

**BEAVERCREEK TOWNSHIP
AGENDA PACKET
REGULAR TRUSTEES' MEETING
MONDAY APRIL 25, 2016
1:00 P.M.**



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Administrator: Pages 4-22

- Board and Commission Policy Pages 4-13
- CCN Partnership Agreement Pages 14-15
- Greene County Sheriff's Office: Pages 16-22

Finance: Pages 23-24

- Biweekly Report

Human Resources: Pages 25-31

- BWC Group Rating Pages 25-29
- Biweekly Report Pages 30-31

Zoning: Pages 32-35

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Information Technology: Pages 36-37

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Road: Pages 38-65

- Library Roof Replacement Pages 38-63
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Fire: Pages 66-70

- UPDATED: Purchase Request for Blue Card Training Pages 66-67
- Biweekly Report Pages 68-70

Agenda

Regular Trustees' Meeting

Monday, April 25, 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 April 25, 2016, Meeting
- Approve the April 27, 2016, Payroll in the amount of \$
- Approval of Bills in the amount of \$106,507.26 +
- Approval of Minutes:
 - Regular Meeting held April 11, 2016
 - Special Meeting held April 15, 2016

Prescheduled Speaker:

- Greene County Sheriff's Office

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

Old Business:

- None.

New Business:

- None.

Administrator:

- Board and Commission Policy
- CCN Partnership Agreement
- Greene County Sheriff's Office Biweekly Report
- Request to Schedule Special Meeting:
 - Secondary Emergency Access

Finance:

- Biweekly Report

Human Resources:

- BWC Group Rating Discussion
- Youth Works
- Biweekly Report

Zoning:

- Biweekly Report

Information Technology:

- Biweekly Report

Road:

- Library Roof Replacement
- Hiring Summer Seasonal
- Biweekly Report

Fire:

- UPDATED: Purchase Request for Blue Card Training
- Biweekly Report

Legal Advisor:

Trustees:

Fiscal Officer:

(continued on reverse side)

Executive Session:

- 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)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.
- Ohio Revised Code Section 121.22(G)(5) Matters required to be kept confidential by federal law or regulations or state statutes.

Adjourn



**BEAVERCREEK TOWNSHIP, GREENE COUNTY, OHIO
BOARD AND COMMISSION POLICY MANUAL**

Policy Title:	Board and Commission Policy	Approved:	XXXX
Section:	I	Revised:	XXXX
Number:	001	Reviewed:	XXXX

PURPOSE: There are certain duties and responsibilities which are unique to the Zoning Commission and the Board of Zoning Appeals.

APPLICATION: This manual contains specific guidelines applicable to all Beaver Creek Township Zoning Commission and Board of Zoning Appeals members.

REFERENCE(S): The Ohio Revised Code which may be applicable to each Board or Commission and the Ohio Ethics Laws.

POLICY:

1. Information Regarding Beaver Creek Township

1.1. The City of Beaver Creek, Ohio is located within the boundaries of Beaver Creek Township, but its boundaries are not identical to those of Beaver Creek Township. The area occupied by the City of Beaver Creek is referred to as the “incorporated” area of Beaver Creek Township. The remaining area of the Township is referred to as the “unincorporated area” of the Township. Since the residents of the incorporated area of the Township reside both within the City of Beaver Creek and within the Township they are entitled to vote for both municipal and township elected officials and to vote on both municipal and township wide tax levies such as the fire levy. However, residents of the unincorporated area may not vote on municipal elected official or municipal tax levies.

2. Zoning Commission

2.1. Authority

2.1.1. The membership, powers and duties of the Beaver Creek Township Zoning Commission are [described](#) in Chapter 519 of the Ohio Revised Code. The Commission has an obligation to respect all applicable laws in administering its duties by using sound planning and zoning principles. The Commission also has a responsibility to the public to provide a clear explanation of the administrative and decision-making policies and processes.

2.1.2. The Zoning Commission is a public board consisting of five (5) citizens who reside in the unincorporated area of Beaver Creek Township. Pursuant to Ohio

Revised Code 519.04, all members of the Commission must be appointed by the Beaver Creek Township Board of Trustees. The appointment must be in writing and brought before the trustees where it is put to a vote. Re-appointments are required to follow the same procedure as an original appointment with regard to Trustee action.

- 2.1.3. The terms of the Zoning Commission members shall be such length, and so arranged, that the term of only one member will expire each year. The Beaver Creek Township Board of Trustees may also appoint up to two (2) alternate members to the Zoning Commission for terms to be determined by the Board of Trustees. An Alternate member shall take the place of an absent, regular member at any meeting of the Zoning Commission, according to the procedures prescribed by the Beaver Creek Township Board of Trustees. When attending a meeting on behalf of an absent member, the alternate member may vote on any matter on which the absent member is authorized to vote.
- 2.1.4. No employee of Beaver Creek Township shall be a member of the Zoning Commission. Members of the Zoning Commission shall be removable for nonperformance of duty, misconduct in office, or other cause by the Board of Township Trustees upon written charges being filed with the board and after a public hearing has been held consistent with the procedure set forth in the Beaver Creek Township Zoning Resolution. Non-performance of duty shall include, but is not limited to, a member's failure to attend three (3) hearings and/or meetings, without prior notification, of the Zoning Commission in one (1) calendar year. Vacancies shall be filled by the Board of Township Trustees and shall be for the unexpired term.

2.2. Duties of the Zoning Commission

- 2.2.1. The Zoning Commission is responsible for forwarding its recommendations to the Board of Trustees regarding proposed changes to the Township's Zoning Resolution and/or changes to the zoning district boundaries as shown on the official Zoning District Map. The Zoning Commission shall make recommendations to the Board of Trustees with respect to any applications filed requesting an amendment or amendments to the Zoning Resolution or a change to the Zoning District Map. The Zoning Commission may initiate amendments to the Zoning Resolution in accordance with Ohio Revised Code 519.12. The Zoning Commission may recommend that the Township Trustees conduct a study related to the planning and zoning of the Township.

2.3. Applicability of Ohio Ethics Laws to the Zoning Commission

- 2.3.1. Members of the Zoning Commission are "public officials" as that term is defined in the Ohio Ethics Law, R.C. 102.01 (B);
- 2.3.2. The Zoning Commission is a "public agency" as that term is defined in the Ohio Ethics Law, R.C. 102.01 (C).

2.4. Applicability of Ohio Criminal Code to the Zoning Commission

- 2.4.1. Members of the Zoning Commission are “public officials” and a “public servants” as those terms are defined in the Ohio Criminal Code, R.C. 2921.01 (A).
- 2.4.2. As a “public officials” and a “public servants” Zoning Commissioners are prohibited from doing certain acts which are set forth in R.C. 2921.42, 2921.421 and 2921.43.
- 2.5. Violations of the Ohio Ethics Law and Ohio Criminal Code can result in Civil and Criminal Proceedings.
 - 2.5.1. Violations of the Ohio Ethics Code can be misdemeanors of the first and fourth degree.
 - 2.5.2. A violation of the Ohio Criminal Code can be a misdemeanor or a felony depending upon the nature of the offense.
 - 2.5.3. The Ohio Ethics Commission publishes information sheets to provide guidance for Public Officials. These information sheets are available on the Internet. Those with the most applicability are:
 - 2.5.3.1. Property Matters Affecting Family Members (#9)
 - 2.5.3.2. Property Matters Affecting a Public Official or Employee (#8)
 - 2.5.3.3. Accepting Gifts, Meals, Entertainment, or Other Things of Value (#7)
 - 2.5.3.4. Board Member Seeking Employment with The Board (#6)
 - 2.5.3.5. Selling Goods or Services to Public Agency (Local): (#2)

3. Board of Zoning Appeals

3.1. General Statement

- 3.1.1. While most other Township citizen boards provide assistance or direction to the Township government itself, the Board of Zoning Appeals (BZA) is one of two boards that issues decisions directly affecting property owners. Therefore, the BZA is charged with deciding how to maintain the integrity of the Zoning Resolution while still working toward the betterment of the Township. The BZA has an obligation to respect all applicable laws in administering its duties. The BZA also has a responsibility to the public to provide a clear explanation of its policies and procedures.

3.2. Authority

- 3.2.1. The membership, powers and duties of the Beavercreek Township BZA are found in Chapter 519 of the Ohio revised Code. In addition, the duties and powers of the BZA are set forth in the Beavercreek Township Zoning Resolution.

3.3. Composition of the Board of Zoning Appeals

- 3.3.1. The BZA is a public board consisting of five (5) citizens who reside in the unincorporated territory of Beavercreek Township.
- 3.3.2. The Beavercreek Township Board of Trustees must appoint all members to the BZA.

- 3.3.3. All regular members of the BZA serve five (5) year terms. The terms shall be so arranged that the term of one member will expire each year.
- 3.3.4. The Beaver Creek Township Board of Trustees may also appoint up to two (2) alternate members to the Township BZA for terms to be determined by the Board of Township Trustees. An alternate member shall take the place of an absent, regular member at any meeting of the BZA, according to the procedures prescribed by the Beaver Creek Township Board of Trustees. When attending a meeting on behalf of an absent member, the alternate member may vote on any matter on which the absent member is authorized to vote.
- 3.3.5. Each member or alternate member shall serve until his/her successor is appointed and qualified.
- 3.3.6. No employee of Beaver Creek Township shall be a member of the Board of Zoning Appeals.
- 3.3.7. Members of the Board shall be removable for nonperformance of duty, misconduct in office or other cause by the Board of Trustees upon written charges being filed with the Trustees and after a public hearing has been held regarding the charges consistent with the procedure set forth in the Beaver Creek Township Zoning Resolution. Nonperformance of duty shall include, but is not limited to, a member's failure to attend three (3) hearings and/or meetings, without prior notification, of the Board of Zoning Appeals in one (1) calendar year.
- 3.3.8. Vacancies shall be filled by the Board of Township Trustees and shall be for the unexpired term.

3.4. Duties and Authority of the Board of Zoning Appeals

- 3.4.1. Organize and adopt rules in accordance with the Zoning Resolution.
- 3.4.2. Hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Zoning Inspector or other administrative official in the enforcement of the Township's Zoning Resolution or Sections 519.02 to 519.25 of the Ohio Revised Code.
 - 3.4.2.1. Such an appeal shall be taken within twenty (20) days after the decision by filing with the Zoning Inspector and the BZA a notice of appeal specifying the grounds thereoffor.
 - 3.4.2.2. The Zoning Inspector is required to transmit to the Board all papers constituting the record upon which the action appealed from was taken.
- 3.4.3. In exercising any of the above-mentioned powers, the BZA may reserve or affirm, in whole or in part, or modify the order, requirement, decision or determination appealed from, and may take such order, requirement, decision or determination as ought to be made, and to that end has all powers of the officer from whom the appeal is taken.
- 3.4.4. Upon application, interpret the map in such a way as to carry out the intent and purpose of the Beaver Creek Township Zoning Resolution where a street or lot layout actually on the ground, or as recorded, differs from the street and lot lines as shown on the Zoning Map.
- 3.4.5. Grant variances from the Lot Size and Bulk requirements of the Zoning Resolution as will not be contrary to the public interest, but only in such cases where, the property owner has encountered practical difficulties in the use of his

property. The purpose of such power is to provide property owners relief from the strict compliance the Zoning Resolution in individual cases. Restrictions on granting of variances as recognized by Ohio Law:

3.4.5.1. Use Variances:

3.4.5.1.1. A use variance allows a landowner to use existing property in a manner not permitted by the Resolution and inconsistent with uses in the surrounding area. Beaver Creek Township's Resolution does not provide for use variances.

3.4.5.2. Area Variances:

3.4.5.2.1. An area variance generally authorizes deviations from restrictions upon the Lot Size and Bulk requirements of the Zoning Resolution.

3.4.5.2.2. The standard for granting a variance which relates solely to area requirements is a lesser standard than that applied to variances which relate to use. Recognizing that an area variance has less impact on a neighborhood than a use variance, an application for such a variance need not establish unnecessary hardship; it is sufficient that the application show practical difficulties. As a general standard, a property owner encounters "practical difficulties" whenever an area zoning requirement (e.g. frontage, setback, height) unreasonably deprives him of a permitted use of his property.

3.4.5.2.3. There are a number of factors that the Township's BZA should consider in determining whether a property owner seeking an area variance has encountered practical difficulties in the use of his property. These factors are set forth in the Beaver Creek Township Zoning Resolution.

3.4.5.2.3.1.

3.4.6. Grant certificates for any Conditional Use of land, building, or other structure if the requested conditional use is provided for in the Zoning Resolution.

3.4.6.1. The BZA has the power to authorize a zoning certificate for any "conditional use."

3.4.6.2. Before granting a Conditional Use Certificate, the BZA must give due regard to the nature and condition of all adjacent uses and buildings and after determining that the proposed use will not be of a substantial detriment to adjoining properties.

3.4.6.3. The issuance of a conditional use permit is discretionary on the part of the BZA under the provisions of the Beaver Creek Township Zoning Resolution.

3.4.6.4. Conditions

3.4.6.4.1. The BZA shall impose such requirements and conditions, in addition to those required by the Resolution, as it deems necessary.

3.4.7. The Board may call upon the Township departments for assistance in the performance of its duties.

3.5. State Law Claims

3.5.1. BZA members are afforded statutory immunity from lawsuits in state courts consistent with Ohio Revised Code Chapter 2744, unless:

- 3.5.1.1. The member’s conduct is deemed to be manifestly outside the scope of his/her official responsibilities;
- 3.5.1.2. The member’s acts or omissions were with malicious purpose, in bad faith, or in a wanton or reckless manner.
- 3.5.2. If a BZA member is sued under state law as a result of conduct or participation as a member of the BZA, the Township will defend him or her consistent with the requirements of Ohio Revised Code Chapter 2744.
- 3.5.3. Additionally, the Township shall indemnify and hold BZA members harmless in the amount of any judgment, other than a judgment for punitive or exemplary damages, that is obtained against them in a state court consistent with Ohio Revised Code Chapter 2744.

