

**BEAVERCREEK TOWNSHIP
AGENDA PACKET
REGULAR TRUSTEES' MEETING
TUESDAY MAY 26, 2015
1:00 P.M.**



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- Rumpke Recycling Agreement Page 7
- Employee Timekeeping Policy Pages 8-10
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- Biweekly Report

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Road: Page 32

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Fire: Pages 33-35

- Biweekly Report Pages 33-35

Agenda
Regular Trustees' Meeting
Tuesday, May 26, 2015, at 1:00 p.m.
At the Fire Administration Building at 851 N. Orchard Lane, Beavercreek, OH 45434

Pledge of Allegiance - Moment of Silence

- Approve Agenda for the May 26, 2015, Meeting
- Approve the May 28, 2015, Payroll in the amount of \$
- Approval of Bills in the amount of \$102,778.92 +
- Approval of Minutes:



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

Old Business: None.

New Business: None.

Administrator:

- U.S. 35 Letter
- Rumpke Recycling Agreement
- Employee Timekeeping Policy
- Overtime Compensation Policy
- Work Schedule Policy
- Greene County Sheriff's Office Report

Finance:

- Biweekly Report

Human Resources:

- Biweekly Report

Zoning:

- Biweekly Report

Information Technology:

- Barracuda Message Archiver Purchase (Hardware Refresh)
- Biweekly Report

Road:

- Biweekly Report

Fire:

- Biweekly Report

Legal Advisor:

Trustees:

Fiscal Officer:

Legal Invoices

Adjourn



BEAVERCREEK TOWNSHIP

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

Trustees - Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

May 26, 2015

Ohio Transportation Review Advisory Council
1980 West Broad Street
Columbus, Ohio 45223

Re: Improvements to U.S. 35 in Beavercreek Township

Dear Mr. Wray,

As representatives of Beavercreek Township in Greene County, Ohio, our jurisdiction will be positively affected by the long-awaited redesign of US 35. Improving the safety of this corridor has long been a priority of the Miami Valley region with various studies being conducted over the years dating back to 1982.

US 35, stretching from Dayton (OH) to West Virginia, serves a vital role in connecting population and employment centers across the State of Ohio. In the Miami Valley, US 35 is heavily used by commuters traveling to and from work, including access to Wright-Patterson Air Force Base (WPAFB), the region's, as well as the State of Ohio's, largest single-site employer. The section of US 35 between North Fairfield Road and the Xenia Bypass currently carries over 40,000 vehicles per day, has five (5) at-grade intersections (with traffic lights/stop signs) and is the only segment of US 35 between I-75 and West Virginia not presently programmed for conversion to a freeway.

Traffic in the corridor is expected to increase as the population in Greene County continues to grow. The population in Greene County grew by over nine percent (9%), the 10th highest in Ohio, with many new residential developments along this segment of the US 35 corridor. Beavercreek Township has experienced a 161% increase in single-family dwelling unit permits compared to this time last year. Between the current approved subdivisions and the new subdivisions, the Township has 2,900 approved single-family dwellings. In 2014, the Township approved a 671.172 acre Mixed Use Planned Unit Development (MX-PUD) along the proposed project (see attached map).

Several vehicle crashes have occurred on US 35 between log points 4.00 and 6.49 and at the intersections of US 35 with Factory Road, Orchard Lane, and Trebein Road. Many of these crashes resulted in injuries including one (1) fatality. By contrast, in

2003, when the intersection of US 35 and North Fairfield Road (just to the west of the proposed TRAC project) was converted from a signal-controlled, at-grade intersection to a grade-separated interchange, an examination of the vehicle crash history in the vicinity of the interchange (US 35 log points 2.30 to 2.88) shows a 56% decrease in the number of crashes from 124 (CYs 2000-2002) to 55 (CYs 2006-2008).

The Township has continued to partner with the City of Beavercreek, Greene County, and Miami Valley Regional Planning Commission on this much-needed project. This partnership has led to a local funding match of \$800,000.00 for the right-of-way acquisition. The Township is currently working on creating a Highway Overlay District in the area that will encourage economic growth. In 2016, the Township will be exploring funding options with the Ohio Public Works Commission to complete several access road upgrades that will be needed as a part of this project (see attached ODOT map).

Our residents rely on us to be good regional stewards and to serve the community with their best interests in mind. Not only will this locally preferred alternative for US 35 make the corridor safer by permitting unencumbered access to Township properties both north and south of US 35, it will also improve traffic flow and make commuting easier.

As Greene County continues to benefit from strong regional growth, it only makes sense that upgrades and improvements to the US 35 corridor are made in a timely manner. Therefore, we strongly encourage you to support the proposed redesign of US 35 so that we can move forward on this much-needed project.

Sincerely,

Tom Kretz
Chair

Dan Paxson
Vice Chair

Carol Graff
Trustee

Beavercreek Township Trustees
Greene County, OH

Attachments (2)



BEAVERCREEK TOWNSHIP ZONING

851 Orchard Lane
Beavercreek, Ohio 45434
(937) 306-0065 Fax: (937) 426-8780

Trustees—Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer—Christy L. Ahrens

Township Administrator—Alex Zaharieff

Zoning Administrator—Ed Amrhein



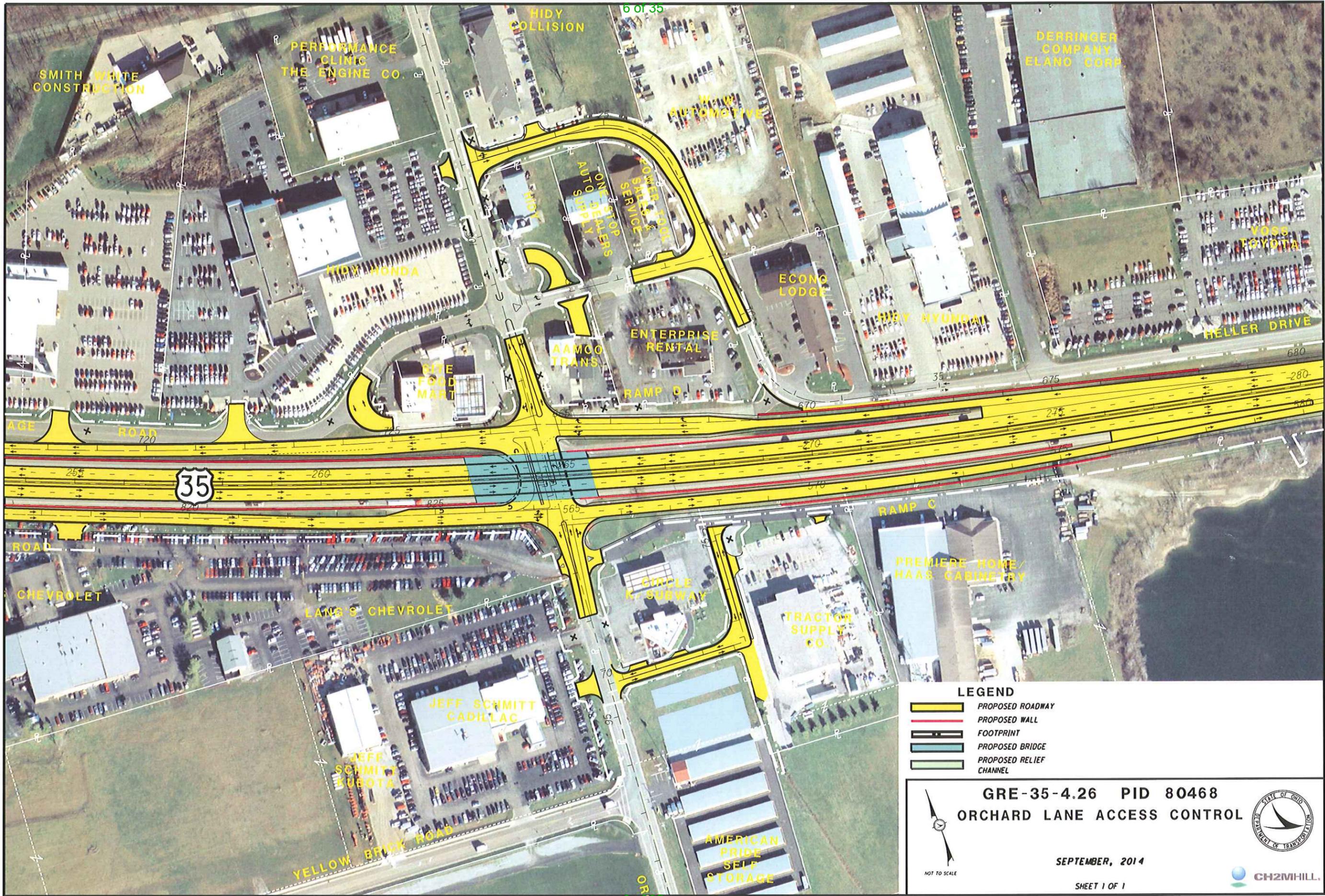
New Zoning: Mixed Use – Planned Unit Development (MX-PUD)

