

**BEAVERCREEK TOWNSHIP
AGENDA PACKET
REGULAR TRUSTEES' MEETING
MONDAY OCTOBER 12, 2015
1:00 P.M.**



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- Fuel Policy Pages 35-40
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- Amounts and Rates

Agenda

Regular Trustees' Meeting

Monday, October 12, 2015, at 1:00 p.m.

Community Room Lower Level of Fire Station #61, 2195 Dayton-Xenia Road, Beavercreek, OH 45434

Regular Trustees Meeting:

Pledge of Allegiance - Moment of Silence

- Approve Agenda for the October 12, 2015, Meeting
- Approve the October 14, 2015, Payroll in the amount of \$
- Approval of Bills in the amount of \$
- Approval of Minutes:
 - Regular Meeting held September 14, 2015
 - Special Meeting held September 22, 2015

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

Old Business: None.

New Business: None.

Administrator:

- City of Beavercreek Equipment Agreement
- Regional Planning and Coordinating Commission (RPCC) Per Capita Rates
- Fuel Policy
- Land Acquisition
- Greene County Sheriff's Office Report

Finance:

- Biweekly Report

Human Resources:

- Biweekly Report

Zoning:

- Biweekly Report

Information Technology:

- Biweekly Report

Road:

- Purchase Request for Road Salt
- Biweekly Report

Fire:

- Purchase Request: EMS Bag Replacements
- Purchase Request: Station 61 Meeting Room Renovations
- Biweekly Report

Legal Advisor:

- Records Retention/Public Records Policy
- Personal Electronic Device Policy

Trustees:

Fiscal Officer:

- Amounts and Rates

Adjourn

AGREEMENT FOR USE OF TOWNSHIP EQUIPMENT

Whereas, the city of Beavercreek is in need of additional equipment to remove snow from city streets during heavy snow; and,

Whereas, Beavercreek Township has equipment which the Trustees of Beavercreek are willing to make available to the City; and,

Whereas, Section 5535.08 (C) (1) of the Ohio Revised code permits political subdivision having authority to maintain roads and streets to enter into agreements with each other to provide road and street maintenance services to one another;

NOW, THEREFORE, THE PARTIES TO THIS AGREEMENT HEREBY AGREE AS FOLLOWS:

SECTION 1 TERMS OF AGREEMENT

In the event that City of Beavercreek, Ohio is in need of additional equipment and operators to assist in the removal of snow and ice from the City's roadways and Beavercreek Township determines that it has the capacity to provide such assistance, said assistance will be provided on the following terms:

1. For each hour that any piece of Township equipment is being used in the City pursuant to the terms of this Agreement, the City shall pay the rates for each piece of equipment, which includes the cost of all fuel, repairs, depreciation and insurance (See Exhibit A).
2. The Township must provide qualified operators for each piece of equipment used in the City pursuant to the terms of this Agreement. In addition to the hourly rate of each piece of equipment used in the City, the City shall reimburse the Township the amount which the Township is required to pay each operator who performs services within the City pursuant to this Agreement. Said amount will be calculated using the operator's normal hourly rate which shall include the cost of the benefits afforded to each such operator by the Township (See Exhibit A).
3. All hourly rates will be calculated from the time the equipment and operator report to the City of Beavercreek Superintendent of Public Service or his designee.
4. The City of Beavercreek shall be responsible for the cost of furnishing all deicing material used by Township equipment used in the City pursuant to this Agreement.
5. Equipment and operators will be provided at the discretion of Beavercreek Township. Under no circumstances is Beavercreek Township obligated to provide equipment or operators to the City under this Agreement.
6. Upon provision of services by Beavercreek Township, the City of Beavercreek shall be responsible for determining the length of the service, but in no case shall the period be

less than one (1) hour and all invoicing will be rounded upward or downward to the nearest ½ hour.

SECTION II AUTHORIZATION

1. This Agreement may be activated upon verbal confirmation via telephone call between the Township Superintendent and City Superintendent or their designees.

SECTION III DURATION OF AGREEMENT

1. Effective Date of this Agreement shall be November 1, 2015. This Agreement will automatically renew every fourth year beginning January 1, 2020 unless written notice by the party intending to cancel is given to the other party 90 days prior to the proposed termination date. Each year the Township will update Exhibit A of the Agreement.

DRAFT

Exhibit A

Equipment Rates for 2015/2016

Truck with spreader and snowplow:	\$74.15 per hour
Skid loader:	\$12.50 per hour
Wheel loader:	\$44.00 per hour
Loader/backhoe	\$37.00 per hour

Employee Rates for 2015/2016 Agreement

Employee		Base Hourly Rate		Benefit Rate	Total Hourly Rate
Schroeder	Regular Rate	\$34.11		.4241	\$48.58
	OT Rate	\$51.17		.1595	\$59.33
Northup	Regular Rate	\$34.11		.4241	\$48.58
	OT Rate	\$51.17		.1595	\$59.33
Ward	Regular Rate	\$27.99		.2655	\$35.42
	OT Rate	\$41.99		.1595	\$48.68
Stiffler	Regular Rate	\$26.38		.5015	\$39.61
	OT Rate	\$39.57		.1595	\$45.88
Lamb	Regular Rate	\$14.41		.5802	\$22.77
	OT Rate	\$21.62		.1595	\$25.06
Fisher	Regular Rate	\$20.41		..6018	\$32.69
	OT Rate	\$30.62		.1595	\$35.50
Murphy	Regular Rate	\$14.41		.7492	\$25.21
	OT Rate	\$21.62		.1595	\$25.06

Benefit rates are based on actual costs.

Overtime rate is for 1.5 not double for Sundays and Holidays

AGREEMENT FOR USE OF TOWNSHIP EQUIPMENT

SECTION III PAYMENT

1. Payment for use of the equipment and for the operator's cost will be made to the Township upon the submission by the Township to the City of Beavercreek of a statement which shall set forth information utilized to calculate said statement (Exhibit A). Payment is to be made with 30 days of the receipt of said statement.

For the City of Beavercreek, Ohio

Beavercreek Township
Greene County, Ohio

City Manager

Township Administrator

7 of 104

*Regional Planning and Coordinating Commission
of Greene County*

651 Dayton-Xenia Road, Xenia, Ohio 45385

Phone: (937) 562-7480 Fax: (937) 562-7485

Memorandum

Date: August 20, 2015
To: Regional Planning & Coordinating Commission Members
From: Kenneth A. LeBlanc, Executive Director, RPCC
Subject: RPCC Revenue Worksheets Related to Proposed Bylaw Changes

At its August 18, 2015 meeting, the RPCC Executive Committee approved sending the proposed amendments of the Bylaws forward for consideration by the full membership. Because the proposed amendments involve modifications to the per capita rates for members, a set of revenue worksheets is attached to this memo to show the impact of the changes.

Sheet A shows:

- the 2010 population of each existing and past member of the RPCC
- dues paid by members in 2015
- proposed 2016 dues for each existing member using the proposed per capita rates and the increase or decrease in dues

The column on the right shows a scenario where all jurisdictions are members.

Sheet B shows:

- the 2014 population estimate of each existing and past member of the RPCC
- proposed 2016 dues for each existing member
- proposed 2017 dues using the census estimates as a base and the increase or decrease in dues

The column on the right shows a scenario where all jurisdictions are members.

Assuming “No Change” and “Full Membership” scenarios, the Bylaw changes would increase revenue from the per capita dues as follows:

<u>No Changes To Membership</u>	<u>Full Membership</u>
2015 - \$154,283.19	2015 - -----
2016 - \$160,984.10	2016 - \$169,843.35
2017 - \$163,078.85	2017 - \$172,118.15

filename:K\data\word\shared\memorandum rpcc bylaw changes revenue 2015

PROPOSED REVENUE WORKSHEET FOR 2016 BUDGET
(Using Proposed New Per Capita Rates)
RPCC OF GREENE COUNTY, OHIO

<u>Member Jurisdiction</u>	2010 Census	Current Members Only			Full Membership Proposed 2016 Dues
		2015 Dues	Proposed 2016 Dues	Increase or Decrease	
Bath Township*	6,420	\$ 819.83	\$ 1,605.00	\$ 785.17	\$ 1,605.00
Beavercreek Township	5,762	\$ 735.81	\$ 1,440.50	\$ 704.69	\$ 1,440.50
Caesarscreek Township	1,137	\$ 145.19	\$ 284.25	\$ 139.06	\$ 284.25
Cedarville Township	1,481	\$ 189.12	\$ 370.25	\$ 181.13	\$ 370.25
Jefferson Township	942	\$ 120.29	\$ 235.50	\$ 115.21	\$ 235.50
Miami Township	1,199	\$ 153.11	\$ 299.75	\$ 146.64	\$ 299.75
New Jasper Township	2,568	\$ 327.93	\$ 642.00	\$ 314.07	\$ 642.00
Ross Township	750	\$ 95.78	\$ 187.50	\$ 91.72	\$ 187.50
Silvercreek Township	1,745	\$ 222.84	\$ 436.25	\$ 213.41	\$ 436.25
Spring Valley Township	2,102	\$ 268.43	\$ 525.50	\$ 257.07	\$ 525.50
Sugarcreek Township	8,041	\$ 1,026.84	\$ 2,010.25	\$ 983.41	\$ 2,010.25
Xenia Township	6,537	\$ 834.77	\$ 1,634.25	\$ 799.48	\$ 1,634.25
Beavercreek City	45,193				\$ 4,519.30
Bellbrook City	6,943	\$ 886.62	\$ 1,735.75	\$ 849.13	\$ 1,735.75
Bowersville Village	312				\$ 100.00
Cedarville Village	4,019				\$ 1,004.75
Clifton Village	104	\$ 13.28	\$ 100.00	\$ 86.72	\$ 100.00
Fairborn City	32,352				\$ 3,235.20
Jamestown Village	1,993	\$ 254.51	\$ 498.25	\$ 243.74	\$ 498.25
Spring Valley Village	479	\$ 61.17	\$ 119.75	\$ 58.58	\$ 119.75
Xenia City	25,719	\$ 3,284.32	\$ 2,571.90	\$ (712.42)	\$ 2,571.90
Yellow Springs Village	3,487	\$ 445.29	\$ 871.75	\$ 426.46	\$ 871.75
Greene County	161,573	\$ 144,398.06	\$ 145,415.70	\$ 1,017.64	\$ 145,415.70

* Bath Twp population minus WPAFB (1,821)

Twp	38,684	\$ 4,939.94	\$ 9,671.00	\$ 4,731.06	\$ 9,671.00
Mun Sm	17,337	\$ 1,660.87	\$ 3,325.50	\$ 1,664.63	\$ 4,430.25
Mun Lg	103,264	\$ 3,284.32	\$ 2,571.90	\$ (712.42)	\$ 10,326.40
County	161,573	\$ 144,398.06	\$ 145,415.70	\$ 1,017.64	\$ 145,415.70
Total		\$ 154,283.19	\$ 160,984.10	\$ 6,700.91	\$ 169,843.35

2015 Current Per Capita Rates:

\$0.1277 for Townships & Municipalities

\$0.8937 for Greene County

2016 Proposed Per Capita Rates:

\$0.25 for Townships & Small Municipalities

\$0.10 for Large Municipalities (20,000+ Population)

\$0.90 for Greene County

MINIMUM MEMBERSHIP DUES = \$100.00

ESTIMATED 2016 REVENUE WITH CURRENT MEMBERSHIP

Per Capita Dues	\$ 160,984.10
Subdivision Fees	\$ 45,000.00
Contract Services	\$ -
Unencumbered Funds	\$ -
TOTAL	\$ 205,984.10

PROPOSED REVENUE WORKSHEET FOR 2017 BUDGET
(Using Proposed New Per Capita Rates & Population Base)
RPCC OF GREENE COUNTY, OHIO

Member Jurisdiction	2014 Census Estimates (See Note)	Current Members Only			Full Membership Proposed 2017 Dues
		Proposed 2016 Dues	Proposed 2017 Dues**	Increase or Decrease	
Bath Township*	6,327	\$ 1,605.00	\$ 1,581.75	\$ (23.25)	\$ 1,581.75
Beavercreek Township	5,881	\$ 1,440.50	\$ 1,470.25	\$ 29.75	\$ 1,470.25
Caesarscreek Township	1,150	\$ 284.25	\$ 287.50	\$ 3.25	\$ 287.50
Cedarville Township	1,535	\$ 370.25	\$ 383.75	\$ 13.50	\$ 383.75
Jefferson Township	954	\$ 235.50	\$ 238.50	\$ 3.00	\$ 238.50
Miami Township	1,213	\$ 299.75	\$ 303.25	\$ 3.50	\$ 303.25
New Jasper Township	2,606	\$ 642.00	\$ 651.50	\$ 9.50	\$ 651.50
Ross Township	761	\$ 187.50	\$ 190.25	\$ 2.75	\$ 190.25
Silvercreek Township	1,771	\$ 436.25	\$ 442.75	\$ 6.50	\$ 442.75
Spring Valley Township	2,116	\$ 525.50	\$ 529.00	\$ 3.50	\$ 529.00
Sugarcreek Township	8,179	\$ 2,010.25	\$ 2,044.75	\$ 34.50	\$ 2,044.75
Xenia Township	6,250	\$ 1,634.25	\$ 1,562.50	\$ (71.75)	\$ 1,562.50
Beavercreek City	45,934				\$ 4,593.40
Bellbrook City	7,031	\$ 1,735.75	\$ 1,757.75	\$ 22.00	\$ 1,757.75
Bowersville Village	312				\$ 78.00
Cedarville Village	4,140				\$ 1,035.00
Clifton Village	104	\$ 100.00	\$ 100.00	\$ -	\$ 100.00
Fairborn City	33,329				\$ 3,332.90
Jamestown Village	2,014	\$ 498.25	\$ 503.50	\$ 5.25	\$ 503.50
Spring Valley Village	482	\$ 119.75	\$ 120.50	\$ 0.75	\$ 120.50
Xenia City	25,911	\$ 2,571.90	\$ 2,591.10	\$ 19.20	\$ 2,591.10
Yellow Springs Village	3,529	\$ 871.75	\$ 882.25	\$ 10.50	\$ 882.25
Greene County	163,820	\$ 145,415.70	\$ 147,438.00	\$ 2,022.30	\$ 147,438.00

* Bath Twp population minus WPAFB (1,821)

Twp	38,743	\$ 9,671.00	\$ 9,685.75	\$ 14.75	\$ 9,685.75
Mun Sm	17,612	\$ 3,325.50	\$ 3,364.00	\$ 38.50	\$ 4,477.00
Mun Lg	105,174	\$ 2,571.90	\$ 2,591.10	\$ 19.20	\$ 10,517.40
County	163,820	\$ 145,415.70	\$ 147,438.00	\$ 2,022.30	\$ 147,438.00
Total		\$ 160,984.10	\$ 163,078.85	\$ 2,094.75	\$ 172,118.15

NOTE: Population Estimates from the US Census Bureau via Ohio Development Services Agency
The 2014 Population Estimates are the latest ones published at this time.

2017 Proposed Per Capita Rates Same as 2016 Proposed:

- \$0.25 for Townships & Small Municipalities
- \$0.10 for Large Municipalities (20,000+ Population)
- \$0.90 for Greene County

MINIMUM MEMBERSHIP DUES = \$100.00

ESTIMATED 2017 REVENUE WITH CURRENT MEMBERSHIP

Per Capita Dues	\$ 163,078.85
Subdivision Fees	\$ 45,000.00
Contract Services	\$ -
Unencumbered Funds	\$ -
TOTAL	\$ 208,078.85



RESOLUTIONS AND BYLAWS
FOR
REGIONAL PLANNING AND COORDINATING COMMISSION
OF GREENE COUNTY

Amended: August 26, 1975

Amended: February 24, 1976

Amended: June 24, 1980

Amended: June 25, 1996 - Resolution #96-06-25-1C

Amended: October 28, 2008 - Resolution #08-10-28-2C

Amended: October 28, 2014 – Resolution #14-10-28-1C

Amended: March 24, 2015 – Resolution #15-03-24-5C

PROPOSED AMENDMENTS BY RPCC (Resolution #15-08-25-1C) – 8/25/2015

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SECTION I AUTHORIZATION

The authorization for the establishment of the Regional Planning and Coordinating Commission of Greene County is set forth under Section 713.21, Chapter 713, Ohio Revised Code, and amendments and supplements thereto. The Board of County Commissioners of Greene County, Ohio, acted in accordance with the above mentioned enabling law to establish the Regional Planning Coordinating Commission of Greene County by resolution dated April 20, 1973, as follows:

Resolution adopted:

IN THE MATTER OF CREATING THE REGIONAL PLANNING AND
COORDINATING COMMISSION OF GREENE COUNTY
RESOLUTION NO. 73-19

BE IT RESOLVED, that the Board of Greene County Commissioners of Greene County, Ohio, in accordance with the Ohio Revised Code, do hereby create the Regional Planning and Coordinating Commission of Greene County, Ohio, and that this official body determines to cooperate with the Planning Commission of any political subdivisions located within said County in the creation and maintenance of the Greene County Planning and Coordinating Commission on the above stated terms.

/S/James A Ford, Sr. _____

/S/Joseph E. Haines _____

/S/James J. Cain _____

/S/Joan Anderson _____

Clerk

_____ April 20, 1973

date

SECTION II TITLE

The title or name of the Commission shall be the "Regional Planning and Coordinating Commission of Greene County," and shall hereinafter sometimes be referred to as "Commission."

SECTION III THE REGION

Article 3.01 County Jurisdiction

The Region for which the Commission shall be created and maintained may be all of Greene County.

SECTION IV MEMBERSHIP

Article 4.01 County Representatives

The representation of the County shall be the three (3) county commissioners who shall serve during their terms of office. Serving ex-officio from the county shall be **THE:** County Engineer, County **COMBINED** Health **DISTRICT COMMISSIONER** Official, ~~County Planner,~~ County **AGRICULTURAL** Extension Agent, County Auditor, County Soil **AND WATER** Conservation **DISTRICT ADMINISTRATOR**, County Prosecuting Attorney, County **CHIEF** Building **OFFICIAL** Inspector, County Sanitary Engineer, County Recreation and Parks **AND TRAILS DIRECTOR** Department, County Park Board ~~**DISTRICT, COUNTY DEPARTMENT OF DEVELOPMENT DIRECTOR, AND COUNTY EMERGENCY MANAGEMENT DIRECTOR.**~~

Article 4.02 Township Trustees Representatives

Each Board of Township Trustees shall have one (1) official representative **AND ALTERNATE**. In addition, serving ex-officio from the township shall be **THE:** Township **R**oad Superintendent, Township Zoning Inspector, Township Fire Inspector, Township Planner, Township **ZONING** Planning-Commission representative.

Article 4.03 Municipal Representatives

Each incorporated municipality shall have one official representative from the elected body **AND ALTERNATE**. In addition, serving ex-officio from the municipality shall be **THE:** City-Manager, City-Engineer, City-Planners, **ZONING ADMINISTRATOR**, City Building Inspectors, City-Recreation and Parks Department, City Fire Chief, **AND/OR**

City-Planning Commission representative.

Article 4.04 Other Representatives

Other ex-officio representatives on the Commission shall be: **WRIGHT STATE UNIVERSITY, CEDARVILLE UNIVERSITY, CENTRAL STATE UNIVERSITY, WILBERFORCE UNIVERSITY, ANTIOCH COLLEGE, CLARK STATE COMMUNITY COLLEGE,** ~~College Consortium, County School Board, City School Board of Fairborn, Xenia, and Yellow Springs, Parochial~~ **GREENE COUNTY CAREER CENTER, BEAVERCREEK, CEDARCLIFF, FAIRBORN, GREENVIEW, SUGARCREEK, XENIA AND YELLOW SPRINGS** School Districts, Wright-Patterson Air Force Base, District Library Director and other entities whose inclusion would be of benefit to the Commission.