3.6. Federal Law Claims

- 3.6.1.1.1.1.3.6.1. 42 U.S.C. §1983 creates a remedy for individuals who have been deprived of their constitutional rights under color of law. Under 42 U.S.C. §1983 any person who, under the color of state or local law deprives another person or entity of any of the rights, privileges, or immunities secured by the U.S. Constitution and laws, shall be liable to the party injured in an action at law, in equity, or other proper proceeding.
- 3.6.2. BZA members are acting “under the color of law” when they consider matters brought before them.
- 3.6.3. Section 1983 does not require that a BZA member acted willfully, or with specific intent, to violate a person’s federally protected rights. Nor does it require a claimant to prove that a BZA member abused his/her governmental power.
- 3.6.4. The statutory immunity which BZA members may be afforded under state law does not apply to lawsuits which may be filed against them under federal law. However, there are circumstances in which a member of the BZA may be entitled to invoke qualified immunity under federal law.

3.6.5. Applicability of Ohio Ethics Laws to BZA

- 3.6.5.1. BZA members are “public officials” as that term is defined in the Ohio Ethics Law, R.C. 102.01 (B).
- 3.6.5.2. The Board of Zoning Appeals is a “public agency” as that term is defined in the Ohio Ethics Law, R.C. 102.01 (C).

3.6.6. Applicability of Ohio Criminal Code to BZA

- 3.6.6.1. BZA members are “public officials” and “public servants” as those terms are defined in the Ohio Criminal Code, R.C. 2921.01 (A).
- 3.6.6.2. As “public officials” and “public servants” BZA members are prohibited from doing certain acts which are set forth in R.C. 2921.42, 2921.421 and 2921.43.

- 3.6.7. Violations of the Ohio Ethics Law and Ohio Criminal Code can result in civil and criminal proceedings.

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3.6.7.1.1. Violations of the Ohio Ethics Code can be misdemeanors of the first or fourth degree.

3.6.7.1.2. A violation of the Ohio Criminal Code can be a misdemeanor or a felony depending upon the nature of the offense.

3.6.8. The Ohio Ethics Commission publishes information sheets to provide guidance for public officials. These information sheets are available on the Internet. Those with the most applicability are:

3.6.8.1. Property Matters Affecting Family Members (#9)

3.6.8.2. Property Matters Affecting a Public Official or Employee (#8)

3.6.8.3. Accepting Gifts, Meals, Entertainment, or other Things of Value (#7)

3.7. By acting openly, fairly, and treating all individuals and entities equally, it is unlikely that BZA members will be confronted with any claims being made against them as a volunteer member of the board or commission to which they have been appointed.

4. Important and Applicable Statutes

4.1.1. Members appointed by the Board of Trustees of Beaver Creek Township to serve on a public board or commission, must be familiar with not only the laws and regulations which specifically govern the board or commission on which they serve, but other statutes which apply to all individuals serving within the public domain. The following is a brief outline of three of those laws. Questions members may have regarding the specifics of each law can be directed to their staff liaison.

5. Ohio Sunshine Law (R.C. 121.22)

5.1. Each board, commission, committee, subcommittee, agency, authority or similar decision making body to which Board and Commission members have been appointed by the Board of Trustees is considered to be a "public body" under the Ohio Sunshine Law. (Section 122.22 of the Ohio Revised Code). This law requires that they deliberate, discuss, and conduct all official business in open meetings. There are only a few limited situations when a "public body" may adjourn into executive session to discuss matters privately. They must comply with the provisions of the Ohio Sunshine Law when the following three characteristics are present:

5.1.1. A prearranged gathering;

5.1.2. Attendance by a majority of the members of the "public body";

5.1.3. The purpose of the gathering is for conducting, transacting, deliberating, or discussing public business.

5.2. When these three characteristics are present Board and Commission members MUST do the following:

5.2.1. Conduct meetings in a venue which is open to the public. Generally, this requires that the meeting must be held in a public meeting place within the Township;

5.2.2. Give proper notice of the meeting pursuant to rules adopted by the board or commission. Notice must be given to the news media which has requested

notification and any person who has requested reasonable advance notification of all meetings;

- 5.2.3. Maintain full and accurate minutes. These minutes must state sufficient facts to permit the public to understand and appreciate the rationale behind the public body's decision. All such minutes must be prepared promptly, filed with the appropriate party and maintained indefinitely.

- 5.3. If they fail to fulfill these requirements, Board and Commission members could be subject to the consequences set forth under Ohio Revised Code Section 121.22.

~~5.3.1.~~

- ~~5.3.2.~~ ~~5.3.1.~~ Any resolution, rule or formal action of any kind taken during an illegal meeting may be declared to be invalid. For purposes of the statute, a "formal action" occurs by any mechanism by which any member of the group makes their views known about a matter pending before them.

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6. Public Records Act (Ohio Revised Code Chapter 149)

- 6.1. The Board of Trustees, its employees, as well as the Board of Zoning Appeals and the Zoning Commission, are required to comply with the Public Records Act. However, so as to promote the purpose of that law, which is to allow broad access to records of public offices, the Board of Trustees encourages all the other groups which it may create to comply with the provisions of the Act.
- 6.2. Generally, the Public Records Act requires that all public records be available for inspection upon request by any person. For purposes of the statute a public record is any item kept by a public office that (1) is stored on a fixed medium, (2) created, received, or sent under the jurisdiction of a public office and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
- 6.3. A copy of the Township's Public Records Policy is available on the Township website and as part of the Beaver Creek Township Policy and Procedures Manual.

7. Ohio Ethics Law (Chapter 102 and Revised Code Sections 2921.43 and 2921.43)

- 7.1. The Ohio Public Ethics Law pertains to any person who is elected or appointed to an office or is an employee of a department, division, board, commission, authority, bureau, or other instrumentality of the Township.
- 7.2. Generally, the Ohio Ethics laws prohibit a person who is subject to the laws from participating in matters that involve his/her own financial interest or those of his/her family or business associates. The following types of conduct are prohibited or restricted by the Ohio Ethics Laws:
- 7.2.1. *Misuse of Official Position.* Persons may not use or authorize the use of their public position to benefit themselves or others in circumstances that create a conflict of interest where their objectivity could be impaired. Such persons must avoid any

situation in which they might gain personally as a result of the decision they make or influence as a public servant;

- 7.2.2. *Representation Before Agency on Which one Served.* Present or former public officials are prohibited from representing anyone before any public agency, including their former employer, on any matter in which they personally participated in their official capacity;
- 7.2.3. *Sale of Goods and Services to and Representation of Clients Before Public Agencies.* Public officials or employees are prohibited from receiving compensation, other than from their own public agency, for services rendered in a matter before any agency of the governmental entity on which they serve;
- 7.2.4. *Disclosure of Confidential Information.* Both present and former public officials are prohibited from disclosing or using any information appropriately designated by law as confidential;
- 7.2.5. *Participation in Public Contracts and Public Investments.* Public employees or officials are prohibited from having a financial or fiduciary interest in a public contract. Specifically, such persons are prohibited from authorizing, voting or otherwise using the authority or influence of their office to secure approval of a public contract in which the officials, family members or business associates have an interest.
- 7.2.6. *Soliciting or Receiving Improper Compensation.* Public officials are prohibited from receiving compensation, in addition to that paid by their public agency, for performing their official duties.
- 7.3. These are just GENERAL STATEMENTS and are not intended to reflect all of the prohibitions imposed by the Ohio Ethics Laws. If Board and Commission members have any questions or concerns regarding their participation on any board or commission, or their participation on any matter which may come before them as a member of any township board or commission, they must IMMEDIATELY notify their staff liaison. In appropriate circumstances, advisory opinions can be obtained from the Ohio Ethics Commission.
- 7.4. A violation of the Ohio Ethics Law can result in severe penalties. Any violation of any provision of the Ohio Ethics Laws constitutes a criminal offense. Most of the provisions, including conflict of interest prohibitions, are first degree misdemeanors punishable by a maximum fine of \$1,000.00, a maximum prison term of six (6) months, or both. However, violations of other provisions of the law can result in more severe punishment with fines of up to \$2,500.00 and a prison term of eighteen (18) months, or both.
- 7.5. Periodically, Beavercreek Township offers training sessions on Ohio's Ethics Laws and has videos on this topic. Information concerning such training will be provided at time of appointment. Each board or commission member is strongly encouraged to attend these training sessions. Additionally, information will be provided when available.



BEAVERCREEK TOWNSHIP

851 Orchard Lane
Beavercreek, Ohio 45434-7158
(937) 429-4472
(937) 429-5678 Fax

Trustees - Carol Graff
Tom Kretz
Jeff Roberts

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

Dear Board or Commission Member:

Congratulations on your appointment to a Board or Commission for Beavercreek Township. Your willingness to volunteer your services is greatly appreciated.

You have been appointed by the Board of Trustees to one of the groups created by the Ohio Revised Code or by the Board of Trustees. As an appointee, you have certain duties and responsibilities which are unique to the group to which you have been appointed. You are also required to follow the provision of the Ohio Revised Code which may be applicable to your Board or Commission and to abide by the Ohio Ethics Laws. To assist you in understanding what those duties and responsibilities may be and to make you aware of the applicable provisions of the Ohio Revised Code which pertain to your appointment, this manual has been prepared for your review.

You are encouraged to read this manual and to become acquainted with its contents. By its very nature, this manual cannot be totally comprehensive or address all possible situations. For this reason, if you have any questions, contact your staff liaison or the Township Administrator.

From time to time, it may become necessary for this manual to be amended to reflect changes in the law or the Township's operating procedure. The Township reserves the right to make those changes as necessary and will do so when required.

We look forward to your service to the Township. Thank you again for your willingness to serve our community!

THE BEAVERCREEK TOWNSHIP TRUSTEES:

Carol Graff Tom Kretz Jeff Roberts

Agreement for Township Services

This is an Agreement by and between the Board of Trustees of Beaver Creek Township, Greene County, Ohio, 851 Orchard Lane, Beaver Creek, Ohio 45434 ("Beaver Creek Township") and The Country Club of the North ("CCN").

Whereas, CCN is a private residential community located within Beaver Creek Township; and

Whereas, Beaver Creek Township and CCN desire to enter into a Public/Private Partnership; and

Whereas, Beaver Creek Township can provide services which the Trustees of Beaver Creek Township are willing to make available to CCN;

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, THE PARTIES TO THIS AGREEMENT HERBY AGREE AS FOLLOWS:

SECTION 1 TERMS OF AGREEMENT

In the event that CCN requests the Township provide services and the Township determines that it has the capacity and ability to provide such services, said services will be provided on the following terms:

1. Beaver Creek Township will include CCN in the yearly co-operative bid for de-icing materials, and CCN agrees to pay the bid price for all anticipated materials need for the private community, that are ordered on their behalf, as part of the bid.
2. Beaver Creek Township will included CCN in the yearly co-operative bid for roadway resurfacing as requested by CCN, and CCN agrees to pay for all work performed within the private community, as part of the resurfacing bid.
3. At the request of CCN's Director of Community Services, Beaver Creek Township will provide an annual roadway survey and provide recommendations to CCN at no charge to CCN.
4. At the request of CCN's Director of Community Services, Beaver Creek Township will provide sign retro-reflectivity testing within CCN and provided the test results at no charge.
5. The Director of Community Services for CCN may request services by Beaver Creek Township outside of this agreement, such services will be provided at the discretion of Beaver Creek Township based upon the available time and materials for such services and at a mutually agreed upon cost. Under no circumstances is Beaver Creek Township obligated to provide such additional services to CCN under this agreement.

~~5-6.~~ CCN recognizes and acknowledges that Beaver Creek Township is entitled to any applicable statutory immunities for the services provided by it.

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SECTION 2 AUTHORIZATION

- 1. The Requests set forth in this Agreement may be made in writing, fax or email between the Township Administrator and the Director of Community Services of CCN or their designees.

SECTION 3 DURATION OF AGREEMENT

- 1. Effective Date of this Agreement shall be April ~~1425~~, 2016. This Agreement will automatically renew every fourth year beginning January 1, 2020. However, this Agreement may be terminated by either party, for any reason or no reason upon giving ninety (90) days written notice to the other party.

SECTION 4 PAYMENT

- 1. Payment for services provided will be made to the Township or its designee upon the submission of an invoice by Beaver Creek Township to CCN which shall set forth such information as is necessary to identify the product and/or services and calculations therefore. Payment shall be made within 30 days of the receipt of said statement.