Area: 671.172acres

Possible Uses:

- **Areas 1 & 4:** Business Offices, Research, Warehouse, Lodging, Entertainment
- **Areas 2 & 3:** Wellhead, River Protection, Natural Areas, Conservation Easements
- **Area 5:** Water Recreation Features, Resort Event Facility
- **Area 6:** Recreation Lake, Marina, Fishing Pier
- **Area 7:** Lodging, Entertainment, Convention Complex
- **Area 8:** Single Family Residential
- **Area 9:** Nature Preserve, Recreation Trails, Open Space

All uses remain subject to Beaver Creek Township Specific Site Plan approval process and/or Conditional Use application and approval process.



- LEGEND**
- PROPOSED ROADWAY
 - PROPOSED WALL
 - FOOTPRINT
 - PROPOSED BRIDGE
 - PROPOSED RELIEF CHANNEL



GRE-35-4.26 PID 80468
ORCHARD LANE ACCESS CONTROL



SEPTEMBER, 2014

SHEET 1 OF 1





CUSTOMER SERVICE AGREEMENT

Rumpke of Ohio, Inc.

SERVICE NAME: *Beavercreek Township*

SERVICE ADDRESS: *1981 Dayton Xenia Road*
 CITY, STATE ZIP: *Dayton, Ohio 45434*
 COUNTY: *Greene County*

BILLING NAME: *Beavercreek Township*
 BILLING ADDRESS: *1981 Dayton Xenia Road*
 CITY, STATE ZIP: *Dayton, Ohio 45434*

CUSTOMER ACCOUNT NUMBER:	12 0024781
CONTACT NAME:	Alex Zaharieff
PHONE NUMBER:	937429.4472.

Service Type (circle) RO \ FL\ RL\ RCY \ Toter \ PT \ other

Equipment Delivery Date: June , 2015

Service Effective Date: June , 2015

Pricing\additional Terms: PLACE (1) 8 cubic yard rear load recycling container one time per week service @ \$53.00 per month. Remove (1) 8 cubic yard cardboard only front load container serviced at \$30.62 per month. Base rate does not include fuel surcharge or increase in fees, taxes, or surcharges per paragraph 4 below.

* All services are subject to fuel surcharges(see www.rumpke.com for additional information)

TERMS AND CONDITIONS OF AGREEMENT

- (1) **SERVICES RENDERED:** Customer grants to Rumpke the exclusive right to collect and dispose of all solid waste material and recyclables and agrees to make the payments as provided for herein and Rumpke agrees to furnish such services and equipment specified herein, all in accordance with the terms of the Agreement.
- (2) **WASTE MATERIAL:** The Waste Material to be collected and disposed of or recycled by Rumpke includes all solid waste material and recyclables, generated by the Customer ("Waste Material"), except that *Waste Material specifically excludes all materials that are regulated as hazardous, infectious, biomedical, explosive, toxic, radioactive, volatile, and/or highly flammable as defined by applicable federal, state or local laws.*
- (3) **TERM:** The initial term of this Agreement is three years from *the later of:* 1) the date of the Service Effective Date; or 2) the first day following the expiration date of any pre-existing agreement for the collection and disposal of Waste between Customer and another waste service company provider. This Agreement shall automatically renew thereafter for successive three year terms unless either party shall give written notice of their intent not to renew the Agreement by certified mail not less than (60) days nor more than one hundred and twenty (120) days prior to the expiration of the initial term or renewal term.
- (4) **RATE ADJUSTMENTS:** Rumpke may adjust the rates hereunder to reflect and pass through to the Customer any new or additional generation or disposal fees, taxes and/or surcharges levied on Rumpke by federal, state or local governmental entity. Rumpke reserves the right to adjust rates charged hereunder to reflect changes in CPI, processing, fuel, or increased transportation. Rumpke may increase rates for reasons other than set forth above with the consent of the Customer, which may be evidenced verbally, in writing, or by the actions and practices of the parties.
- (5) **CHANGES:** Changes in the, type, size and amount of equipment and frequency of service may be agreed to orally or in writing by the parties. Consent to oral changes shall be evidenced by the actions and practices of the parties.
- (6) **EQUIPMENT RESPONSIBILITY:** Customer acknowledges that it has under its custody and management, equipment owned by Rumpke (the "Equipment") and accepts responsibility for the Equipment and Waste Material disposed therein. Customer shall defend, indemnify and hold Rumpke harmless from and against any and all claims, loss, liability, and expenses (including reasonable attorney's fees) for: (a) Rumpke's collections, transportation, treatment, storage and/or disposal of waste not conforming to Waste Material, as defined herein; (b) loss or damage to the property of Customer or third party or injury to or death of a person or persons resulting from or arising in any manner out of Customer's use, operation or possession of the Equipment furnished under this Agreement. Customer agrees not to overload (by weight or volume), move or alter the Equipment, and shall use the Equipment only for its proper and intended purpose. Customer agrees to provide unobstructed access to the Equipment on the scheduled collection day and Customer agrees to pay the associated fees for the additional service required due to Customer's failure to provide such access. Customer acknowledges that Rumpke shall not be liable for any damages to pavement, curbing, or other driving surfaces resulting from weight of Rumpke's vehicles.
- (7) **HOLD HARMLESS:** Neither party shall be liable, for any, consequential, incidental or special damages or loss of business profits however arising, as a result of their performance, or failure to perform under this Agreement, except as provided herein.
- (8) **LIQUIDATED DAMAGES:** In the event Customer terminates or defaults under this Agreement, Customer agrees to pay Rumpke, as liquidated damages, a sum equal to the Customer's monthly service rate multiplied by 6, plus a container removal fee of \$100 per container.
- (9) **PAYMENT:** Customer agrees to pay all amounts due NET 10 days, with any amounts not paid within 30 days of invoicing subject to 1.5% service charge per month until paid.
- (10) **MISCELLANEOUS:** Upon execution, this Agreement represents the entire understanding and agreement between parties hereto and supersedes any and all prior agreements, written and oral, that may exist between parties regarding the same. This Agreement shall apply to changes of and new service address locations of Customer within the area Rumpke provides such service shall be binding upon the parties, their successors and assigns. Neither party shall be liable for its failure to perform hereunder due to contingencies beyond its reasonable control including, but not limited to civil commotion, strikes, riots, acts of God, or decrees of local, state or federal governmental bodies, agencies or courts. In the event of breach of this Agreement, the breaching party shall pay all reasonable attorney's fees, collection fees and costs of the party incident to any action brought to enforce this Agreement.
- (11) **RIGHT TO COMPETE:** Customer grants to Rumpke the right to compete with any offer which Customer receives (or intends to make) relating to the provisions of solid waste collection and disposal services upon the termination of this Agreement for any reason, and agrees to give Rumpke written notice of such offer and a reasonable opportunity to respond to it.

