek's 4th of July Spectacular. By authorizing Team Fastrax to land on our property, the Beavercreek Township Board of Trustees does not waive any rights or defenses available to it in the event of any claim against it by any party.

Sincerely,

Alex Zaharieff
Beavercreek Township Administrator
On Behalf of the Board of Trustees

Greene County Sheriff's Office
Incident Analysis - Beavercreek Twp

<u>Incident Type</u>	<u>Incident Date And Time</u>	<u>Incident Number</u>
Alarm - Business/Bank	03/11/2015 22:19:31	2015-00007485
Alarm - Business/Bank	03/11/2015 23:32:14	2015-00007501
Alarm - Business/Bank	03/12/2015 00:00:23	2015-00007504
Alarm - Business/Bank	03/13/2015 21:07:48	2015-00007750
Alarm - Business/Bank	03/14/2015 01:21:18	2015-00007772
Alarm - Business/Bank	03/14/2015 16:45:21	2015-00007847
Alarm - Business/Bank	03/15/2015 23:50:07	2015-00008002
Alarm - Business/Bank	03/17/2015 02:02:23	2015-00008135
Alarm - Business/Bank	03/20/2015 18:21:38	2015-00008647
Alarm - Business/Bank	03/20/2015 21:33:33	2015-00008662
		Type Totals: 10
Alarm - Holdup/Panic	03/11/2015 19:23:45	2015-00007459
		Type Totals: 1
Alarm - Residential	03/18/2015 10:38:28	2015-00008348
Alarm - Residential	03/21/2015 11:57:58	2015-00008745
Alarm - Residential	03/23/2015 14:20:01	2015-00008980
		Type Totals: 3
Animal Complaint	03/16/2015 15:26:24	2015-00008084
		Type Totals: 1
Assault	03/18/2015 15:13:30	2015-00008396
		Type Totals: 1
Assist	03/15/2015 00:59:24	2015-00007888
Assist	03/20/2015 03:25:09	2015-00008585
Assist	03/21/2015 14:32:46	2015-00008759
Assist	03/23/2015 09:58:28	2015-00008951
		Type Totals: 4
Business Check	03/11/2015 09:55:38	2015-00007367
Business Check	03/11/2015 09:57:19	2015-00007370
Business Check	03/11/2015 10:00:23	2015-00007372
Business Check	03/11/2015 10:05:27	2015-00007373
Business Check	03/11/2015 10:07:13	2015-00007374
Business Check	03/11/2015 10:10:18	2015-00007375
Business Check	03/11/2015 10:16:59	2015-00007378
Business Check	03/11/2015 10:18:51	2015-00007380
Business Check	03/11/2015 10:31:54	2015-00007382
Business Check	03/11/2015 11:52:06	2015-00007388
Business Check	03/11/2015 13:59:51	2015-00007410
Business Check	03/11/2015 14:39:47	2015-00007419
Business Check	03/11/2015 14:45:33	2015-00007421
Business Check	03/11/2015 14:48:17	2015-00007422
Business Check	03/11/2015 14:49:29	2015-00007424

Business Check	03/11/2015 14:50:44	2015-00007426
Business Check	03/11/2015 14:51:48	2015-00007427
Business Check	03/11/2015 14:52:54	2015-00007428
Business Check	03/11/2015 14:54:17	2015-00007430
Business Check	03/11/2015 21:06:08	2015-00007468
Business Check	03/11/2015 21:45:00	2015-00007479
Business Check	03/12/2015 00:18:29	2015-00007505
Business Check	03/12/2015 01:54:19	2015-00007514
Business Check	03/12/2015 01:58:08	2015-00007516
Business Check	03/12/2015 02:01:21	2015-00007518
Business Check	03/12/2015 02:32:49	2015-00007523
Business Check	03/12/2015 04:33:20	2015-00007527
Business Check	03/12/2015 21:24:31	2015-00007602
Business Check	03/12/2015 23:08:57	2015-00007618
Business Check	03/12/2015 23:27:34	2015-00007621
Business Check	03/13/2015 00:13:54	2015-00007624
Business Check	03/13/2015 01:43:47	2015-00007646
Business Check	03/13/2015 02:38:51	2015-00007653
Business Check	03/13/2015 03:39:05	2015-00007660
Business Check	03/13/2015 10:02:07	2015-00007684
Business Check	03/13/2015 10:49:10	2015-00007694
Business Check	03/13/2015 11:38:59	2015-00007705
Business Check	03/13/2015 20:15:59	2015-00007741
Business Check	03/13/2015 20:30:58	2015-00007744
Business Check	03/14/2015 01:19:09	2015-00007771
Business Check	03/14/2015 09:59:11	2015-00007805
Business Check	03/14/2015 10:10:05	2015-00007806
Business Check	03/14/2015 20:18:10	2015-00007862
Business Check	03/14/2015 20:39:28	2015-00007866
Business Check	03/16/2015 09:27:10	2015-00008043
Business Check	03/16/2015 21:06:28	2015-00008102
Business Check	03/16/2015 22:17:16	2015-00008108
Business Check	03/17/2015 00:32:29	2015-00008123
Business Check	03/17/2015 00:39:30	2015-00008125
Business Check	03/17/2015 01:57:48	2015-00008132
Business Check	03/17/2015 02:31:14	2015-00008143
Business Check	03/17/2015 04:32:13	2015-00008173
Business Check	03/17/2015 08:55:22	2015-00008189
Business Check	03/17/2015 22:41:32	2015-00008266
Business Check	03/17/2015 22:44:01	2015-00008267
Business Check	03/17/2015 22:57:57	2015-00008271
Business Check	03/18/2015 02:07:51	2015-00008300
Business Check	03/18/2015 03:00:51	2015-00008305
Business Check		