For County Club of the North
Greene County, Ohio

Beaver Creek Township
Greene County, Ohio

Director of Community Services

Township Administrator

04-25-2016
Biweekly Report

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
04/13/2016 14:27:33	2016-00011511	911 Hang Up
04/15/2016 19:36:17	2016-00011724	911 Hang Up
	Type Totals: 2	
04/13/2016 16:16:21	2016-00011524	Alarm - Business/Bank
04/14/2016 16:21:02	2016-00011604	Alarm - Business/Bank
04/14/2016 18:26:47	2016-00011607	Alarm - Business/Bank
	Type Totals: 3	
04/13/2016 08:47:06	2016-00011480	Alarm - Holdup/Panic
04/14/2016 10:25:15	2016-00011575	Alarm - Holdup/Panic
	Type Totals: 2	
04/07/2016 11:20:07	2016-00010954	Alarm - Residential
04/07/2016 14:38:33	2016-00010972	Alarm - Residential
04/08/2016 13:58:18	2016-00011050	Alarm - Residential
04/15/2016 18:05:25	2016-00011717	Alarm - Residential
04/16/2016 10:23:56	2016-00011763	Alarm - Residential
04/16/2016 17:26:06	2016-00011797	Alarm - Residential
04/18/2016 09:55:41	2016-00011920	Alarm - Residential
	Type Totals: 7	
04/14/2016 19:50:46	2016-00011614	Animal Complaint
	Type Totals: 1	
04/15/2016 07:53:42	2016-00011657	Arson
	Type Totals: 1	
04/12/2016 09:26:00	2016-00011392	Assist
04/16/2016 11:48:03	2016-00011768	Assist
04/20/2016 03:20:49	2016-00012114	Assist
	Type Totals: 3	
04/17/2016 02:00:55	2016-00011822	Burglary
	Type Totals: 1	
04/06/2016 23:12:10	2016-00010880	Business Check
04/07/2016 00:00:16	2016-00010886	Business Check
04/07/2016 00:11:19	2016-00010888	Business Check
04/07/2016 03:38:46	2016-00010912	Business Check
04/07/2016 04:23:37	2016-00010921	Business Check

04-25-2016
Biweekly Report

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
04/07/2016 04:27:18	2016-00010922	Business Check
04/07/2016 11:13:53	2016-00010951	Business Check
04/08/2016 01:42:57	2016-00011014	Business Check
04/11/2016 21:45:02	2016-00011331	Business Check
04/11/2016 22:02:50	2016-00011333	Business Check
04/12/2016 00:26:05	2016-00011350	Business Check
04/12/2016 00:35:52	2016-00011351	Business Check
04/12/2016 01:02:28	2016-00011354	Business Check
04/12/2016 08:00:29	2016-00011375	Business Check
04/13/2016 02:53:18	2016-00011449	Business Check
04/13/2016 02:55:24	2016-00011450	Business Check
04/13/2016 03:08:01	2016-00011452	Business Check
04/16/2016 00:12:10	2016-00011739	Business Check
04/17/2016 02:34:50	2016-00011824	Business Check
04/17/2016 02:38:09	2016-00011825	Business Check
04/18/2016 01:38:26	2016-00011879	Business Check
04/18/2016 01:43:38	2016-00011883	Business Check
04/18/2016 01:53:26	2016-00011888	Business Check
04/18/2016 02:31:32	2016-00011891	Business Check
04/20/2016 00:06:07	2016-00012095	Business Check
04/20/2016 09:33:31	2016-00012144	Business Check
	Type Totals: 26	
04/15/2016 14:24:16	2016-00011705	Civil Complaint
	Type Totals: 1	
04/12/2016 09:23:42	2016-00011391	Civil Other
	Type Totals: 1	
04/14/2016 19:35:01	2016-00011613	Community Policing
	Type Totals: 1	
04/11/2016 11:55:01	2016-00011297	Crash - Assist Only
04/12/2016 13:10:41	2016-00011414	Crash - Assist Only
04/13/2016 03:06:56	2016-00011453	Crash - Assist Only
04/18/2016 15:11:33	2016-00011935	Crash - Assist Only
04/18/2016 17:21:14	2016-00011944	Crash - Assist Only

04-25-2016
Biweekly Report

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
04/18/2016 21:43:23	2016-00011958	Crash - Assist Only
	Type Totals: 6	
04/15/2016 18:33:38	2016-00011718	Crash - Personal Injury
	Type Totals: 1	
04/07/2016 00:49:36	2016-00010892	Crash - Property Damage
04/09/2016 04:39:31	2016-00011129	Crash - Property Damage
04/18/2016 16:30:52	2016-00011943	Crash - Property Damage
	Type Totals: 3	
04/07/2016 22:29:39	2016-00010998	Crash - Unknown Injuries
	Type Totals: 1	
04/16/2016 07:58:04	2016-00011755	Criminal Damaging
	Type Totals: 1	
04/06/2016 11:23:43	2016-00010831	Detail - Other
	Type Totals: 1	
04/06/2016 08:10:58	2016-00010803	Detail - School
04/07/2016 08:31:47	2016-00010934	Detail - School
04/07/2016 13:58:43	2016-00010967	Detail - School
04/11/2016 07:34:06	2016-00011275	Detail - School
04/11/2016 13:55:40	2016-00011305	Detail - School
04/12/2016 07:45:31	2016-00011372	Detail - School
04/12/2016 08:06:53	2016-00011378	Detail - School
04/15/2016 07:30:33	2016-00011651	Detail - School
04/20/2016 07:33:51	2016-00012121	Detail - School
04/20/2016 15:55:27	2016-00012205	Detail - School
	Type Totals: 10	
04/07/2016 19:10:23	2016-00010990	Disabled Vehicle
04/11/2016 02:46:06	2016-00011272	Disabled Vehicle
04/11/2016 17:06:58	2016-00011317	Disabled Vehicle
04/15/2016 01:37:56	2016-00011640	Disabled Vehicle
04/18/2016 20:29:12	2016-00011954	Disabled Vehicle
04/20/2016 00:02:44	2016-00012093	Disabled Vehicle
	Type Totals: 6	
04/09/2016 18:50:36	2016-00011167	Disturbance

04-25-2016
Biweekly Report

Incident Date And Time	Incident Number	Incident Type
	Type Totals: 1	
04/06/2016 21:31:53	2016-00010872	Extra Patrol
04/06/2016 21:52:20	2016-00010873	Extra Patrol
04/06/2016 22:11:21	2016-00010875	Extra Patrol
04/06/2016 23:02:36	2016-00010879	Extra Patrol
04/07/2016 11:05:39	2016-00010949	Extra Patrol
04/07/2016 23:29:11	2016-00011000	Extra Patrol
04/08/2016 01:07:26	2016-00011009	Extra Patrol
04/08/2016 02:01:11	2016-00011016	Extra Patrol
04/08/2016 02:12:55	2016-00011017	Extra Patrol
04/08/2016 02:23:56	2016-00011018	Extra Patrol
04/08/2016 03:27:04	2016-00011020	Extra Patrol
04/12/2016 07:57:47	2016-00011374	Extra Patrol
04/12/2016 09:00:10	2016-00011388	Extra Patrol
04/14/2016 19:05:10	2016-00011610	Extra Patrol
04/16/2016 20:56:39	2016-00011801	Extra Patrol
04/18/2016 08:40:10	2016-00011914	Extra Patrol
04/18/2016 12:52:42	2016-00011925	Extra Patrol
04/19/2016 10:59:25	2016-00012015	Extra Patrol
04/19/2016 11:30:29	2016-00012020	Extra Patrol
04/19/2016 19:36:51	2016-00012070	Extra Patrol
04/20/2016 07:52:55	2016-00012126	Extra Patrol
	Type Totals: 21	
04/17/2016 14:55:58	2016-00011861	Follow Up
04/19/2016 11:12:31	2016-00012016	Follow Up
	Type Totals: 2	
04/06/2016 11:25:51	2016-00010834	Found Property
	Type Totals: 1	
04/07/2016 13:34:31	2016-00010966	Harrassment
	Type Totals: 1	
04/07/2016 03:32:16	2016-00010909	House Check
04/07/2016 03:34:52	2016-00010910	House Check
04/08/2016 01:35:14	2016-00011012	House Check

04/25/2016
Biweekly Report

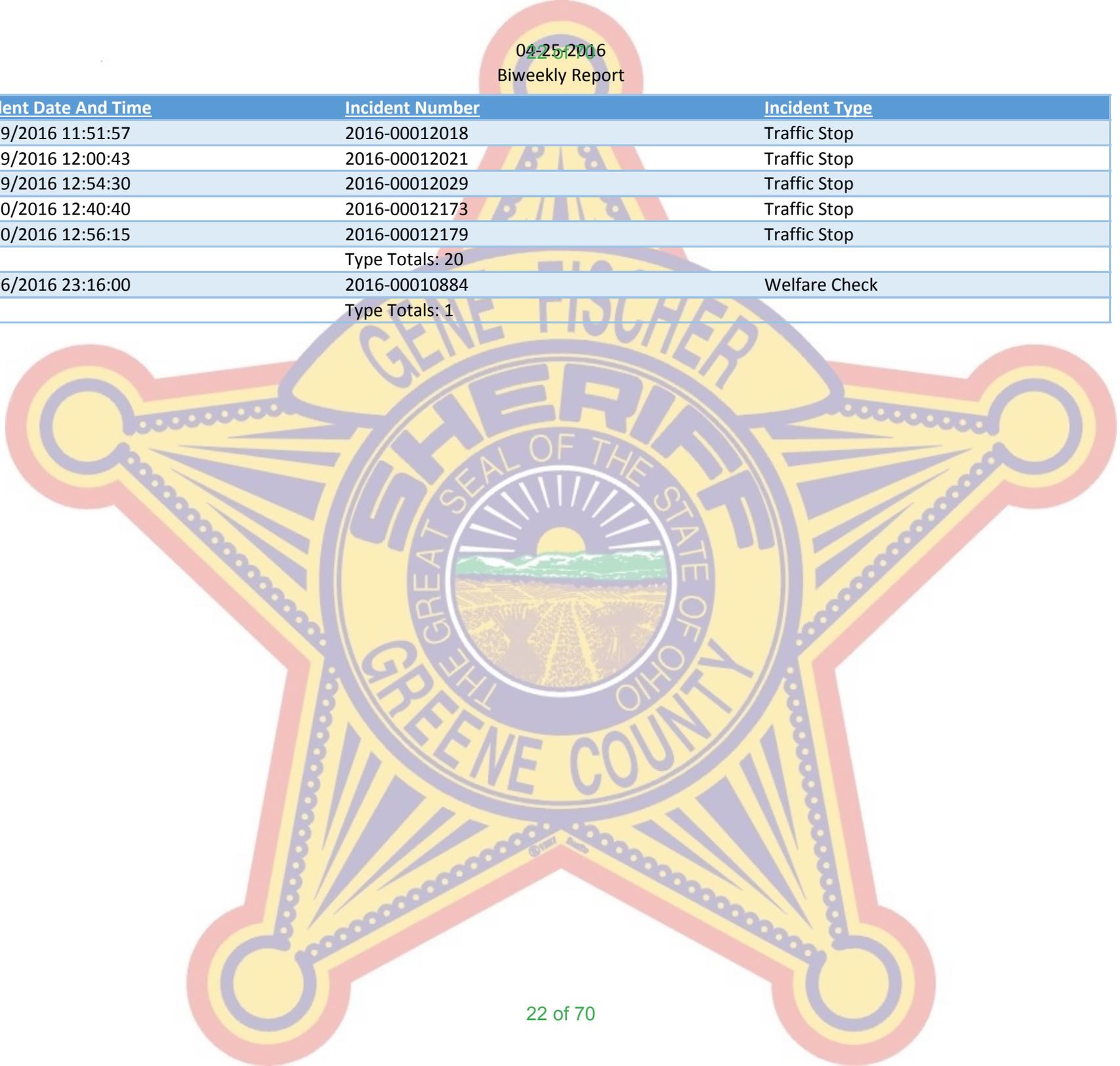
<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
04/08/2016 01:38:09	2016-00011013	House Check
04/18/2016 14:37:31	2016-00011931	House Check
04/19/2016 15:31:42	2016-00012043	House Check
04/19/2016 15:34:01	2016-00012045	House Check
04/19/2016 15:38:21	2016-00012047	House Check
	Type Totals: 8	
04/15/2016 08:51:03	2016-00011671	Miscellaneous
	Type Totals: 1	
04/15/2016 20:21:28	2016-00011727	Overdose
	Type Totals: 1	
04/15/2016 08:11:14	2016-00011663	Parking Violation
	Type Totals: 1	
04/07/2016 09:17:08	2016-00010940	Radar/Lidar Post
04/11/2016 10:50:59	2016-00011289	Radar/Lidar Post
04/16/2016 13:11:18	2016-00011774	Radar/Lidar Post
04/20/2016 12:32:57	2016-00012172	Radar/Lidar Post
	Type Totals: 4	
04/17/2016 20:45:58	2016-00011870	Request Officer
04/18/2016 20:12:36	2016-00011953	Request Officer
	Type Totals: 2	
04/15/2016 20:25:47	2016-00011728	Solicitor
	Type Totals: 1	
04/07/2016 21:51:23	2016-00010996	Street / Road Obstruction
04/13/2016 06:24:05	2016-00011464	Street / Road Obstruction
04/20/2016 14:36:12	2016-00012194	Street / Road Obstruction
04/20/2016 15:58:27	2016-00012206	Street / Road Obstruction
	Type Totals: 4	
04/12/2016 23:05:30	2016-00011444	Suicide Attempt / Suicidal Subj
	Type Totals: 1	
04/11/2016 22:23:04	2016-00011338	Suspicious Person
04/14/2016 06:38:00	2016-00011555	Suspicious Person
04/15/2016 09:58:28	2016-00011677	Suspicious Person
	Type Totals: 3	

04-25-2016
Biweekly Report

Incident Date And Time	Incident Number	Incident Type
04/06/2016 14:35:29	2016-00010853	Suspicious Vehicle
04/07/2016 19:32:40	2016-00010991	Suspicious Vehicle
04/20/2016 00:32:03	2016-00012102	Suspicious Vehicle
04/20/2016 12:19:45	2016-00012168	Suspicious Vehicle
	Type Totals: 4	
04/08/2016 17:26:06	2016-00011067	Theft
04/12/2016 11:05:07	2016-00011410	Theft
04/14/2016 07:53:55	2016-00011560	Theft
04/16/2016 16:28:10	2016-00011791	Theft
04/20/2016 15:07:25	2016-00012200	Theft
	Type Totals: 5	
04/12/2016 07:50:51	2016-00011373	Traffic Complaint
04/13/2016 15:58:16	2016-00011522	Traffic Complaint
04/15/2016 23:19:00	2016-00011734	Traffic Complaint
04/16/2016 00:38:48	2016-00011745	Traffic Complaint
04/16/2016 16:53:15	2016-00011796	Traffic Complaint
04/18/2016 12:37:17	2016-00011924	Traffic Complaint
	Type Totals: 6	
04/06/2016 08:19:06	2016-00010806	Traffic Stop
04/06/2016 09:08:35	2016-00010814	Traffic Stop
04/06/2016 09:41:40	2016-00010818	Traffic Stop
04/06/2016 12:21:05	2016-00010842	Traffic Stop
04/07/2016 11:58:51	2016-00010958	Traffic Stop
04/07/2016 12:35:57	2016-00010961	Traffic Stop
04/07/2016 12:43:12	2016-00010962	Traffic Stop
04/08/2016 23:50:03	2016-00011098	Traffic Stop
04/09/2016 02:02:58	2016-00011116	Traffic Stop
04/11/2016 22:11:48	2016-00011336	Traffic Stop
04/12/2016 08:16:48	2016-00011380	Traffic Stop
04/12/2016 11:05:20	2016-00011406	Traffic Stop
04/18/2016 15:47:08	2016-00011938	Traffic Stop
04/18/2016 19:50:22	2016-00011947	Traffic Stop
04/19/2016 10:46:13	2016-00012013	Traffic Stop