Article 4.05 Vacancies and Dismissals

If any member **OR THEIR DESIGNATED ALTERNATE** of the Regional Planning and Coordinating Commission of Greene County is absent for three (3) consecutive meetings, he **SUCH MEMBER** may, at the option of the Executive Committee, be considered to have resigned and shall not be counted thereafter in the numerical requirements of a quorum, unless and until a successor has been appointed by the participating member body. If any member is so dismissed for non-attendance, the President shall instruct the Secretary to so notify the participating body of his/**HER** dismissal and request an appointment of a new member.

SECTION V OFFICERS AND COMMITTEES

Article 5.01 President and Vice President

A President and Vice President shall be elected by the Regional Planning and Coordinating Commission of Greene County at its first regular meeting each year and shall hold office until the first regular meeting in the succeeding year after the election and until his/**HER** successor is elected and qualified. It shall be the duty of President to serve as the principal executive officer of the Commission, to conduct its meetings, execute contracts, and to perform such other duties as the Commission shall from time to time direct. It shall be the duty of the Vice President to assist the President and to serve in his/**HER** absence, and to perform such other duties as the Commission shall from time to time direct.

Article 5.02 Secretary

The Secretarial duties of the Commission shall be the responsibility of the office of the Commission.

Article 5.03 Treasurer

The Treasurer duties of the Commission shall be the responsibility of the office of the Greene County Auditor.

Article 5.04 Other Officers

The Commission may appoint or elect such other officers as it shall deem necessary, who shall have such authority and shall perform such duties as from time to time shall be assigned by the Commission or the Executive Committee.

Article 5.05 Nominations

On or before December *1st* of each year, the President shall appoint a Nominating Committee of five (5) members of the Commission, which Committee shall prepare a list of one (1) or more nominations for each office, selected from among the members of the Commission for its officers. Such list shall be mailed to each member of the Commission at least seven days prior to the first regular meeting of the Commission in the following year. Additional nominations may be made from the floor by any member of the Commission at the Annual Meeting. Election shall be by ballot, and tally shall be made by the Nominating Committee.

Article 5.06 Officer Vacancies

If any executive office shall become vacant by reason of death, resignation, disqualification, or any other cause, the vacancies shall be filled immediately by election or appointment in the regular manner for the unexpired remainder of the term.

Article 5.07 Executive Committee and Officers

There shall be an Executive Committee of the Regional Planning and Coordinating Commission of Greene County consisting of the President, Vice President and three (3) other members of the Commission. All members shall be elected officials and elected from the official membership. **THE EXECUTIVE COMMITTEE SHALL BE COMPRISED OF AT LEAST ONE REPRESENTATIVE EACH FROM** ~~and shall include~~ the Greene County Commissioners, **TOWNSHIPS AND MUNICIPALITIES.**

EXCLUDING ANY MUNICIPAL MEMBER SERVING AS PRESIDENT OR VICE PRESIDENT, MUNICIPAL REPRESENTATIVES SHALL SERVE ON A ROTATING BASIS AMONG MEMBER MUNICIPALITIES AND NO SUCH MUNICIPAL REPRESENTATIVE SHALL SERVE TWO OR MORE CONSECUTIVE YEARS ON THE EXECUTIVE COMMITTEE UNLESS ALL OTHER MUNICIPAL MEMBERS HAVE DECLINED TO SERVE FOR THAT YEAR. ~~representative to the Commission.~~ A sixth member of the Executive Committee shall be elected from the RPCC voting membership to serve as an alternate and may serve in the stead of any Executive Committee member absent from any Executive Committee meeting.

Article 5.08 Special Committees

Special committees shall be appointed by the President with the approval of the Commission.

Article 5.09 Reports

All reports of Committees appointed by the President, unless otherwise directed, shall be submitted in writing to the Executive Committee for authorization of issuance, approval of contents, or recommendation for further study, before being acted upon.

SECTION VI POWERS AND DUTIES OF COMMISSION

Article 6.01 Regional Plans

The Regional Planning and Coordinating Commission of Greene County shall make studies, maps, plans, and other reports of the region or county respectively, which may include adjoining areas, showing the commission's recommendations for systems of transportation, highways, park and recreational facilities, water supply, sewage disposal, garbage disposal, civic centers, and other public improvements and land uses which affect the development of the region as a whole or as more than one political unit within the region, and which did not begin and terminate within the boundaries of any single municipal corporation.

Article 6.02 Amendments to Regional Plans

Said plans or maps may be changed, supplemented, or abolished from time to time at the discretion of the Commission, but no plans or maps shall be adopted, changed,

supplemented or abolished without a public hearing thereon.

Article 6.03 Community Assistance

The Commission may undertake for any cooperating political subdivision of the county the study, planning, mapping, and reports involving the use of land within the boundaries of such political subdivision and involving a planning or zoning project which is particularly or directly applicable and which is initiated by such political subdivision. The cost of such shall be paid by the political subdivision in such manner and amount as may be agreed upon between the Executive Committee of the Regional Planning and Coordinating Commission of Greene County and the legislative authority of such political subdivision.

Article 6.04 Other Powers

Said Regional Planning and Coordinating Commission of Greene County shall have all powers and duties now or hereafter provided by law for Regional Planning Commission as found in the Ohio Revised Code.

Article 6.05 Reference Library

The Commission shall cause to be established a reference collection containing copies of all officially adopted planning and zoning documents and codes of each member, and of each nonmember political subdivision of the county. It shall also seek similar documents from adjacent political subdivisions surrounding Greene County and such other materials as may be useful to the Commission.

SECTION VII POWERS AND DUTIES OF EXECUTIVE COMMITTEE

Article 7.01 Powers of Executive Committee

All of the powers and duties of the Regional Planning and Coordinating Commission of Greene County except as otherwise provided in the statutes of the State of Ohio, or in the terms of this resolution of cooperation, shall be possessed and may be exercised by the Executive Committee, but always subject to review by the Commission as a whole as hereafter provided.

Article 7.02 Adoption of Plan

Upon the adoption by the Executive Committee of any map or plan of the kind and character described in Section 713.23 et. seq. of the Ohio Revised Code, or any change,

supplement, or abolition thereof, the Commission shall cause a copy thereof to be sent by mail or delivered personally to each member of the Regional Planning and Coordinating Commission of Greene County and a written record to be made of each such mailing or delivery. Any member of the Commission may, within ten days after the mailing or delivering of his copy, serve written demand on the Secretary of the Commission for a special meeting of the Commission to review such map, plan, change, supplement, or abolition, in which case the Secretary shall call such special Commission meeting to be held not more than fifteen (15) days after the receipt of such demand. At such special meeting such map, plan, change, supplement, or abolition may be modified or disapproved by the vote of the majority of the members of the Planning Commission.

SECTION VIII MEETINGS

Article 8.01 Meetings of Commission

The Regional Planning and Coordinating Commission of Greene County shall hold regular meetings during each year; unless otherwise directed, by vote of the Commission, said meetings shall be held the fourth Tuesday of each month at a place to be announced with notice of meeting. The regular meeting in January shall constitute the annual meeting of the Commission for the election of officers and Executive Committee and for organization purposes. Special meetings may be called by the President or by any three (3) members for any purposes of the Commission. The Secretary shall mail or deliver written notice of each regular or special meeting to each member of the Commission not less than five (5) days prior to each meeting. Notices of special meetings shall state the purpose for which such meeting is called.

Article 8.02 Meetings of the Executive Committee

The Executive Committee shall provide, by its own rule, for any regular or special meetings it may deem necessary; and, in the absence of any regularly scheduled meetings, the Executive Committee shall meet upon the call of the President, or in his absence, upon the call of the Vice President.

Article 8.03 Quorum

At any meeting of the ~~Regional Planning and Coordinating Commission of Greene County or its~~ Executive Committee, a quorum shall consist of a majority of all voting members thereof. **AT ANY MEETING OF THE REGIONAL PLANNING AND**

COORDINATING COMMISSION, A QUORUM SHALL CONSIST OF A MAJORITY OF ALL VOTING MEMBERS THEREOF, MINUS ANY VOTING MEMBER AND THEIR ALTERNATE WHO HAVE BEEN ABSENT FROM THREE CONSECUTIVE PRIOR MEETINGS. ~~;~~ provided, however, ~~a~~ **A** lesser **NUMBER OF** member**S** may adjourn any meeting from time to time.

Article 8.04 Voting

Only members of the Regional Planning and Coordinating Commission of Greene County shall have voting privileges. **A VOTING MEMBER'S DESIGNATED ALTERNATE MAY VOTE IF THE DESIGNATED MEMBER IS ABSENT FROM THAT MEETING.** Ex-officio members will not have voting privileges. All actions of the Planning Commission or Executive Committee shall be by resolution or motion. Voting shall be by roll call and the Secretary shall keep or cause to be kept a record of each vote showing the ayes, nays, not voting, or the absence of any members.

Article 8.05 Parliamentary Procedures

Unless otherwise specified herein, Robert's Rules of Order shall govern the proceeding at the meetings of the Planning Commission.

SECTION IX CERTIFICATION AND ADOPTION OF PLAN

Article 9.01 Local Community Certificate

The Commission, after making the regional plan, or change, supplement, or abolition thereof, shall certify a copy thereof to each political subdivision of the Region and to each township and to the County Commissioners of Greene County.

Article 9.02 Local Community Adoption

The Legislative body of any political subdivision to which such plan, change, supplement, or abolition is certified may adopt the same, and it shall thereupon have the same force and effect within such political subdivision as is provided by law or charter for plans prepared and adopted by said planning commission., The County Commissioners of Greene County may adopt said plan, change, supplement, or abolition so far as it relates to non-municipal territory within their jurisdiction.

Article 9.03 Local Communities Not Adopting

Said plan, change, supplement, or abolition shall be of no effect in any political subdivision unless so adopted by its legislative body, nor in any non-municipal territory unless so adopted by the County Commissioners of Greene County, or as provided by state statutes.

Article 9.04 Filing With County Recorder

When so adopted, said plan, change, supplement, or abolition shall be certified to the Regional Planning Commission and filed with the County Recorder, as provided by Section 713.27 of the Ohio Revised Code.

SECTION X PLANNING SERVICES

Article 10.01 Membership Privileges

Any municipality, township, or county which is a member of the Regional Planning and Coordinating Commission of Greene County and has paid its pledge contribution within the first three (3) months of the current year shall, without additional contribution or payments, be entitled to the following:

- 10.01.1 Consultation by local planning officers with staff members of the Regional Planning and Coordinating Commission of Greene County in minor or special planning problems.
- 10.01.2 A review regarding any preliminary plan of a subdivision of a limited area, filed with the political subdivision in which the subdivision is proposed.
- 10.01.3 The occasional attendance by a staff member of the Regional Planning and Coordinating Commission of Greene County at meetings of the political subdivision planning commission or legislative body to render advice and assistance on specific local planning matters.
- 10.01.4 Representation on special committees authorized or appointed to study special problems, wherein the area involved includes some part or all of the territory of such member body.

10.01.5 Member organizations shall have first priority of staff time of the commission.

Article 10.02 Planning Services Agreement

The President is hereby authorized to undertake for the Planning Commission, or legislative body of any political subdivision which is a member of the Regional Planning and Coordinating Commission of Greene County or the planning or zoning commission of any other political subdivision in the county, in addition to the above mentioned services, the study, planning, and mapping of, or reporting upon, public improvements, or the use or development of land within the boundaries of such political subdivision, which affect the development of the region as a whole or which do not begin or terminate within such political subdivision in accordance with any special agreement authorized or approved by the Executive Committee.

Article 10.03 Planning Fees and Charges

All charges for services rendered pursuant to Article 10.02 of this Section shall be determined on the basis of cost of staff time, materials, and travel, plus a percentage of overhead to be determined by computing the percentage of the Commission's total current budget committed to overhead expenses.

Article 10.04 Agreement Procedure

Service Agreements between political subdivisions of the Region and the **REGIONAL PLANNING AND COORDINATING** Commission shall be consummated upon the: 1) resolution of municipal or township members requesting the Regional Planning and Coordinating Commission of Greene County to proceed with specified planning services; and appropriating the necessary funds to cover the cost of the work to be performed by the members of the staff of the Regional Planning and Coordinating Commission of Greene County during the current year, to be followed by supplemental appropriations in succeeding years as required to complete the specified services; and 2) a resolution by the Executive Committee of the Commission authorizing the President **TO SIGN AND THE EXECUTIVE DIRECTOR** to proceed with such work pursuant to the requests of the legislative body of such municipality, and township trustees or other political subdivisions of the region.

Article 10.05 Planning Progress Reports

Copies of all written reports, documents, or plans in connection with planning service

rendered by agreement to any municipality, political subdivision, or administrative body or bureau thereof, shall be mailed to the Executive Committee members at the time they are issued.

SECTION XI FINANCIAL PROVISIONS

Article 11.01 Submission of Budget

A budget for maintaining the Regional Planning and Coordinating Commission of Greene County shall be submitted to the participating governmental bodies and the Greene County Administrator by July, in accordance with the budget basis of the Ohio Revised Code of each calendar year, and the amounts to be paid to the Regional Planning and Coordinating Commission of Greene County by the participating governmental bodies shall be apportioned.

Article 11.02 ~~Subdivision Contribution~~ **MEMBERSHIP DUES**

FINANCIAL SUPPORT TO THE REGIONAL PLANNING AND COORDINATING COMMISSION OF GREENE COUNTY (RPCC) FROM THE COUNTY, TOWNSHIPS AND MUNICIPALITIES FOR THE CALENDAR YEAR 2016 SHALL BE BASED UPON POPULATION COUNTS FROM THE 2010 DECENNIAL CENSUS AND GOVERNED BY THE FOLLOWING PROVISIONS:

11.02.1 THE BOARD OF COUNTY COMMISSIONERS OF GREENE COUNTY SHALL CONTRIBUTE FUNDS, AT A NINETY CENTS PER CAPITA RATE OF THE TOTAL POPULATION OF THE COUNTY.

11.02.2 EACH ~~The Village, Township and Municipality cooperating in the maintenance of the Regional Planning and Coordinating Commission of Greene County herein, shall contribute in each calendar year a proportionate share (per capita rate) based upon the~~ **ITS** population according to the latest Federal **DECENNIAL** Census. Said proportionate share **S** shall be, ~~and as determined by the Regional Planning and Coordinating Commission of Greene County for each year based upon the adopted budget.~~ **AT A**

TWENTY-FIVE CENTS PER CAPITA RATE FOR TOWNSHIPS, AT A TWENTY-FIVE CENTS PER CAPITA RATE FOR MUNICIPALITIES WITH A POPULATION OF LESS THAN TWENTY THOUSAND AND AT A TEN CENTS PER CAPITA RATE FOR MUNICIPALITIES WITH A POPULATION OF TWENTY THOUSAND OR MORE. NO MEMBERSHIP DUES SHALL BE LESS THAN ONE HUNDRED (100) DOLLARS FOR ANY INDIVIDUAL YEAR.

11.02.3 COUNTY, TOWNSHIP AND MUNICIPAL CONTRIBUTIONS PAYABLE FOR CALENDAR YEARS SUBSEQUENT TO 2016 SHALL BE BASED UPON THE LATEST POPULATION ESTIMATES PUBLISHED BY THE OFFICE OF RESEARCH OF THE OHIO DEVELOPMENT SERVICES AGENCY, A STATE AFFILIATE OF THE U.S. CENSUS BUREAU.

11.02.4 IN THE EVENT ONE OR MORE MUNICIPALITIES, OR PARTS THEREOF, ARE SITUATED WITHIN A TOWNSHIP, THE POPULATION OF SUCH TOWNSHIP TO BE USED IN CALCULATING ITS PROPORTIONATE SHARE SHALL EXCLUDE THE POPULATION WITHIN SUCH MUNICIPALITIES.

11.02.5 IN THE EVENT A MUNICIPALITY IS SITUATED WITHIN GREENE COUNTY AND ONE OR MORE ADDITIONAL COUNTIES, THE POPULATION OF SUCH MUNICIPALITY TO BE USED IN CALCULATING ITS PROPORTIONATE SHARE SHALL INCLUDE ONLY THE POPULATION WITHIN GREENE COUNTY.

11.02.6 POPULATION HOUSED WITHIN THE BOUNDARIES OF A FEDERAL MILITARY INSTALLATION SITUATED WITHIN ANY TOWNSHIP SHALL BE EXCLUDED FROM THE POPULATION USED TO CALCULATE ANY PROPORTIONATE SHARE FOR SUCH TOWNSHIP. SUCH NUMBER USED SHALL BE DOCUMENTED IN A DECENNIAL CENSUS COUNT

**AND/OR AN ESTIMATE PROVIDED BY THE CENSUS BUREAU
OR ITS STATE AFFILIATE IN BETWEEN THE DECENNIAL
CENSUS COUNTS.**

The County cooperating in the maintenance of the Regional Planning and Coordinating Commission of Greene County shall contribute in each calendar year a proportionate share based upon the population of the county according to the latest Federal Census. Said Greene County share shall be seven (7) times the above-mentioned per capita rate multiplied by the total population of the county.

SAMPLE FORMULA

A	County Population
B	Times 7
C (=A x B)	Equals County Units Plus Total Population of Members (Units)
D	Total Units for Calculation
E (=C + D)	
F	Expected Budget
G	Minus Expected Revenue
H	Minus Carry Over in excess of 35%
I (=F - G - H)	Budget Share Paid Through Per Capita
J	Budget Share Paid Through Per Capita Divided By Total Units
J (= I / E)	Jurisdiction Per Capita Rate
K	Times 7
L (= J x K)	County Per Capita Rate

Subsequent to an incorporation, or annexation, an adjustment to the most current official federal census figures, for the purpose of calculating proportionate share, be made as itemized herein:

- ~~1. Where there are existing dwelling units in an area to be incorporated or annexed, the number of dwelling units, by type, which existed prior to the most current official federal census shall be counted.~~
- ~~2. The population to be annexed or incorporated shall then be calculated by multiplying the number of dwelling units by the persons per dwelling unit as determined from the most current census for the particular political~~

subdivision.

3. ~~The estimated population shall then be subtracted from the losing political subdivision's most current census figure and added to the receiving political subdivision's most current census figure.~~
4. ~~Revised population figures shall be utilized and take effect in the succeeding calendar year.~~
5. ~~Interim federal census data may be substituted for the above methodology.~~

~~Using the above formula, the staff of the Regional Planning and Coordinating Commission shall revise the official census figures of 1970 to reflect annexations which have taken place to date. Said figures shall be used in the calculation of the 1976 pro rata share of budget participation.~~

~~Political subdivisions requesting membership in the Regional Planning and Coordinating Commission of Greene County after the first year will pay the first year's assessment, plus the assessment for the year in which they gain membership.~~

Article 11.03 Financial Limitation

~~The allocation or appropriations established by the preceding article shall be limited by and not exceed the budget, as prepared by the Commission. If the preceding year's budget has a carry-over in excess of thirty five percent (35%) of the annual approved budget, any dollar amount over the thirty five percent (35%) shall be credited to each member jurisdiction in proportion to their per capita assessment for that year in the upcoming budget year.~~

Article 11.04 Authority to Receive Grants

~~The Regional Planning and Coordinating Commission of Greene County may accept, receive, and expend funds, grants, and services for the Federal Government or its agencies, from departments, agencies, and instrumentalities of state or local government or from civic sources and contract with respect thereto, and provide such information and reports as may be necessary to secure such financial aid.~~

Article 11.05 Certification of Appropriations

~~The Commission shall, at its regular January meeting in each year, make appropriations for its expenses for that year, which appropriations may be modified or supplemented from time to time during the year, but shall at no time exceed the total amount received or due from the participating township, villages, cooperating municipalities,~~

public agencies, the Federal Government, or other sources.