	03/18/2015 03:35:30	2015-00008309
Business Check	03/18/2015 21:38:37	2015-00008422
Business Check	03/19/2015 01:43:03	2015-00008450
Business Check	03/19/2015 03:41:56	2015-00008472
Business Check	03/19/2015 03:43:10	2015-00008473
Business Check	03/19/2015 03:44:22	2015-00008474
Business Check	03/19/2015 03:49:21	2015-00008475
Business Check	03/19/2015 03:51:33	2015-00008476
Business Check	03/19/2015 03:52:32	2015-00008477
Business Check	03/19/2015 03:57:19	2015-00008478
Business Check	03/19/2015 08:55:31	2015-00008490
Business Check	03/19/2015 10:53:54	2015-00008510
Business Check	03/19/2015 13:42:43	2015-00008528
Business Check	03/19/2015 19:36:14	2015-00008556
Business Check	03/20/2015 13:31:22	2015-00008625
Business Check	03/20/2015 13:39:24	2015-00008627
Business Check	03/20/2015 13:40:42	2015-00008628
Business Check	03/21/2015 03:19:12	2015-00008715
Business Check	03/21/2015 03:34:14	2015-00008716
Business Check	03/21/2015 03:40:06	2015-00008718
Business Check	03/21/2015 10:22:56	2015-00008741
Business Check	03/21/2015 12:50:44	2015-00008749
Business Check	03/21/2015 16:47:09	2015-00008767
Business Check	03/21/2015 16:50:54	2015-00008769
Business Check	03/21/2015 16:56:18	2015-00008770
Business Check	03/21/2015 16:57:37	2015-00008771
Business Check	03/21/2015 16:58:32	2015-00008772
Business Check	03/21/2015 16:59:31	2015-00008773
Business Check	03/21/2015 17:01:44	2015-00008774
Business Check	03/21/2015 22:04:04	2015-00008795
Business Check	03/21/2015 22:08:27	2015-00008797
Business Check	03/21/2015 22:14:32	2015-00008799
Business Check	03/21/2015 22:21:00	2015-00008800
Business Check	03/22/2015 02:05:42	2015-00008817
Business Check	03/22/2015 03:56:10	2015-00008820
Business Check	03/22/2015 10:07:57	2015-00008840
Business Check	03/22/2015 10:10:25	2015-00008841
Business Check	03/22/2015 10:15:15	2015-00008842
Business Check	03/22/2015 10:23:58	2015-00008844
Business Check	03/22/2015 10:32:47	2015-00008845
Business Check	03/22/2015 10:35:19	2015-00008847
Business Check	03/22/2015 13:31:45	2015-00008862
Business Check	03/22/2015 16:06:52	2015-00008875
Business Check		