04-25-2016
Biweekly Report

<u>Incident Date And Time</u>	<u>Incident Number</u>	<u>Incident Type</u>
04/19/2016 11:51:57	2016-00012018	Traffic Stop
04/19/2016 12:00:43	2016-00012021	Traffic Stop
04/19/2016 12:54:30	2016-00012029	Traffic Stop
04/20/2016 12:40:40	2016-00012173	Traffic Stop
04/20/2016 12:56:15	2016-00012179	Traffic Stop
	Type Totals: 20	
04/06/2016 23:16:00	2016-00010884	Welfare Check
	Type Totals: 1	



BEAVERCREEK TOWNSHIP
FINANCE DEPARTMENT

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



Bi-Weekly Report
For the Trustees Meeting held on Monday April 25, 2016
Activity from April 7, 2016 – April 20, 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 April 25, 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:

- Mailed 64 checks paying 95 invoices paid on 4/11/16.
- Processed 74 invoices for payment on 4/25/16.
- Entered all data in UAN for the 74 invoices to be paid on 4/25/16
- Research on 2 new invoices not yet payable.
- Audited UAN batch reports for the 74 invoices to be paid on 4/25/16.
- Prepared 1 sales tax exemption certificate for a vendor
- Phone conversations with vendors regarding payments, credits, and terms.
- Emailed requests to employees for missing supporting documentation.
- Processed and distributed the 4/13/16 payroll.
- Reviewed 4/13/16 payroll reports prepared by Paycor.
- Reviewed 1st quarter 2016 payroll reports prepared by Paycor
- Processed payroll information in the Paycor system for new hire
- Processed 13 payroll changes for the 4/27/16 payroll.
- Reconciled/prepared and mailed the:
 - Ohio Deferred Comp biweekly statement and payment.
- Phone conversations with funeral home and preparation of burial notification and other paperwork related to burial to be held on 4/22/16
- Met with resident regarding concerns about her husband's grave and military marker order.
- Met with a resident interested in purchasing 2 graves in the near future.
- Various phone calls regarding foundation orders, monuments, grave and burial prices.
- Emailed Agenda for the 4/11/16 Regular Trustees Meeting.
- Emailed request for Agenda items for 4/25/16 Regular Trustees Meeting.
- Notifications of Finance Office relocation via phone calls and emails. Fortunately, these are becoming fewer over time.
- Processed 19 Receipts and made 7 trips to PNC Bank.
- Processed 2 Purchase Orders and 2 Blanket Certificates



BEAVERCREEK TOWNSHIP

FINANCE DEPARTMENT

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

- Prepared and distributed all Financial Reports to Elected Officials, Administrator/Public Safety Director, Road Superintendent and Fire Management.
- Processed of 5 public records requests.
- Prepared resolution for re-appropriation
- Prepared resolution for summer hires
- Prepared resolution for new hire in Fire Department
- Worked on OSL completing several maintenance items.
- 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.
- Close Blanket Certificates, moved funds and processed new Blanket Certificates.

Meetings:

- Met with Township Administrator/Public Safety Director on several occasions during the two week period.
- Attended April 11, 2016 Regular Trustee Meeting and prepared minutes.
- Attended April 15, 2016 Special Trustee Meeting and prepared minutes.

March 14, 2016

Policy 32920204

TRISH GUSTAFSON
BEAVERCREEK TOWNSHIP / GREENE COUNTY
851 NORTH ORCHARD LANE
BEAVERCREEK, OH 45434

Welcome!

Your organization has qualified for the 2017 OHIO TOWNSHIP ASSOCIATION Workers' Compensation Group Rating program. With just a few simple steps, you can benefit from industry-leading discounts through a workers' compensation group rating program with Ohio's premier third party administrator, CareWorksComp.

Let's review the most important part of group rating - your savings:

Savings Overview	
Projected Discount	47 %
Annual Group Premium Savings	\$ 33,089

In addition to premium savings, joining a CareWorksComp administered group rating program gives you access to the industry leader in workers' compensation. Here are some of the services included in your group rating offer:

- Hearing Representation
- Safety Programming
- BWC Discount Program Evaluation
- Rate & Underwriting Analysis
- Day-to-Day Claims Management

Please contact CareWorksComp, toll-free at, 1-800-837-3200 with any questions. Ask for a Group Sales Associate.

Completing Enrollment is Simple:

1. Please return the completed *Group-Experience Rating Form (AC-26)*, *Permanent Authorization Form (AC-2)* and *Invoice* to CareWorksComp in the provided envelope. CareWorksComp will accept enrollment applications until **May 24, 2016**.
2. View the *Participation Agreement* found at www.careworkscomp.com/groupspendors
3. Make check payable to CareWorksComp for the amount listed on the enclosed invoice. Please include your policy number on the check or complete the credit card portion of the invoice.

Deadline Reminder

The Ohio Bureau of Workers' Compensation transitioned to a prospective premium payment model in 2016.
The enrollment deadline is May of 2016.

5500 Glendon Court • P.O. Box 8101 • Dublin, OH 43016
Toll-free: 1-800-837-3200 • Local: (614) 764-7600 • Fax: (614) 764-7629



ANALYSIS

Estimated Group Discount of 47 % for \$ 33,089 in Savings

9433	\$5,513,321	0.0196	\$108,287	0.0136	\$75,433
9439	\$8,100	0.0958	\$777	0.0668	\$542
Total :	\$5,521,421		\$109,064		\$75,975
Total Projected Group Savings: \$ 33,089					

Total rates include BWC administrative costs, DWRF, and DWRF II assessments.

Statements made to the employer describing the group plan concept and all its possible benefits (savings) are not guarantees, but projections based upon information available from the BWC at the time of review and include the maximum credibility as adopted by the Ohio BWC. This offer may be withdrawn or revised based on year end BWC experience data which negatively affects your eligibility.

All BWC premiums are still payable to the Bureau of Workers' Compensation via the BWC payroll report. Failure to make these payments can cause rejection from a group rating program.



March 2016

At the Ohio Association of Public Treasurers (OAPT), we rely on our third party administrator, CompManagement, for their workers' compensation industry expertise and the best available savings options for our members.

The OAPT used to work with CareworksComp and with our program in decline, we switched to CompManagement. Since CompManagement began administering our program in 2014, we have experienced substantial growth in just these past two years. Our members are also getting the best service and assistance with their workers' compensation program as well as the highest cost reduction programs available to public employers.

Why Choose OAPT and CompManagement?

- OAPT has experienced great success by utilizing the services from CompManagement since leaving CareWorksComp in 2014
- CompManagement works with the largest number of public employers in Ohio servicing Counties, Cities, Villages, Schools and Transit Authorities
- Experts in program consultation and cost reduction strategies that annually save clients \$120 million
- Colleagues imbedded strategically across the state of Ohio with offices in Canton, Cincinnati, Cleveland, Columbus, Toledo and Youngstown to provide a local presence and respond quickly to service needs
- 10% more settlements and 47% more handicaps filed over the last four years than the nearest large competitor
- Industry leading and robust client education program covering a large variety of topics annually free to all clients
- Industry leading Risk and Safety services

We encourage you to evaluate your options and ensure that your program is garnering the most savings possible for the upcoming 2017 policy year.

Kim Perez
President, OAPT

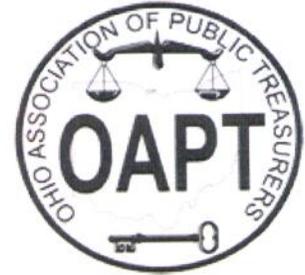
Jack Krise
Executive Director, OAPT

Ohio Association of Public Treasurers
2113 Oaklawn Drive | Parma, Ohio 44134
Phone: (216) 577 - 3076 | Fax: (216) 767-5860 | www.ohioapt.org

Date: April 08, 2016

TRISH GUSTAFSON
BEAVERCREEK TOWNSHIP
851 ORCHARD LN
BEAVERCRK TWP, OH 45434

Re: 2017 Group Rating Enrollment for policy #: 32920204



We are pleased to offer your township an invitation to join the Ohio Association of Public Treasurers (OAPT) 2017 Workers' Compensation Group Rating program.

2017 Projections:**Group Savings****\$22,093**

Projected Individual Premium	\$112,347
Projected Group Premium	\$90,254
Group TM%/Effective Discount %	-45% / -39%

* BWC mandated break-even factor applied. Please be advised that premium may vary from estimates depending upon group rating program changes, group enrollment level, BWC rates, experience calculations, actual payroll and other relative information provided by BWC.

In addition to Group Rating savings, your organization can further reduce workers' compensation premiums by participating in the programs below:

Program	Discount	Estimated Annual Savings*
Drug Free Safety Program	Basic Program - 4%	\$ 3,272
	Advanced Program - 7%	\$ 5,726
Go Green	1%	\$ 903
Industry Specific Safety	3%	\$ 2,454
Lapse Free	1%	\$ 903
Safety Council	Performance Bonus - 2%	\$ 1,636
Transitional Work Bonus	Up to 10%	\$ 8,179

*Additional savings may not be applicable if premium is less than or equal to BWC minimum annual premium (\$120.00)

In addition to group rating and other program savings outlined above, we would like to increase your savings even further.

OAPT will waive the membership dues for the upcoming policy year if your township joins our group program. That is an additional savings of \$50. CompManagement will also delay invoicing for service fees until June - which will only be \$3,370 for services from September 1, 2016 - August 31, 2017!

From our experience in the past two years since switching our program to be administered by CompManagement, our members have seen an increase in their savings as well as an increase in the level of service, consultation and cost containment in their claims.

We hope you take a moment to consider the savings potential for your township for the 2017 policy year that can be realized via a partnership with OAPT and CompManagement. For questions, contact CompManagement's Customer Support Unit at (800) 825-6755, option 3.

To view the CompManagement service agreement, visit
<https://viaone.compmtgt.com/Rating/2017PEgRatingcontract.pdf>
password: grating2017

P.O. Box 89456 | Cleveland, OH 44101-6456 | PHONE 800.825.6755 | FAX 866.567.9380



2017 Group Savings Summary

Policy: 32920204
 Employer: BEAVERCREEK TOWNSHIP

Group ID: 40000
 Association: Ohio Association of Public Treasurers

Manual	Base Rate	Annual Payroll	Estimated Individual Rating = -24 %		Estimated Group Discount = -39 %	
			Indiv Rate**	Individual Premium	Group Rate**	Group Premium
9433	2.34	5,637,995	1.9641	110,736	1.5779	88,962
9439	11.43	16,800	9.5885	1,611	7.6907	1,292
		5,654,795	Estimated Individual Premium*	\$112,347	Estimated Group Premium*	\$90,254

Estimated Group Savings	\$22,093
Annual Fee	\$3,370

*The 2017 premium amounts are for the payroll period from 1/01/2017 to 12/31/2017.

**Rates are based on \$100 of reportable payroll and include: BWC administrative costs of 10.3400% of premium, a DWRF rate of 0.00, a DWRF II rate of 0.000 of base rate.

Projections of individual and group rates are estimated using BWC loss information as of the last quarter and the most recent historical payroll information provided by the BWC. Estimates of premium must be projected in advance of the application deadline. Therefore the actual premium will vary from the estimates depending upon group enrollment level, BWC rates, experience calculations, and actual payroll.

ALL PREMIUMS ARE STILL PAYABLE TO THE BUREAU OF WORKERS' COMPENSATION.

**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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



**BI-WEEKLY ACTIVITY REPORT
April 25, 2016**

JOB TASKS:

1. 0 Workers' Compensation claims for 2016
7 claims filed in 2015
2. Prepare bi-weekly report
3. Review bills
4. Prepare proposals for Xenia Township
5. Work on hiring
6. Work on return to work
7. Review personnel and medical files from the Finance Office
8. Work on public records' requests
9. Work on off-duty injury; review NFPA 1582
10. Work on BWC group rating program
11. Review subpoenas; send to pertinent employees
12. Work with Broker on renewal
13. Work on employee issue
14. Work on youthworks program for FD
15. Work on issues pertaining to Form Fire
16. Schedule policy training and evaluations
17. Work on job descriptions

**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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



18. Insurance additions/removals

19. Review fact finder panel; research individuals contained therein for Xenia Township

MEETINGS AND OTHER ACTIVITIES:

Meet with the TA on multiple issues

Meet with Chief VandenBos on multiple issues

Attend staff meeting

Meeting with reps from Youth Works; meeting with Chief VandenBos on same

Meetings with Compmanagement on BWC discount program

Meeting with Alan Stock on issues pertaining to Xenia Township

Attend Labor/Management meeting

BWC Group Rating Program:

I have attached information from CareWorksComp, our current provider, as well as our potential second option, Comp Management. I will discuss both in more detail on Monday.

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, APRIL 25, 2016

ACTIVITY FROM THU, APRIL 7, 2016 THROUGH WED, APRIL 20, 2016

PERMITS: Seven permits for single-family dwellings were issued in this period. Other permits issued were for two decks, one fence, two residential additions and one sign. Last year, we did not issue the 38th house permit until June 11. This year to date we have a 138% increase over 2015 in single-family dwelling permits (38 vs. 16), and a 120% increase in total Zoning actions (101 vs. 46), not counting Parks Permits.