Customer (Corporate Name): _____

Name/title: _____

Signature: _____

Date: _____

Rumpke of Ohio, Inc.

Authorized Representative: _____

Printed: Carrie Kondor

Date: June, 2015

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

Policy Title: Employee Timekeeping **Approved:** XXXX
Section: III **Revised:** XXXX
Number: 002 **Reviewed:** XXXX

PURPOSE: The purpose of this policy is to ensure the Township is properly recording working hours so employees receive accurate payment in accordance with Township policies and State and Federal laws and regulations.

This policy outlines information pertaining to recording and tracking working hours, paid time off, shift trades and leave accruals. The method for recording time may differ between departments based on operational needs and effectiveness.

In order to ensure consistency of payment for all employees, the data recorded in the Township's timekeeping system and associated work records will be the "official" record for hours worked, leave hours and absence records for all employees.

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

REFERENCE(S): Beaver Creek Township Policy Manual; IAFF Local 2857 Collective Bargaining Agreement; Beaver Creek Township Road Department Agreement.

RELATED POLICY(S): Leave Policies

DEFINITIONS: **Department Head**- an individual, as defined by their job description, who oversees the daily operations of one of the Township's departments.

Discipline - an action taken against an Employee by the Supervisor or management as the result of an Employee's lack of adherence to rules and procedures of the organization and the community.

Employee - all individuals except independent contractors, volunteers and elected officials, whose compensation is paid by the Township and who have been hired via Township Resolution.

Employee, Exempt (salary) - an Employee not covered by the Fair Labor Standards Act (FLSA) overtime provisions and who does not receive either pay or compensatory time in lieu of overtime pay.

Employee, Non-Exempt (hourly) – an Employee who is covered by the Fair Labor Standards Act (FLSA) overtime provisions and can receive pay or compensatory time in lieu of overtime pay.

Township Administrator – an Employee of the Board of Trustees who acts as the designee of the Board and manages all day to day operations of the Township, and whose duties are defined within the Ohio Revised Code.

Supervisor - an individual who has been authorized by the Township Administrator or Board of Trustees to oversee and direct the work of other Employees on a daily basis.

POLICY:

1. Timekeeping

- 1.1. Accurately recording time worked is the responsibility of every Employee. Federal and State laws require that the Township keep an accurate record of time worked in order to calculate Employee pay and benefits. Time worked is the time actually spent on the job performing assigned tasks.

2. Timekeeping Systems and Devices:

- 2.1. The Township will utilize OSL Solutions software as the official timekeeping system. The Township may utilize and install timekeeping devices, including but not limited to computers and biometric readers, to maintain each employee's time and attendance. If the Township uses a biometric timekeeping device, the unique physical identifier will be maintained on file in accordance with the Township's records' retention schedule, encrypted and stored on the Township's server. The Township will comply with all State and Federal laws regulating use, storage and security of biometric and other protected information.

3. Time and Attendance Records:

- 3.1. All non-exempt (hourly) employees must record working hours, requests for time off, shift trades, overtime and use of leave via the Township's timekeeping system. All exempt (salary) employees must record requests for time off, shift trades and use of leave via the Township's timekeeping system. All timekeeping records must be reviewed for accuracy and approved by the employee's supervisor each day. The deadline to review and approve timekeeping records by each department is generally 4:30 p.m. on the Friday following the end of the pay period. The approval deadline may

change periodically based on the holiday schedule. If an employee is not compensated correctly for the pay period because of data input errors, the correction will be made at the end of the next pay period.

- 3.2. Non-exempt (hourly) employees may be required to record their clock in and out times each workday for specific cost allocation projects.
- 3.3. Non-exempt (hourly) employees are responsible for entering their own overtime request using the Township's timekeeping system. Each Non-exempt (hourly) employee shall provide a short description of the overtime requested and list a description in the Overtime Register/Project Register, including the appropriate budget code, using the Township's timekeeping system.
- 3.4. Requests for paid time-off must be entered into the Township's timekeeping system in advance of the time requested and in accordance with Township and/or Department time-off request policies. Unplanned absences from work before a scheduled work day shall be recorded by the employee's supervisor or by the employee before leaving work during the work day.
- 3.5. Once an employee's request for vacation, personal or compensatory time-off is approved, the time cannot be substituted for use of sick or injury leave unless the request for substitution is approved by the Department Head in advance of the original scheduled time-off and the Department Head receives documentation to support the reason for substitution. Requests for substitution of leave after the original scheduled time-off begins must be approved by the Township Administrator.

4. Disciplinary Action:

- 4.1. An employee will be subject to disciplinary action up to and including termination for the following:
 - 4.1.1. Any falsification or misrepresentation of time and attendance information
 - 4.1.2. Any attempt to tamper with the timekeeping hardware or software
 - 4.1.3. Clocking in/out for another employee (both employees will be subject to disciplinary action)
 - 4.1.4. Interfering with another employee's use of the timekeeping system
 - 4.1.5. Failure to promptly verify and reconcile time and leave records
 - 4.1.6. Excessively failing to clock in or out without reasonable justification

FORMS: N/A



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

Policy Title: Overtime / Compensatory Time Approved: XXXX

Section: I Revised: XXXX

Number: 001 Reviewed: XXXX

PURPOSE: Beaver Creek Township recognizes that employees may have personal preferences or obligations outside of the workplace which may affect their ability to work within the Township’s normal business hours. The Township will support flextime and telework arrangements where it is reasonable and practical as long as operational needs are not adversely impacted. Flextime and telework may not be suitable for all employees and/or positions. Therefore, nothing in this policy guarantees employees the opportunity to work under a flextime or telework arrangement.

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

REFERENCE(S): Beaver Creek Township Policy Manual; IAFF Local 2857 Collective Bargaining Agreement; Beaver Creek Township Road Department Agreement.

RELATED POLICY(S): N/A

DEFINITIONS: **Department Head**- an individual, as defined by their job description, who oversees the daily operations of one of the Township’s departments.

Employee - all individuals except independent contractors and elected officials, whose compensation is paid by the Township and who have been hired via Township Resolution.

Employee, Exempt (salary) - an Employee not covered by the Fair Labor Standards Act (FLSA) overtime provisions and who does not receive either pay or compensatory time in lieu of overtime pay.

Employee, Non-Exempt (hourly) - Employee who is covered by the Fair Labor Standards Act (FLSA) overtime provisions and can receive pay or compensatory time in lieu of overtime pay.

Township Administrator – an Employee of the Board of Trustees who acts as the designee of the Board and manages all day to day operations of the Township, and whose duties are defined within the Ohio Revised Code.

Supervisor - an individual who has been authorized by the Township Administrator or Board of Trustees to oversee and direct the work of other Employees on a daily basis.

POLICY:

1. **Overtime Compensation**

- 1.1. Non-exempt (hourly) employees are eligible for overtime compensation or compensatory time when approved or required by their supervisor to work for more than forty (40) hours in a workweek.
- 1.2. Non-exempt (hourly) employees entitled to overtime compensation shall be paid one and one-half (1 ½) times for hours worked (excluding sick, injury and holiday hours) over forty (40) during a workweek at their base rate of pay.
- 1.3. All paid benefit leave hours (except sick, injury and holiday hours) shall be included in the total of hours worked to determine overtime hours but in no event shall an employee pyramid overtime.
- 1.4. When non-exempt (hourly) employees work on the actual holiday they shall be paid for hours actually worked at one and one-half (1 ½) times their base rate of pay.
- 1.5. Overtime compensation shall be paid no later than at the conclusion of the next succeeding pay period.
- 1.6. All overtime shall be offered equally to all qualified personnel in the department, except in case of emergency or when a particular employee or group of employees with special skills and/or qualifications is needed.
- 1.7. Employees required to work more than forty (40) hours in a workweek must have the overtime approved in advance by their supervisor. The supervisor shall be responsible for monitoring overtime work. The employee shall be accountable for assuring all overtime work is properly documented and submitted to the supervisor.
- 1.8. Non-exempt (hourly) employees shall not begin work prior to their scheduled work hours or continue to work after their scheduled work hours or during a scheduled lunch period, without prior approval of their supervisor.