	03/22/2015 16:22:23	2015-00008878
Business Check	03/22/2015 16:28:54	2015-00008879
Business Check	03/22/2015 21:42:36	2015-00008888
Business Check	03/22/2015 22:18:20	2015-00008892
Business Check	03/23/2015 00:07:39	2015-00008902
Business Check	03/23/2015 00:55:03	2015-00008911
Business Check	03/23/2015 01:00:00	2015-00008912
Business Check	03/23/2015 02:30:03	2015-00008924
Business Check	03/24/2015 03:09:07	2015-00009040
Business Check	03/24/2015 03:58:05	2015-00009042
Business Check	03/24/2015 10:24:17	2015-00009070
Business Check	03/24/2015 10:45:18	2015-00009073
Business Check	03/24/2015 13:32:13	2015-00009090
		Type Totals: 114
Crash - Property Damage	03/17/2015 18:56:24	2015-00008244
		Type Totals: 1
Criminal Damaging	03/20/2015 19:54:02	2015-00008655
Criminal Damaging	03/21/2015 06:52:24	2015-00008722
Criminal Damaging	03/21/2015 07:44:44	2015-00008727
Criminal Damaging	03/21/2015 08:16:45	2015-00008729
Criminal Damaging	03/24/2015 18:36:42	2015-00009121
		Type Totals: 5
Dead Body	03/22/2015 17:30:51	2015-00008882
		Type Totals: 1
Deliver Message	03/21/2015 18:48:57	2015-00008777
		Type Totals: 1
Detail - Other	03/21/2015 08:55:35	2015-00008734
Detail - Other	03/22/2015 09:01:33	2015-00008833
		Type Totals: 2
Detail - School	03/11/2015 07:50:39	2015-00007348
		Type Totals: 1
Disabled Vehicle	03/13/2015 16:46:06	2015-00007735
Disabled Vehicle	03/16/2015 19:18:30	2015-00008093
Disabled Vehicle	03/21/2015 14:02:30	2015-00008755
Disabled Vehicle	03/22/2015 08:39:37	2015-00008830
		Type Totals: 4
Disturbance	03/12/2015 11:54:22	2015-00007557
		Type Totals: 1
Domestic Violence	03/20/2015 14:15:01	2015-00008634
		Type Totals: 1
Extra Patrol	03/18/2015 16:36:47	2015-00008404
Extra Patrol	03/19/2015 16:50:33	2015-00008548
Extra Patrol	03/19/2015 19:48:21	2015-00008558

Extra Patrol	03/19/2015 23:20:49	2015-00008568
Extra Patrol	03/20/2015 01:27:13	2015-00008582
Extra Patrol	03/20/2015 01:36:45	2015-00008583
Extra Patrol	03/20/2015 07:31:09	2015-00008596
Extra Patrol	03/22/2015 00:26:32	2015-00008808
Extra Patrol	03/24/2015 16:40:30	2015-00009120
		Type Totals: 9
Follow Up	03/12/2015 12:09:04	2015-00007558
Follow Up	03/12/2015 12:37:06	2015-00007566
Follow Up	03/18/2015 13:08:49	2015-00008376
Follow Up	03/21/2015 09:53:06	2015-00008739
Follow Up	03/23/2015 22:28:23	2015-00009001
		Type Totals: 5
Fraud/Forgery	03/17/2015 09:20:03	2015-00008196
		Type Totals: 1
House Check	03/11/2015 08:10:00	2015-00007349
House Check	03/11/2015 08:22:06	2015-00007352
House Check	03/11/2015 08:55:50	2015-00007354
House Check	03/11/2015 09:03:07	2015-00007358
House Check	03/11/2015 12:53:06	2015-00007397
House Check	03/11/2015 12:57:32	2015-00007398
House Check	03/11/2015 21:15:25	2015-00007471
House Check	03/11/2015 21:21:56	2015-00007473
House Check	03/11/2015 23:59:51	2015-00007503
House Check	03/12/2015 02:11:45	2015-00007520
House Check	03/12/2015 02:23:30	2015-00007522
House Check	03/12/2015 11:23:09	2015-00007550
House Check	03/12/2015 12:22:42	2015-00007562
House Check	03/12/2015 12:35:01	2015-00007564
House Check	03/12/2015 12:42:15	2015-00007567
House Check	03/12/2015 12:56:48	2015-00007569
House Check	03/12/2015 20:58:36	2015-00007596
House Check	03/12/2015 21:04:55	2015-00007598
House Check	03/12/2015 21:39:31	2015-00007604
House Check	03/13/2015 00:24:50	2015-00007625
House Check	03/13/2015 00:30:08	2015-00007626
House Check	03/13/2015 02:15:20	2015-00007650
House Check	03/13/2015 08:28:24	2015-00007667
House Check	03/13/2015 11:30:07	2015-00007702
House Check	03/13/2015 11:35:28	2015-00007704
House Check	03/13/2015 14:34:40	2015-00007721
House Check	03/13/2015 14:52:53	2015-00007725
House Check	03/14/2015 11:20:40	2015-00007813