Article 11.06 Expenditures and Disbursements

All disbursements of the Regional Planning and Coordinating Commission of Greene County shall be made by vouchers drawn on the Auditor of Greene County signed as hereinafter provided. All expenditures, disbursements, or commitments or contracts for expenditures or disbursements, when in excess of \$100.00 shall be authorized by the Executive Committee. Expenditures, disbursements, or commitments or contracts for expenditures or disbursements in an amount of \$100.00 or less shall be authorized by the President, or in his absence, by the Vice President, provided that no one of them shall approve his own account.

Article 11.07 Audit of Records

An audit and examination of the financial records of the Regional Planning and Coordinating Commission of Greene County shall be performed by the ~~State Examiners of the Bureau of Inspection and Supervision of Public Offices,~~ Office of Auditor of State, as required. A copy of the audit shall be made a part of the permanent records of the Commission.

SECTION XII PERSONNEL

The Commission shall employ the Planning Director and set his reimbursement. The Executive Committee shall be responsible for all aspects of staff employment and empowered to employ the needed staff on recommendation of the Planning Director ~~and approval of the Board of County Commissioners.~~

Article 12.01 Other Employees

~~In case of need to employ persons who shall receive less than \$5,000 per year, the Director is authorized to employ a person under the appropriate job classification provided only that such person shall receive the lowest wage rate within the particular classification, unless the Executive Committee shall have authorized a higher rate. The Director shall report such employment to the Executive Committee at its next regular meeting.~~ All other persons shall be employed by the Director only after the prior approval of the Executive Committee.

Article 12.02 Job Qualifications

The Executive Committee shall adopt a classification of jobs to be performed by employees of the Regional Planning and Coordinating Commission of Greene County which schedule shall establish the maximum number of jobs for each classification and appropriate wage or salary wage or salary rates for each such classification. Such job classification, upon its adoption, may be amended by the Executive Committee from time to time.

Article 12.03 Increases and Reclassification

The Director may, after the prior approval of the Executive Committee, increase the wage of any person within any classification or reclassify any employee and pay an appropriate wage within such new classification.

Article 12.04 Overtime, Vacation, Sick Leave

~~THE REGIONAL PLANNING AND COORDINATING COMMISSION SHALL FOLLOW THE OVERTIME, VACATION AND SICK LEAVE POLICIES ADOPTED BY THE COUNTY.~~

~~12.04.1 The Director may approve, in advance of the work on the basis of emergency need for the efficient operation of the Commission, overtime for each employee of the Commission, such overtime to be compensated shall not exceed one and one-half (1 1/2) times the standard hourly rate for each employee's classification. Also, in lieu of monetary compensation, compensatory time may be used.~~

~~12.04.2 Each employee of the Commission shall be entitled to an annual vacation as provided by Section 325.18 of the Ohio Revised Code as amended.~~

~~12.04.3 Each employee shall, be entitled in each year of employment to a sick leave, upon proven illness, as provided by Section 143.29 of the Ohio Revised Code.~~

Article 12.05 Unclassified Employees

No person shall be employed for a job or position with the Regional Planning and Coordinating Commission of Greene County if not within any of the established job classifications, or in excess of maximum number established for any job classification without the prior approval of the Executive Committee.

Article 12.06 Outside Employment

Employees of the Regional Planning and Coordinating Commission of Greene County shall be permitted to assist occasionally those public agencies that are not and cannot become members of the Regional Planning and Coordinating Commission of Greene County and then such employment may be entered into only under the following conditions:

Outside employment shall have the prior authorization of the Director, subject to the approval of the Executive Committee. Such employment shall be at a time other than that regularly required by the Regional Planning and Coordinating Commission of Greene County provided only that if outside work must be done during regular working hours, then leave, without pay or with compensatory time through overtime, must be obtained.

Article 12.07 Travel Authorization and Compensation

In the event that it is necessary for one or more officers, members of employees of the Commission to travel outside the Regional area on Commission business, the following conditions shall apply:

All travel expenses incurred, including the type of travel, outside the area shall be authorized by the President of the Commission, or in his absence, the Vice Presidents in order. All employees shall be reimbursed for the normal use of their private cars on Commission business inside or outside the region at a rate as established by the Commission, except that the Director may alter the rate under the following conditions:

Raise the rate of compensation for any special projects involving long and continuous use of an employee's car, i.e., Land Use Surveyor any other use exceptionally hard on said car.

SECTION XIII AMENDMENT PROCEDURES

These bylaws may be amended from time to time only in accordance with the following

procedure:

Article 13.01 Resolution Approving Amendments

A resolution approving the form of such proposed amendment shall be adopted by the Executive Committee at least fifteen (15) days in advance of the next regular meeting of the Commission or a petition signed by at least five (5) members setting forth the proposed amendment, and shall be delivered to the Secretary at least fifteen (15) days in advance of the next regular meeting of the Commission.

Article 13.02 Submission of Proposed Amendments

The Secretary shall thereafter, but not less than ten (10) days prior to the next regular meeting of the Commission, forward to each member of the Commission a copy of such proposed amendment together with a notice that it will be the subject of action at the next regular meeting of the Commission.

Article 13.03 Adopted Amendments

Such proposed amendment shall be presented at the next regular meeting of the Commission and be considered as moved and seconded for adoption. Such amendment shall be deemed adopted upon receiving the affirmative vote of a majority of the members of the Commission.

Article 13.04 Provision of Financial Amendment, Section XI

Financial Provision, in addition to Article 13.01 through 13.03 of this section, may be amended only after the proposed amendment has been confirmed by the County Commissioners of Greene County, and a majority of the participating political subdivisions such action to be completed within six (6) months of the date of the proposed amendment by the County Commissioners approval.

SECTION XIV STATUTES AND SEVERANCE CLAUSE

Article 14.01 Inclusion of Statutes

All applicable statutes of the State of Ohio are included in these bylaws and rules of procedure and made a part hereof.

Article 14.02 Inclusion of Severance Clause

The invalidity of any section or provision of the Resolution of Cooperation or Bylaws and Rules

of Procedure shall not invalidate any other portion thereof.

SECTION XV WITHDRAWAL

Article 15.01 **COUNTY**, Municipal, **OR** Township, ~~Village and County~~ Membership Withdrawals

Any member **COUNTY**, municipality, ~~village~~, or township may withdraw their cooperation hereunder at any time by a resolution to do so and delivering a certified copy thereof approved by the legislative body of said **COUNTY**, municipality, ~~village~~, or township, to the Director of the Regional Planning and Coordinating Commission of Greene County. Notice of intention to withdraw must be submitted one year in advance of withdrawal. The withdrawal notice shall not relieve the withdrawing party of its obligation to contribute its share of the cost for the year in which the withdrawal occurs.

SECTION XVI TIME OF TAKING EFFECT

Article 16.01 Terms of Cooperation

These terms of cooperation shall take effect on January 1, 1973, provided that prior thereto they shall have been agreed to by the County Commissioners, Township Trustees, and the legislative bodies of all participating political subdivisions.

Article 16.02 Submission of Resolution

Be it further resolved, that the Secretary of the Commission is hereby instructed to forward a copy of this resolution to the Board of County Commissioners of Greene County and to each cooperating political subdivision, with a request that it be approved by said board.

SECTION XVII DISSOLUTION OF PLANNING COMMISSION

The Regional Planning and Coordinating Commission of Greene County shall be dissolved only after and upon full compliance with the procedure for dissolution as described herein: The president of the Commission shall notify every member of the Commission by registered mail (return receipt requested) at least sixty (60) days before the day of the Commission at which time a motion for dissolution is to be discussed. At said meeting, a motion will be entertained to dissolve the Regional Planning and

Coordinating Commission of Greene County. Following said motion which is duly made and seconded, each member in attendance shall be polled and his vote recorded.

After the votes have been tabulated and it has been ascertained that more than two-thirds (66-2/3 per cent) of the full membership of the Regional Planning and Coordinating Commission of Greene County has voted to dissolve the Regional Planning and Coordinating Commission of Greene County, the Commission shall be dissolved. At the earliest possible date following date of dissolution, all monetary debts incurred by the Commission, Executive Committee and/or the staff, shall be paid in full. All remaining assets of the Commission shall be disposed of in the manner agreed to by a majority of the Commission members present at the time of dissolution.

Each political subdivision represented on the Commission at the time of dissolution shall be entitled to and receive its pro-rata share of the net proceeds from the disposal of the assets after all debts are paid.

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**BEAVERCREEK TOWNSHIP TRUSTEES
GREENE COUNTY, OHIO**

**RESOLUTION NUMBER _____
ADOPTION DATE: OCTOBER 12, 2015**

WHEREAS, Beaver Creek Township is a member of the Regional Planning and Coordinating Commission (RPCC) of Greene County, Ohio; and

WHEREAS, the RPCC has proposed modification of financial provisions in Section XI of its bylaws; and

WHEREAS, Article 13.04 of the bylaws require any modification of the financial provisions in Section XI to be amended only after it has been confirmed by the County Commissioners of Greene County and a majority of the participating political subdivisions, such action to be completed within six (6) months of the date of the proposed amendment by the County Commissioners approval;

NOW, THEREFORE, BE IT RESOLVED that Beaver Creek Township confirms the proposed amendments to the RPCC bylaws, including the financial provisions in Section XI.

THE VOTE WAS AS FOLLOWS:

Tom Kretz _____

Dan Paxson _____

Carol Graff _____

APPROVED BY:

BEAVERCREEK TOWNSHIP TRUSTEES

Tom Kretz, Chair

Dan Paxson, Vice Chair

Carol Graff, Trustee

ATTESTED BY:

Christy L. Ahrens
Fiscal Officer

DRAFT



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

Policy Title: Fuel Operations	Approved: XXXX
Section: X	Revised: XXXX
Number: XXX	Reviewed: XXXX

PURPOSE: The purpose of this policy is to establish the procedures for safe operation of the fuel island located at the City of Beaver Creek Municipal Maintenance Facility.

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: **Authorized Personnel**-shall be defined throughout this Policy as “Management” (i.e., Foreman, Superintendent, Department Head and Township Administrator) or their designees.

Authorized Use- is using the fuel in Township owned vehicles or equipment for a public purpose.

Authorized Users- any Beaver Creek Township employee or Greene County Sheriff’s Deputies assigned to the Township Sub-Station.

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.

Fuel- shall be defined as gasoline or diesel fuel

Fuel Island- shall refer to the gas dispensers at the Municipal Maintenance Facility located at 789 Orchard Lane, Beavercreek Ohio.

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. **Locations**

- 1.1. Every attempt will be made to fuel at the Municipal Maintenance Facility located at 789 Orchard Lane. If unable to fuel at the Municipal Maintenance Facility, due to response issues, work projects, or emergencies, contact a supervisor immediately to obtain permission to use another location. If approved, Township staff will utilize the local gas stations that the Township has agreements with.

2. **General Fueling Practices**

- 2.1. Turn off the vehicle's engine.
- 2.2. Touch a metal part of the vehicle with a bare hand such as the door or other metal surface away from the fill point upon exiting the vehicle (eliminates build up of static electricity).
- 2.3. Do not smoke, light matches while refueling at the pump or anywhere when using fuel.
- 2.4. Use latch holder provided on the handle to maintain fuel flow. Do not place anything in the refueling latch on the nozzle to keep it open.
- 2.5. Do not re-enter the vehicle during refueling.
 - 2.5.1. Particularly in cool or cold and dry weather this may cause a build up of static electricity.
- 2.6. Do not overfill or "top off the tank".
- 2.7. Remove and replace clothing that becomes soaked in fuel.
- 2.8. Do not utilize a cell phone while fueling.

2.9. Replace nozzle after fueling.

3. **Portable Containers**

3.1. Dispense into approved portable containers DOT approved and 5 gallons or less.

3.1.1. A safety can is an approved, closed container, of not more than 5 gallons capacity, having a flash arresting screen, spring closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure. (OSHA Standard 29 CFR 1926.1522(a)(1))

3.2. Place container on the ground, Containers should not be filled while inside a vehicle, on a trailer, or in a truck bed.

3.3. Fill the container no more than 90 % full to allow for expansion.

3.4. Place cap tightly on the container after filling; do not use containers that cannot be closed properly.

4. **Fuel Types**

4.1. The fuel island dispenses two types of fuel (diesel and unleaded). At the Municipal Maintenance Facility, pumps 1 & 2 are designated for diesel and pumps 3 & 4 are designated for unleaded gasoline.

4.2. The diesel handle is larger and will not fit into an unleaded fuel tank. However, the unleaded handle would fit in the diesel tank.

4.3. Should an employee accidentally place unleaded in the diesel tank, do not start the engine. Report the incident to a supervisor immediately. Starting the engine would cause significant damage to the fuel system and the engine that requires extensive repair.

5. **Fire**

5.1. In case of a fire the fuel island is equipped with a dry chemical suppression system move away from the fuel island and the overhead cover.

5.2. There are two dry chemical fire extinguishers located at the fuel island. However,

personal safety is the highest priority.

- 5.3. The emergency shut off and fire alarm for all pumps is located on the south east corner of the Municipal Maintenance facility in the case of fire or spill, push this shut-off to stop the flow of fuel to the island.

6. **Spills**

6.1. Minor Spills

- 6.1.1. Spill kit is located at the fuel island for minor spills.
- 6.1.2. Containment of the fuel is the primary responsibility.
- 6.1.3. During business hours contact the City's Public Service Division concerning fuel spills.
- 6.1.4. After business hours or holidays contact a supervisor immediately and notify the Township Road Superintendent concerning fuel spills.

6.2. Major Spills

- 6.2.1. The emergency shut off and fire alarm for all pumps is located on the south east corner of the Municipal Maintenance facility in the case of fire or spill, push this shut-off to stop the flow of fuel to the island.
- 6.2.2. Contact a supervisor immediately and notify the Township Road Superintendent concerning fuel spills.

7. **Automatic gate operation**

- 7.1. The automatic gate on Orchard lane will be open 7:00 A.M – 5:00 P.M. Monday through Friday excluding Holidays.
- 7.2. A gate opener has been assigned to vehicles to operate the gate after hours. Press the button one time on the opener and the gate will open.
- 7.3. Do not attempt to drive through the gate as it is opening or closing.
- 7.4. To open the gate from the inside slowly pull towards the gate and it will recognize the vehicle and open automatically.
- 7.5. If the gate does not open contact a supervisor immediately and notify the Township Road Superintendent.

8. Additional Assistance

8.1. During the hours of 7:00 A.M – 5:00 P.M. Monday through Friday excluding Holidays contact the public service division at 937-427-5540 after or before these hours please contact the Township Road Superintendent.

9. Not Operational

9.1. During the rare instances when the fuel island is not operational due to a mechanical failure or natural disaster, Township staff will utilize the local gas stations that the Township has agreements with.

10. Procedures

10.1. Fuel shall not be used for private or personal use.

10.2. Authorized users agreements will be attached to this agreement to ensure employees are aware of additional users.

10.3. Fuel fobs and gate keys will be assigned to Authorized Users upon initial need of access to the facility and turned in at the end of employment with the Township

10.4. Select the appropriate fuel type for your purpose (diesel or unleaded).

10.5. Fuel shall be dispensed into containers or vehicles that are owned and / or operated by the Township and shall be used for Township purposes.

10.6. Each employee will be assigned personal identification number (PIN) for use at the fuel island. An employee may be assigned a Fob or a vehicle may be assigned a Fob.

10.7. Fueling instructions for Vehicle

10.7.1. Present FOB to Reader

10.7.2. Choose Pump # (1,2,3,4)

10.7.3. Enter Employee Pin # then press F3

10.7.4. Enter Unit # (wait for cursor to move to the next space)

10.7.5. Mileage or engine hours

10.7.6. Some equipment – will have to enter unit # twice

10.7.7. Pump fuel

10.8. Fuel Instructions for fuel cans

10.8.1. Present FOB to Reader

10.8.2. Choose Pump # (1,2,3,4)

10.8.3. Enter Pin # then press F3

10.8.4. Enter Unit # 7777 for gas or 9999 for diesel (wait for cursor to move to the next space)

10.8.5. Enter #7777 for gas or 9999 for diesel

10.8.6. Some equipment – will have to enter unit # twice

10.8.7. Pump fuel

FORMS: N/A

DRAFT

**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	09/27/2015 11:57:10	2015-00029443
911 Hang Up	10/02/2015 10:12:50	2015-00029971
		Type Totals: 2
Alarm - Business/Bank	09/23/2015 03:19:34	2015-00029047
Alarm - Business/Bank	09/25/2015 12:16:36	2015-00029272
Alarm - Business/Bank	09/25/2015 13:51:05	2015-00029281
Alarm - Business/Bank	09/28/2015 18:37:33	2015-00029568
Alarm - Business/Bank	10/03/2015 22:30:43	2015-00030133
		Type Totals: 5
Alarm - Residential	09/30/2015 12:54:13	2015-00029780
Alarm - Residential	10/02/2015 12:28:24	2015-00029982
Alarm - Residential	10/03/2015 16:09:25	2015-00030111
Alarm - Residential	10/04/2015 08:34:48	2015-00030164
Alarm - Residential	10/05/2015 13:44:47	2015-00030306
Alarm - Residential	10/06/2015 09:52:13	2015-00030404
Alarm - Residential	10/07/2015 16:08:04	2015-00030570
		Type Totals: 7
Animal Complaint	09/25/2015 19:10:21	2015-00029309
Animal Complaint	09/30/2015 09:01:18	2015-00029756
Animal Complaint	10/06/2015 19:42:02	2015-00030447
		Type Totals: 3
Assist	09/24/2015 00:09:49	2015-00029150
Assist	10/02/2015 03:15:05	2015-00029941
		Type Totals: 2
Business Check	09/23/2015 08:06:46	2015-00029059
Business Check	09/23/2015 08:39:58	2015-00029064
Business Check	09/23/2015 22:17:53	2015-00029139
Business Check	09/23/2015 22:27:53	2015-00029140
Business Check	09/23/2015 23:45:03	2015-00029148
Business Check	09/24/2015 00:27:54	2015-00029151
Business Check	09/24/2015 03:50:21	2015-00029162
Business Check	09/24/2015 10:30:39	2015-00029178
Business Check	09/24/2015 10:32:43	2015-00029179
Business Check	09/24/2015 22:02:26	2015-00029230
Business Check	09/24/2015 22:04:54	2015-00029231
Business Check	09/24/2015 22:07:07	2015-00029233
Business Check	09/24/2015 23:06:14	2015-00029235
Business Check	09/24/2015 23:13:08	2015-00029237
Business Check	09/24/2015 23:50:48	2015-00029241
Business Check	09/26/2015 10:23:32	2015-00029356
Business Check	09/26/2015 10:45:30	2015-00029358

Business Check	09/26/2015 11:30:54	2015-00029363
Business Check	09/26/2015 12:08:13	2015-00029367
Business Check	09/27/2015 08:35:23	2015-00029432
Business Check	09/27/2015 08:47:09	2015-00029434
Business Check	09/28/2015 20:32:06	2015-00029575
Business Check	09/28/2015 20:34:45	2015-00029576
Business Check	09/28/2015 20:39:35	2015-00029577
Business Check	09/28/2015 22:59:42	2015-00029589
Business Check	09/29/2015 01:07:48	2015-00029609
Business Check	09/29/2015 01:12:26	2015-00029611
Business Check	09/29/2015 01:14:20	2015-00029612
Business Check	09/29/2015 03:39:56	2015-00029619
Business Check	09/29/2015 15:02:36	2015-00029683
Business Check	09/29/2015 18:37:09	2015-00029699
Business Check	09/29/2015 18:44:54	2015-00029700
Business Check	09/29/2015 22:56:54	2015-00029710
Business Check	09/30/2015 14:11:18	2015-00029788
Business Check	09/30/2015 15:10:59	2015-00029795
Business Check	09/30/2015 21:14:24	2015-00029817
Business Check	10/01/2015 00:31:46	2015-00029826
Business Check	10/01/2015 10:41:48	2015-00029865
Business Check	10/01/2015 14:58:03	2015-00029885
Business Check	10/02/2015 00:43:27	2015-00029926
Business Check	10/02/2015 00:48:26	2015-00029928
Business Check	10/02/2015 00:51:35	2015-00029929
Business Check	10/02/2015 00:55:33	2015-00029931
Business Check	10/02/2015 12:20:10	2015-00029980
Business Check	10/02/2015 22:42:11	2015-00030037
Business Check	10/02/2015 22:44:20	2015-00030038
Business Check	10/02/2015 23:07:43	2015-00030041
Business Check	10/02/2015 23:58:18	2015-00030043
Business Check	10/03/2015 06:04:14	2015-00030059
Business Check	10/03/2015 06:06:23	2015-00030060
Business Check	10/03/2015 07:56:30	2015-00030071
Business Check	10/03/2015 10:38:30	2015-00030085
Business Check	10/03/2015 21:11:21	2015-00030123
Business Check	10/03/2015 21:21:46	2015-00030125
Business Check	10/03/2015 21:43:02	2015-00030127
Business Check	10/03/2015 22:02:27	2015-00030130
Business Check	10/03/2015 22:21:38	2015-00030132
Business Check	10/04/2015 02:01:20	2015-00030145
Business Check	10/04/2015 02:55:25	2015-00030148
Business Check	10/04/2015 21:42:39	2015-00030210
Business Check		