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 April 20. 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	38
Driveways	32	22	32	27	57	94	36
Additions	4	9	1	3	10	5	4
Fences	16	19	14	20	22	13	2
Pools (including fence)	2	4	8	11	5	7	1
Signs	6	7	7	4	9	7	3
Rights of Way	3	0	7	1	2	3	3
Accessory Decks & Covered Patio	14	16	26	15	8	14	1
Accessory Structures	13	13	14	14	13	15	5
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	2
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	6
Parks Permits	0	0	0	0	0	18	27
Total	171	148	184	162	218	304	128
Revenue	\$14,274.80	\$24,094.65	\$15,843.80	\$11,735.00	\$15,910.00	\$29,380.00	\$13,510.00

PENDING: Survey work is under way for the re-zoning of the Zinck property by Ohio Univ. Construction drawings are under review for Bexley Hills Sec. 3B and River Reserve Sec. 1. One Home Occupation Permit application is under review

**BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT**

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

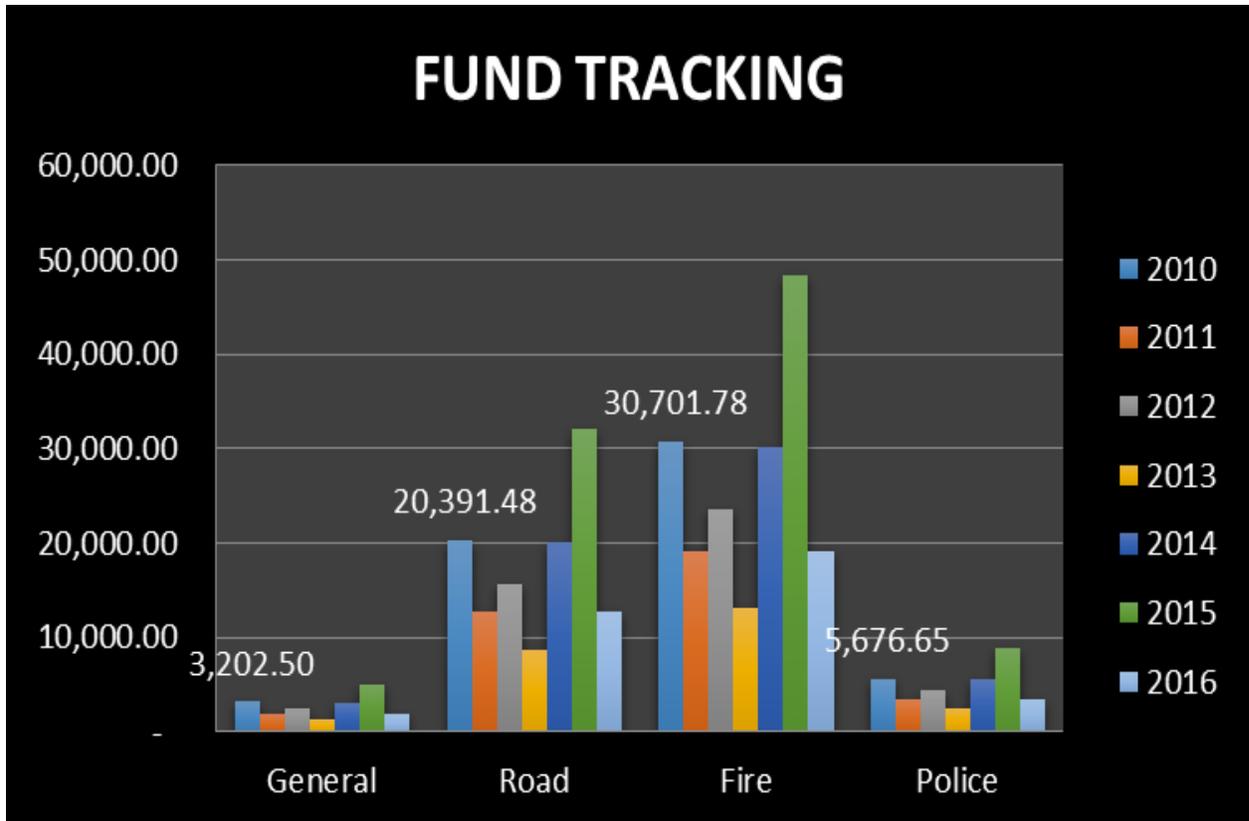


REVENUE PROJECTIONS

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 04-20-16, 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	1,995.00
Road	20,391.48	12,702.89	15,711.47	8,691.45	20,057.20	32,091.51	12,702.89
Fire	30,701.78	19,125.70	23,655.47	13,086.01	30,198.48	48,317.56	19,125.70
Police	5,676.65	3,536.27	4,373.81	2,419.56	5,583.59	8,933.74	3,536.27
Total	59,972.42	37,359.87	46,208.26	25,562.01	58,989.26	94,382.82	37,359.87

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 CFO and planning and legal consultants.
2. Consulted with TA, Zoning staff and HR re: department re-organization and job descriptions.
3. Consulted with RPCC staff re: Bexley Hills Sec. 3B.
4. Continued formal and informal training of Zoning Assistant for assumption of new duties (Novak recommendation).
5. Issued one Zoning Permit.
6. Established stakeholders' mtg. to discuss Bexley Hills Emergency Access Drive issues; mtg. to take place 04-21-16.
7. Attended Safe Routes to School planning Committee mtg. 04-07-16.
8. Attended meeting of Beavercreek Management Advisory Group (BMAG), convened by GC Parks and Trails to discuss and make recommendations for the protection of the Beaver Creek(s) watershed 04-07-16.
9. Attended Zoning Commission mtg. at which a new chair and vice-chair were elected 04-07-16.
10. Met with developer of Wood Ridge to review initial concept for development of adjacent parcel 04-08-16.
11. Attended Trustees regular meeting 04-11-16.
12. With Mr. Parks, met with representatives of the Parks District and the Beavercreek Historical Society to discuss signage at 1981 Dayton-Xenia Rd. 04-12-16.
13. With Ms. Brown, attended meeting at RPCC to open discussion of the revision of the GC Subdivision Regulations 04-14-16.
14. Attended MVRPC Annual Spring Dinner/Awards ceremony 04-14-16.
15. Met with TA on site at Bexley Hills Sec. 3A to discuss Emergency Access Drive issues 04-15-16.
16. Consulted with developer of Bexley Hills re: Emergency Access issues 04-18-16.
17. Attended mtg. of Planning Committee for Miami Valley Cycling Summit to take place at WSU on May 5, 2017; 04-20-16.

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

- Issued 19 Zoning permits, (including 7 driveway permits).
- Issued 2 Parks Permits.
- Responded to multiple zoning inquiries, advised applicant for a Variance and applicant for Home Occupation Permit.

(cont.)

**BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT**

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



- Updated and distributed minutes of proceedings of the Safe Routes to School Committee.
- Wrote and arranged for publication of Public Hearing Notice.
- Assisted with preparation of Zoning Department bi-weekly report.
- Consulted with ZA, TA, HR Manager & IT Manager re: Zoning Dept. reorganization.
- Attended Safe Routes to School planning Committee mtg. 04-07-16.
- Attended RPCC planning meeting for revision of GC Subdivision Regs. 04-14-16.

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	84	71%	25
Spring Ridge	111	92	77%	19
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	137	85%	25
Claiborne Greens	166	45	27%	23
The Narrows	26	25	96%	1
River West				
Scarborough	75	13	17%	25
Bexley Hills	77	51	66%	16
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	140	91%	14
Woodland Hills Estates	45	44	98%	1
Beaver Hills Estates	53	53	100%	0
Windemere	77	77	100%	0
Totals	2836	1689	60%	283

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

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



Bi-Weekly Report for
April 25, 2016
Regular Board of Trustees' Meeting
 (Report period 08 – 21 Apr 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:

- Upgrade Citrix environment (in-work)
 - Still working with lead Engineers...Submitted more log files to them
 - They are writing script to improve performance
 - Need to pull more information from our SAN via network analyzer. This has to be installed by EMC and there is a ticket in the queue.
 - Hope to have more to brief on meeting Monday.
- 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:

- Patched /Rebooted all servers physical/virtual
- Social Media—Website, Facebook, Twitter, YouTube
 - Website
 - Posted Historical Society Open House Event
 - YouTube
 - Posted 11 Apr Regular Meeting
 - Facebook/Twitter—Links posted
- Active Directory (User/Group account management)
 - Created Account for new Firefighter
 - 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:

- None this period

Miscellaneous / Outages:

- Citrix Desktops not available
 - Isolated to Desktop Controller not registering on the Domain Controller
- Main Phone line down at Maintenance Facility
 - Line was inadvertently disconnected while relocating Fax and Alarm lines.
Connection restored
- Worked on Public Records Requests

Awareness Items:

Purchases:

- Barracuda Instant Replacement
- Layer 3 switch (still on backorder)

I look forward to meeting with you at the 25 Apr 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

To: Alex Zaharieff, Township Administrator
 From: Tim Parks, Road Superintendent
 Date: April 21, 2016
 Reference: April 25 Trustees Meeting

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

- 1) Purchase request for roof replacement at Beaver Creek Library
 - 2) Hiring Summer Seasonal employees
 - 3) Bi-weekly report
-

1. Request approval for roof replacement at the Beaver Creek Library
 - 1.1. This request is to replace the roof on two sections of the Library that are in need of replacement.
 - 1.2. This purchase is an immediate need, to limit water damage to the interior of the building
 - 1.3. Please see scope of work included in packet
 - 1.4. Cost center/program area: Improvement of sites /Library 1000-690-730-1600
 - 1.5. The contract will be with Duro-Last Roofing. The roofing system comes with a 20 year warranty. The project was bid thru the TIPS program which we can participate in. Included in the packet is the results of the pull test that has been completed and the result where very high, so it is anticipated limited lightweight concrete repairs will be needed.
 - 1.6. Three Quotes- Attached
 - 1.6.1. Low bid is A.H. Sturgill Roofing as the installer
 - 1.7. See attached
 - 1.8 Other considerations
 - 1.8.1 The anticipated life span of the roofing system is 20 years+
 - 1.8.2 The roofing system is covered under a 20 year parts and labor warranty, does not cover consequential damage.
 - 1.9 I make a motion approve purchase request (00367) to Duro-Last Roofing thru the TIPS program for the replacement of the roofing system on 2 sections of the Beaver Creek Library, in the amount not to exceed \$165,000; and to authorize the Township Administrator to sign for the Board.
2. Hiring of Summer Seasonal employees
 - 2.1. This request is to hiring 4 summer seasonal employees for the maintenance department.
 - 2.1.1. These employees will be work a 32 hour schedule per week
 - 2.1.2 A crew of two will work Monday & Fridays and all four will work Tuesday thru Thursday
 - 2.2 We had 7 individuals apply, five where interview, one did not return email to schedule interview and one did not meet the cut off deadline for applications.
 - 2.2.1 We will be recommending two individuals that where on staff last year that wish to return and two individuals that will starting collage this fall.
 - 2.3 I have budgeted 1400 hours out of the Road and Bridge to fund these positions, however with the inter-departmental billing this will help lower the cost of labor to the general fund and fire ground maintenance fund.
 - 2.3.1 These positions will be doing mostly grounds maintenance at Township properties, however they will also be used to supplement Full-Time staff on various road projects scheduled for the summer season.
 - 2.4 Resolutions attached
3. Bi-weekly



525 Morley Drive
 Saginaw, Michigan 48601
 (989) 753-6486
 (800) 248-0280
 FAX (989) 753-4472
 FAX (800) 432-9331

SCOPE OF WORK

BEAVERCREEK TOWNSHIP LIBRARY 3618 DAYTON XENIA ROAD, BEAVERCREEK, OHIO

1. Contractor responsible for all measurements, core tests, and pull tests necessary for completing the following scope of work.
2. Contractor shall remove and dispose of all existing rock ballast from the roof. Contractor shall prepare the roof surface by removing all existing roofing materials down to the existing lightweight concrete deck. Lightweight concrete deck shall be left in place. Contractor shall provide a unit cost for any deteriorated lightweight concrete decking that would need to be replaced with new lightweight concrete.
3. Contractor shall saw cut all existing concrete wall scuppers flush with the outside walls and eliminate the spouts extending through the walls.
4. Contractor shall fully adhere new 2" polyisocyanurate insulation to the lightweight concrete deck. Boards shall have a coated glass facer, and they shall be 4' x 4'.
5. Fully adhere white, 50 mil Duro-Tuff Duro-Last single-ply membrane roofing system that is fabricated of a weft-inserted low-shrink, anti-wicking polyester fabric and has a thermoplastic coating of PVC material laminated to both sides, as manufactured by Duro-Last Roofing, Inc. Duro-Tuff shall be adhered to the new 2" insulation using Duro-Last WB or SB adhesive, according to manufacturer specifications.
6. Install Duro-Last prefabricated flashings around all deck penetrations in accordance with Duro-Last Roofing specifications. Coordinate with the Beaver Creek Township regarding the removal of any curbs, stacks, or rooftop units that are no longer needed on the roof. All rooftop units are required to have a minimum clearance of 8-inches above the finished roof surface.
7. For all perimeter parapet walls, contractor shall mechanically attach a new 2" wood nailer to the top of the parapet wall. Install prefabricated Duro-Last parapet material on all parapet walls so that the membrane goes up and over the wall and 2" below the bottom of the new nailer.
8. Terminate the Duro-Last membrane on the roof perimeter walls with Metal-Era Perma Tite Coping with cover made from .040 aluminum and has standard Kynar finish. Outside face height shall be selected so that it extends down over the clay brick a minimum of 2". Building owner to select color from Metal-Era's standard color offerings.

Other Locations: Grants Pass, Oregon – Jackson, Mississippi – Sigourney, Iowa

9. Contractor shall install a new thru-wall scupper tube made from 24 gauge stainless steel so that it extends through the walls and into a new 24 gauge stainless steel collector box.
10. No breather vents will be required for the project. Adhered areas do not require Duro-Last breather vents.
11. Building owner to provide all necessary permits or engineering fees and any other tests needed to meet state and local codes, and onsite electricity and facilities as necessary. Contractor to provide dump and disposal fees. Dispose of all debris in an approved facility in accordance with all local, state and federal regulations. Jobsite to be cleaned daily.
12. Upon completion of the final inspection by a Duro-Last Quality Assurance Tech Rep, contractor shall provide a 20-year NDL labor and material warranty, at no additional cost, to Beaver Creek Township.
13. Duro-Last and its subcontractor are not responsible for existing building conditions such as, but not limited to, leaking walls, windows, gutters, interior drains, pipes, air conditioner equipment, ducts, vents, fans, parapets, mansards, water lines, masonry walls, adjacent roofs, skylights, trim, or existing water damage to the interior of the building (walls, ceilings, floors, etc.), hidden conduit within or below the existing roofing system, or the existence of mold.
14. Any bonds for this project apply only to the one-year maintenance period commencing on the date of substantial completion. Bonds do not extend to the full 15-year labor and material warranty period.

Beaver Creek Township is purchasing this new roof system via the TIPS cooperative purchasing program.