House Check	03/14/2015 19:47:13	2015-00007856
House Check	03/14/2015 21:05:49	2015-00007869
House Check	03/16/2015 08:03:22	2015-00008026
House Check	03/16/2015 08:12:10	2015-00008028
House Check	03/16/2015 09:02:50	2015-00008038
House Check	03/16/2015 09:14:04	2015-00008041
House Check	03/16/2015 11:32:15	2015-00008055
House Check	03/16/2015 11:39:10	2015-00008057
House Check	03/16/2015 18:21:28	2015-00008089
House Check	03/16/2015 19:53:48	2015-00008098
House Check	03/16/2015 19:58:57	2015-00008099
House Check	03/17/2015 02:21:04	2015-00008137
House Check	03/17/2015 02:24:45	2015-00008140
House Check	03/17/2015 03:24:03	2015-00008157
House Check	03/17/2015 14:39:55	2015-00008230
House Check	03/17/2015 15:20:40	2015-00008234
House Check	03/17/2015 15:42:51	2015-00008237
House Check	03/17/2015 19:56:22	2015-00008250
House Check	03/17/2015 19:59:45	2015-00008251
House Check	03/17/2015 22:22:36	2015-00008258
House Check	03/17/2015 22:27:20	2015-00008261
House Check	03/18/2015 01:49:47	2015-00008298
House Check	03/18/2015 01:55:33	2015-00008299
House Check	03/18/2015 10:26:13	2015-00008345
House Check	03/18/2015 11:54:13	2015-00008363
House Check	03/18/2015 12:28:54	2015-00008367
House Check	03/19/2015 00:56:58	2015-00008444
House Check	03/19/2015 01:02:39	2015-00008447
House Check	03/19/2015 03:23:28	2015-00008470
House Check	03/19/2015 13:55:32	2015-00008531
House Check	03/19/2015 14:00:10	2015-00008534
House Check	03/20/2015 11:33:04	2015-00008612
House Check	03/20/2015 12:29:08	2015-00008621
House Check	03/20/2015 19:34:23	2015-00008653
House Check	03/20/2015 19:49:54	2015-00008654
House Check	03/21/2015 03:10:56	2015-00008714
House Check	03/21/2015 10:32:02	2015-00008742
House Check	03/21/2015 12:30:48	2015-00008747
House Check	03/21/2015 12:35:03	2015-00008748
House Check	03/21/2015 21:36:54	2015-00008788
House Check	03/21/2015 21:53:20	2015-00008793
House Check	03/22/2015 01:07:29	2015-00008812
House Check	03/22/2015 01:13:23	2015-00008814
House Check		

	03/22/2015 01:16:58	2015-00008815
House Check	03/22/2015 08:04:32	2015-00008826
House Check	03/22/2015 13:11:46	2015-00008861
House Check	03/22/2015 14:51:37	2015-00008868
House Check	03/22/2015 14:57:27	2015-00008869
House Check	03/22/2015 15:10:13	2015-00008870
House Check	03/22/2015 21:51:44	2015-00008889
House Check	03/22/2015 21:57:01	2015-00008890
House Check	03/22/2015 22:11:45	2015-00008891
House Check	03/23/2015 02:12:12	2015-00008922
House Check	03/23/2015 03:21:39	2015-00008932
House Check	03/24/2015 01:35:50	2015-00009023
House Check	03/24/2015 02:10:57	2015-00009035
House Check	03/24/2015 08:53:42	2015-00009056
House Check	03/24/2015 12:51:06	2015-00009082
House Check	03/24/2015 12:59:39	2015-00009083
House Check	03/24/2015 16:20:14	2015-00009113
House Check	03/24/2015 16:24:28	2015-00009115
House Check	03/24/2015 16:29:31	2015-00009118
		Type Totals: 90
Juvenile Complaint	03/15/2015 02:09:00	2015-00007896
Juvenile Complaint	03/21/2015 22:26:04	2015-00008801
		Type Totals: 2
Lockout Assistance	03/17/2015 20:21:47	2015-00008254
		Type Totals: 1
Radar/Lidar Post	03/17/2015 12:28:00	2015-00008219
Radar/Lidar Post	03/25/2015 07:25:27	2015-00009168
Radar/Lidar Post	03/25/2015 08:29:37	2015-00009180
		Type Totals: 3
Radar/Lidar Request	03/12/2015 08:22:18	2015-00007535
		Type Totals: 1
Request Officer	03/12/2015 11:37:32	2015-00007555
Request Officer	03/18/2015 07:03:23	2015-00008320
Request Officer	03/22/2015 03:55:45	2015-00008821
Request Officer	03/23/2015 20:20:13	2015-00008995
Request Officer	03/24/2015 20:46:29	2015-00009129
		Type Totals: 5
Solicitor	03/18/2015 12:29:07	2015-00008369
		Type Totals: 1
Street / Road Obstruction	03/25/2015 08:39:10	2015-00009183
		Type Totals: 1
Suspicious Person	03/11/2015 23:21:04	2015-00007496
Suspicious Person	03/18/2015 14:34:00	2015-00008391