1.9. Overtime scheduling will be at the discretion of the supervisor, division/department head and/or Township Administrator based on operational needs.

1.10. Employees working in an exempt (salary) position are not entitled to overtime compensation.

1.11. Employees with agreements shall be scheduled and compensated for overtime hours consistent with the terms and conditions of the agreements between the Township and the employee organizations.

2. Compensatory Time Non-Exempt (hourly) Employees

2.1. Non-exempt (hourly) employees may elect to accrue compensatory time in lieu of overtime compensation for hours worked (excluding sick, injury and holiday hours) in excess of forty (40) hours in a workweek on a time and one-half basis.

2.2. Non-exempt (hourly) employees shall be allowed a maximum accumulation of 24 hours of compensatory time at any one time.

2.3. Non-exempt (hourly) employees may carry over forty (40) hours of compensatory time from one calendar year to the next.

2.4. When a non-exempt (hourly) employee transfers to an exempt (salary) position all accumulated but unused compensatory time will be paid out to the employee at the employee's non-exempt hourly rate of pay.

3. Exempt (salary) Employees

3.1. FLSA exempt employees are accountable for their performance outcomes rather than for time worked. Employees whose positions are classified as "FLSA Exempt" are not entitled to overtime compensation or eligible to earn compensatory time when they work more than forty hours in a workweek.

3.2. The Township recognizes that most FLSA exempt employees put forth extra time and effort beyond the Township's standard business hours in order to fulfill the generally-expected professional responsibilities of their positions. To that end, the FLSA exempt employees shall establish an appropriate work schedule to fulfill their duties as outlined in their job descriptions.

3.3. If an FLSA exempt employee is assigned to a twenty-four (24) shift, they will be entitled to earn compensatory time when they work outside their normal shift hours. FLSA exempt employees assigned to a twenty-four (24) shift will accrue compensatory time (excluding sick, injury and holiday hours) on a one for one basis. The max compensatory time shall not exceed forty-eight (48) hours.

3.4. FLSA exempt employees, not assigned to a twenty-four (24) shift, will not track, accumulate, or will be paid out for compensatory time.

- 3.5. Exempt employees may not accumulate additional compensatory time after May XX, XXXX and all accumulated but unused compensatory time must be used no later than December 31, 2015.

DRAFT



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

Policy Title:	Work Schedule	Approved:	XXXX
Section:	X	Revised:	XXXX
Number:	XXX	Reviewed:	XXXX

PURPOSE: Beaver Creek Township recognizes that employees may have personal preferences or obligations outside of the workplace which may affect their ability to work within the Township’s normal business hours. The Township will support flextime and telework arrangements where it is reasonable and practical as long as operational needs are not adversely impacted. Flextime and telework may not be suitable for all employees and/or positions. Therefore nothing in this policy guarantees employees the opportunity to work under a flextime or telework arrangement.

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

REFERENCE(S): Beaver Creek Township Policy Manual; IAFF Local XXXX Collective Bargaining Agreement; Beaver Creek Township Road Department Agreement.

RELATED POLICY(S): N/A

DEFINITIONS: **Department Head**- an individual, as defined by their job description, who oversees the daily operations of one of the Township’s departments

Employee - all individuals except independent contractors and elected officials, whose compensation is paid by the Township and who have been hired via Township Resolution.

Employee, Exempt (salary) - an Employee not covered by the Fair Labor Standards Act (FLSA) overtime provisions and who does not receive either pay or compensatory time in lieu of overtime pay.

Employee, Non-Exempt (hourly) – an Employee who is covered by the Fair Labor Standards Act (FLSA) overtime provisions and can receive pay or compensatory time in lieu of overtime pay.

Flextime – a scheduling arrangement that permits variations in a department’s or an employee’s starting and departure times, but does not change the total number of hours worked in a week.

Telework – an arrangement when an employee works at home or another location away from the traditional office or workplace.

Township Administrator – an Employee of the Board of Trustees who acts as the designee of the Board and manages all day to day operations of the Township, and whose duties are defined within the Ohio Revised Code.

Supervisor - an individual who has been authorized by the Township Administrator or Board of Trustees to oversee and direct the work of other Employees on a daily basis.

POLICY:

1. **Standard Workweek**

- 1.1. The standard workweek for Employees shall be 40 hours per week. Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m., unless otherwise modified by the Township Administrator.
- 1.2. Each Employee shall be entitled to receive two (2) 10 minute work breaks and one 30 minute lunch break per shift. Employees may be permitted to combine their lunch break with their two (2) 10 minute breaks with Supervisor approval.
- 1.3. Employees will not be permitted to routinely eliminate their lunch period for the purpose of shortening his/her workday or workweek.
- 1.4. Because of the constant need for safety sensitive positions, Fire and Maintenance personnel should follow departmental policies with regard to breaks.

2. **Flextime Schedule and Telework Options**

- 2.1. All changes made to a department’s or employee’s normal work schedule under a flextime or telework arrangement must be approved by the Township Administrator.
 - 2.1.1. **Fixed starting and departure times:** The employee and supervisor agree upon workday starting and departure times which deviate from the standard operating hours of the department/division but maintain the same number of hours worked each day.
 - 2.1.2. **Compressed workweek:** The employee and supervisor agree to a schedule where the employee works a 40-hour workweek in less than the standard five days. For instance, a department or an employee may work four ten-hour days, or on a two

week rotating basis; one week an employee works the standard five days and the next week he/she works a compressed schedule of four, nine-hour days and one four-hour day.

2.1.3. **Customized Schedule:** This allows supervisors to work with individual employees to establish a special schedule for a specific period of time for unique operational or personal situations.

2.1.4. **Telework Schedule:** The employee and supervisor agree to a schedule where the employee works at home or at another location for at least one or more days during the pay period. This schedule may be a standard arrangement or a special arrangement for unique operational or personal situations.

3. Flextime Schedule and Telework Considerations

3.1. Supervisors must consider the following questions to determine if flextime or telework schedules are a viable work option:

3.1.1. Which positions are suitable for flextime or telework schedules?

3.1.2. How will flextime or telework affect the department/division's other work functions?

3.1.3. Can the supervisor measure results and productivity effectively without frequent and regular supervision?

3.1.4. Can the supervisor provide accountability and clear performance expectations?

3.1.5. Can the department/division maintain its present level of customer service without undue hardship on internal or external customers?

3.1.6. Can the department/division establish "core hours" for managing peak periods, coordinating work among staff, scheduling meetings, etc.?

3.1.7. Can the department/division provide equipment and supplies to be used away from the traditional workplace?

3.1.8. How will the department/division handle restricted access materials, security issues and taking electronic or paper records from the traditional workplace?

3.1.9. How will the flextime or telework arrangement affect communication, cross-training initiatives, team-based approaches, etc.?