Contractors shall bid this project to Chenelle Sauer at Duro-Last Roofing, Inc. using the TIPS bid spreadsheet. Submit bids to Chenelle at:

csauer@duro-last.com

Contractors shall have their bids submitted to Chenelle by Friday, April 1st, 2016 at noon.

Chenelle will prepare a proposal for Beaver Creek Township so that they can review it at their April 11th trustee meeting.

Other Locations: Grants Pass, Oregon – Jackson, Mississippi – Sigourney, Iowa

Pictures:



Picture showing rock removed for repairs around roof top mechanical equipment



Picture showing flashings pulling loose in scuppers

Other Locations: Grants Pass, Oregon – Jackson, Mississippi – Sigourney, Iowa



Picture showing old skylights covered up that have required multiple repairs



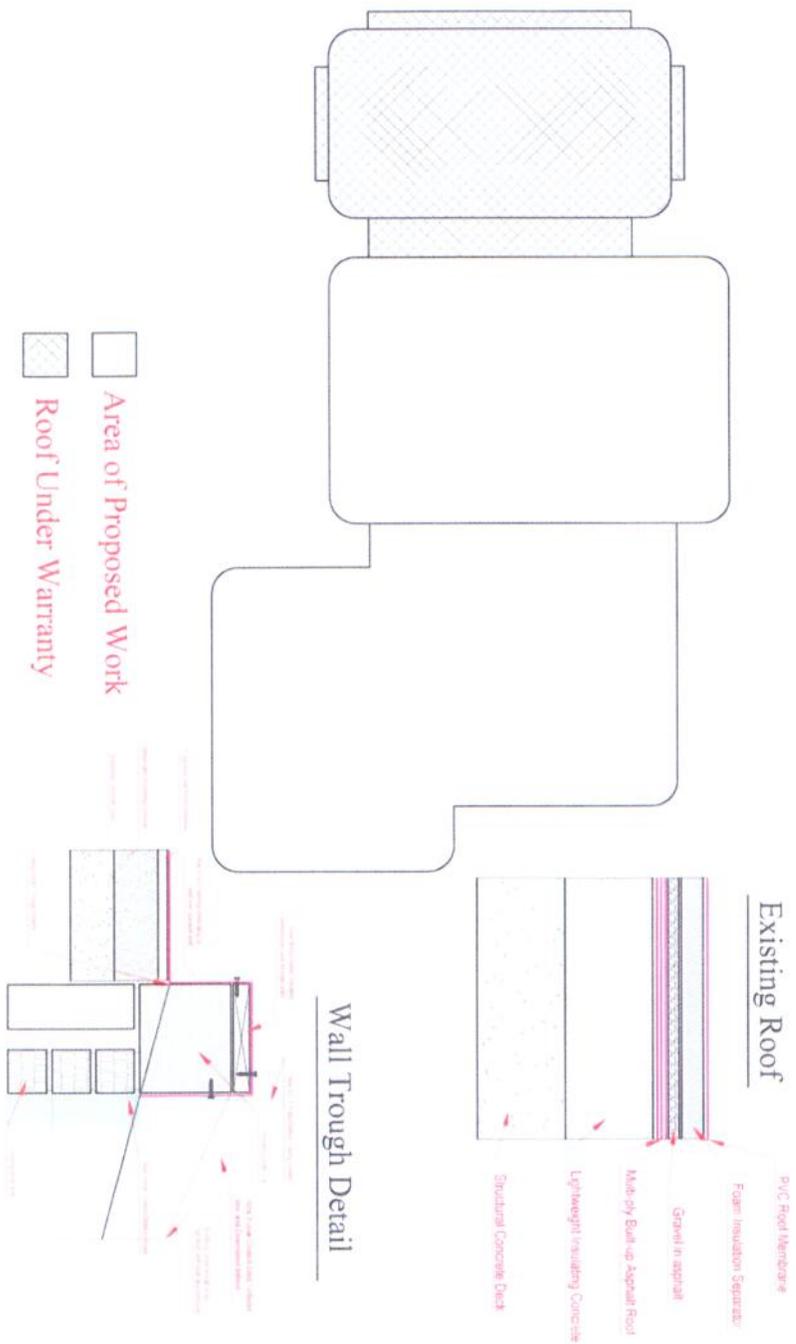
Picture showing concrete overflow that will be cut flush with the wall to install the new scupper box and fascia cover metal as outlined in the attached drawings

Other Locations: Grants Pass, Oregon – Jackson, Mississippi – Sigourney, Iowa



Picture showing concrete deck with lightweight concrete poured in place with two roof systems installed that require removal to the lightweight substrate

Other Locations: Grants Pass, Oregon – Jackson, Mississippi – Sigourney, Iowa



Beavercreek Library
 17,000 Approximate Total Square Foot of Roof Surface

Not To Scale



Other Locations: Grants Pass, Oregon – Jackson, Mississippi – Sigourney, Iowa



Home -> View Pull Test Request

VIEW PULL TEST 171

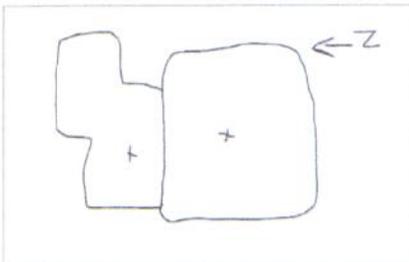
RECORD DATA

Request Date	March 22, 2016
Complete Date	April 05, 2016
Requested By	Tom
Tech Number	171
Core Cut Repair Name	Tyler
Deck Type	LIGHT WEIGHT CONCRETE
Building Dimensions	
Building Height	15
Roof Type	BUR
Requestor Affiliation	Duro-Last Contractor
Requestor Affiliation	Duro-Last Contractor
Requestor Phone Number	9374795098
Contact Person	Tom Gould
Contact Affiliation	Duro-Last Contractor
Contact Phone Number	9374795098
Job Name	Beaver Creek Community Library
Address	3618 Dayton Xenia Rd Dayton, OH 45432
Notes	

PULL RESULTS

Pull Test ID	Note	Pull LBS
1077	CR 20	1450.00
1078	CR 20 to lightweigt	1200.00

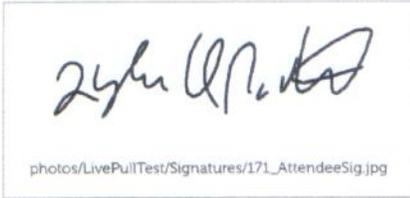
DRAWINGS



PICTURES



SIGNATURES



ADMIN SECTION

Closed Comments

Mark as Complete & Processed?

Yes ▼

SUBMIT

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[Toggle Live/Test Environment](#)

[Logout](#)



April 6, 2016

Mr. Tim Parks
Road Superintendent
Beavercreek Township
1981 Dayton-Xenia Road
Beavercreek, OH 45434
Tel: (937) 603-1371
tparks@beavercreektownship.org

Re: Re-Roofing Project for the Beavercreek Township Library

Dear Mr. Parks:

Duro-Last Roofing has developed the following pricing proposal to re-roof the Beavercreek Township Library in Beavercreek, Ohio. This pricing proposal was developed using Duro-Last's contract number 2042315 with The Interlocal Purchasing System (TIPS) and includes the total cost to purchase and install the Duro-Last roofing system.

Duro-Last will provide the Duro-Last roofing system and its installation to the Beavercreek Township at RS Means pricing using the Dayton City Cost Index.

Bids have been submitted by the following authorized Duro-Last contractors: A.H. Sturgill of Dayton, Enterprise Roofing & Sheet Metal of Dayton, and Maxim Roofing Company of Fairborn.

Attached is the Duro-Last specification which defines the work that Duro-Last proposes to complete. When the installation is complete, a Duro-Last Technical Representative will inspect the installation for completeness and conformity to Duro-Last specifications. Following acceptance of the roof, Duro-Last will issue a warranty to Beavercreek Township.

The Duro-Last Roofing 20-year NDL warranty provides for the repair or replacement of the roofing system, and the labor to install it, in the event of a defect in the Duro-Last products. The 20-year NDL warranty does have an additional charge to obtain it, which has been included in the proposal. The warranty also does not provide coverage of consequential damages resulting from leaks caused by any defects covered under the warranty.

Based on this scope of work, the total base prices for Duro-Last to complete the Beavercreek Township Library re-roofing project are as follows:



Contractor	Base Bid
A.H. Sturgill Roofing	\$155,302.96
Enterprise Roofing	\$169,773.75
Maxim Roofing	\$165,468.21

Attached is a detailed pricing summary. The base price is good for delivery for 60 days from the date of this proposal, after which the components of the base price are subject to price adjustment.

Any alterations or deviation from the scope of work involving extra costs including, but not limited to, additional materials and labor will be executed only upon written change-orders submitted to Duro-Last, which will result in an extra charge over this proposal.

The base price does not include any allowances for roof deck replacement or for other hidden damages.

The building owner is responsible for obtaining any necessary permits, engineering fees, or tests needed to meet state and local codes.

The base price includes performance and payment bonds. Any bonds for this project shall only apply for a one-year maintenance period commencing on the date of substantial completion of the project. Bond coverage shall not be extended to the 20-year warranty period subsequent to the one-year maintenance period.

The lead time for manufacturing your Duro-Last roof is five business days following receipt of the order. Transit time is one business day by commercial carrier from the Duro-Last manufacturing facility in Saginaw, Michigan.

Duro-Last Roofing and its subcontractor are not responsible for the following:

- HVAC alteration and related utility work
- Lightning, lightning protection, or electrical alterations or recertification
- Satellite dishes or antenna recalibration
- Removal of material containing asbestos or asbestos testing
- Ponded water due to previous existing substrate conditions

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard roofing practices and in accordance with Duro-Last published specifications. Duro-Last Roofing shall not be responsible for delays relating to weather, accidents, or other events beyond our control.

If this proposal is accepted, the Duro-Last TIPS price schedule, terms, and conditions will be applied. In addition:



- The Beavercreek Township's TIPS membership will need to be verified.
- A purchase order and tax exempt certificate will need to be issued to Duro-Last Roofing.
- The purchase order should be clearly marked "Per TIPS Contract".
- E-mail the purchase order in PDF format to TIPS at tipspo@tips-usa.com for review and approval.
- Duro-Last will issue a Notice to Proceed to the installing contractor after receiving the approved purchase order from TIPS.

If you have any questions regarding this proposal, please contact me at (800) 248-0280, ext. 2223 or csauer@duro-last.com. If this proposal is acceptable, please indicate the approved bid, sign below, and return with the aforementioned documents.

Beavercreek Township Library Re-Roofing Project Base Prices:

Contractor	Base Bid
A.H. Sturgill Roofing	\$155,302.96
Enterprise Roofing	\$169,773.75
Maxim Roofing	\$165,468.21

Approved Bid: _____

Approved By: _____

Title: _____

Date: _____

Best Regards,

Chenelle D. Sauer
Government Sales Administrator
Duro-Last Roofing, Inc.

cc: Bryan Gottron, Duro-Last Independent Sales Representative



SCOPE OF WORK

BEAVERCREEK TOWNSHIP LIBRARY BEAVERCREEK, OHIO

1. Remove and properly dispose of all existing rock ballast from roof.
2. Remove and properly dispose of existing roof materials to existing lightweight concrete deck.
3. Cut existing concrete wall scuppers flush with outside walls. Eliminate the sprouts extending through the walls.
4. Prepare roof surface for new Duro-Last roofing system per Duro-Last specifications.
5. Fully-adhere 2" Duro-Guard 4'x4' polyisocyanurate insulation boards with a coated glass facer to prepared surface.
6. Install 50-mil Duro-Tuff membrane. Membrane to be fully-adhered to polyisocyanurate boards using Duro-Last adhesive.
7. Install Duro-Last prefabricated flashings around all deck penetrations in accordance with Duro-Last Roofing specifications. Coordinate with the Beaver Creek Township personnel regarding the removal of any curbs, stacks, or units that are no longer needed on the roof.
8. Install a new 2" wood nailer on top of parapet walls.
9. Install Duro-Last prefabricated parapet material to parapet walls. Membrane to run up and over wall to 2" below the bottom of the new nailer.
10. Terminate Duro-Last membrane with metal coping and .040 aluminum, Kynar-finished cover. Metal color to be selected from metal manufacturer's standard color choices. Please note, this is not Duro-Last metal and will not be covered under the Duro-Last warranty.
11. Install new Duro-Last 24-gauge, Kynar-coated metal thru-wall scuppers and collection boxes. Metal color to be chosen from one of Duro-Last's standard color choices.
12. If required, any HVAC, plumbing, electrical, or other miscellaneous work that may need to be moved or disconnected and reconnected (other than normal roofing practice) will need to be done by others at building owner's expense. The cost of these services is not included in this proposal.
13. Building owner is responsible for obtaining any necessary permits, engineering fees, or tests needed to meet state and local codes.
14. Building owner is responsible for providing onsite electricity and facilities as necessary.



15. Installing contractor to provide dump and disposal fees. All debris will be disposed of in an approved facility in accordance with all local, state, and federal regulations. Jobsite to be cleaned daily.
16. Provide a 20-year no-dollar-limit warranty which provides for the repair or replacement of the roofing system, and the labor to install it, in the event of a defect in the Duro-Last products. The Duro-Last 20-year NDL warranty does not contain a provision for coverage of consequential damages.
17. Duro-Last and its subcontractor are not responsible for existing building conditions such as, but not limited to, leaking walls, windows, gutters, interior drains, pipes, air conditioner equipment, electrical wiring, ducts, vents, fans, parapets, mansards, water lines, masonry walls, adjacent roofs, skylights, trim, existing water damage to the interior of the building (walls, ceilings, floors, etc.), hidden conduit within or below the existing roofing system, or the existence of mold.
18. Any bonds for this project apply only to the one-year maintenance period commencing on the date of substantial completion. Bonds do not extend to the full 20-year warranty period.