		Type Totals: 2
Suspicious Vehicle	03/13/2015 02:03:15	2015-00007649
Suspicious Vehicle	03/15/2015 01:12:35	2015-00007889
Suspicious Vehicle	03/16/2015 00:39:01	2015-00008003
Suspicious Vehicle	03/17/2015 00:45:51	2015-00008126
Suspicious Vehicle	03/18/2015 14:50:56	2015-00008394
Suspicious Vehicle	03/19/2015 10:31:06	2015-00008507
Suspicious Vehicle	03/20/2015 20:31:46	2015-00008657
Suspicious Vehicle	03/20/2015 22:38:34	2015-00008675
Suspicious Vehicle	03/21/2015 02:07:26	2015-00008706
Suspicious Vehicle	03/21/2015 23:19:14	2015-00008805
Suspicious Vehicle	03/22/2015 12:44:54	2015-00008859
Suspicious Vehicle	03/22/2015 23:40:27	2015-00008897
		Type Totals: 12
Test Call	03/24/2015 11:01:51	2015-00009077
		Type Totals: 1
Theft	03/16/2015 09:35:16	2015-00008044
Theft	03/20/2015 04:05:27	2015-00008589
Theft	03/23/2015 09:58:12	2015-00008954
		Type Totals: 3
Traffic Stop	03/11/2015 11:26:34	2015-00007384
Traffic Stop	03/11/2015 13:44:25	2015-00007405
Traffic Stop	03/11/2015 14:38:10	2015-00007417
Traffic Stop	03/12/2015 20:31:16	2015-00007595
Traffic Stop	03/13/2015 02:39:27	2015-00007654
Traffic Stop	03/13/2015 12:12:04	2015-00007710
Traffic Stop	03/15/2015 01:36:57	2015-00007893
Traffic Stop	03/15/2015 17:40:21	2015-00007968
Traffic Stop	03/16/2015 08:40:26	2015-00008033
Traffic Stop	03/16/2015 10:59:35	2015-00008053
Traffic Stop	03/17/2015 08:18:06	2015-00008185
Traffic Stop	03/17/2015 11:14:49	2015-00008209
Traffic Stop	03/17/2015 13:25:07	2015-00008223
Traffic Stop	03/17/2015 14:53:58	2015-00008231
Traffic Stop	03/17/2015 15:21:35	2015-00008235
Traffic Stop	03/17/2015 15:49:35	2015-00008238
Traffic Stop	03/17/2015 20:36:04	2015-00008255
Traffic Stop	03/18/2015 10:45:48	2015-00008349
Traffic Stop	03/18/2015 11:11:14	2015-00008356
Traffic Stop	03/18/2015 11:43:35	2015-00008362
Traffic Stop	03/18/2015 12:42:59	2015-00008370
Traffic Stop	03/18/2015 13:02:32	2015-00008373
Traffic Stop	03/18/2015 13:15:04	2015-00008377

Traffic Stop	03/20/2015 13:50:30	2015-00008630
Traffic Stop	03/20/2015 22:58:05	2015-00008679
Traffic Stop	03/20/2015 23:48:11	2015-00008681
Traffic Stop	03/22/2015 12:14:54	2015-00008855
Traffic Stop	03/22/2015 15:33:37	2015-00008874
Traffic Stop	03/25/2015 11:48:42	2015-00009199
		Type Totals: 29
Vehicle Maintenance	03/19/2015 08:23:09	2015-00008482
Vehicle Maintenance	03/19/2015 09:31:43	2015-00008496
		Type Totals: 2
Warrant	03/15/2015 21:23:54	2015-00007991
Warrant	03/23/2015 12:44:57	2015-00008971
		Type Totals: 2
Weapons / Shots Fired	03/14/2015 12:33:52	2015-00007822
		Type Totals: 1
Welfare Check	03/13/2015 12:58:31	2015-00007712
		Type Totals: 1