4. Flextime and Telework Guidelines

- 4.1. Flextime is a scheduling arrangement that permits variations in an employee's starting and departure times, but does not change the total number of hours in a workweek. Flextime may be applied to full-time and part-time positions.
- 4.2. To be approved for a flextime or telework schedule, the employee must consistently demonstrate punctuality, above average attendance, excellent time management skills and satisfactory, independent work performance.
- 4.3. An employee wishing to work a flextime or telework schedule must submit a written request to his/her immediate supervisor including his/her desired schedule and reason for the request.
- 4.4. The supervisor will review the employee's request and discuss it with the department/division head (if applicable) to determine on a case by case basis whether the request is in accordance with the operational needs of the department/division.
- 4.5. The supervisor or department/division head (if applicable) must receive approval from the Township Administrator before approving any schedule changes under this policy.
- 4.6. As a condition of approval for teleworking, the employee must verify that alternative workplace areas used for telework purposes are safe and suitable for purposes of the employee's work.
- 4.7. The employee approved to telework is responsible for setting up an appropriate work environment at his/her own expense including but not limited to the use of his or her own furniture, telephone lines, and other equipment.
- 4.8. If an injury occurs during the telework working hours, then the employee must follow the Township's injury reporting policy.
- 4.9. The employee may not have Township guests at the alternate workplace for Township related matters.
- 4.10. The employee is responsible for maintaining confidentiality and security at the alternate workplace.
- 4.11. The employee approved for a flextime or telework schedule must accurately report hours worked.
- 4.12. Once approved, a flextime or telework schedule should remain constant unless special circumstances arise.
- 4.13. An employee wishing to change or discontinue a flextime or telework schedule must submit a written request to his/her immediate supervisor including his/her desired schedule and reason for the request.

- 4.14. Employees will not be permitted to routinely eliminate their lunch period for the purpose of shortening his/her workday or workweek. This is not considered a flextime arrangement.
- 4.15. In accordance with the Fair Labor Standards Act, non-exempt (hourly) employees receive time and a half for working more than forty (40) hours in a week. Therefore non-exempt employees may only “bank” overtime hours worked in one workweek for use as time off in the future workweek if the hours are correctly recorded as compensatory time and approved by the supervisor.
- 4.16. Holiday pay for an employee with a compressed workweek schedule will be recognized as an eight-hour day. If a recognized holiday falls on a regular scheduled workday, the employee must either work additional hours during the holiday week or use other paid leave (i.e. vacation, personal, comp).
- 4.17. Employees will be responsible for attending all **mandatory** department/division meetings and training even if the meeting or training is scheduled at on the employee’s regular scheduled day off.
- 4.18. The supervisor may discontinue a flextime or telework schedule at his or her discretion with prior notice to the employee.

FORMS: N/A

Greene County Sheriff's Office
Incident Analysis - Beavercreek Twp

<u>Incident Type</u>	<u>Incident Date And Time</u>	<u>Incident Number</u>
911 Hang Up	05/08/2015 20:26:15	2015-00014957
911 Hang Up	05/12/2015 07:55:39	2015-00015337
911 Hang Up	05/18/2015 14:36:38	2015-00016026
		Type Totals: 3
Alarm - Business/Bank	05/09/2015 12:43:54	2015-00015026
Alarm - Business/Bank	05/10/2015 09:52:48	2015-00015117
Alarm - Business/Bank	05/15/2015 20:49:46	2015-00015740
		Type Totals: 3
Alarm - Residential	05/07/2015 15:36:28	2015-00014786
Alarm - Residential	05/09/2015 13:39:54	2015-00015028
Alarm - Residential	05/09/2015 18:33:00	2015-00015049
Alarm - Residential	05/11/2015 08:29:07	2015-00015205
Alarm - Residential	05/11/2015 11:54:58	2015-00015222
Alarm - Residential	05/11/2015 18:09:28	2015-00015268
Alarm - Residential	05/12/2015 07:47:00	2015-00015335
Alarm - Residential	05/15/2015 08:50:29	2015-00015694
Alarm - Residential	05/15/2015 18:08:53	2015-00015733
Alarm - Residential	05/15/2015 20:41:53	2015-00015739
Alarm - Residential	05/18/2015 20:43:21	2015-00016051
Alarm - Residential	05/19/2015 17:44:39	2015-00016100
		Type Totals: 12
Assist	05/07/2015 02:45:39	2015-00014728
Assist	05/07/2015 15:18:12	2015-00014784
Assist	05/07/2015 17:48:35	2015-00014795
Assist	05/08/2015 13:27:52	2015-00014904
Assist	05/09/2015 09:41:57	2015-00015009
Assist	05/13/2015 12:04:22	2015-00015464
Assist	05/17/2015 03:21:20	2015-00015844
		Type Totals: 7
Burglary	05/12/2015 18:35:52	2015-00015390
Burglary	05/18/2015 23:54:52	2015-00016058
		Type Totals: 2
Business Check	05/07/2015 01:02:44	2015-00014721
Business Check	05/07/2015 01:12:27	2015-00014722
Business Check	05/07/2015 03:00:04	2015-00014730
Business Check	05/07/2015 03:47:57	2015-00014732
Business Check	05/07/2015 11:09:19	2015-00014760
Business Check	05/07/2015 21:13:41	2015-00014808
Business Check	05/07/2015 21:15:33	2015-00014809
Business Check	05/07/2015 21:23:42	2015-00014811
Business Check	05/07/2015 21:43:03	2015-00014813

Business Check	05/07/2015 23:03:16	2015-00014820
Business Check	05/07/2015 23:09:02	2015-00014821
Business Check	05/08/2015 02:33:36	2015-00014847
Business Check	05/08/2015 10:15:20	2015-00014876
Business Check	05/08/2015 11:05:03	2015-00014884
Business Check	05/08/2015 17:14:35	2015-00014930
Business Check	05/09/2015 02:07:02	2015-00014984
Business Check	05/09/2015 02:08:17	2015-00014985
Business Check	05/09/2015 02:09:00	2015-00014986
Business Check	05/09/2015 02:09:55	2015-00014987
Business Check	05/09/2015 02:10:57	2015-00014988
Business Check	05/09/2015 02:13:29	2015-00014989
Business Check	05/09/2015 17:19:16	2015-00015047
Business Check	05/10/2015 08:57:00	2015-00015106
Business Check	05/10/2015 08:59:15	2015-00015107
Business Check	05/10/2015 09:02:17	2015-00015108
Business Check	05/10/2015 09:06:53	2015-00015110
Business Check	05/10/2015 09:19:18	2015-00015112
Business Check	05/11/2015 09:34:51	2015-00015212
Business Check	05/11/2015 09:56:21	2015-00015215
Business Check	05/11/2015 19:02:22	2015-00015271
Business Check	05/11/2015 21:17:47	2015-00015286
Business Check	05/11/2015 21:40:02	2015-00015289
Business Check	05/11/2015 22:35:35	2015-00015293
Business Check	05/11/2015 22:38:51	2015-00015294
Business Check	05/11/2015 23:37:18	2015-00015296
Business Check	05/12/2015 02:17:08	2015-00015317
Business Check	05/12/2015 02:35:07	2015-00015318
Business Check	05/12/2015 08:44:03	2015-00015344
Business Check	05/12/2015 09:10:35	2015-00015347
Business Check	05/12/2015 22:21:22	2015-00015394
Business Check	05/12/2015 23:14:05	2015-00015396
Business Check	05/12/2015 23:16:21	2015-00015397
Business Check	05/13/2015 00:34:44	2015-00015404
Business Check	05/13/2015 00:36:54	2015-00015405
Business Check	05/13/2015 03:09:53	2015-00015424
Business Check	05/13/2015 03:26:13	2015-00015425
Business Check	05/13/2015 03:30:17	2015-00015427
Business Check	05/13/2015 04:37:11	2015-00015430
Business Check	05/13/2015 12:59:53	2015-00015472
Business Check	05/13/2015 13:12:57	2015-00015475
Business Check	05/13/2015 13:35:56	2015-00015478
Business Check	05/13/2015 20:17:30	2015-00015515
Business Check		