	10/04/2015 21:44:45	2015-00030213
Business Check	10/04/2015 22:00:30	2015-00030215
Business Check	10/04/2015 23:00:53	2015-00030217
Business Check	10/05/2015 01:46:25	2015-00030246
Business Check	10/05/2015 03:51:28	2015-00030256
Business Check	10/05/2015 12:24:53	2015-00030299
Business Check	10/05/2015 12:51:08	2015-00030302
Business Check	10/05/2015 14:45:50	2015-00030314
Business Check	10/06/2015 13:46:10	2015-00030421
Business Check	10/06/2015 15:35:24	2015-00030431
Business Check	10/07/2015 08:39:32	2015-00030495
Business Check	10/07/2015 11:30:22	2015-00030515
Business Check	10/07/2015 11:50:14	2015-00030519
Business Check	10/08/2015 00:34:57	2015-00030613
Business Check	10/08/2015 01:26:12	2015-00030620
Business Check	10/08/2015 11:45:46	2015-00030662
Business Check	10/08/2015 13:00:38	2015-00030673
		Type Totals: 77
Child Endangering	10/07/2015 19:00:24	2015-00030579
		Type Totals: 1
Civil Other	09/25/2015 11:07:54	2015-00029263
Civil Other	09/27/2015 20:08:49	2015-00029477
		Type Totals: 2
Crash - Assist Only	09/25/2015 12:56:56	2015-00029277
Crash - Assist Only	09/28/2015 00:31:58	2015-00029485
Crash - Assist Only	09/29/2015 20:35:53	2015-00029705
Crash - Assist Only	10/02/2015 17:03:49	2015-00030025
Crash - Assist Only	10/03/2015 10:52:29	2015-00030087
Crash - Assist Only	10/03/2015 15:14:47	2015-00030108
		Type Totals: 6
Crash - Hit Skip	09/24/2015 19:57:44	2015-00029228
		Type Totals: 1
Crash - Property Damage	09/29/2015 18:47:44	2015-00029701
		Type Totals: 1
Detail - Other	09/28/2015 08:15:47	2015-00029502
Detail - Other	10/02/2015 10:11:28	2015-00029970
Detail - Other	10/05/2015 19:01:07	2015-00030339
Detail - Other	10/07/2015 07:46:27	2015-00030489
		Type Totals: 4
Detail - School	09/23/2015 15:57:03	2015-00029123
Detail - School	09/24/2015 14:07:42	2015-00029214
Detail - School	09/28/2015 07:29:04	2015-00029493
Detail - School	09/28/2015 15:34:41	2015-00029561

Detail - School	09/29/2015 07:26:00	2015-00029624
Detail - School	09/29/2015 15:58:15	2015-00029688
Detail - School	09/30/2015 13:15:06	2015-00029782
Detail - School	10/02/2015 07:26:21	2015-00029946
Detail - School	10/02/2015 13:59:58	2015-00029999
Detail - School	10/02/2015 14:00:28	2015-00030000
Detail - School	10/07/2015 07:25:45	2015-00030485
Detail - School	10/07/2015 14:01:28	2015-00030542
Detail - School	10/08/2015 07:38:49	2015-00030635
		Type Totals: 13
Detail - Traffic	09/29/2015 07:47:33	2015-00029628
Detail - Traffic	10/07/2015 19:00:06	2015-00030578
Detail - Traffic	10/08/2015 01:44:38	2015-00030623
		Type Totals: 3
Disabled Vehicle	09/23/2015 15:32:16	2015-00029118
Disabled Vehicle	09/23/2015 20:07:27	2015-00029136
Disabled Vehicle	09/25/2015 23:24:52	2015-00029322
Disabled Vehicle	09/27/2015 08:38:10	2015-00029433
Disabled Vehicle	09/29/2015 10:57:49	2015-00029647
Disabled Vehicle	09/29/2015 12:23:18	2015-00029658
Disabled Vehicle	10/02/2015 19:20:47	2015-00030030
Disabled Vehicle	10/03/2015 02:57:58	2015-00030052
		Type Totals: 8
Extra Patrol	09/25/2015 11:27:19	2015-00029267
Extra Patrol	09/25/2015 16:57:47	2015-00029300
Extra Patrol	09/26/2015 12:51:27	2015-00029372
Extra Patrol	09/27/2015 11:17:48	2015-00029442
Extra Patrol	09/28/2015 18:53:32	2015-00029570
Extra Patrol	09/30/2015 08:44:54	2015-00029751
Extra Patrol	09/30/2015 16:49:58	2015-00029802
Extra Patrol	09/30/2015 21:04:32	2015-00029816
Extra Patrol	10/01/2015 00:56:00	2015-00029829
Extra Patrol	10/01/2015 03:27:05	2015-00029848
Extra Patrol	10/01/2015 03:45:58	2015-00029849
Extra Patrol	10/01/2015 17:18:27	2015-00029899
Extra Patrol	10/02/2015 21:13:04	2015-00030034
Extra Patrol	10/05/2015 13:36:49	2015-00030305
Extra Patrol	10/05/2015 16:34:25	2015-00030331
Extra Patrol	10/06/2015 16:49:59	2015-00030438
Extra Patrol	10/07/2015 00:08:47	2015-00030465
		Type Totals: 17
Follow Up	10/06/2015 14:07:51	2015-00030424
		Type Totals: 1

Harrassment	10/05/2015 19:12:51	2015-00030344
		Type Totals: 1
House Check	09/28/2015 08:38:33	2015-00029505
House Check	09/28/2015 22:00:05	2015-00029583
House Check	09/29/2015 18:34:52	2015-00029697
House Check	10/01/2015 10:57:10	2015-00029867
House Check	10/02/2015 21:05:56	2015-00030032
House Check	10/03/2015 01:27:31	2015-00030047
House Check	10/03/2015 21:18:20	2015-00030124
House Check	10/04/2015 01:47:22	2015-00030141
House Check	10/04/2015 21:28:43	2015-00030209
House Check	10/05/2015 00:25:53	2015-00030229
House Check	10/06/2015 15:26:53	2015-00030430
House Check	10/07/2015 13:47:10	2015-00030538
House Check	10/08/2015 11:24:20	2015-00030661
		Type Totals: 13
Lost Property	10/01/2015 08:15:44	2015-00029853
		Type Totals: 1
Open Door/Window	10/03/2015 15:09:45	2015-00030107
		Type Totals: 1
Panhandling	10/05/2015 15:30:29	2015-00030322
		Type Totals: 1
Parking Violation	09/23/2015 11:34:46	2015-00029091
		Type Totals: 1
Radar/Lidar Post	09/23/2015 10:50:46	2015-00029083
Radar/Lidar Post	09/23/2015 11:23:48	2015-00029088
Radar/Lidar Post	09/23/2015 13:59:09	2015-00029106
Radar/Lidar Post	09/25/2015 14:06:40	2015-00029284
Radar/Lidar Post	09/28/2015 09:25:17	2015-00029510
Radar/Lidar Post	09/30/2015 08:28:26	2015-00029748
Radar/Lidar Post	10/01/2015 14:01:30	2015-00029879
Radar/Lidar Post	10/01/2015 14:19:51	2015-00029881
Radar/Lidar Post	10/02/2015 14:24:45	2015-00030007
Radar/Lidar Post	10/06/2015 08:21:03	2015-00030396
Radar/Lidar Post	10/07/2015 13:27:19	2015-00030535
Radar/Lidar Post	10/07/2015 14:31:38	2015-00030548
		Type Totals: 12
Request Officer	09/24/2015 08:38:58	2015-00029173
Request Officer	09/28/2015 14:28:45	2015-00029555
Request Officer	10/01/2015 16:37:59	2015-00029896
		Type Totals: 3
Street / Road Obstruction	09/28/2015 13:36:50	2015-00029549
Street / Road Obstruction	10/02/2015 15:55:09	2015-00030018

		Type Totals: 2
Suspicious Person	09/28/2015 23:53:17	2015-00029598
Suspicious Person	10/01/2015 09:43:26	2015-00029861
Suspicious Person	10/05/2015 16:05:23	2015-00030327
Suspicious Person	10/05/2015 20:26:33	2015-00030350
		Type Totals: 4
Suspicious Vehicle	09/23/2015 22:45:55	2015-00029141
Suspicious Vehicle	09/25/2015 15:10:07	2015-00029291
Suspicious Vehicle	10/01/2015 00:00:49	2015-00029825
Suspicious Vehicle	10/03/2015 00:07:05	2015-00030045
Suspicious Vehicle	10/04/2015 21:46:44	2015-00030214
Suspicious Vehicle	10/07/2015 10:18:30	2015-00030501
Suspicious Vehicle	10/07/2015 12:23:49	2015-00030524
Suspicious Vehicle	10/08/2015 04:05:01	2015-00030629
		Type Totals: 8
Theft	10/05/2015 08:14:48	2015-00030271
		Type Totals: 1
Traffic Complaint	09/23/2015 02:16:36	2015-00029043
Traffic Complaint	09/26/2015 11:11:39	2015-00029362
Traffic Complaint	10/07/2015 12:14:24	2015-00030521
		Type Totals: 3
Traffic Stop	09/23/2015 07:59:44	2015-00029057
Traffic Stop	09/23/2015 11:05:22	2015-00029085
Traffic Stop	09/23/2015 14:08:49	2015-00029107
Traffic Stop	09/23/2015 14:23:36	2015-00029110
Traffic Stop	09/23/2015 15:14:57	2015-00029116
Traffic Stop	09/23/2015 15:35:21	2015-00029119
Traffic Stop	09/24/2015 02:13:25	2015-00029158
Traffic Stop	09/24/2015 14:12:03	2015-00029215
Traffic Stop	09/27/2015 20:22:34	2015-00029478
Traffic Stop	09/28/2015 07:34:15	2015-00029495
Traffic Stop	09/28/2015 09:30:00	2015-00029511
Traffic Stop	09/28/2015 10:42:20	2015-00029521
Traffic Stop	09/28/2015 14:23:15	2015-00029554
Traffic Stop	09/28/2015 21:18:36	2015-00029580
Traffic Stop	09/29/2015 07:48:21	2015-00029629
Traffic Stop	09/29/2015 10:54:44	2015-00029646
Traffic Stop	09/29/2015 12:56:04	2015-00029666
Traffic Stop	09/29/2015 16:04:06	2015-00029689
Traffic Stop	09/30/2015 01:56:39	2015-00029728
Traffic Stop	10/01/2015 14:10:56	2015-00029880
Traffic Stop	10/01/2015 14:21:45	2015-00029883
Traffic Stop	10/02/2015 12:33:34	2015-00029983

Traffic Stop	10/02/2015 13:11:24	2015-00029988
Traffic Stop	10/07/2015 12:53:37	2015-00030530
Traffic Stop	10/07/2015 14:08:08	2015-00030546
Traffic Stop	10/07/2015 14:54:01	2015-00030550
Traffic Stop	10/08/2015 02:53:00	2015-00030627
Traffic Stop	10/08/2015 03:17:38	2015-00030628
Traffic Stop	10/08/2015 07:42:00	2015-00030637
Traffic Stop	10/08/2015 10:53:26	2015-00030658
		Type Totals: 30

10/8/2015 1:46:57 PM



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 September 28, 2015
Activity from September 24 – October 7, 2015

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 October 12, 2015 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:

- o Finance Director was off two days during this period
- o Accounts Payable/Payroll Technician was off one day during this period
- o Processed an additional 11 invoices to be paid at the September 28, 2015 Trustee Meeting.
- o Mailed 62 checks paying 81 invoices at the September 28, 2015 Trustee Meeting.
- o Processed 122 invoices for payment on October 12, 2015.
- o Started the process/research of 12 additional invoices not yet ready for payment.
- o Audited the UAN batch reports for the 122 invoices to be paid on October 12, 2015
- o Prepared 1 sales tax exempt form for vendors
- o Phone conversations with vendors regarding payments, credits and terms.
- o Sent follow up e-mails to employees for missing or incomplete billing data.
- o Processed Regular Payroll for September 30, 2015.
- o Distributed September 30, 2015 payroll.
- o Reviewed September 30, 2015 Payroll Reports
- o Processed payroll changes for 2 employees for the October 14, 2015 payroll.
- o Reconciled and mailed:
 - Ohio Deferred Compensation Statement and Payment.
 - AFLAC Group Policies statement and payment
 - OP&F September Monthly report
 - OPERS September Monthly report
- o Responded to OPERS regarding large earnings inquiry
- o Phone conversations with Paycor regarding updates to their system
- o Reviewed information from BWC regarding upcoming changes in their payroll-based billing
- o Registered Finance Director and Accounts Payable/Payroll Tech for instructional seminar to be held by BWC on upcoming changes.



BEAVERCREEK TOWNSHIP

FINANCE DEPARTMENT

851 Orchard Lane Suite C, Beavercreek, Ohio 45434-7220

Ph.: (937) 429-4472 Fax: (937) 429-5678

- o Preparation of ACA template for phase 2 of account set up for ACA IRS filing compliance and payroll.
- o Phone conversations with Paycor regarding ACA template
- o Phone conversations with Paycor on FLSA over/under payments discovered in August by the Fire Department and not reported to the Finance Department. These need to be corrected on the October 14, 2015 payroll.
- o Reviewed 2015 3rd quarter payroll reports
- o Phone calls regarding various cemetery questions.
- o Processed 5 foundation order requests.
- o Met with family on Indigent cremation
- o Finalized Agenda for the September 28, 2015 Trustee Meeting.
- o E-Mailed request for Agenda Items for the October 12, 2015 Trustee Meeting.
- o Processed and balanced leave for all employees.
- o Processed and balanced time sheets for all employees.
- o Processed 20 Receipts and made 7 trips to PNC Bank.
- o Processed, prepared and balanced the September Bank Reconciliations for all accounts within Beavercreek Township. This includes 2 checking accounts, 4 investment accounts and one cemetery CD.
- o Processed and prepared several public records requests.
- o Prepared and processed Cafeteria reimbursements.
- o Prepared and processed electronic funds deposits from Med3000 for ambulance billing.
- o Prepared and processed electronic funds withdrawal from Paycor for payroll.

Meetings:

- o Traveled to Columbus on September 25, 2015 with elected fiscal officer Christy L. Ahrens as an invited guest of Treasurer of State Josh Mandel to launch OhioCheckbook.com
- o Attended Trustee Meeting held on September 28, 2015
- o Met with Elected Fiscal Officer, Township Administrator/Public Safety Director, Township Legal representative and a representative from the Greene County Prosecutors Officer on October 1, 2015 regarding recent public records requests.
- o Attended Staff Meeting with Township Administrator/Public Safety Director held on Wednesday October 7, 2015

**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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



BI-WEEKLY ACTIVITY REPORT

September 28, 2015

JOB TASKS:

1. 5 Workers' Compensation claims for 2015
3 claims filed in 2014
2. Prepare bi-weekly report
3. Review bills
4. Work on issues pertaining to wellness initiative
5. Work on multiple grievances
6. Work on fire department specific wellness program through new provider
7. Draft management proposals for Xenia Twp; update index
8. Review and send out subpoena
9. Work on records' requests
10. Work on hiring
11. Work on handbook
12. Work with intern
13. Orientation for new hire

**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
- Attend labor management meeting
- Attend Staff meeting
- Attend collective bargaining at Xenia Township
- Meeting with labor attorney on pending grievance Dr Romano and Dr Robertson

Collective bargaining in Xenia Township:

Contract negotiations are progressing. We have tabled two non-economic proposals due to impasse. In addition to these, we have four non-economic proposals remaining that are being reviewed and discussed. I anticipate beginning economic proposals at our next work session.

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, OCTOBER 12, 2015

ACTIVITY FROM THU. SEPTEMBER 24 THROUGH WED. OCTOBER 07, 2015

PERMITS: Six permits for single-family dwellings were issued in this period. Other Zoning Actions included one deck permit, three political campaign sign permits, one residential accessory structure permit, three temporary tent permits (for nine tents), one residential addition permit, one banner permit and one Use Compliance Certificate. To date, single-family dwelling permits are up 100%, and total permits (**now including Park Permits**) are up 57% compared to 2014.

The following chart compares numbers of Zoning Permits issued for the last five years. Numbers through 2014 are totals for the year. 2015 numbers are, of course year-to-date, through October 7. The revenue line is the amount generated by Zoning Department fees.

	2010	2011	2012	2013	2014	2015
Single family dwellings	62	37	47	26	61	72
Driveways	32	22	32	27	57	69
Additions	4	9	1	3	10	3
Fences	16	19	14	20	22	10
Pools (including fence)	2	4	8	11	5	7
Signs	6	7	7	4	9	7
Rights of Way	3	0	7	1	2	3
Accessory Decks & Covered Patio	14	16	26	15	8	11
Accessory Structures	13	13	14	14	13	9
Commercial Structures	1	0	7	2	0	0
Commercial Addition	2	0	2	1	1	1
Commercial Accessory Structures	1	0	1	2	5	2
Temporary Tents Permits	13	13	13	13	14	10
Exemption Certificate	0	1	2	3	2	5
Use Compliance Certificates	1	2	1	1	1	3
Cell Tower Co-location	0	0	0	0	2	0
Temporary Use Permits (Real Estate Sales)	0	0	0	0	2	0
Political Signs	1	5	2	19	4	7
Parks Permits	0	0	0	0	0	16
Total	171	148	184	162	218	235
Revenue	\$14,274.80	\$24,094.65	\$15,843.80	\$11,735.00	\$15,910.00	\$20,475.00

PENDING: One set of subdivision construction plans (Bexley 3B) is ready for review. Three single-family dwelling applications have been received.

**BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT**

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

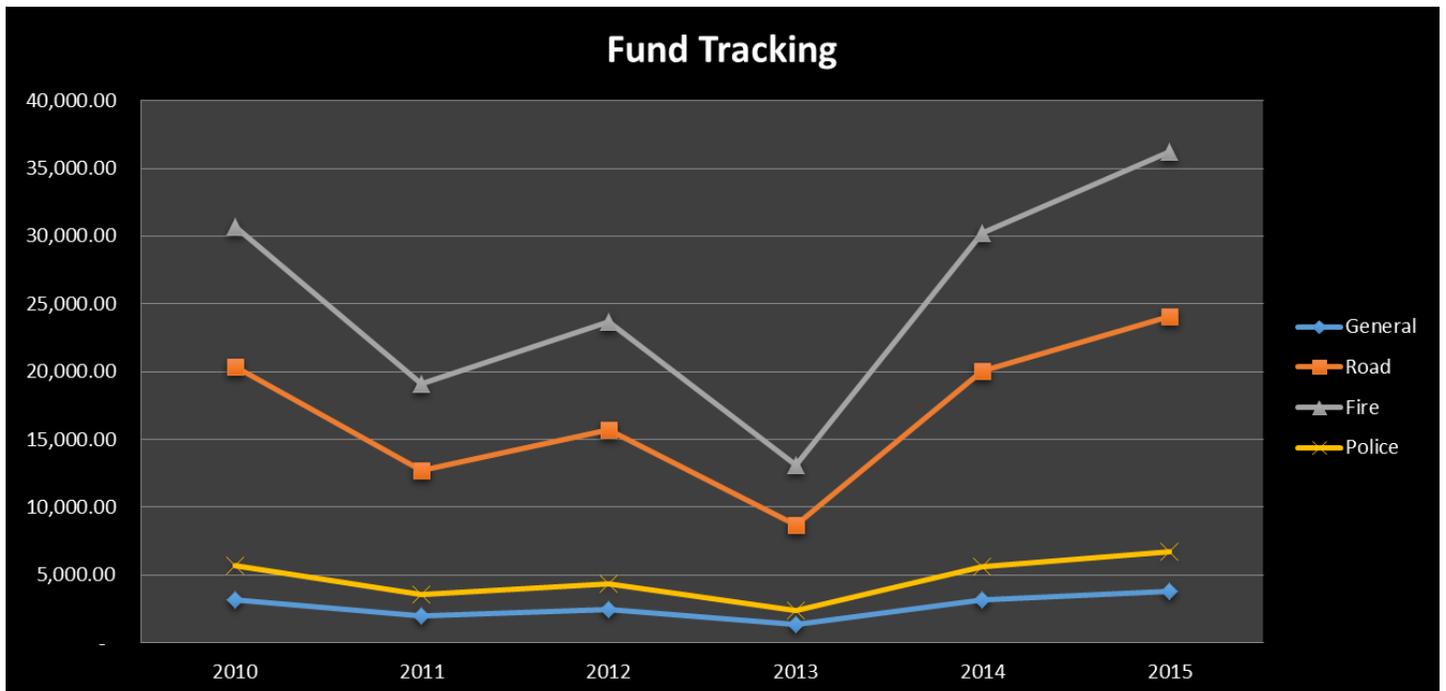


REVENUE PROJECTIONS

The following chart shows estimated **additional** Township revenue generated by new home construction, by Fund. For 2010 through 2014 the amounts are based on final year-end Zoning Permit totals. The numbers for this year are, of course, year-to-date based on permits issued through 10-07-15, using 2014 Tax Levy rates and an estimated average NEW HOME property value of \$300,000. **Note:** Receipt of revenues will be two years after they are generated, e.g. revenue generated in 2015 will be disbursed to the Township in 2017.

Fund	2010	2011	2012	2013	2014	2015
General	3,202.50	1,995.00	2,467.50	1,365.00	3,150.00	3,780.00
Road	20,391.48	12,702.89	15,711.47	8,691.45	20,057.20	24,068.64
Fire	30,701.78	19,125.70	23,655.47	13,086.01	30,198.48	36,238.17
Police	5,676.65	3,536.27	4,373.81	2,419.56	5,583.59	6,700.31
Total	59,972.42	37,359.87	46,208.26	25,562.01	58,989.26	70,787.12

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: (Vacation 9-24 & 9-25)

1. Continued work on Highway Business District Overlay; several discussions with Township Administrator, follow-up to Stakeholders' meeting of Jul. 8.
2. Responded to follow-up inquiries re: Ohio University/Russ Research Center strategic planning effort. Had extensive conversations with OU planning consultants; conveyed additional documents to OU consulting team; discussed availability of adjacent property with OU consultant; solicited support for U.S. Rt. 35 project.
3. Consulted with engineer re: revised Record Plan for Bexley Hills 3B.
4. Consulted with property owner re: Zoning/access dispute with City of Fairborn.
5. Continued formal training of Zoning Assistant for assumption of new duties (Novak recommendation).
6. Consulted with ODOT Dist. 8 staff and MVRPC staff re: strengthening the Rt. 35 TRAC application. Sent additional requested documentation. Helped revise ODOT presentation for TRAC hearing on Oct. 13.
7. Met with GC Development Director and RPCCC Executive Director re: Highway Business Overlay District 09-28-15.
8. Attended Trustees' Regular Meeting 09-28-15.
9. With TA, met with consultant re: survey of Township property 09-29-15.
10. Attended RPCC full Commission meeting 09-29-15.
11. Consulted with MVRPC staff re: Twp. project on the regional Long Range Transportation Plan (LRTP) 09-29-15.
12. Consulted with prospective buyer re: development options on available property 09-30-15.
13. Met with prospective buyer re: development options on available property 09-30-15.
14. Attended MVRPC Board meeting/TRAC presentation update meeting 10-01-15.
15. Convened & attended Zoning Commission work session re: Highway Business Overlay 10-01-15.

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

- Maintained Department operation during Zoning Administrator's vacation.
- Issued 20 Zoning Permits.
- Extensive property research and data collection & collation for economic development project; conveyed same to TA and Legal Counsel.
- Assisted in preparation of bi-weekly Departmental Activity Report.
- Issued 1 Park Permit.

We are developing a chart of build-out percentages, by PUD or subdivision. It will appear in the next bi-weekly report.

To: Alex Zaharieff
From: Tim Parks
Date: October 8, 2015
Reference: October 12 Trustees Meeting

Alex:

On Monday October 12, I will be bringing the following:

- I will recommending a purchase request to Compass Minerals for 500 tons of road salt under the co-operative bid thru SWOP4G for the upcoming winter season at a cost of \$67.89 a ton.

I make a motion to approve purchase request (00357) to Compass Minerals America for 500 tons of road salt, in the amount of \$34,000; and to authorize the Township Administrator to sign for the Board.

- Bi-weekly activity report

BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT**October 8, 2015****Calls for Service:**

- Medic check engine light- 1 Hour Fire

Training:

- Drivers training for CDL license

Accomplishment/Information:

- Attended Staff meeting
- Meeting with LMI on log jam removal
- Meeting Administrator and Judd Engineering on project
- Meeting with City staff on implementation of fuel agreement soft rollout Oct 15
- Meeting with City and Park Board on park agreement concept
- Reviewed several driveway permits
- Reviewing plans for Bexley 3B
- Checking on developments-
 - Bexley Hills 3A- checking on erosion control issues erosion control issues
 - Bexley Hill 3B- clearing and grubbing started
 - Spring Ridge 3A- no activity
 - Wood Ridge section 1- continued installation of water lines, detention ponds and pond structures , checking erosion control issue
 - Clairborne Greens 2A- installing utilities
 - Clairborne Greens 2B- on hold
 - Liberty Hill section 2- awaiting completion of punch list
- Finished Factory Road project
- Began mowing open space in Hunters Point
- Removed log jams on LMI property
- Removed log jams at Koogler property- additional beaver removal needed
- Continued mowing of Township Facilities
- Finished patching Haines road
- Waterline project removed from 2015 project list- will place on capital improvements list for consideration in 2016

Awareness Items:

- Try A Truck – Oct 10

FIRE DEPARTMENT AGENDA ITEMS

To: **Alex Zaharieff, Township Administrator**
From: **David VandenBos**
Date: **2015-10-08**
Re: **Agenda Items for 12 October 2015 Trustees' Meeting**

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

- 1) [Purchase Request: EMS bags replacement](#)
 - 2) [Purchase Requests: Station 61 Meeting Room Renovations](#)
 - 3) [Bi-weekly department activity report](#)
-

1) Purchase Request: EMS bags replacement (Prepared by BC Betsinger)

1.1) Please see purchase request #08101

1.2) This request seeks to replace existing medical bags that have reached the end of their useful life.

The medical bags serve as a first-arrival care bag as well as a critical care equipment bag. This purchase will keep items standardized within the department as well as address the changing needs of EMS including materials that resist infectious fluids and insects, such as bed bugs.

1.3) The EMS research and development team has worked with the EMS supply managers to address the need to replace EMS equipment bags for first response medical equipment as well as critical care equipment. Since a majority of the current bags are the same age and have similar wear, the research and development investigated the type of bags to be purchased and evaluated features of different bags against our medical response needs and current environment.

The first response medical bag is intended to not only provide the necessary equipment to provide initial care for most patients, but also carry the proper equipment to supply an EMS crew for 5 minutes of care for a patient in cardiac arrest using that bag alone. The research team took into account total loaded weight, carrying abilities, and infection control concerns including bed bug exposure. With a large amount of equipment bags needing replacement, the research team also took into account the ability to keep equipment standardized for more efficient use.

The critical care bag is intended to carry the necessary equipment for more critical patients, allowing crews to carry one consolidated bag with these specialized supplies. This is not a change from past practice, but due to similar age and wear on current equipment, replacing the bags would allow any minor changes to remain standardized across the department.

The research team narrowed their search to 3 bags which were obtained as demonstration and test units. These units were on loan from the distributor and were thoroughly evaluated to ensure that they would meet the department's needs. The two bags requested for purchase meet all of the department's current requirements as well as sensitive to budgetary constraints.

This purchase is slightly under the budgeted amount for the 2015 EMS equipment budget.

These bags will be distributed across seven medic units, six engines, two ladder trucks, one brush truck, and one battalion chief's vehicle.

1.4) Program Area 5720 (EMS Operations), Object 430 (Equipment), 2015 Budget Goal #2

1.5) Boundtree Quote [\[Attachment 01.51\]](#)

1.6) First-in Bag Specification [\[Attachment 01.61\]](#), and Critical Care Bag Specification [\[Attachment 01.62\]](#)

FIRE DEPARTMENT AGENDA ITEMS

- 1.7) The life expectancy of an EMS bag is 5-10 years, based upon experience with the currently deployed bags with the variability dependent upon exposure and level of usage.
- 1.8) N/A
- 1.9) Quotations were found for comparable bags from Moore Medical [\[Attachment 01.91\]](#), and EMS Store [\[Attachment 01.92\]](#). The lowest cost bag included bed bug resistance. BoundTree was selected as the lowest and best due to price and the insect resistant material offered.
- 1.10) These items are not currently available on OH STS or GSA.
- 1.11) N/A
- 1.12) Bags will incur minimal maintenance costs for washing and care as needed. No special services or contracts are utilized for these items.
- 1.13) Existing damaged and worn bags will be surplus as not fit for use.
Any remaining bags that are still useable will be utilized for the following areas for the remainder of their useable life: special response ATV and mass casualty supplies
- 1.14) I make a motion to approve the following:
Purchase Request **08101 to Boundtree Medical for EMS bags replacement in the amount of \$4,882.87**
and to authorize the Township Administrator to sign for the Board.

2) Purchase Requests: Station 61 Meeting Room Renovations (Prepared by BC Hiester)

- 2.1) Please see purchase request **#08012, #08102, #08103**
- 2.2) This project seeks to update the community room at fire station 61. This update includes replacing the carpet with the township standard commercial carpet tiles, removal of three electrical floor boxes, replacing the existing tables and chairs, moving the kitchenette to the hall area, adding 1 additional whiteboard, and adding large document rails above the whiteboards.
- 2.3) The community room at fire station 61 was programmed as a training classroom when the building was built. This classroom has continued to evolve in its use and now not only includes use as a fire department classroom, but also use by many non-profit groups in our community as well as the recent addition of becoming the new home of township governmental meetings. This community room has become one of the most public facing points of the township facilities.
In 2014, the community room was painted as part of the maintenance and upkeep of fire station 61. This was the first time it had been updated since the building was occupied in 2005.
- 2.3.1. This request seeks to replace and update several items in this room to better serve the townships needs.
- 2.3.2. First, replacing the carpet which is currently 10 years old. This carpet is original to fire station 61 and is one of only three areas in the station to be carpeted. The carpet shows wear and staining from increased usage over the years. The carpet is cleaned annually by the fire station crews who also spot clean spills when they are informed of them.
- 2.3.3. Second, replacing the tables for this room. The existing tables are greater than 12 years old. The existing tables were purchased when the township moved into the existing administration building for what was then the training room. Some of the tables have experienced damage and wear and are no longer useable. The existing tables are also not as conducive to the changing needs of our facility as they are heavy and not easy for guests to manipulate. The replacement tables are designed for this type of environment

FIRE DEPARTMENT AGENDA ITEMS

and include wheels and folding tops. The new tables are expected to last more than 10 years as well.

2.3.4. Third, replacing the existing chairs which are 10 years old. These chairs were purchased in 2005 when fire station 61 was occupied. Many of them now have fabric tears, cracked seats and backs and bent supports. The current chairs are stackable, however the proposed replacements are nesting chairs, to be more conducive to constant changes for this room. This design is again intended to make the facility more user friendly, as well as decrease wear by utilizing a more updated design.

2.3.5. Fourth, moving the kitchenette from the room to the hallway. This proposal is recommended to help accommodate the broad spectrum of use for the room. The addition of the Board's desk limits the design of the room when accommodating full classes. The current location of the kitchenette not only causes a distraction for usage during an instructor lead class, but also takes space in the room that could be better utilized for instruction and students. Additionally moving the kitchenette to the hall area will help prolong the life of the carpet as that is the area that has the heaviest wear in the current room. The new location will be on a tile floor and provide easier cleanup when necessary on a more durable finish. The location chosen already includes plumbing so that the costs can be minimized.

2.3.6. Fifth, the addition of a whiteboard on the wall where the kitchenette is currently located.

2.3.7. Sixth, the addition of document hanging systems above the white board spaces to accommodate visual aids such as maps and large charts. The use of these items will prolong the life of the white boards by preventing damage from tape and its removal from the white board surface.

2.4)Program Area **5561** (Station 61), Object **730** (Improvement of Sites) and **740** (Capital Furniture), **2015 Budget Goal #4**

2.5)Carpet and Kitchenette Quote [\[Attachment 02.51\]](#), Table and Chair Quote [\[Attachment 02.52\]](#), Whiteboard Quote [\[Attachment 02.53\]](#)

2.6)Table Specs [\[Attachment 02.61\]](#), Chair Specs [\[Attachment 02.62\]](#)

2.7)The expected life expectancy of the equipment is:

Carpet: 5 years

Tables: 10 years

Chairs: 8 years

Whiteboard and document hangers: more than 10 years.

2.8)N/A

2.9)Additional quotes were solicited from Possert Construction [\[Attachment 02.91\]](#) and Beaver Vu Construction [\[Attachment 02.92\]](#).

2.10) These items are not currently available on OH STS or GSA.

2.11) N/A

2.12) Recurring costs are only for repairs as needed. No scheduled maintenance or contracts are required or requested.

2.13) The attached list requests to surplus 5 tables and 15 chairs that are unfit for use. The remaining 7 tables and 31 chairs will be kept for use on special events such as the open house events, popcorn festival, old timer's breakfast, and others.

FIRE DEPARTMENT AGENDA ITEMS

Specific surplus resolutions will be brought at a future meeting, after delivery of the new items.

2.14) I make a motion to approve the following:

Purchase Request **08012** to **Multiple Services for new carpet and kitchenette relocation** in the amount of **\$14,441.00**

and to authorize the Township Administrator to sign for the Board;

I make a motion to approve the following:

Purchase Request **08102** to **Friends Office** for **Replacement Tables and Chairs** in the amount of **\$9,880.30**

and to authorize the Township Administrator to sign for the Board;

I make a motion to approve the following:

Purchase Request **08103** to **Whiteboard A to Z** for **Whiteboard and Document Hangers** in the amount of **\$1,469.94**

and to authorize the Township Administrator to sign for the Board

BIWEEKLY ACTIVITY REPORT**3) Bi-weekly department activity report**

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

- 3.1) Senior Staff Meeting:** Senior staff met to discuss issues of interest and concern, including hiring, possible arbitration, fire gear repair, logistics integration and the DOL/FLSA.
- 3.2) Auxiliary Meeting:** The Auxiliary monthly meeting was held. Discussion included call-out procedures, upcoming training opportunities and fire department apparatus types, use and deployment.
- 3.3) Auxiliary Team Leaders Meeting:** The Auxiliary team leaders met to discuss issues related to call-out/activation of CERT assets during a large-scale incident, resource development (esp. maps), and continued development of the command aide position.
- 3.4) Labor-Management Meeting:** The Labor-Management committee met to discuss items of mutual interest and concern. Both parties agreed that future meetings will be agenda based, on contract specific items.
- 3.5) Schools Meeting:** Operations staff met with the Schools and Police department to discuss issues related to the recent increase in bomb threats. All three agencies will continue to work together to provide the appropriate response to these threats for the safety of the students, staff and first responders.
- 3.6) Payroll Correction:** The finance department notified fire department administration staff of an incorrect payment for an employee. The employee was notified and the difference will be paid in a retroactively this pay period.
- 3.7) Incident Critiques:** Operations staff met to discuss police agency responses to EMS incidents.
- 3.8) Medical Directors Review:** The co-medical directors met with crews to review actions and treatment on an EMS scene.
- 3.9) CERT Class:** The second Beavercreek CERT class, funded by Greene County EMA, completed. This class brings the total number of CERT trained auxiliary members to 32. A final 2015 class is being scheduled to provide interested COPP members with the training.
- 3.10) Flu and TB Testing:** All fire department members were offered annual flu shots and TB testing.
- 3.11) Public Outreach:** Over the past four weeks, the crews have participated in the following activities:
 - Station 64: Precious Ones Learning Center (x2) public education
 - Station 61: Heartsaver CPR, CPR & First Aid
 - Station 61: Owens Place, medic standby
 - Station 61: Homecoming Parade
 - Station 61: Beavercreek High School, medic standby
 - Station 63: Home Depot fire safety event
 - Station 61: WPAFB static engine display
 - Station 63: Shaw Elementary medic standby
 - Station 62: Trebein Elementary public education
 - Station 62: Goddard School public education
 - Station 63: Bright Beginnings public education
 - Station 61: Main Elementary public education
 - Station 64: Kirkmont Preschool (x3) public education