Duro-Last/TIPS Project Bid Sheet

Date: 4/6/2016
Building Owner: Beavercreek
Project Name: Library

Warranty: 20
Mil: 50-mil DT

	A.H. Sturgill Roofing	Enterprise Roofing	Maxim Roofing
Contractor Name:			
Sq Ft:	13,000	13,000	13,000
Duro-Last Gross Material	\$ 23,220.65	\$ 25,444.06	\$ 23,852.74
TIPS Discount	\$ (1,625.45)	\$ (1,781.08)	\$ (1,669.69)
Duro-Last Net Material	\$ 21,595.20	\$ 23,662.98	\$ 22,183.05
Ancillary Services			
Demolition	\$ 28,522.50	\$ 31,225.00	\$ 31,545.00
Supply Non Duro-Last Materials	\$ 21,869.00	\$ 22,812.50	\$ 22,579.00
Installation Labor - Misc.	\$ 6,880.00	\$ 8,375.00	\$ 7,980.00
Installation Labor - Duro-Last	\$ 26,000.00	\$ 27,000.00	\$ 26,600.00
Installation Labor - Insulation	\$ 19,467.50	\$ 20,216.00	\$ 21,280.00
Installation Labor - Metal	\$ 2,727.50	\$ 2,904.00	\$ 2,995.00
Additional Labor	\$ -	\$ -	\$ -
Project Commencement	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Equipment Rental	\$ -	\$ -	\$ -
Total Ancillary Services	\$ 106,966.50	\$ 114,032.50	\$ 114,479.00
Open Market Items	\$ 11,990.00	\$ 16,500.00	\$ 13,200.00
Contingency	\$ -	\$ -	\$ -
Other			
Bonds	\$ 1,397.73	\$ 1,527.96	\$ 1,489.21
Warranty Fees	\$ 1,690.00	\$ 1,300.00	\$ 1,690.00
Duro-Last Administration Fees	\$ 11,663.53	\$ 12,750.31	\$ 12,426.95
Bid Total	\$ 155,302.96	\$ 169,773.75	\$ 165,468.21

Lightweight Concrete Deck Replacement: \$3.46/sq ft \$27.57/sq ft

Pictures:



Picture showing rock removed for repairs around roof top mechanical equipment



Picture showing flashings pulling loose in scuppers



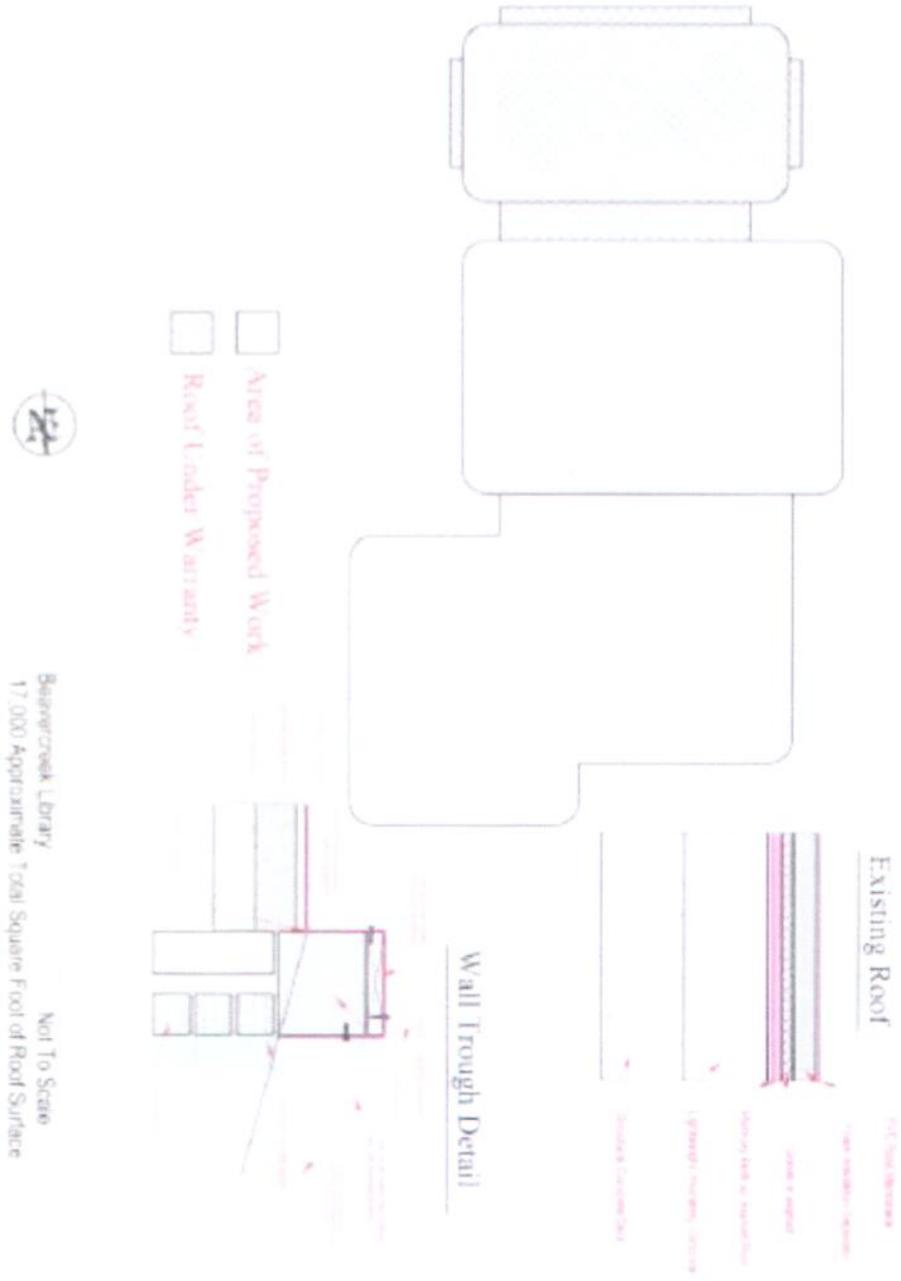
Picture showing old skylights covered up that have required multiple repairs



Picture showing concrete overflow that will be cut flush with the wall to install the new scupper box and fascia cover metal as outlined in the attached drawings



Picture showing concrete deck with lightweight concrete poured in place with two roof systems installed that require removal to the lightweight substrate



Ohio Authority

Government Authority:

Authority for such services in Ohio is granted under Ohio law. OHIO. REV. CODE ANN. § 9.48. These competitively bid cooperative purchasing services are extended to all Ohio State, City and County Government Agencies.

TICA also expressly states that a party to an interlocal contract may contract with a similar agency of another state. TEX. GOV'T CODE § 791.011 (b)(2). A school district is a local government in Ohio. Therefore, an interlocal purchasing cooperative in Texas has statutory authority to contract or agree with an Ohio public school district or other local government of Ohio.

Ohio law also permits participation in a joint purchasing program. OHIO. REV. CODE. ANN. § 9.48. Ohio law provides that a political subdivision may participate in a joint purchasing program operated by or through a national or state association of political subdivisions in which the purchasing political subdivision is eligible for membership. Id at § 9.48 (B)(2). Section 9.48 (A), Ohio Revised Code, provides that the term "political subdivision" has the same meaning as section 2744.01, Ohio Revised Code. Id at § 9.48 (A). Section 2744.01 states that a "political subdivision" means, among other entities, a school district. OHIO REV. CODE ANN. § 2744.01 (F). A Texas regional service center is a political subdivision of Texas. TEX. EDUC. CODE § 8.001, et seq. Therefore, Ohio public school districts, or other political subdivisions of the state of Ohio, have statutory authority to contract or agree with a Texas regional education service center to participate in a joint purchasing program operated by or through a state association of political subdivisions of Texas.

INTERLOCAL AGREEMENT
Region VIII Education Service Center
OHIO PUBLIC AGENCY
(School, College, University, State, City or County Office)

 OHIO
 EDUCATIONAL OR GOVERNMENT ENTITY

 Control Number (TIPS will Assign)
 Schools enter County-District Number

and

Region VIII Education Service Center
 Pittsburg, Texas

225 - 950
 Region 8 County-District Number

The Texas Education Code §8.002 permits Regional Education Service Centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university financial operations.

Government Authority:

Authority for such services in Ohio is granted under Ohio law. OHIO. REV. CODE ANN. § 9.48. These competitively bid cooperative purchasing services are extended to all Ohio State, City and County Government Agencies.

TICA also expressly states that a party to an interlocal contract may contract with a similar agency of another state. TEX. GOV'T CODE § 791.011 (b)(2). A school district is a local government in Ohio. Therefore, an interlocal purchasing cooperative in Texas has statutory authority to contract or agree with an Ohio public school district or other local government of Ohio.

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Vision:

TIPS will become the premier purchasing cooperative in North America through developing partnerships with quality vendors, school districts, universities, colleges, all governmental entities, and public and private industry.

Mission:

Our mission is to provide a proven purchasing process through quality customer service including timely response, legal support and effective recruitment by providing sufficient resources to include personnel.

Purpose:

The purpose of the TIPS program shall be to continue providing substantial savings and best value for participating educational entities or public agencies through cooperative purchasing.

Effective:

This Interlocal Agreement (hereinafter referred to as the "Agreement") is effective _____ and shall be automatically renewed annually unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon (60) days prior written notice, or may also be determined for cause at anytime upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

Statement of Services to be Performed:

Region VIII Education Service Center, by this *Agreement*, agrees to provide competitively bid cooperative purchasing services to the above-named public entity through a Program known as The Interlocal Purchasing System (TIPS) Program.

Role of the TIPS Purchasing Cooperative:

1. Provide organizational and administrative structure of the TIPS Program.
2. Provide Administrative and Support Staff necessary for efficient operation of the TIPS Program.
3. Provide marketing of the TIPS program to expand membership, awarded contracts and commodity categories.
4. Initiate and implement activities required for competitive bidding and vendor award process including posting, advertising, collecting proposals, scoring proposals, and awarding of vendor contracts.
5. Provide members with current awarded vendor contracts, instructions for obtaining quotes and ordering procedures.
6. Maintain filing system for all competitive bidding procedure requirements.
7. Provide Reports as requested.
8. Maintain active membership database for awarded vendors.
9. Provide TIPS training to members and vendors upon request.

Role of the Education or Government Entity:

1. Commit to participate in the TIPS Program.
2. Designate a Primary and Technology Contact for the entity to be responsible for promoting TIPS within the organization.
3. Commit to purchase products and services from TIPS Vendor Awarded Contracts when in the best interest of the entity. **PURCHASE ORDER MUST ALWAYS BE MARKED TIPS and EMAILED to TIPSP0@TIPS-USA.COM for processing.**
4. Accept shipments of products ordered from Awarded Vendors in accordance with standard purchasing procedures.
6. Pay Awarded Vendors in a timely manner for all goods and services received.
7. Report any vendor issues that may arise to the TIPS Cooperative Coordinator.

General Provisions:

Both Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

This Agreement shall be governed by the laws of the State of Texas and venue shall be in the county in which the administrative offices of RESC VIII are located which is Camp County, Texas.

It is the responsibility of the Entity purchasing from TIPS to insure that the respective State purchasing laws are being followed.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by means of a facsimile machine and the terms and conditions agreed to are binding upon the Parties.

Authorization:

Region VIII Education Service Center and The Interlocal Purchasing System (TIPS) Program have entered into an Agreement to provide competitively bid cooperative purchasing opportunities to entities as outlined above.

This Interlocal Agreement process was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the respective STATE Open Meetings Act, for Texas it was Government Code Ch. 551.

The individuals signing below are authorized to do so by the respective parties to this Agreement.

Membership Entity-

Region 8 Education Service Center

By: _____
Authorized Signature

Title: _____

Date

By: _____
Authorized Signature

Title: Executive Director Region VIII ESC

Date

Public Entity Contact Information

Primary Purchasing Person's Name

Primary Person's Email Address

Mailing Address

Telephone Number

City, State

Zip

Fax Number

Secondary Contact's Name

Secondary Contact's Email Address

Instructions:

If your entity does not require you to have an Interlocal Agreement, please go to the TIPS website under Membership and take advantage of online registration. The states of Texas and Arizona **do** require all entities to have an Interlocal Agreement. Email completed Interlocal Agreement to tips@tips-usa.com.



BEAVERCREEK TOWNSHIP

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

Trustees - Carol Graff
Tom Kretz
Jeff Roberts

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER: _____
ADOPTION DATE: APRIL 25, 2016

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

WHEREAS, to re-appropriate from Account 1000-930-930-0000 Contingencies (General Fund), to Account 1000-690-730-1600 Improvement of Sites (Library), in the amount of \$170,000.00,

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

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

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

Trustees - Carol Graff
Tom Kretz
Jeff Roberts

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER: _____
ADOPTION DATE: APRIL 25, 2016

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved to approve the hiring of Clayton E. Kadel and Jacob A. Dorsten as seasonal employees in the Beavercreek Township Road Department pending the successful completion of Beavercreek Township's pre-employment process at a rate of \$10.30 per hour beginning May 5, 2016 and ending no later than September 2, 2016.

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved to approve the hiring of Joseph D. Salyers and Andrew D. Lebamoff as seasonal employees in the Beavercreek Township Road Department pending the successful completion of Beavercreek Township's pre-employment process at a rate of \$10.00 per hour beginning May 5, 2016 and ending no later than September 2, 2016.