	05/14/2015 11:05:57	2015-00015583
Business Check	05/14/2015 20:53:04	2015-00015638
Business Check	05/14/2015 21:08:26	2015-00015641
Business Check	05/15/2015 14:08:18	2015-00015722
Business Check	05/15/2015 21:53:39	2015-00015745
Business Check	05/15/2015 21:59:18	2015-00015746
Business Check	05/15/2015 22:41:49	2015-00015751
Business Check	05/16/2015 00:57:04	2015-00015758
Business Check	05/16/2015 01:18:46	2015-00015759
Business Check	05/16/2015 03:12:42	2015-00015762
Business Check	05/16/2015 03:16:44	2015-00015763
Business Check	05/16/2015 10:07:07	2015-00015778
Business Check	05/16/2015 10:43:19	2015-00015779
Business Check	05/16/2015 20:53:26	2015-00015810
Business Check	05/16/2015 21:17:03	2015-00015812
Business Check	05/16/2015 21:31:42	2015-00015813
Business Check	05/16/2015 22:23:57	2015-00015815
Business Check	05/16/2015 22:26:28	2015-00015816
Business Check	05/16/2015 23:10:33	2015-00015819
Business Check	05/16/2015 23:13:37	2015-00015820
Business Check	05/17/2015 01:01:09	2015-00015827
Business Check	05/17/2015 02:24:41	2015-00015839
Business Check	05/17/2015 06:28:13	2015-00015848
Business Check	05/17/2015 06:29:43	2015-00015849
Business Check	05/17/2015 06:31:27	2015-00015850
Business Check	05/17/2015 06:31:33	2015-00015851
Business Check	05/17/2015 06:33:32	2015-00015852
Business Check	05/17/2015 06:35:29	2015-00015853
Business Check	05/17/2015 06:38:17	2015-00015854
Business Check	05/17/2015 06:39:27	2015-00015855
Business Check	05/17/2015 06:41:40	2015-00015856
Business Check	05/17/2015 07:16:25	2015-00015858
Business Check	05/17/2015 07:18:01	2015-00015859
Business Check	05/17/2015 07:21:07	2015-00015860
Business Check	05/17/2015 07:25:06	2015-00015861
Business Check	05/17/2015 21:23:17	2015-00015923
Business Check	05/18/2015 02:36:34	2015-00015957
Business Check	05/18/2015 02:38:48	2015-00015959
Business Check	05/18/2015 03:37:14	2015-00015965
Business Check	05/18/2015 04:47:44	2015-00015968
Business Check	05/18/2015 12:50:16	2015-00016012
Business Check	05/19/2015 13:47:41	2015-00016090
Business Check	05/19/2015 13:59:07	2015-00016091
Business Check		

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	05/20/2015 08:04:34	2015-00016144
Business Check	05/20/2015 11:57:21	2015-00016181
		Type Totals: 97
Civil Complaint	05/12/2015 14:41:09	2015-00015373
		Type Totals: 1
Civil Other	05/13/2015 21:20:54	2015-00015524
		Type Totals: 1
Community Policing	05/16/2015 18:20:19	2015-00015807
		Type Totals: 1
Crash - Hit Skip	05/08/2015 19:53:17	2015-00014952
		Type Totals: 1
Detail - Other	05/09/2015 08:21:05	2015-00015002
Detail - Other	05/10/2015 08:32:05	2015-00015101
Detail - Other	05/12/2015 07:21:21	2015-00015331
Detail - Other	05/16/2015 08:33:54	2015-00015773
Detail - Other	05/16/2015 08:50:03	2015-00015775
Detail - Other	05/17/2015 08:49:44	2015-00015872
		Type Totals: 6
Detail - School	05/07/2015 08:23:50	2015-00014745
		Type Totals: 1
Disabled Vehicle	05/07/2015 06:04:55	2015-00014737
Disabled Vehicle	05/09/2015 19:47:17	2015-00015056
Disabled Vehicle	05/13/2015 20:58:47	2015-00015522
Disabled Vehicle	05/14/2015 17:48:40	2015-00015620
Disabled Vehicle	05/18/2015 21:26:00	2015-00016054
		Type Totals: 5
Extra Patrol	05/07/2015 19:01:20	2015-00014802
Extra Patrol	05/08/2015 13:11:33	2015-00014902
Extra Patrol	05/08/2015 19:43:00	2015-00014946
Extra Patrol	05/13/2015 17:05:02	2015-00015501
Extra Patrol	05/14/2015 10:44:52	2015-00015578
Extra Patrol	05/14/2015 16:47:03	2015-00015616
Extra Patrol	05/14/2015 19:03:43	2015-00015624
Extra Patrol	05/14/2015 19:59:06	2015-00015628
Extra Patrol	05/18/2015 16:54:44	2015-00016039
Extra Patrol	05/19/2015 12:54:54	2015-00016087
Extra Patrol	05/19/2015 17:06:08	2015-00016098
		Type Totals: 11
Follow Up	05/08/2015 13:10:39	2015-00014901
Follow Up	05/13/2015 10:01:26	2015-00015450
Follow Up	05/13/2015 13:21:02	2015-00015476
Follow Up	05/18/2015 13:08:00	2015-00016014
		Type Totals: 4

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Found Property	05/13/2015 12:25:52	2015-00015468
		Type Totals: 1
House Check	05/07/2015 08:14:24	2015-00014744
House Check	05/07/2015 22:40:07	2015-00014817
House Check	05/09/2015 15:24:19	2015-00015035
House Check	05/10/2015 10:42:58	2015-00015123
House Check	05/11/2015 20:32:13	2015-00015274
House Check	05/17/2015 21:18:05	2015-00015921
House Check	05/18/2015 15:28:42	2015-00016029
		Type Totals: 7
Juvenile Complaint	05/10/2015 01:27:27	2015-00015089
		Type Totals: 1
Lockout Assistance	05/09/2015 22:51:46	2015-00015073
		Type Totals: 1
Miscellaneous	05/08/2015 16:42:44	2015-00014924
		Type Totals: 1
Open Door/Window	05/09/2015 04:23:05	2015-00014995
		Type Totals: 1
Parking Violation	05/08/2015 08:23:56	2015-00014857
		Type Totals: 1
Radar/Lidar Post	05/07/2015 14:04:08	2015-00014776
Radar/Lidar Post	05/11/2015 14:01:23	2015-00015234
Radar/Lidar Post	05/12/2015 14:13:53	2015-00015366
Radar/Lidar Post	05/13/2015 14:04:22	2015-00015488
Radar/Lidar Post	05/15/2015 14:25:53	2015-00015723
Radar/Lidar Post	05/19/2015 14:39:29	2015-00016092
		Type Totals: 6
Request Officer	05/13/2015 18:58:00	2015-00015506
Request Officer	05/14/2015 11:27:24	2015-00015588
		Type Totals: 2
Suicide Attempt / Suicidal Subj	05/19/2015 20:07:59	2015-00016106
		Type Totals: 1
Suspicious Person	05/07/2015 15:47:57	2015-00014790
Suspicious Person	05/09/2015 23:50:04	2015-00015079
Suspicious Person	05/11/2015 14:23:52	2015-00015236
		Type Totals: 3
Suspicious Vehicle	05/07/2015 00:38:59	2015-00014715
Suspicious Vehicle	05/08/2015 20:33:21	2015-00014956
Suspicious Vehicle	05/13/2015 11:12:43	2015-00015457
Suspicious Vehicle	05/15/2015 21:33:01	2015-00015743
Suspicious Vehicle	05/17/2015 19:48:01	2015-00015914
Suspicious Vehicle	05/19/2015 15:14:20	2015-00016094
		Type Totals: 6