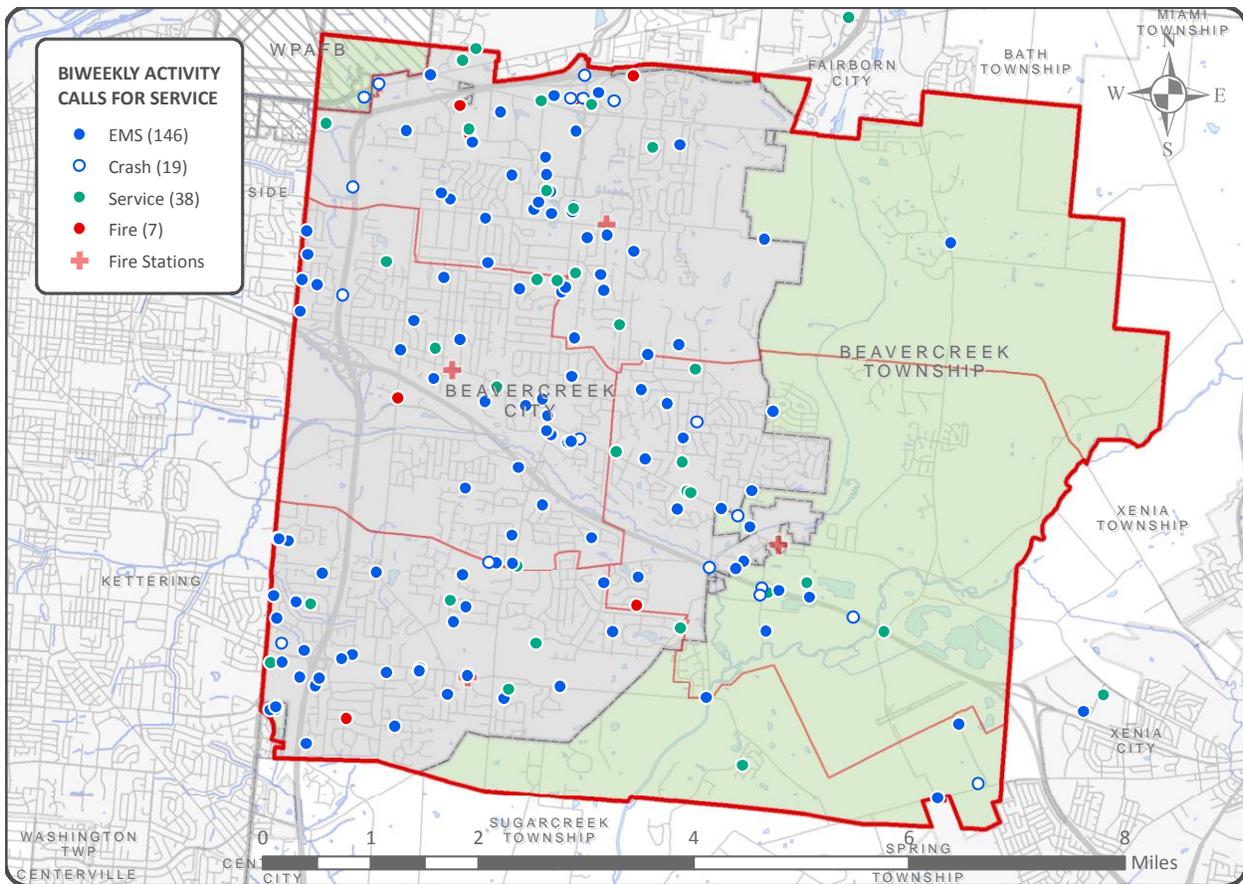
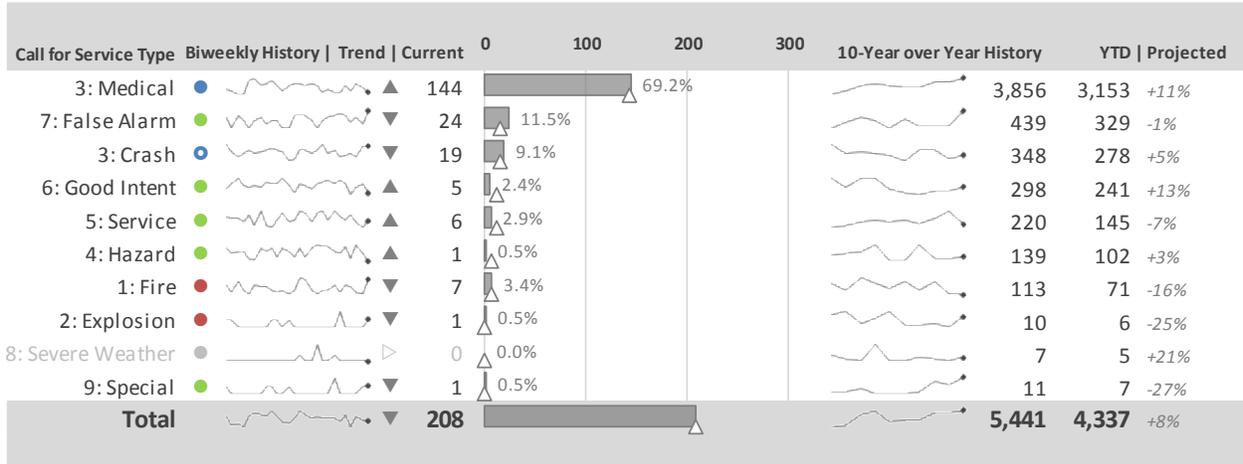
FIRE DEPARTMENT AGENDA ITEMS

- Station 61: Beavercreek Christian Learning Center station tour
- Station 63: Shaw Elementary public education
- Station 62: Valley Elementary public education

BIWEEKLY ACTIVITY REPORT

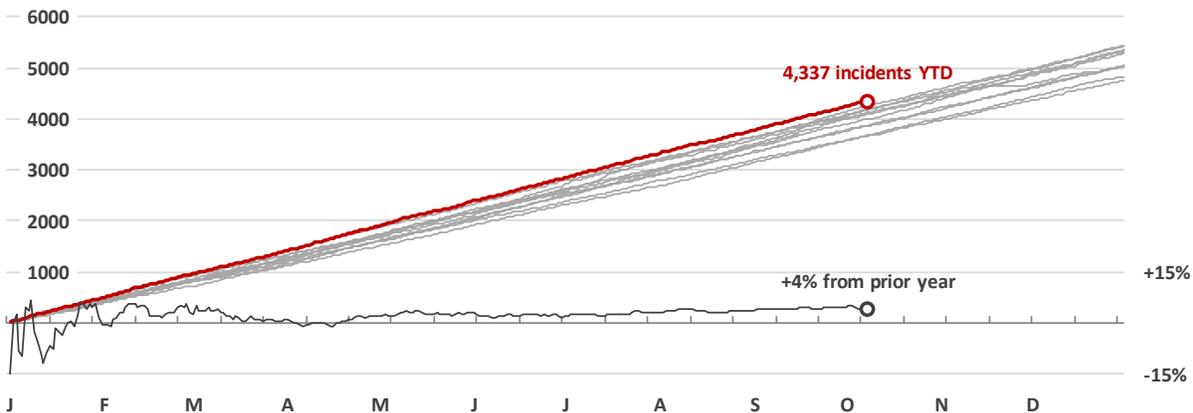
3.12) Activity Summary (previous 2 weeks)

Biweekly Incident Activity Report



BIWEEKLY ACTIVITY REPORT

4,337 incidents this year is +4% from this time last year



Biweekly Mutual Aid Report

Aid Type	Biweekly History Trend Current	10-Year over Year History	YTD Projected
Provided	4	1,339	102 +41%
Requested	-10	-1,289	-178 +130%
Difference	-6	50	-76

Biweekly Training Activity Report

Training Type	Biweekly History Trend Current	0	250	500	750	1,000	10-Year over Year History	YTD Projected
Firefighting	▲ 19	0	250	500	750	1,000	2,670	1,226 -33%
EMS	▲ 14	0	250	500	750	1,000	3,247	2,081 -4%
Driver/Operator	▼ 43	0	250	500	750	1,000	2,225	476 -71%
Rescue	▷ 21	0	250	500	750	1,000	2,822	1,368 -43%
Officers	▼ 29	0	250	500	750	1,000	1,338	697 -24%
Daily Drills	▲ 13	0	250	500	750	1,000	1,706	579 -53%
Haz-Mat	▷ 0	0	250	500	750	1,000	735	167 -68%
Fire Prevention	▲ 0	0	250	500	750	1,000	209	120 -18%
Instructors	▷ 0	0	250	500	750	1,000	160	153 +61%
NIMS	▼ 78	0	250	500	750	1,000	1	552 #####
Dispatch	▷ 0	0	250	500	750	1,000	103	33 -53%
Total	▼ 217	0	250	500	750	1,000	15,214	7,452 -32%



5000 Tuttle Crossing Blvd
Dublin, OH 43016
Phone: 800-533-0523 Fax: 800-257-5713

Quotation

Date: 5/6/2015
Valid Until: 7/5/2015
Quotation #:

Account Name: BEAVERCREEK TWP FIRE
BILL TO:

Account Number: 106441
SHIP TO:

Contact Name: NICK

Account Manager
EMILY HOSTE

Ship Method
NO FRT

Payment Terms
NET 30

Item Number	BTM's Description	U/M	Price	Quantity	Extended Price
11227	MEDSTORM - EMERGENCY MEDIC 3 PACK, ORANGE	EA	\$ 49.99	13	\$ 649.87
681000W1	BAG OXYGEN/AIRWAY GREEN BOUND TREE GATOR CASE	EA	\$ 249.00	17	\$ 4,233.00
Merchandise Total:					\$ 4,882.87

Sales Tax will be applied to customers who are not tax exempt.
Shipping charges will be prepaid and added to the invoice unless otherwise stated.
This quotation is valid until the quote expires or the manufacturer's price to Bound Tree Medical increases.



[Home](#) > [Equipment Bags](#) > [Oxygen Bags](#) > Propak Gator Airway/Oxygen Case, 22 Inch(L) x 9 1/2 Inch(W) x 12 Inch(H), Green

Propak Gator Airway/Oxygen Case, 22 Inch(L) x 9 1/2 Inch(W) x 12 Inch(H), Green
 PROPAK MANUFACTURING



The Gator Airway/Oxygen Case features a distinctive "Gator" exterior. The unique fluid resistant materials include a main case of Poly-R (a dual-coated rugged fabric built to take hard emergency use) and coated Super-Flex webbing for the handles and shoulder strap. The case is fully lined with removable Plastizote® foam panels. All zippers are heavy duty YKK #10 self-repairing coil zippers. Oxygen is easily accessed through a zippered external "trap door," the inside of which contains pouches and elastic loops for airways, mask and cannula. Three removable window pouches allow convenient access to equipment and accessories.

Related Information

Catalog Page 252

[Additional Photos](#)

PLEASE NOTE: *In some instances, product photos may vary from actual product models, sizes and/or colors listed below.*

Product	Item #	Sold by	List Price	Your Price	Qty
 Propak Gator Airway/Oxygen Case, 22 Inch(L) x 9 1/2 Inch(W) x 12 Inch(H), Green	681000W1	EA	\$374.99	\$374.99	<input type="text" value="0"/>

[Add to Supply List](#) 

[Add to Cart](#)

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[Home](#) > [Equipment Bags](#) > [Trauma Bags](#) > Medstorm Medic 3 Pack, Navy

Medstorm Emergency Medic 3 Pack

CURAPLEX



Cost effective and designed to last, the Medstorm Medic 3 Pack is made of 1000 Denier Cordura and features adjustable storage compartments with 9 dividers, a lid with elastic loops, 3M reflective stripping and dual selfrepairing zippers. Supplies not included. Dimensions: 19in x 14.5in x 8.5in

Related Information

Catalog Page 268

PLEASE NOTE: *In some instances, product photos may vary from actual product models, sizes and/or colors listed below.*

Product	Item #	Sold by	List Price	Your Price	Qty
 Medstorm Medic 3 Pack, Navy	11226	EA	\$99.99	\$99.99	<input type="text" value="0"/>
 Medstorm Medic 3 Pack, Orange	11227	EA	\$99.99	\$99.99	<input type="text" value="0"/>

[Add to Supply List](#) 

[Add to Cart](#)

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Due to the flooding in South Carolina and coastal areas in the southeast, we are experiencing delivery delays in South Carolina as well as some areas in Georgia and North Carolina. We expect delays to continue for at least the next several days. Please contact Customer Service at 800.234.1464 with any questions.



MERET

OMNI™ PRO BLS/ALS Total System TS2 Ready™

The OMNI™ PRO BLS/ALS Total System is built for the professional, built to help you rapidly and proficiently deploy medical care during critical moments and save lives. Built from the strongest materials and a smart design, and the versatility to modify to your requirements, the OMNI PRO™ delivers a customizable and organized solution for your equipment with options.

- Converts your 2 bags into a 1 bag system
- 1 DEEP STUFF pocket, 2 STICKIT Strips and shoulder strap with metal hardware INCLUDED
- Add the M5001X to add an MJD or MD O2 cylinder storage or secure O2 access panel
- Increased size can support All-in-One VIPR O2 systems
- Oversized custom MERET zippers
- Matte chrome metal hardware
- Double stitching on all stress points
- Riveted bottom skid runners prevent wear
- Inner foam construction maintains shape and protects contents
- COMFORT-GRIP carry handles with reflective logos on sides of the bag (except on tactical black)
- PVC lined back and bottom resists water and wear
- Hideaway adjustable, padded, contoured yoke backpack strap harness system easily distributes weight for maximum comfort
- Adjustable sternum and waist
- Reflective front/ back/ side panels, tie down loops, zipper, and handle logos (except on tactical black)
- Removable Unit/ Contents Identification panel that can be replaced with your own custom embroidery panel
- TS2 Ready™ hideaway zippers for 2 optional side TS2 Ready™ modules
- TS2 Ready™ for 4 removable DEEP STUFF Pockets, 12 removable STICKIT STRIPS, or combinations of both
- Large EZ-Pull pullers allow easy access
- OneView™ technology- all main compartments open completely in front of first responder
- Zippered Internal mesh compartments
- Customizable Internal main compartment using SLIDERS™ System
- Overlapping internal panels secure contents
- Dual large external zipper pockets with mesh lined
- Solid-Grip, large main carry handle
- Incredibly durable 1680/ 1200 Denier coated TPE, water and stain resistant
- All compartments have air dry capability
- Product Dimensions: 15" x 22" x 9.5"
- Product Weight: 6lbs 10oz standard, 7lbs 7oz infection control
- M4L Lifetime Warranty

OMNI™ PRO BLS/ALS Total System TS2 Ready™
 Infection Control Black

ITEM#	MFG#
21381	MS101

Sold By: Each
 Quantity:
 Price: \$505.00 Each

ADD TO CART

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Home > Bags > All Bags and Packs > Meret: OMNI Pro EMS Response Bag



Like

Meret: OMNI Pro EMS Response Bag

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Product Code: W-CD-M5001 **\$254.99 - \$339.99**

BAG OR PACK COLOR:



PRODUCT MATERIAL:

QUANTITY:

Select your options above to check stocking status.

[Add to Wish List](#) [Add to Shopping List](#)

Built to help you rapidly and proficiently deploy medical care during critical moments and save lives. Built from the strongest materials and a smart design, and the versatility to modify to your requirements, the OMNI PRO™ delivers a customizable and organized solution for your equipment with options.

[Contact our bids & quotes department for special pricing on bulk orders.](#)

[Details](#) [Reviews](#) [Product Q&A](#)

The OMNI™ PRO BLS/ALS Total System is built for the professional

Built to help you rapidly and proficiently deploy medical care during critical moments and save lives. Built from the strongest materials and a smart design, and the versatility to modify to your requirements, the OMNI PRO™ delivers a customizable and organized solution for your equipment with options.

The Meret 4000 series products are being replaced by the new 5000 series

4000 series	Replaced by	6000 series
M4001	▶▶	M5001
M4001F	▶▶	M5001F
M4101	▶▶	M5101
M4101F	▶▶	M5101F

The OMNI™ PRO is the foundation for a system of T82 Ready™ bags that are interchangeable, allowing you to attach additional T82 Ready™ modules to the bag's sides depending on your requirements. The OMNI™ PRO's internal main compartment can be completely customized for small and large items using the innovative SLIDER system. Overlapping panels secure internal contents and provide access to T82 Ready™ DEEP STUFF Pockets and STICKIT STRIPS. Outside pockets and pouches offer additional quick-access storage. Using OneView™ technology, the bag opens

RELATED PRODUCTS



Meret: First-In Pro Sidepack, T82 Ready



71 of 104
ATTACHMENT 02.51

Activity	Quantity	Rate	Amount
<ul style="list-style-type: none"> • Remove existing kitchenette and relocate to hallway Abandon GFI receptacle on wall and relocate to new kitchenette area Run new circuit for tankless hot water heater Provide new skin for the end of (1) cabinet Cap plumbing lines in the wall Patch wall with drywall, finish, prime and paint entire wall corner to corner to match newly painted room Install carpet where kitchenette was removed (carpet to be provided by Township) Install cove base where kitchenette was removed Follow layout of new kitchenette as taped out on lobby floor Possibility of damage to counter when cutting for relocation Remove existing water fountains and install sink area of kitchenette on that wall Install under-sink electric tankless hot water heater Fill abandoned floor boxes with grout • Lieutenants Office Demo electric and communications out of wall being removed Demo wall from corner to corner of desk, remove door/frame from wall Demo desk to corner as identified on site visit Patch bulkhead near ceiling, prime and paint No ceiling modification is needed if bulkhead is kept Relocate (3) switches and (2) receptacles to adjacent wall Relocate (1) fire alarm A/A on wall being removed and install on adjacent wall Patch adjacent wall where wall ended, prime and paint to match existing Fill in floor with VCT to match as closely as possible, will need to level floor before installing tile All shelving, books, pictures, material on desk etc. to be removed before demolition To modify ceiling to match lower ceiling, without using the bulkhead and dropping sprinkler head add \$4500.00 • Installation of Drinking Fountains not included on this estimate 			6,500.00
			2,450.00
Thank you!		Total	\$16,541.00

Aimee M. Adams

Accepted By

Accepted Date



Quotation

10/7/2015

Beavercreek Twp Fire Department

Jackie Faeth
FriendsOffice
419-427-1704
jfaeth@friendsoffice.com

Line #	Qty	Part Number	Part Description	Sell	Ext. Sell
1	25	HVL302	Mesh Hester without Arms 2 per ctn	\$ 228.90	\$ 5,722.50
		S(MESH)	GRADE: Select Upholstery		
		.MM	UPH: Mesh Upholstery		
		10	COLOR: Black		
2	1	Installation	Deliver, Unbox and Assemble	\$ 0.00	\$ 0.00
3	20	LLR 60669	TABLE,FLIPPER,60X24,MY	\$ 195.39	\$ 3,907.80
4	1	Installation	Deliver, Unbox, Assemble	\$ 250.00	\$ 250.00
Total					\$ 9,880.30

**Product is special order and cannot be cancelled
or returned once order is placed.
HON Pricing is based on State of Ohio Contract 800290 Delivered and
Installed
Chairs are an open market item pricing is the same for direct ship or
delivered and installed.**



Whiteboard-AtoZ.com
 215 Devasher Road
 Russellville, KY 42276

Estimate

Date	Estimate #
10/7/2015	20151007BCT

Whiteboard-AtoZ.com
Beavercreek Twp. Fire Dept. Accounts Payable 1981 Dayton Xenia Rd. Beavercreek, Ohio 45434 US

Ship To
Beavercreek Twp. Fire Dept. Michele Grogan 851 Orchard Lane Beavercreek, Ohio 45434 US

Terms
Due on receipt

Description	Qty	Rate	Total
LCS2410	1	448.75	448.75
Hang-Tight 6 foot Fawn	8	124.80	998.40
		-144.72	-144.72
Freight to Zip 45434		167.51	167.51

1-888-767-7006 - Toll Free
 1-270-726-7889 - Fax
info@Whiteboard-AtoZ.com - E-Mail
www.Whiteboard-AtoZ.com - Web

Subtotal	\$1,469.94
Sales Tax (0.0%)	\$0.00
Total	\$1,469.94

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0 Items : \$0.00

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Lorell

Lorell Flipper Training Table

Rectangle Top - 60" Table Top Length x 24" Table Top Width x 1" Table Top Thickness
- 29.5" Height - Yes - Mahogany Top, Frame - Polyvinyl Chloride (PVC), Steel

Item: LLR60669 [Write a review](#)

Packaging: EA

Your Price: **\$243.80 / Each** P

Quantity: [Add to Cart](#) [Add to Favorites](#)

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General Information

Manufacturer
Lorell

Manufacturer Part Number
60669

Manufacturer Website Address
<http://www.lorellfurniture.com>

Brand Name
Lorell

Product Name
Flipper Training Table

Marketing Information
Versatile, economical flipper table is perfect for the training or conference room. Rectangular top flips back with a simple lever mechanism to nest with other Flipper Training Tables for space-saving storage. 1" thick top is made of vacuum-formed PVC with a Mahogany finish, radius edges and rounded corners. A plastic grommet is positioned near both ends for convenient cord management. Included frame with perforated modesty panel is made of black powder-coated steel. TAA-compliant table rolls easily on four 2" casters (two locking).

Packaged Quantity
1 Each

Product Type
Training Table

Product Information

Table Top Length
60"

Table Top Width
24"

Table Top Thickness
1"

Table Top Shape
Rectangle

Edge Style
Radius

Number of Casters
4

Caster Size
2"

Caster Type

Also Consider

LLR39032
~~\$128.89~~ / Each

[Add to Cart](#)

LLR39033
~~\$40.00~~ / Each

[Add to Cart](#)

LLR60670
~~\$318.46~~ / Each

[Add to Cart](#)

LLR60668
~~\$201.62~~ / Each

[Add to Cart](#)

LLR84374
~~\$299.99~~ / Carton

[Add to Cart](#)

Web Specials

Energizer Energizer e2
LR20P2 AAA-Size
Battery Pack
~~\$7.86~~ / Pack

<http://www.dforce2plus.com/1047/Product/LLR/60669/1021070531>

10/7/2015

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Basyx by HON VL302 Nesting Chair without Arms



Zoom



basyx
by HON

Be the first to write a review.