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

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

BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT

April 21, 2016

Calls for Service:

- Tree down do to wind in the Conservancy— 12 hours

Training:**Accomplishment/Information:**

- Attended staff meeting
- Meeting with Administrator on drainage issue on Stretch drive
- Attended pre- construction meeting for Spring Meadows section 5 and Bexley Hills 3B
- Attended pre-construction meeting for paving – bids came in under estimate looking to adding an additional 1000'
- Continued working with contractor on LED modifications to fire stations
- Conducted interviews for summer seasonal positions
- Attended meeting at GCRP for sub-division regulation review and update
- Attended meeting with Historical Society and Park Board on signage for 1981 Dayton-Xenia.
- Reviewed Duro-Last roofing proposals and pull test results
- Meeting with resident on Stretch drive on drainage proposal
- Meeting With Resident on Colonial Parkway on drainage issue
- Reviewed revised final plans for Bexley Hills 3B
- Reviewed several driveway permits
- Checking on developments-
 - Bexley Hills 3A- checking on erosion control issues erosion control issues
 - Bexley Hill 3B- on hold awaiting emergency access information , clearing and grubbing in progress
 - Spring Ridge 3A- checking on erosion control
 - Wood Ridge section 1- contractor continued working on grading, erosion control and pond design
 - Clairborne Greens 2A- checking on erosion control
 - Clairborne Greens 2B- continued installation of water and sewer extensions
 - Spring Meadows section 5- installation of storm in progress
- Sheriff's vehicle back in-service
- Vendor tours for HVAC proposals
- Window film installed at Administration Building
- Working on a billing issue with Stoops Freightliner on warranty issue- hopefully resolved awaiting new invoice
- Working on billing issue with Cat on repairs to Ladder 61
- Removed tree on Grand Portage Trail and clean- up brush damaged due to wind
- Repaired and replaced numerous signs damaged by wind
- Continued mowing Township Facilities
- Continued landscaping at Station 61
- Began working on Landscaping at Station 64
- Spraying all Township facilities for weeds

Awareness Items:

- LED upgrade proposal

To: **Alex Zaharieff, Township Administrator**
 From: **David VandenBos, Fire Chief**
 Date: **2016-04-21**
 Re: **Fire Department Agenda Items for 2016-04-25 Biweekly Trustees' Meeting**

- 1) **UPDATED: Purchase Request for Blue Card Training**
 - 2) **Biweekly Activity Report**
-

1) **UPDATED: Purchase Request for Blue Card Training**

Updated text is dark, original text is grayed out

- 1.1) This is a request to modify the purchase, originally approved by the Board on 2016-01-19, to provide Blue Card training to all firefighters at a cost not to exceed \$18,800.00-**an increase of \$500.00.**
- 1.2) This request is to fill an immediate need.
- 1.3) This training meets OAC § 4123:1-21-07(A) *Fire department occupational safety and health*, which states (in part): *“an incident management system shall be established with written standard operating procedures applying to all members involved in emergency operations... all members involved in emergency operations shall be trained in the system.”*
 This training also partially meets the Township’s Performance Audit recommendation #37-
Develop a comprehensive training program to be applied consistently throughout the organization.
 This training also addresses sections of NFPA 1201 (2015 edition) *Standard for Providing Fire and Emergency Services to the Public* and NFPA 1021 (2014 edition) *Standard for Fire Officer Professional Qualifications.*
- 1.4) Cost Center/Program Area: **Fire Operations (5710)**
Object Codes: Rents and Leases (321), Training Services (318), Travel and Meeting Expenses (330)
 2016 Budget: fire department page 53, notes 5710-318, 5710-330
- 1.5) The Board of Township Trustees (in February 2015) approved a fire department request to provide Blue Card incident command management certification to 19 fire department officers. Upon completion of the certification, those officers agreed that it would be in the department’s best interest to provide the same training to all firefighters. This program teaches firefighters to standardize management of incidents by using a combination of online learning and classroom simulations that are led by certified instructors who perform evaluations on students throughout the class.
 The curriculum contains components based upon all 4 fire officer levels identified in NFPA 1021 *Standard for Fire Officer Professional Qualifications*, as they relate to incident management. It also meets NFPA 1201 *Standard for Providing Fire and Emergency Services to the Public* requirement that the authority having jurisdiction establish and train to minimum standards for all aspects of emergency service delivery including incident management. This program also satisfies the requirement of the Insurance Services Office rating schedule for fire departments



with the identified training hours for fire officers.

Certifying one fire department officer per shift as an instructor, the township will save more than \$9,000 in overall program costs over the first three years (compared to hiring a certified trainer to provide the same training). Maintaining instructors for the fire department will allow flexibility to train new employees and remediate existing employees when the need arises rather than seek a class at another certified training site.

1.6) Quotes:

1.6.1. Tuition: Blue Card Command in the amount of \$9,224.00 [on-file]. Travel and lodging expenses will be best available pricing in the market.

1.6.2. This vendor is sole source.

1.6.3. n/a

1.7) Specifications:

1.7.1. n/a

1.7.2. n/a

1.8) Other Considerations:

1.8.1. The fire department adopted this program and is integrating it into the department's incident management system. This training is part of a continuing program and does not have a programmed end date.

1.8.2. The estimated total cost for the initial certification and the required three years of continuing education when hiring an outside agency to provide the instruction is \$51,324.00. Utilizing trained fire department officers to provide the same instruction costs \$42,184.00 over three years.

1.8.3. This purchase will require a cost of \$3500.00 per year to maintain the certification of the instructors and provide the teaching materials including presentation devices necessary to complete the class.

1.8.4. The software and simulations included in the Blue Card Training Program are not supported by the Township's computer network (i.e. Citrix). To accommodate the 2016 scheduled certification training, the fire department is requesting approval to lease the Ohio Fire Chiefs' Association's Command Training Center (CTC). This case of laptops, pre-loaded with the necessary software and simulations for Blue Card Training, will be leased twice (May and November) at a cost of \$250.00 each, for a total of \$500.00. Fire Department staff is currently researching long-term alternatives and any proposals will be included in the 2017 budget requests.

1.9) n/a.

1.10) I make a motion to approve the following:

Purchase Request 08077 to Ohio Fire Chiefs' Association for two CTC leases in the amount of \$500.00 and to authorize, pending legal counsel's approval of the lease agreement, the Township Administrator to sign for the Board



2) Biweekly Activity Report

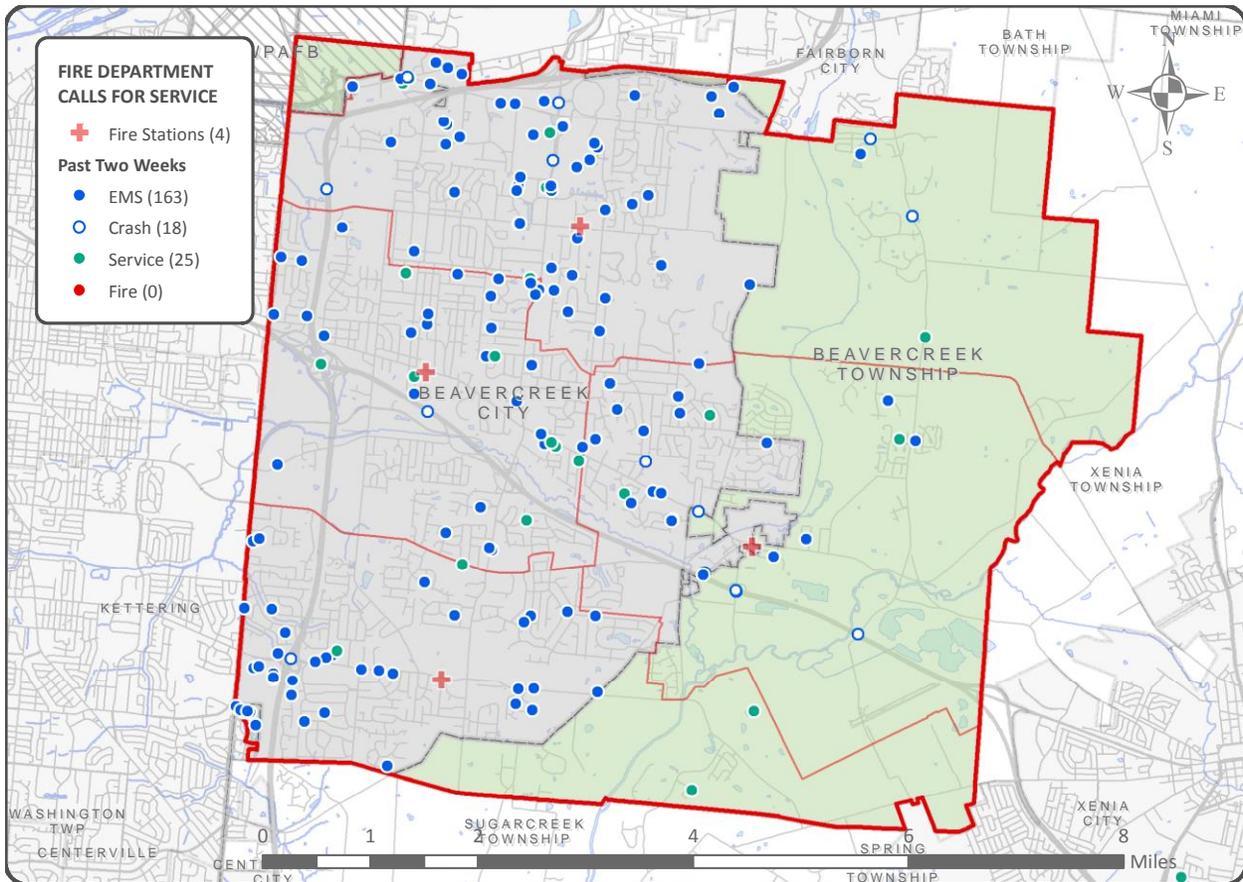
- 2.1) Senior Staff Meeting:** Senior staff met to discuss items of interest and concern, including: deployment of new glucometers, community room cleaning and supplies, Blue Card training and operational updates, Econo-Lodge training opportunities, and Second Platoon interim leadership.
- 2.2) Labor-Management:** Labor and Management met to discuss items of mutual interest and concern, including pending grievances, overtime MOU, possible mattress donation, approval to use Class A Uniforms for special events and cable TV converter boxes.
- 2.3) Lucas Devices:** The Lucas Devices will be placed in-service on 29 April, following completion of in-service training for all crews. Soin Hospital's emergency department is hosting the training, and their staff will be joining fire department personnel to become familiar with the devices. There will be a device deployed on each ALS Engine to maximize their availability in the event they're needed.
- 2.4) Arson Fires:** Over the past week, the fire department and sheriff's department responded to a number of arson fires in the Stone Hill village area. During the course of the investigation, which included the basement of a house under construction several outdoor locations, two juveniles (aged 10 and 14) were identified as suspects. Questioning by a Sheriff's Deputy resulted in a confession from both youths, and charges, including a 4th degree felony, have been filed.
- 2.5) Statistics Training:** All fire department officers (except one BC on sick leave) completed four days of applied statistics training. The training covered basic statistical analysis, use of Excel for analysis and critical, analytical thinking about fire service issues (e.g. service delivery and unit utilization), and project budgeting concepts (e.g. fixed and variable costs, cost of money, interest and inflation).
- 2.6) Auxiliary Meeting:** The Auxiliary held their monthly meeting and quarterly van deployment training at Station 64.
- 2.7) Public Outreach:** The fire department had non-incident contact with the community at the following events:
- | | |
|------------|--|
| Station 63 | Ride Along, EMT-B student (x2) |
| Station 61 | Middle School Dance, Beaver Creek Youth League |
| Station 61 | CPR and BLS |
| Station 61 | CPR and First Aid, Inspire School |
| Station 61 | CPR and First Aid, Girl Scouts |
| Station 62 | Medic Standby, Submarine House |
| Station 62 | Station Tour, Girl Scouts |
| Station 63 | Public Education, Soin Medical Center |



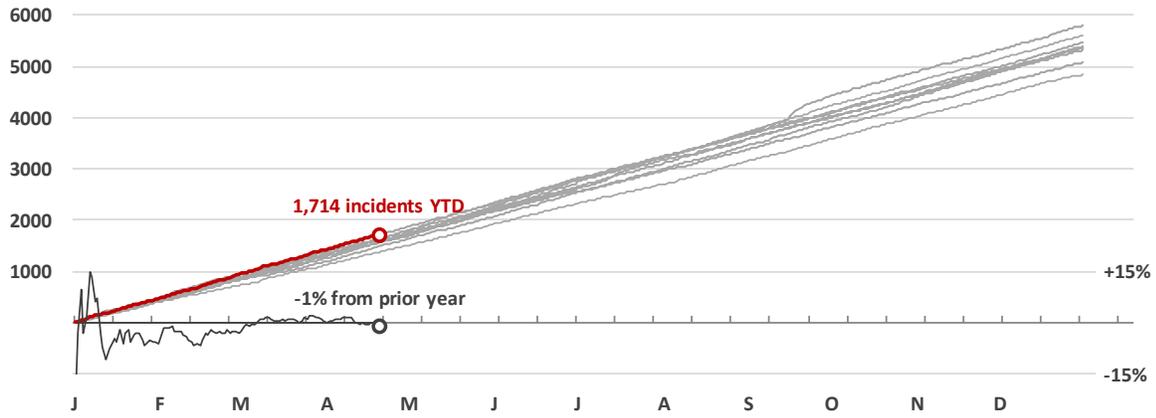
2.8) Biweekly Incident Activity

Biweekly Incident Activity Report

Call for Service Type	Biweekly History Trend Current	10-Year over Year History	YTD Projected
3: Medical	▲ 163		3,940 1,308 +13%
7: False Alarm	▲ 8		387 96 -18%
3: Crash	▼ 18		342 103 +2%
6: Good Intent	▲ 8		281 94 +21%
5: Service	▲ 3		153 35 -14%
4: Hazard	▲ 2		138 45 +13%
1: Fire	▲ 0		75 17 -28%
2: Explosion	▲ 0		10 3 +30%
8: Severe Weather	▲ 0		4 - -100%
9: Special	▼ 4		22 13 +78%
Total	▼ 206		5,352 1,714 +10%



There have been 1,714 incidents this year, which is -1% from this time last year



The past two weeks were 04% slower than average, with 0 hours slower than 99%, and 0 hours busier than 99% of the year.



Biweekly Training Activity Report

Training Type	iweekly History Trend Current	0	250	500	750	1,000	10-Year over Year History	YTD Projected
EMS	▼	87	9.5%					1,976 1,308
Firefighting	▲	18	2.0%					1,029 96
Driver/Operator	▼	44	4.8%					876 103
Rescue	▲	42	4.5%					1,953 94
Officers	▼	561	61.0%					1,268 35
NIMS	▼	121	13.2%					9,603 45
Daily Drills	▼	37	4.1%					620 17
Haz-Mat	▼	8	0.9%					409 3
Fire Prevention	▼	1	0.1%					110 -
Instructors	▶	0	0.0%					30 13
Dispatch	▲	0	0.0%					24 1,714
Total	▲↑	919	100.0%					17,896 3,428