Theft	05/14/2015 05:04:35	2015-00015554
Theft	05/17/2015 14:09:34	2015-00015890
		Type Totals: 2
Traffic Complaint	05/14/2015 01:10:12	2015-00015551
Traffic Complaint	05/15/2015 01:32:04	2015-00015667
Traffic Complaint	05/19/2015 17:53:15	2015-00016103
Traffic Complaint	05/20/2015 10:02:44	2015-00016164
		Type Totals: 4
Traffic Stop	05/07/2015 00:14:31	2015-00014710
Traffic Stop	05/07/2015 07:53:48	2015-00014742
Traffic Stop	05/07/2015 08:32:11	2015-00014748
Traffic Stop	05/08/2015 19:28:59	2015-00014943
Traffic Stop	05/09/2015 02:42:30	2015-00014991
Traffic Stop	05/09/2015 12:10:37	2015-00015020
Traffic Stop	05/10/2015 19:37:46	2015-00015167
Traffic Stop	05/10/2015 20:05:19	2015-00015170
Traffic Stop	05/10/2015 20:28:34	2015-00015171
Traffic Stop	05/10/2015 20:45:55	2015-00015172
Traffic Stop	05/12/2015 00:33:54	2015-00015308
Traffic Stop	05/12/2015 14:18:18	2015-00015369
Traffic Stop	05/13/2015 00:08:45	2015-00015401
Traffic Stop	05/13/2015 13:07:42	2015-00015474
Traffic Stop	05/13/2015 13:31:17	2015-00015477
Traffic Stop	05/13/2015 19:43:44	2015-00015512
Traffic Stop	05/13/2015 21:42:59	2015-00015525
Traffic Stop	05/14/2015 20:44:05	2015-00015637
Traffic Stop	05/14/2015 22:57:56	2015-00015652
Traffic Stop	05/14/2015 23:15:47	2015-00015654
Traffic Stop	05/16/2015 12:52:19	2015-00015783
Traffic Stop	05/17/2015 19:10:25	2015-00015912
Traffic Stop	05/17/2015 23:37:14	2015-00015947
Traffic Stop	05/18/2015 07:26:10	2015-00015971
Traffic Stop	05/18/2015 09:18:00	2015-00015987
Traffic Stop	05/20/2015 10:14:19	2015-00016165
		Type Totals: 26
Vehicle Maintenance	05/19/2015 10:39:59	2015-00016084
		Type Totals: 1
Warrant	05/07/2015 09:23:41	2015-00014754
		Type Totals: 1
Welfare Check	05/07/2015 06:44:17	2015-00014738
Welfare Check	05/19/2015 03:32:00	2015-00016066
		Type Totals: 2

5/20/2015 12:15:48 PM

**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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



BI-WEEKLY ACTIVITY REPORT

May 26, 2015

JOB TASKS:

1. 4 Workers' Compensation claims for 2015
3 claims filed in 2014
2. Prepare bi-weekly report
3. Review bills
4. Work on leave issue
5. Work on FLSA issue
6. Work on compensation plan
7. Work on hiring
8. Work with Broker on insurance renewal
9. Work with labor attorney on FLSA issue
10. Prepare correspondence pertaining to potential Intern
11. Review documents pertaining to grievance
12. Review physicals, back ground checks and polygraph exams
13. Calls to applicants
14. Prepare TA response to grievance
15. Review new grievance
16. Review resumes of interns
17. Work on schedule for interns
18. Review policies



**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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

MEETINGS AND OTHER ACTIVITIES:

Meet with the TA on multiple issues
Meet with Chief VandenBos on multiple issues
Meet with DC Mercs on FLSA issue
Attend hiring ceremony
Attend Staff meeting
Meet with employees on FT hiring
Meet with interns
Attend Ethics training
Meet with BC on employee issue
Meet with employee and union representative on grievance

CHALLENGES: None at this time.

NEEDS: None at this time.

BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT

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



BI-WEEKLY REPORT

FOR THE TRUSTEES MEETING OF TUESDAY, MAY 26, 2015

ACTIVITY FROM THURSDAY MAY 7 THROUGH WEDNESDAY MAY 20, 2015

PERMITS: Two permits for single-family dwellings were issued in this period. Other Zoning Permits issued included one temporary tent permit, one deck and one commercial exemption certificate. To date, single-family dwelling permits are up 157%, and total permits are up 62% compared to 2014.

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

	<u>2014</u>	<u>2015</u>
Single family dwellings/driveways	14/15	36/35
Additions	2	0
Fences	9	4
Pools (including fence)	0	2
Signs	3	4
Rights of Way	1	0
Accessory Decks & Covered Patio	3	2
Accessory Structures	4	4
Commercial Structures	0	0
Commercial Addition	0	0
Commercial Accessory Structures	1	0
Temporary Tents (permits/ # of tents)	5/11	4/8
Agricultural Exemption Certificate	0	2
Use Compliance Certificates	0	1
Cell Tower Co-location	0	0
Temporary Use Permits (Real Estate Sales)	0	0
Political Signs	1	0
Total (including driveways)	58	94

PENDING: One construction drawing review, one Site Plan review.

**BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT**

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



MEETINGS/OTHER ACTIVITIES:

1. Consulted with applicant/engineer for Specific Site Plan application for River Reserve.
2. Consulted with Twp. Administrator and Legal Counsel re: proposed Zoning Resolution text amendments.
3. Consulted with applicants, prepared Public Hearing Notices and prepared for one variance application and one Conditional Use application for BZA meeting to be held 05-20-15.
4. Continued work on annual update of Zoning Map and Zoning Resolution Text for submission to Greene County Recorder.
5. Continued work on Highway Business District Overlay; several discussions with Township Administrator.
6. Conducted several inspections at Bexley Hills Section 3A.
7. Inspected placement of six single-family dwellings for compliance with permits.
8. Met with business owner re: relocation to Twp. (from City of Beavercreek).
9. Attended Trustees' Regular Meeting 05-11-15.
10. Attended Trustee Special meeting re: Rt. 35, 05-11-15
11. Attended Trustee Special Zoning meeting 05-11-15
12. Met with architect re: industrial building addition plans 05-12-15
13. Chaired meeting of Employee Recognition Committee 05-12-15
14. Attended Ethics training 05-13-15
15. Attended RPCC Staff Review meeting (Wood Ridge) 05-14-15
16. Attended MVRPC Open Space meeting 05-14-15
17. Attended RPCC Executive Committee meeting 05-19-15
18. Attended Township Administrator's Staff Meeting 05-20-15.
19. Provided staff support for BZA meeting 05-20-15

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

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



Bi-Weekly Report

May 26, 2015

(12 – 26 May 15)

Trustees,

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

Purchase Request:

Our message archiver (Barracuda Message Archiver 350) has reached its end of life period and they are no longer providing firmware upgrades for the device. The archiver was going to be replaced next year, but I do have the funds available this year. The purchase of the Citrix NetScaler was over \$6000 dollars less than budgeted for—We were able to purchase only the Secure Gateway portion of the appliance for our needs.

MOTION

I make a motion to approve purchase request # 07496 to Barracuda Networks, Inc. for the hardware refresh of a Barracuda Message Archiver 350, in the amount of \$3,749.00; and authorize the Township Administrator to sign for the Board.