Fabric Black SeatBlack Frame - 19.25" Seat Width x 18" Seat Depth21.5" Width x 22" Depth x 32.5" Height

SKU: B5XVL302MM10

- Excellent for any organization seeking high performance on a limited budget
- Seat cushion features Black mesh sandwich upholstery
- 2 chairs per carton
- Breathable mesh back conforms to the upper body for added comfort
- Limited 5-Year Warranty

List \$568.00 / CT

QTY:



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Bush Business Furniture Series A 48W Corner Desk - 47.3"...
B5HWC57466
\$482.00 / EA

PRODUCT DETAILS

CUSTOMER REVIEWS

General Information

Manufacturer: The HON Company

Manufacturer Part Number: VL302MM10

Brand Name: Basyx by HON

Product Model: VL302

Product Name: VL302 Nesting Chair without Arms

Product Description:

Nesting chairs without arms offer comfortable and breathable mesh back and cushioned seat for your multipurpose seating needs. Seat flips up for portability and easy storage. Contemporary design includes the contoured mesh back, sleek black frame, upholstered seat, and easy rolling, 2" diameter, dual-wheel hooded casters. Each chair folds to 7-1/2" for nested storage. Seat measures 19-1/4" wide x 18" deep while the back is 18-3/4" wide x 17" high. The distance between the arms is 18-3/4". Seat to floor measures 18-3/4". Each chair holds up to 250 lb.

Packaged Quantity: 2 / Carton

Product Type: Chair



Possert Construction Company

113 Harbert Drive Beaver Creek, OH 45440
 (937) 429-0697 1-800-218-4990
 Fax: (937) 429-0817 www.possert.com
 FED ID# 31-1280145

Client: Beaver Creek Fire Dept. c/o Tim Parks

Business: (937) 429-3672
 Cellular: (937) 603-1371

Property: 851 Orchard Ln.
 Beaver Creek, OH 45434

Operator Info:

Operator: CHRIS

Estimator: Chris Jones

Business: (937) 429-0697

Type of Estimate:

Dates:

Date Entered: 4/9/2015

Price List: OHDT7XPOSSERT15
 Restoration/Service/Remodel

Estimate: 23968C

Thank you for the opportunity to quote your project. The total estimate is: **9,387.15**

Summary

Line Item Total				7,798.51
Subtotal				7,809.08
Overhead	@	10.0% x	7,809.08	780.91
Profit	@	10.0% x	7,809.08	780.91
	@		240.77	16.25
Replacement Cost Value				9,387.15
Net Claim				9,387.15

 Chris Jones



3/30/2015

Beavercreek Township Fire Department

851 Orchard Lane

Beavercreek, Ohio 45434

Training Room Renovation

Beaver-Vu Construction proposes to supply all materials, labor and equipment to complete renovation as follows:

- 1) Removal of upper/lower bank of cabinets for relocation.
- 2) Removal of existing countertop for relocation.
- 3) Reinstall upper/lower cabinets in hallway location. New cabinet layout per customer request.
- 4) Reinstall existing countertop in hallway location. Counter top will have to be altered to meet new cabinet layout.
- 5) Remove and reinstall drinking fountain in new location if possible. Access to a plumbing drain was not apparent in desired location. Further investigation will be required for adequate pricing for plumbing retrofit.
- 6) Disconnect (3) outlet boxes located within concrete slab and permanently seal up access.

Total Costs: \$2800.00

Due to fluctuation in material pricing, proposal is good for (30) days from above stated date.

Michael Dorsten

VP/General Manager

Beaver-Vu Construction

BEAMCO

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

Policy Title: Public Records/Retention Retention Policy **Approved:** XXXX

Section: I **Revised:** XXXX

Number: 001 **Reviewed:** XXXX

PURPOSE: Beaver Creek Township maintains many records pertaining to the administration and operation of the Township. So as to ensure that all members of the public have access to those records as required by Ohio law, the Board of Trustees of Beaver Creek Township has adopted a Public Records Policy. This policy explains the process by which a person may inspect and obtain copies of those records maintained by Beaver Creek Township which are not exempt from disclosure by Ohio law.

APPLICATION: This policy contains specific guidelines applicable to all Beaver Creek Township employees and elected officials.

REFERENCE(S): Beaver Creek Township Policy Manual; Ohio Revised Code Sections 149.011, 149.351, 149.381, 149.42, 149.43; Beaver Creek Township Records Retention Schedule

RELATED POLICY(S):

DEFINITIONS: **Records Custodian-** The records custodian is the person responsible keeping records in the ordinary course of business of the Township. The Township Fiscal Officer is the official Public Records Custodian of all records which are centrally maintained by the Township. Department Heads are the official custodians of all records maintained within their departments.

Public Records- The Ohio Public Records Act applies only to “public records,” which the Act defines as “records kept by a public office.” R.C. 149.43(A)(1)

Public Office- includes “any state agency, public institution, political subdivision, or other organized body, office, agency, institution or entity established by the laws of this state for the exercise of any function of government.” R.C. 149.011(A)

Records- any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in R.C. 1306.01, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office. R.C. 149.011(G)

Regular Business Hours- established business hours.

Cost- actual cost of making copies, packaging, postage, and any other costs of the method of delivery or transmission chosen by the requester. However, in the event that circumstances make it reasonable for Beaver Creek Township to hire an outside contractor to make copies of requested records, the requester will be charged the actual cost paid to the outside contractor for the copying services. (R.C. 149.43(F)(2)(a)) These circumstances may include but not be limited to a lack of in-house photocopying resources or labor.

Medical records- any document or combination of documents that pertain to a patient's medical history, diagnosis, prognosis, or medical condition and were generated and maintained in the process of medical treatment. R.C. 149.43(A)(1)(a); R.C. 149.43(A)(3)

Attorney-Client Privileged documents- whenever legal advice of any kind is sought from a professional legal advisor in his or her capacity as such, and the communications relating to that purpose, made in confidence by the client. The privilege applies to records of communications between public office clients and their attorneys. The privilege also applies to documents containing communications between members of a represented public entity about the legal advice given.

POLICY:

Section 1.1- Public Records Policy

It is the policy of Beaver Creek Township that, as required by Ohio law, records will be organized and maintained so that they are made available for inspection to any person at all reasonable times during regular business hours. (R.C. 149.43(B)(1))

Copies will be made available upon request within a reasonable period of time. (R.C. 149.43(B)(1))

A current record retention schedule will be readily available to the public upon request. (R.C. 149.43(B)(2))

Section 1.2- Exceptions to Public Records

Not all of Beavercreek Township's records are "public records." Certain records are exempt from the Public Records Act. Exempt records include records: (1) the release of which is prohibited by state or federal law, or (2) that are subject to an express exception set forth in Ohio's public Records Act, which may be released only if Beavercreek Township decides to waive the express exception.

Examples of records, the release of which is prohibited by state or federal law, include, but are not limited to, the following:

- Attorney-client privileged information;
- Records of a Certified Public Accountant or public accountant in the performance of an audit of a public office (R.C. 4701.19(B));
- Federal tax returns (26 U.S.C. 6103(a));
- Criminal background information and other law enforcement information on the LEADS/CCH/NCIC computer database (42 U.S.C. 3789g);
- Records that have been sealed pursuant to a statutorily authorized court order (i.e., R.C. 2953.52);
- Peace Officer's home address during the pendency of a criminal case in which the officer is a witness or arresting officer (R.C. 2921.24(A)); and
- Employees' and their family members' records that were created for purposes of the Family Medical leave Act or the Americans with Disabilities Act (29 CFR 825.500(g) and 1630.14(c)(1)).

Examples of records that are subject to an express exception set forth in Ohio's Public Records Act, which may be released only if Beavercreek Township decides to waive the express exception include, but are not limited to the, the following:

- Peace Officer, firefighter, EMT, prosecutor, assistant prosecutor, children's services worker or corrections officer, Residential and Familial Information (R.C. 149.43(A)(7));
- Records that pertain to a patient's medical history, diagnosis, prognosis, or medical condition and that were general and maintained in the process of medical treatment (R.C. 149.43(A)(1)(a));
- Records that contain information that was specifically compiled in reasonable anticipation of, or in defense of, a civil or criminal action or proceeding (R.C. 149.43(A)(1)(g)); and
- Records that pertain to a law enforcement matter of a criminal, quasi-criminal, civil, or administrative nature and that, if released, would create a high probability of disclosing any of the following: (1) the identity of an uncharged suspect; (2) the identity of a

confidential source; (3) specific confidential investigatory techniques or procedures; (4) specific investigative work product; or (5) information that would endanger the life or physical safety of law enforcement personnel, a crime victim, a witness, or a confidential source (R.C. 149.43(A)(2)).

The exemptions to the Public Records Act will be narrowly construed by Beaver Creek Township in the favor of disclosure. Beaver Creek Township may seek a legal review prior to determining whether or not an exception applies.

Section 1.3- Medical Records and Legal Bills

Medical records of Township employees shall be maintained by the Human Resource Manager consistent with his or her duties relating to administering Worker's Compensation, Employee Leave, Family Medical Leave Act requests, Americans with Disabilities Act requests and other similar matters. Such records shall be maintained in a separate medical only file for each employee and not as part of the employee's personnel file. Such records shall be maintained as confidential and viewed only by those individuals needed to administer specific requests related to the specific medical record. The Human Resource Director shall be responsible for the redaction of any medical records that are subject to production under a valid public records request. All medical bills will be sent to the Township Administrator. The narrative portions of itemized medical billing statements to a public office that contain descriptions of work performed are protected, although the portions which reflect dates, hours, rates and amount billed for the services are not protected. Accordingly, the narrative portions of the Township's itemized medical billing statements shall be maintained by the Township Administrator and shall be labeled as "confidential." Such records shall be maintained as confidential and viewed only by those individuals needed to administer specific requests related to the specific narrative portion of such medical bill. The statement of amount owed by the Township and remaining portion of Township medical bills shall be processed for payment and approval by the Board of Trustees and maintained in the manner and location of other financial and billing records of the Township. The Township Administrator shall be responsible for the redaction of any protected information that are subject to production under a valid public records request.

The narrative portions of itemized attorney billing statements to a public office that contain descriptions of work performed are protected by the attorney-client privilege, although the portions which reflect dates, hours, rates and amount billed for the services are not protected.¹ Accordingly, the narrative portions of the Township's itemized attorney billing statements shall be maintained by the Township Administrator and shall be labeled as "confidential attorney-client privilege." Such records shall be maintained as confidential and viewed only by those individuals needed to administer specific requests related to the specific narrative portion of such legal bill. The statement of amount owed by the Township and remaining portion of Township legal bills shall be processed for payment and approval by the Board of Trustees and maintained in the manner and location of other financial and billing records of the Township. The Township Administrator shall be responsible for the redaction of any attorney client privileged records that are subject to production under a valid public records request.

¹ *State ex. Rel Anderson v. City of Vermillion*, 2012-Ohio-5320 (Nov. 21, 2012); *State ex rel. Dawson v. Bloom-Carroll Local School Dist.*, 131 Ohio St. 3d 10, 2011-Ohio-6009.

Section 2. Record Requests

Public records requests shall be directed to the Fiscal Officer of the Township. The Fiscal Officer shall direct all public records request to the appropriate Department Head or Township Administrator to assist in responding. The Fiscal Officer will notify the Township Administrator of all public record requests and will make available to the Administrator any responses once the request is completed. Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requested must at least identify the records requested with sufficient clarity to allow this office to identify, retrieve, and review the records. If a requester makes an ambiguous or overly broad request, or has difficulty in making a request for copies or inspection of public records such that this office cannot reasonably identify what public records are being requested, then this office may deny the request. In such case, this office will provide the requester with an opportunity to revise the request by informing him/her of the manner in which records are maintained by the office and accessed in the ordinary course of this office's duties. (R.C. 149.43(B)(2))

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his/her identity or the intended use of the requested public record. However, the Fiscal Officer may ask for a written request and may ask for the requester's identity and/or intended use of the information requested if (1) it would benefit the requester by helping the public office identify, locate, or deliver the records being sought and (2) the requester is informed that a written request and the requester's identity and intended use of the information requested are not required. (R.C. 149.43(B)(5))

Section 2.21

Beavercreek Township will permit a requester to choose to have the public record duplicated upon paper, upon the same medium which this office keeps it, or upon any other medium which this office determines that it reasonably can be duplicated as an integral part of the normal operations of this office. This office is not required to allow the requester to make the copies of the public record. (R.C. 149.43(B)(6))

Section 2.3

Public records should be available for inspection at all reasonable times during regular business hours. Public records should be made available for inspection promptly. (R.C. 149.43(B)(1))

Copies of records should be made available within a reasonable period of time. (R.C. 149.43(B)(1))

The determination of the terms "prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Section 2.4

Each request should be evaluated for an estimated length of time required to gather the requested information or documents. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes, resolutions, budgets, etc.

Section 2.5

Upon request, Beaver Creek Township will provide copies of public records to a requester by U.S. mail or by any other delivery means or transmission that his or her office deems reasonable. (R.C. 149.43(B)(7))

Beaver Creek Township will limit to ten (10) the number of copies of public records provided per month to a requester by U.S. mail, unless the requester certifies in writing that he/she does not intend to use or forward the requested records, or the information contained in them for commercial purposes. (The word "commercial" should be narrowly construed and does not include reporting and gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.) (R.C. 149.43(B)(7))

Section 2.6

Any denial of public records requested, in part or in whole, should include an explanation, including legal authority, as to why the request was denied. If the initial request was provided in writing, the explanation for denial will be provided to the requester in writing. (R.C. 149.43(B)(3))

If portions of a record are public and portions are exempt, the exempt portions should be redacted and the rest released. If there are redactions, the Township will notify the requester of any redaction or make the redaction plainly visible. Each redaction should be accompanied by a supporting explanation, including legal authority, as to why the redaction was made. (R.C. 149.43(B)(1) and (2))

Section 2.7

This office has no duty to provide records acquired after a request for records is complete.

Section 2.8

It is the responsibility of the Fiscal Officer to contact the appropriate custodian for the requested record. That Township employee shall provide such record(s) to the Fiscal Officer for production.

Section 3- Payment for Public Records Requests**Section 3.1**

The charge for paper copies is ~~_____ cents per page. The charge for~~ and downloaded computer files to a compact disc is \$ ~~_____ per disc~~ determined annually by the Board of Trustees and will be set forth in the Township fee schedule. There is no charge for documents e-mailed.

Section 3.2

Beavercreek Township may require a requester to pay in advance the cost involved in providing the copy of the public record, as requested. (R.C. 149.43(B)(6)). Beaver Creek Township has no duty to provide copies of public records free of charge to someone who indicates an inability or unwillingness to pay for them.

Section 3.3

Upon request, this office will provide copies of public records to a requester by U.S. mail or by any other delivery means or transmission that Beaver Creek Township deems reasonable. Beaver Creek Township may require such a requester to pay in advance the cost of postage or costs incurred for other supplies used in the mailing, delivery, or transmission. (R.C. 149.43(B)(7))

Section 3.4

There may be instances when Beaver Creek Township may be able to provide copies made in-house without disrupting its normal functions, but only over an extended period of time. In that instance, Beaver Creek Township may offer the requester the options of (1) having the documents produced through a faster method by employing temporary personnel and equipment; (2) using an external private contractor; or (3) having the documents produced in-house by this public office's normal staff and equipment in a less efficient and more time-consuming manner.

Section 4. E-Mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Section 4.1

Beaver Creek Township discourages the use of private e-mail accounts to conduct public business. Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees, elected officials or representatives of Beaver Creek Township are instructed and required to retain their e-mails that relate to public business and to copy them to their business e-mail accounts and/or to the appropriate Beaver Creek Township records custodian.

Section 4.2

The Fiscal Officer is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

Section 5. Text Messages and/or Instant Messages

Text and/or Instant messages would be "public records" if they are created or received by or coming under the jurisdiction of the public office, and serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Section 5.1

Beavercreek Township discourages the use of private cellular phone and personal electronic devices and text and/or instant messaging to conduct public business. Records in private cellular phone or other personal electronic device accounts used to conduct public business are subject to disclosure, and all employees, elected officials or representatives of Beavercreek Township are instructed and required to retain their text or instant messages that relate to public business and to copy them to a printable format and forward them to the appropriate Beavercreek Township records custodian.

Section 5.2

The Fiscal Officer is to treat the text and/or instant messages from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

Section 6- Records Retention and Disposition

Records of a public office may be destroyed, but only if they are destroyed in compliance with a properly approved records retention schedule. R.C. 149.351. If public records are properly disposed of in accordance with a duly adopted records retention policy, there is no entitlement to those records under the Ohio Public Records Act. However, if the retention schedule does not address the particular type of record in question, the record must be kept until the schedule is properly amended to address that category of records. Also, if a public record is retained beyond its properly approved destruction date, it keeps its public record status until it is destroyed and is thus subject to public records requests.

6.1- Records Retention Schedule

Beavercreek Township shall maintain a copy of the Township's current records retention schedules at a location readily available to the public. R.C. 149.43(B)(2).

6.2- Township Records Commission

The Township records commission, composed of the chairperson of the board of township trustees and the fiscal officer of the township, shall meet at least once every twelve months and upon the call of the chairperson. R.C. 149.42.