3/25/2015 1:22:37 PM

**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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



BI-WEEKLY ACTIVITY REPORT

March 30, 2015

JOB TASKS:

1. 3 Workers' Compensation claim for 2015
3 claims filed in 2014
2. Prepare bi-weekly report
3. Review bills
4. Work with labor attorney on multiple issues
5. Work on multiple insurance billing issues
6. Work on non-work related injuries
7. Order SHRM educational materials
8. Review testing results; communicate with provider on same
9. Work on personnel matters
10. Review results for full time candidate
11. Work on FCE
12. Work on BWC appeal
13. Work on BWC paperwork
14. Prepare HR policy
15. Review flex time policy
16. Work on insurance renewal
17. Conduct research for Alan Stock
18. Review results of random screenings
19. Assist Alan Stock with employment issues



**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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

20. Work on FMLA issues

21. Work on unemployment matter (s)

MEETINGS AND OTHER ACTIVITIES:

Meet with the TA on multiple issues
Meet with Chief VandenBos on multiple issues
Attend staff meeting
Attend meeting with Alan Stock
Meet with employee on hiring process
Meet with employee on potential use of FMLA
Attend meeting with the Board of Trustees
Attend special Board meeting
Meet with employee on FCE

NEEDS: None at this time.

BEAVERCREEK TOWNSHIP**ZONING DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434

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

**BI-WEEKLY REPORT****FOR THE TRUSTEES MEETING OF MONDAY, MARCH 30, 2015****ACTIVITY FROM THU. MARCH 12 THROUGH WED. MARCH 25, 2015****PERMITS:** No Zoning Permits were issued during this two-week period.

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

	<u>2014</u>	<u>2015</u>
Single family dwellings/driveways	10/10	09/08
Additions	0	0
Fences	5	2
Pools (including fence)	0	2
Signs	0	1
Rights of Way	1	0
Accessory Decks & Covered Patio	0	0
Accessory Structures	0	2
Commercial Structures	0	0
Commercial Addition	0	0
Commercial Accessory Structures	0	0
Temporary Tents (permits/ # of tents)	0	2/5
Agricultural Exemption Certificate	0	1
Use Compliance Certificates	0	0
Cell Tower Co-location	0	0
Temporary Use Permits (Real Estate Sales)	0	0
Political Signs	1	0
Total (including driveways)	27	27

PENDING: One Agricultural Exemption, one Specific Site Plan application, one residential deck, one PUD Conditional Use Application and four Single Family Dwellings.

BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT

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



MEETINGS/OTHER ACTIVITIES:

1. Consulted with applicant/engineer for Specific Site Plan application at River Reserve.
2. Consulted with owners, legal counsel, Zoning Commission Chair and Township Administrator re: PUD Conditional Use Application from Valley Springs Farm.
3. Corresponded with UD faculty & students re: participation as mentor to an Environmental Studies class.
4. Continued work on annual update of Zoning Map and Zoning Resolution Text for submission to Greene County Recorder.
5. Continued work on Highway Business District Overlay; several discussions with Township Administrator.
6. Completed work on new Zoning Department Fee Schedule. Presented Resolution to Trustees at Meeting of March 16, 2015.
7. Spoke with RPCC Exec. Dir. re: Open Space Committee, Bexley 3A, River Reserve and Claiborne Greens Section 2.
8. Attended RPCC Staff Review Meeting on 3-12-15 re: Claiborne Greens Section 2.
9. Wrote public notice; consulted with owner, legal counsel and Sugarcreek Township Zoning Administrator; prepared and distributed packets for BZA meeting/public hearing for 3/18/15.
10. Attended Trustees' Regular Meeting 3-16-15.
11. Attended RPCC Executive Committee Meeting 3-17-15.
12. Attended BZA Meeting /Public Hearing 3-18-15.
13. Attended B-W Greenways Community Land Trust Annual Meeting 3-19-15.
14. Attended Trustees' Special Meeting 3-23-15.
15. Attended RPCC full Commission meeting 3-24-15.
16. Wrote public notice, prepared and distributed packets for Zoning Commission Meeting to take place April 2, 2015.
17. Met with SWCD, Ryan Homes and Twp. Road Dept. at Bexley Hills 3A.
18. Attended Township Administrator's Staff Meeting 3-25-15.

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

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



Bi-Weekly Report
Mar 20, 2015
(16 - 20 Mar 15)

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.