IT Projects/Management:

- Research and deploy video conferencing between all Fire Stations (in-work)
 - Performing bandwidth testing(Barracuda Message Archiver 350)
 - Good results thus far, having some issues with audio and virtual environment.
 - Webcams in and testing begun.. Current issues with utilizing webcams in virtual environment.
- Upgrade Citrix environment (in-work)
 - Still migrate VM to new environment and SAN
- Move projector from Trustee Meeting Rm. to Fire Admin meeting room. (hold)
- Equipment Inventory, Surplus (Gov Deals) and Repurpose IT equipment (hold)
 - Decommission old mail server and domain controller (all 2003 servers)
 - Removed primary domain controller roll from 2003 controller
- Hot/Warm site planning, station 64(hold)
 - Move equipment (old SAN and Citrix Host Servers)

Network Administration:

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

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



- Gathering information for recent Public Records Request
- OSL Maintenance – working with OSL working out bugs in Time and Attendance software—on going
- Patched /Rebooted physical servers
- Social Media—Website, Facebook, Twitter, YouTube
 - Updated TWP and Fire websites to latest version of Drupal
 - Posted 11 May Trustees meeting to YouTube
 - Posted 11 May Zoning meeting to YouTube
 - Posted 11 May Special meeting to YouTube
 - Posted 13 May Ethics training to YouTube
 - Posted 19 May Special meeting (Hiring/Swearing in of Joe Trick and Eric McComas to Fulltime Firefighter and Paramedic)
- Unlocked/Reset network accounts
- Verified Backups are current and running
 - New version of Symantec available, will be updated soon. (downloaded, checking documentation.
- Reviewed Span/Web filters..
 - Deleted/Whitelisted as appropriate

Meetings:

- Department Heads meeting

Training:

- Ethics training

Outages:

- None this period

Purchases:

- Phone line repairs

I look forward to meeting with you at the 26 May meeting and answering any questions/concerns you may have on the preceding information. In the meantime, if you have any questions you can contact me via email or my cell @ 937.212.1379

Jeff Terry | Information Technology
 Beaver Creek Township
 937.306.5049

BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT

May 21, 2015

Calls for Service:

Funeral – 5 hours

Accomplishment/Information:

- Attended Staff meeting
- Attended ethics training
- One seasonal employee started May 18, one turned down offer
- Continued training for maintenance employees on the use of OSL software
- Attended Regional Planning meeting on Wood Ridge section 2
- Meeting with property manager of the Conservancy
- Attended Conservancy HOA Trustees meeting with Administrator for drainage issues
- Meeting with Administrator on building move- modification tentatively scheduled to begin June 9
- Reviewed driveway permits
- Investigating right of way permit on Valley Springs
- Continued working on Rotary Park agreement and invoicing review
- Final inspection of new bridge in Phillips park
- Checking on developments-
 - Bexley Hills 3A- checking on erosion control issues, two homes under construction
 - Spring Ridge 3A- Proof roll and grave base installation, road widening New Germany-Trebein
 - Wood Ridge section 1- Began moving dirt
 - Clairborne Greens 2A- Continued moving dirt, sewer installation to begin May 26
- Continued mowing of Township Facilities
- One burial
- Began working on Cemetery for Memorial Day
- Removed brush from Victory Park cut down by volunteers
- Removed trash and brush for Koogler Reserve removed by volunteers
- Continued working on replacement for bucket truck- working on rental options- waiting on City rental option and checking if any other jurisdiction is interested in cost sharing- **as time permit**
- Updated pricing for water line- awaiting results and additional pricing- will continue to get additional pricing- **Project on hold till late 3 quarter**

Awareness Items:

- Submitted bid information to SWOP4G salt bid- 1000 tons
- Added Short Hill court and South Scottsgate drive to paving schedule

FIRE DEPARTMENT AGENDA ITEMS

To: **Alex Zaharieff, Township Administrator**
From: **David VandenBos**
Date: **22 May 2015**
Re: **Agenda Items for 26 May 2015 Trustees' Meeting**

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

1) Bi-weekly department activity report

1) **Bi-weekly department activity report**

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

- a) **Senior Staff Meeting:** Senior staff met to discuss issues and concerns regarding the department, including the upcoming active shooter training, the staffing and scheduling policies, OSL implementation, and FLSA payroll correction.
- b) **Labor-Management:** Fire Administration is currently working on multiple union grievances on the assignment of OIC responsibilities and compensation, overtime scheduling and order-in, and discipline of employees for violations of protocol.
- c) **Time and Attendance Software:** Final modifications for the correct calculation of FLSA overtime were completed and historical data was completed for validation and payroll corrections. An additional duplicate process is being run for the 28 May 2015 payroll to verify accurate data collection and calculations.
- d) **Major Trainings:** Chief Vandenbos attended a three day data analysis and presentation class, sponsored by Center for Public Safety Excellence (CPSE, the international accrediting body for the fire service). This class provides the necessary training for all officers to meet the 2014 Performance Audit, Recommendation #29 (ensure accuracy of response time data and track progress toward meeting NFPA response time standards), Recommendation #34 (establish workload and performance measures and track them on an ongoing basis), and Recommendation #35 (train staff to use the fire department's records management system for greater efficiency).
Chiefs Vandenbos, Mercs and Hiester also attended three days of training by CPSE on Accreditation Self-Assessment and Standards of Cover. This training provided a comprehensive overview of the issues related to both accreditation and the development of a standard of cover, in meeting the 2014 Performance Audit Recommendations #29, #34, #35, and #30 (establish standards of coverage and performance goals).
- e) **EMS Run Review:** An EMS incident was critiqued following feedback from the receiving hospital. Several specific issues regarding protocol and standards of care were addressed.
- f) **WPAFB Tattoo:** The base has requested the assistance of Chief Hiester (COM-L) with developing a communications plan and setting up inter-agency communications for the base's annual Tattoo.

BIWEEKLY ACTIVITY REPORT

g) Public Education Events: The fire department participated in the following public education events during the past two weeks:

- i) Station 61: Beaver Creek Christian Learning Center, vehicle day
- ii) Station 64: Fairbrook Elementary, first aid talk
- iii) Station 62: Main Elementary, 5k run
- iv) Station 62: Girl Scouts, station tour
- v) Station 61: Heartsaver CPR
- vi) Station 61: Old Timers Appreciation Breakfast
- vii) Station 62: Nutter Field, static display
- viii) Station 61: Hunters Pointe, block party
- ix) Station 61: Trebein Elementary, right to read
- x) Station 63: Open House, EMS week
- xi) Station 62: Trebein Elementary, right to read

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

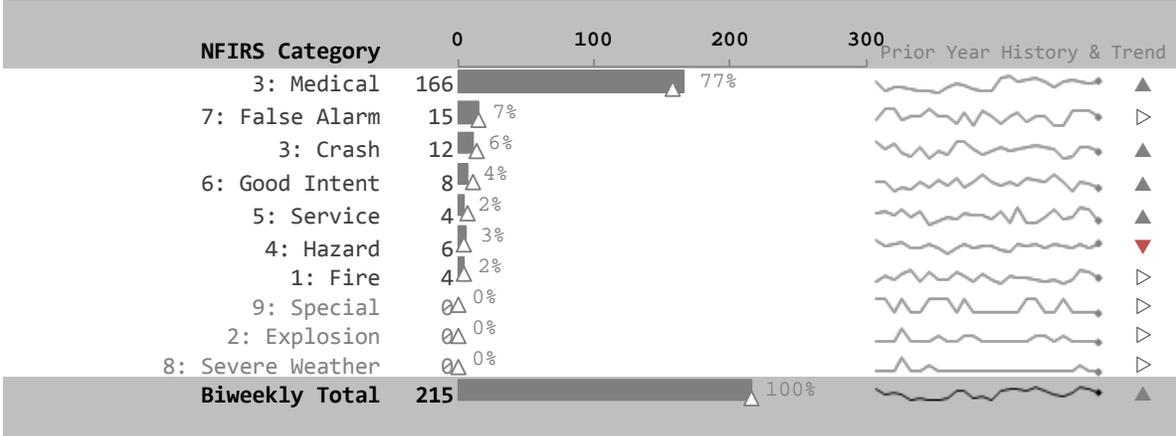
- i) Kohls
- ii) Auxiliary Communications Training (in conjunction with 2015 Hamvention)
- iii) FF Horne
- iv) Tangled Threads Quilting Group

BIWEEKLY ACTIVITY REPORT

i) Activity Summary(previous 2 weeks)

Fire Department Activity Ending: 2015-05-21

Biweekly Incident Responses (by NFIRS Category)



Biweekly Training Hours (by BTFD Category)