IT Projects/Management:

- Public Records Request
 - Searched Barracuda Mail archiver per request
 - Created PDF with all related emails and attachments
- Developing plan for Township phone system
 - Working with TA, department heads and related vendors
- Greene County Hosted New World seminar in station 61 training room
 - Setup room for presentation—tables, audio/video equipment
 - Created temp network account for presenter
 - Assisted downloading and accessing their presentations
- Gathering information for the IT Departments Annual Report—Completed
- Still working with vendors on pricing for Tech refresh of iPads
- Research and deploy video conferencing between all Fire Stations (in-work)
 - Need to coordinate test with Fire Department
 - May need to purchase additional bandwidth dependant on test results.
- Upgrade Citrix environment (in-work)
 - Configuring Storefront servers for remote access
- Move projector from Trustee Meeting Rm. to Fire Admin meeting room. (hold)
- Equipment Inventory, Surplus (Gov Deals) and Repurpose IT equipment (hold)
 - Decommission old mail server and domain controller
- Hot/Warm site planning, station 64(hold)
 - Move equipment (old SAN and Citrix Host Servers)

Network Administration:

- Patched /Rebooted server
- VNX5300 SAN (Township's Main Data Repository)
 - Updated drive firmware afterhours, post checks ok, no errors noted
 - Updated VNX operating system afterhours, post checks ok, no errors noted

BEAVERCREEK TOWNSHIP

INFORMATION TECHNOLOGY DEPARTMENT

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



- Multi-Path errors on Citrix Cloud cleared
- Social Media—Website, Facebook, Twitter
 - Updated and patched Township & Fire websites
 - Edited/Posted Trustees meetings to YouTube
 - Posted 56th anniversary of 1959 tragic train accident on Factory Rd
 - Updated meeting notices/cancellations
 - We now have 68 Facebook and 10 Twitter followers
- Verified Backups are current and running
- Reviewed Span/Web filters for intrusions.
 - Deleted/Whitelisted as appropriate

Meetings:

- TSG—Meet with TCG to get pricing on relocating TWP phones to Orchard Ln
 - In work
- Ohio Valley Audio—Walk thru for price quote on moving audio recording equipment to training room
 - In work
- Department Heads meeting
- Board of Trustees Special Mtg 23 Mar 2015

Training:

- Citrix Master Class—XenDesktop 7.6

Purchases:

- None this period

Miscellaneous:

- **Facebook**—we are currently only reaching a small fraction of Facebook account holders. They do offer options to reach out and touch considerably more individuals, see below:
 - For \$1 per post (per day you want boosted)
 - Age: 18 - 65+
 - Est. People Reached 1,100 - 2,900 of 340,000
 - Location: United States: Beaver Creek (+25 mi) Ohio
 - For \$5 per post (per day you want boosted)
 - Age: 18 - 65+
 - Est. People Reached 2,100 - 5,400 of 340,000
 - Location: United States: Beaver Creek (+25 mi) Ohio

**BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT**

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



- Payable via credit card or PayPal

I look forward to meeting with you at the 30 Mar meeting and answering any questions/concerns you may have on the preceding information. In the meantime, if you have any questions you can contact me via email or my cell @ 937.212.1379

Jeff Terry | Information Technology
Beaver creek Township
937.306.5049

BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT

March 26, 2015

Calls for Service:

Accomplishment/Information:

- Attended Staff meeting
- Meeting with Administrator and Greene County Sanitary on Factory road
- Meeting with Greene County Engineer on easements for drainage complaints
- Working on building modification- pricing
- Annual report
- MS4 report to Sanitary for EPA reporting
- Checking on developments-
 - Bexley Hills 3A- working on erosion control issues
 - Spring Ridge 3A- began sewer and storm pipe installation
- 1 Burials- total of 10 for year
- Finished repairing lights in Valley Road Tunnel
- Finished sweeping cycle
- Finished sign reflectivity inspections
- Began working on catch basin replacements in Stonehill Village
- Energy Audit information- awaiting final report due March 27
- Continued working on replacement for bucket truck- working on rental options- waiting on City rental option and checking if any other jurisdiction is interested in cost sharing
- Updated pricing for water line- awaiting results and additional pricing
- Ditch project Beaver Valley/Hunter Point- working on brush clearing as weather permits

Awareness Items:

- Water line upgrade Rotary park

FIRE DEPARTMENT AGENDA ITEMS

To: **Alex Zaharieff, Township Administrator**
From: **David VandenBos**
Date: **12 March 2015**
Re: **Agenda Items for 16 March 2015 Trustees' Meeting**

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

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

BI-WEEKLY DEPARTMENT ACTIVITY REPORT**1) Bi-weekly department activity report**

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

- a) **Senior Staff Meeting:** Senior staff met to discuss items of interest for the fire department, including overtime scheduling and order-ins and the City's consulting study.
- b) **Standards of Cover:** The standards of cover workgroup completed an initial review and update of the speed limits on roads throughout the city and township. This information is critical for accurate response time modeling through GIS. They also completed several timed travel trials to assist in time model calibration.
- c) **Auxiliary:** The fire chief and auxiliary team leaders met to begin formally reorganizing the auxiliary into its new components, including the addition of CERT and communication and support functions. The auxiliary also held its regular monthly meeting to share information from the team leaders' meeting. Two new members have completed their required HIPAA training.
- d) **CERT:** CERT training has been scheduled for Saturdays June 6 and 13.
- e) **False Alarm Policy:** Fire Prevention staff has completed a policy for fire alarm registration and charging for excessive false alarms. The policy is designed to address alarm registration, responsible ownership and maintenance of systems, and penalties for excessive alarms. Originally scheduled to be presented at the 30 March meeting, it has been delayed by two weeks to allow time to complete exhibits of the letters that will be provided to system owners.
- f) **Special Response Project:** FF Bayes has completed the long-lane and special access portion of this project. He has begun working on fire hydrant location identification and verification. This will allow information regarding fire hydrant flow capacity to be included in the fire department's map book and through its mobile data terminals.
- g) **Time and Attendance Software:** Fire administration has provided OSL with all requested information regarding rates, employees and pay codes. OSL is scheduled to be on-site next week (30 March through 3 April).
- h) **Post Incident Review:** A post-incident review was completed for a pediatric seizure call.
- i) **Major Trainings** The fire department completed its live burn exercise on Swigart Road. The focus of this training was demonstration of flow-path, and the effects of ventilation (both controlled and uncontrolled) have on fire growth and spread. A summary of that training is being prepared for the police department and sheriff's office.
- j) **Public Education Events:** The fire department had the following interactions with the community during the past two weeks:
 - i) Station 62 5K run
 - ii) Station 63 Car seat check

BI-WEEKLY DEPARTMENT ACTIVITY REPORT

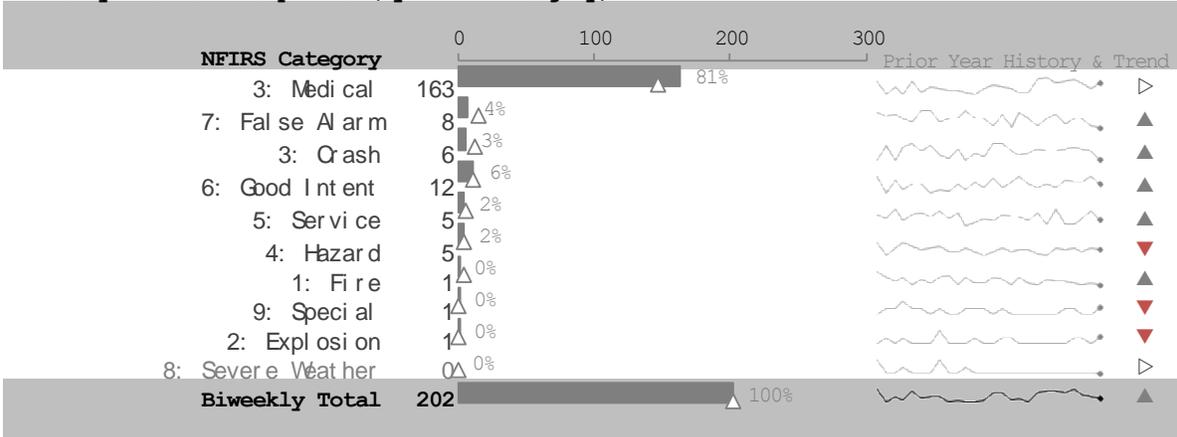
k) Community Room Usage: The Station 61 Meeting Room was use by the following groups during the past two weeks:

- i) GCARES License Class
- ii) Greene County Tea Party
- iii) Dayton Model Investment Club
- iv) Freedom Caucus
- v) Investors Business Daily
- vi) New World Ohio Users' Group

l) Activity Summary(previous 2 weeks)

Fire Department Activity Ending: 2015-03-26

Biweekly Incident Responses (by NFIRS Category)



Biweekly Training Hours (by BTFD Category)