The function of the commission shall be to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by township offices. The commission may dispose of records pursuant to the procedure outlined in section 149.381 of the Revised Code and consistent with the Beavercreek Township Records Retention Schedule. The commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule under the procedure outlined in that section. R.C. 149.42.

| FORMS: [N/A Redaction Form](#)

**BEAVERCREEK TOWNSHIP, GREENE COUNTY, OHIO
REDACTION FORM**

<input type="radio"/>	Your request is not a request for a public record. The Township is not required to search and compile information from Township data to create a record to answer your inquiry. <i>State ex rel White v. Goldsberry (1999), 85 Ohio St. 3d 153.</i>
-----------------------	---

REASON FOR REDACTION

1.	<input type="radio"/>	Medical records generated in the course of treatment. Ohio Rev. Code §149.43(A)(1)(a). Number of Pages Redacted:
2.	<input type="radio"/>	Home addresses of Township employees. <i>State ex rel Dispatch Printing Co. v. Johnson, 106 Ohio St. 3d 160 (2005).</i> Number of Employees Information Redacted:
3.	<input type="radio"/>	Social security numbers. <i>5 U.S.C. §552a; Ohio Rev. Code §149.43(A)(1)(v); State ex rel Beacon Journal Publishing Co. v. Akron, 70 Ohio St. 3d 605 (1994).</i> Number of Social Security Numbers Redacted:
4.	<input type="radio"/>	Peace Officer, Parole Officer, Prosecuting Attorney, Assistant Prosecuting Attorney, Correctional Employee, Youth Services Employee, Firefighter, or EMT residential and familiar information. Ohio Rev. Code §149.43(A)(1)(p). Number of Employees Information Redacted:
5.	<input type="radio"/>	Trial preparation records. Ohio Rev. Code §149.43(A)(1)(g). Number of Files Redacted:
6.	<input type="radio"/>	Confidential Law Enforcement Investigatory Records. Ohio Rev. Code §149.43(A)(1)(h). Number of Files Redacted:
7.	<input type="radio"/>	Security and infrastructure records. Ohio Rev. Code §149.433. Number of Files Redacted:
8.	<input type="radio"/>	Intellectual property records. Ohio Rev. Code §149.43(A)(1)(m). Number of Files Redacted:
9.	<input type="radio"/>	DNA records stored in the state DNA database. Ohio Rev. Code §149.43(A)(1)(j). Number of Files Redacted:
10.	<input type="radio"/>	Information pertaining to the recreational activities of a person under the age of eighteen. Ohio Rev. Code §149.43(A)(1)(r). Number of Files Redacted:
11.	<input type="radio"/>	Criminal Background and other law enforcement information from LEADS database. 42 U.S.C. §3789g; Ohio Rev. Code §149.43(A)(1)(v); <i>State ex rel Master v. Cleveland, 76 Ohio St. 3d 340 (1996).</i> Number of Files Redacted:

12.	O	Records that do not document the organization functions, policies, decisions, procedures, operations, or other activities of the Township. <i>State ex rel Wilson-Simmons v. Lake Cty. Sheriff's Dept.</i> , 82 Ohio St. 3d 37 (1998). Number of Files Redacted:
13.	O	Attorney-Client privileged information. <i>State ex rel Taxpayers Coalition v. City of Lakewood</i> , 86 Ohio St. 3d 385 (1999); <i>State ex rel Nix v. Cleveland</i> , 83 Ohio St. 3d 379 (1998); <i>State ex rel Alley v. Couchois</i> , 1995 Ohio App. LEXIS 4094 (2d Dist. Sept. 20, 1995). Number of Files Redacted:
14.	O	Information related to and maintained in accordance with the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and the Health Information Portability and Accountability Act (HIPAA). 29 CFR 825.500(g); 29 CFR 1630.14(c)(1); Ohio Rev. Code §149.43(A)(1)(v). Number of Files Redacted:
15.	O	Records made by a public accountant in the course of an audit of the Township (except reports submitted by the accountant to the Township). Ohio Rev. Code §148.43(A)(1)(v); Ohio Rev. Code §4701.19(B). Number of Files Redacted:
16.	O	Federal Tax returns. Ohio Rev. Code §149.43(A)(1)(v). Number of Files Redacted:
17.	O	Records sealed pursuant to court order. Ohio Rev. Code §149.43(A)(1)(v); Ohio Rev. Code §2953.52. Number of Files Redacted:
18.	O	Other records the release of which is prohibited by state or federal law. Ohio Rev. Code §149.43(A)(1)(v). Number of Files Redacted:
19.	O	Information on uncharged suspects, the identity of a suspect who has not been charged with the offense to which the record pertains, or of an information source or witness to who confidentiality has been reasonably promised. Ohio Rev. Code §149.43(A)(2)(a). Number of Files Redacted:
20.	O	Information provided by an information source or witness to who confidentiality has been reasonably promised, which information would reasonably tend to disclose the source's or witness's identity. Ohio Rev. Code §149.43(A)(2)(b). Number of Files Redacted:
21.	O	Specific confidential investigatory techniques or procedures or specific investigatory work product. Ohio Rev. Code §149.43(A)(2)(c). Number of Files Redacted:
22.	O	Information that would endanger the life or physical safety of law enforcement personnel, a crime victim, a witness, or a confidential information source. Ohio Rev. Code §149.43(A)(2)(d). Number of Files Redacted:
23.	O	Personal notes are not public records. See: <i>State ex rel Carr V. Akron</i> (2006), 112 Ohio St. 3d 351, 2006-Ohio-6714, 859 N.E. 2d 948, and <i>State ex rel Cranford v. Cleveland</i> (2004), 103 Ohio St. 3d 196, 2004-Ohio-4884, 814 N.E. 2d 1218. Number of Files Redacted:
24.	O	Other. Explanation and authority:



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

Policy Title:	Electronic Device Policy	Approved:	XXXX
Section:	I	Revised:	XXXX
Number:	001	Reviewed:	XXXX

PURPOSE: While electronic devices are useful and convenient tools for Township employees and officials, electronic devices can be a source of distraction for others and a potential temptation towards unethical behavior when used inappropriately and/or unprofessionally during work hours.

The purpose of this policy is to set some basic guidelines for the use of Township and personal electronic devices, as well as encouraging the professional and respectful use of these devices and ensuring the security of the Township's network system.

APPLICATION: This policy contains specific guidelines applicable to all Beaver Creek Township employees and elected officials.

REFERENCE(S): Beaver Creek Township Handbook

RELATED POLICY(S): Public Records/Records Retention Policy

DEFINITIONS: Social media- any website or online medium that allows for communication in the open. Social media is typically accessible by computer, phone, PDA, or other device through the internet, another communication network, or other mode of communication. The types and use of social media are expanding rapidly, and this policy is intended to cover future forms of social media.

Personal Electronic Devices- electronic, portable, entertainment, communication and/or information storage devices. These devices include, but are not limited to the following:

- Cellular phones/smart phones (Blackberry, Android, iPhones, etc.)
- Tablets (iPads, Kindle, etc.)
- Laptop and handheld computers
- Media players (includes MP3 players, iPods, iPads, audio & video players, etc.)
- Audio and Video recorders

POLICY:

1.0 Computer Usage**1.1 Scope**

This Policy applies to all employees, officers, volunteers, contractors, consultants, temporary employees, students, and others at Beaver Creek Township, including all personnel affiliated with third parties who have access to computer equipment's or information systems that are owned, leased or controlled by Beaver Creek Township. (All such individuals are referred to as "staff").

The Township computers and computer information systems covered by this Policy (collectively referred to as the "Township system") include, but are not limited to, host computers, file servers, workstations, computer hard drives, stand-alone computers, laptops, software and software programs, internal and external communication networks (internet, commercial on-line services, bulletin board systems, e-mail systems and voice mail systems) that are accessed directly or indirectly, and all information entered, maintained or stored on or deleted from the Township system.

All electronic mail [e-mail] messages, voice mail messages and all other information contained in Beaver Creek Township's computer and information systems (all of which shall be referred to as "information systems") are the property of Beaver Creek Township, provided at Beaver Creek Township's expense, to assist in *Township* business. All use is subject to monitoring.

- A) All e-mail correspondence is the property of the *Township* and is for business purposes only.
- B) *Employee* e-mail communications are not considered private despite any such designation either by the sender or the recipient.
- C) Messages sent to recipients outside of *Township*, if sent over the Internet and not encrypted, are not secure. The IT Department is not liable for not encrypting email messages sent or received.
- D) The *Township* will monitor its e-mail system, including an *Employee's* mailbox, at its discretion in the ordinary course of business. Please note that in certain situations, the *Township* may access and disclose messages sent over its e-mail system.
- E) The existence of passwords and "message delete" functions do not restrict or eliminate the *Township's* ability or right to access electronic communications. The delete function does not eliminate the message from the system.
- F) *Employees* shall not share an e-mail password, provide e-mail access to an unauthorized user or access another user's e-mail box without authorization.
- G) Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with *Township's* policies concerning "Equal Employment Opportunity" and "Sexual Harassment and Other Unlawful Harassment."
- H) Global e-mails (i.e. those addressed to Beaver Creek Township Administration or the like) require prior approval by your *Supervisor*.

- I) The *Township's* network, including its connection to the Internet, is to be used for business-related purposes only and not for personal use. Any unauthorized use of the Internet is strictly prohibited. Unauthorized use includes, but is not limited to, connecting, posting or downloading pornographic materials, gambling sites, hate sites, engaging in computer-"hacking", and other related activities attempting to disable or compromise the security of information contained on the *Township's* computers, or otherwise using the *Township's* computers for personal use.
- J) All employees have the responsibility to use the *Township* system in an ethical and lawful manner. This includes abiding by all applicable laws concerning privacy, defamation, copyrights and other intellectual property rights, and complying with all applicable software licenses. Employees may not use the Internet in any way that could expose the *Township* to liability or embarrassment, or other legal or commercial harm.
- K) Because postings placed on the Internet may display the *Township's* address, make certain before posting information on the Internet that the information reflects the standard policies of the *Township*. Under no circumstances shall information of a confidential, sensitive, or otherwise proprietary nature be placed on the Internet.
- L) Subscriptions to news groups and mailing lists are permitted when the subscription is for a work-related purpose. Any other subscriptions are prohibited.
- M) Information posted or viewed on the Internet may constitute published material. Therefore, reproduction of information posted or otherwise available over the Internet may be done only by express permission from the author of the copyright holder.
- N) Unless the prior approval of management has been obtained, users may not establish Internet or other external network connections that could allow unauthorized persons to gain access to the *Township's* systems and information. These connections include the establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP).
- O) All files downloaded from the Internet must be checked for possible computer viruses. Any file (including email) with a virus attachment will be quarantined or deleted at the discretion of the IT Department.
- P) Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with any *Township* policy.
- Q) The use of USB "thumb drives", or other removable storage drives (including but not limited to floppy drives or any external media) to add/remove/transfer files from the *Township's* computer system is prohibited without expressed permission from the IT Department AND a Supervisor. Special projects or job functions requiring the use of thumb drives will be reviewed on a case by case basis. (This does not apply to IT administrators or their assistants).
- R) Non-*Township* computers are required to access through the Township approved gateway. All access will fall under all other requirements contained herein.
- S) The playing of non-work-related media (DVD movies, CD music, etc.) on any *Township* computer is strictly prohibited.

- T)** The "burning" of CD & DVD copies of *Township* documentation is permissible when approved by a Supervisor and/or the *Township's* IT Department.
- U)** "Online Chat" or instant messaging of any kind is strictly prohibited on any *Township* computer (This does not apply to IT administrators or their assistants.)
- V)** Updated website "blacklists" are dynamically managed based on the needs and threats of the internet and *Township Employees*.
- W)** All computers on the *Township's* computer network shall be part of the *Township's* logical domain or subsequent domains within active directory (AD). All computers will have current anti-virus software as dictated by the IT Department and loaded upon it a standard suite of software to include word processing, spreadsheet, and Records Management software. All other software shall be dictated by Supervisors and job function.
- X)** *Township* provided internet use is to be used for official business use, research, and education only during business hours. During non-business hours or scheduled breaks, the internet may be used to check personal e-mail or visit websites that do not contradict *Township* policies.
- Y)** Software or hardware may only be installed on *Township*-owned computers by the IT Department or the IT Division of each respectable department. Due to the complexities of current enterprise networks and the security policies that must be maintained on them, all software installations must be scheduled for lab testing. In addition, all licensing requirements of the software must be purchased in time for production implementation (demo copies may be used during lab trials or beta testing). The IT Department will maintain all licensed copies of software in its archive. The installation or use of games or entertainment software on any *Township* computer is strictly prohibited.
- Z)** Any unauthorized hardware, software or software program found within the Township computer system is subject to immediate deletion without any liability to Township. The Township system is not for personal use. Employees may not use the Township system for the preparation, transmission or storage of non-township commercial or personal advertisements, solicitations, promotions, destructive programs, political material or any other personal matter, without the prior written permission of the employee's Department Head and the Township Administrator.
- AA)** Wireless Access Points (APs) or other 802.1x compliant devices are not permitted on the *Township* computer network without approval by the IT Department.
- BB)** Virtual Private Networking (VPN) access provides secure remote access into the *Township's* internal network. VPN's are permitted by Supervisors or their designee based on job function and services needed. The IT Department reserves the right to disallow VPN access based on security, policy, and bandwidth management.
- CC)** Each *Township Employee* is permitted a "My Documents" folder stored on a server and accessible on their respective workstation. The *Township* shall restrict the size of the "My Documents" folder based on current finite space limitations of storage servers in service. The "My Documents" folder can only be accessed by the user;

sharing of the "My Documents" folder is not permitted with other users. Please use shared folders or a documents library for such functionality.

DD) The *Township* maintains public folders on the storage server for sharing documents between multiple users and groups. Permissions for access to shared folders will be maintained by the IT Department and is dictated by job function. Supervisors may request changes to group membership based on job function and personnel.

EE) SharePoint services (or an equivalent) shall be used as the primary means of sharing information between three or more individuals for inter- and intra-departmental business operations. Supervisors may designate personnel to manage SharePoint sites and services.

FF) Authorization, authentication and access control on the *Township's* computer network is dictated by the IT Department using current standards for use (username/password, smartcards, etc.).

Any *Employee* who violates this policy shall be subject to *discipline*, up to and including discharge.

2.0 Social Media Usage

2.1 Scope

The following are current examples of social media:

- A) social networking and news sites (e.g., Facebook, Instagram, Twitter, LinkedIn, SnapChat);
- B) video, photo, and other digital image sharing sites (e.g., YouTube, Flickr);
- C) chat or discussion sites, bulletin boards, and online encyclopedias (e.g., Yahoo comment sites, Google Groups, Wikipedia); and
- D) blogs and websites.

This policy applies to all *Township Employees* who use social media at any time which includes non-work activity. The policy applies, therefore, to *Employees* while they use social media in a personal capacity away from work, on their own time, or with their own personal computers.

The *Township* fully respects all *Employees'* free speech and other legal rights, including the right to comment on matters of public concern, and their legitimate need for privacy. As a result, in general, what an *Employee* does on their own time is their affair. However, there are some *Employee* activities that can adversely affect the *Township's* legitimate interest in delivering efficient, effective government services, or can disrupt the workplace, regardless of whether an *Employee* pursues the activity at work or during non-work time.

An *Employee's* communication through social media is open to the public without any geographic or time restrictions. What an *Employee* says can be seen worldwide almost instantly. Copies of what is said may be automatically retained for many years in countless computers and computer servers.

Even when access to social media is limited or restricted, such as where an *Employee* restricts access to all or part of his or her Facebook page messages or communicates in a password-

protected chat room, the communications are still not private. They are not well protected from outsiders; nothing on the internet is truly private.

Further, they are not effectively protected from automatic copying on the Facebook pages or computers of the recipients who the *Employee* authorized to receive his or her communications. These communications can then be viewed on the recipients' Facebook pages by third persons unknown to the *Employee*, who have been authorized to communicate with the recipients.

Many people now use Facebook and similar social media instead of email as their standard method of electronic communication. These communications are particularly vulnerable and not private. In short, what an *Employee* publishes through social media, including what an *Employee* wants to be seen by only one other person, is, in fact, widely accessible and can be copied and distributed to an unlimited number of readers.

To that end, *Employees* are asked to consider the following suggestion: Use good judgment when using social media. Remember that whatever is published may be seen by a large viewing audience. Once a statement or other material has been posted online, it cannot be taken back if you later decide it was a mistake. So, before any information is communicated or otherwise published through social media, consider the content carefully and be sure the information is accurate.

The following are more specific rules concerning an *Employee's* personal use of social media to the extent it relates to the Township:

- A. An *Employee* is prohibited from personal use of social media during working hours (except personal time such as breaks, lunch or evenings) or with Township equipment. The Township's computer system and access to the system are provided to *Employees* to assist them in the performance of their jobs.
- B. An *Employee* shall not disclose confidential, proprietary information belonging to the Township. This includes confidential information that an *Employee* received or learned about for purposes of performing job duties with the Township.
- C. An *Employee* shall not post material that is threatening, harassing, obscene, or defamatory about the Township or its *Employees*, contractors, or citizens.
- D. An *Employee* shall not post or publish defamatory statements or material that they know or reasonably should know, to be false about the Township or its *Employees*, contractors, citizens, or services.
- E. An *Employee* shall not use social media in a way that would violate published Township policies concerning Equal Employment Opportunity, Harassment, Work Place Violence, Confidential Information, and Ethics and Standards of Conduct.
- F. An *Employee* shall not use any logo, trademarks, equipment or gear of the Township.
- G. When an *Employee* identifies themselves online as a Township *Employee*, or refers to the Township or its *Employees*, services, or products, or provides a reference that could be interpreted to be from a member of the Township, the *Employee* shall include a disclaimer that the statements and personal opinions have not been reviewed or approved by the Township.

If an *Employee* has a question about whether an activity he or she is considering would violate this policy, the *Employee* is encouraged to contact the Human Resources Manager, who will help the *Employee* obtain guidance or clarification. Any known or suspected violations of this policy shall be reported to the Human Resources Manager. The Township reserves the right to monitor *Employee* use of social media during work and non-work time. An *Employee* who violates this policy will be subject to disciplinary action up to and including discharge.

Only the Township Administrator is permitted to speak to any member of the media. Any other *Employee* must have approval of the Township Administrator or a department head.

3.0 Wireless equipment use policy

The purpose of the policy is to set guidelines for the use of *Township* owned and/or operated wireless equipment. Department Heads shall dictate the use of wireless network equipment for their *Employees* or business operations with approval by the Beaver Creek Township Trustees. Land Mobile Radio (LMR) systems **do not fall under** this policy.

3.1 Responsibility and Authority

The Supervisor shall be responsible for:

- A. Determining *Employee*, project or group need for *Township* wireless equipment;
- B. Reviewing *Employee* usage of wireless equipment;
- C. Ensuring that *Employees* of Beaver Creek Township comply with the provisions of this policy.
- D. Periodically reviewing the wireless equipment needs for their department and request such equipment if needed;
- E. *Employees* issued *Township* wireless equipment are responsible for the equipment's safe keeping and are, therefore, responsible for any loss or damage to the wireless equipment issued to them;
- F. When an *Employee* no longer requires *Township* wireless equipment to perform his or her job functions or when an *Employee* is terminated, he or she must return all *Township* wireless equipment;

4.0 Cellular phone usage

Personal calls and text messaging during the workday can interfere with employee productivity and be distracting to others. Therefore, you should limit the use of your personal cell phone to break and meal periods. The Township will not be liable for the loss of personal cell phones brought into the workplace.

4.1 Ring Tones

All cellular communication device ringtones should be set at a reasonable volume within Township buildings and in the silent or vibrate mode while in Township meetings and training sessions. No cellular communication device should be used during Township meetings and training sessions unless it is absolutely necessary, and if so, the employee must step outside the room to use the device.

4.2 Safety Issues for Cell Phone Use

Employees whose job responsibilities include are expected to refrain from using their phone (including text messaging) while driving. Safety must come before all other concerns. If you are

charged with traffic violations resulting from the use of a cell phone while driving you will be solely responsible for all liabilities that result from such actions.

4.3 Monthly Remuneration

The Board of Trustees may approve the use of personal cell phones for work related purposes. Accordingly, *Employees* with this approval will be given a monthly remuneration as determined by the Board of Trustees.

Each *Employee* who is approved by their Supervisor to be given a monthly remuneration as mentioned above is required to submit a copy of the first page of their cell phone billing statement outlining their costs to the Fiscal Officer each month.

5.0 Use of Personal Electronic Devices

This policy is intended to protect the security and integrity of Beaver Creek Township's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

Township employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network.

Nothing in this policy is intended to supersede the obligations set forth under the Ohio Revised Code. In the event of any conflict between this policy and the Ohio Revised Code, the obligations under the Ohio Revised Code govern.

Formatted: Justified

5.1 Acceptable Use

- A. The Township defines acceptable business use as activities that directly or indirectly support the business of the Township.
- B. Employees are blocked from accessing certain websites during work hours/while connected to the Township network at the discretion of the Township.
- C. Devices' camera and/or video capabilities are/are not disabled while on-site.
- D. Devices may not be used at any time to:
 - a. Store or transmit illicit materials
 - b. Store or transmit proprietary information belonging to another Township
 - c. Harass others
 - d. Engage in outside business activities
- E. Employees may use their mobile device to access the following Township-owned resources: email, calendars, contacts, documents.
- F. The Township has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.
- G. Devices must be presented to IT for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before they can access the network.

5.2 Security

- A. In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the Township network.

- B. Employees' access to Township data is limited based on user profiles defined by IT and automatically enforced. The Personal Device has to meet the minimum technical standards, including operating system/firmware (collectively, the "Minimum Standards"), defined by the IT Department from time to time and must be inspected by the IT Department at the time of configuration for access to the Township Network. The employee will be responsible for ensuring that the Device continues to meet the Minimum Standards while the Device has access to the Township Network.
- C. If the employee accesses the Township network from his/her personal electronic device, the employee's device may be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, a virus or similar threat to the security of the Township's data and technology infrastructure.

5.3 Risks/Liabilities/Disclaimers

- A. While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remote wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc.
- B. The Township reserves the right to disconnect devices or disable services without notification.
- C. Lost or stolen devices must be reported to the Township within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- D. The employee is expected to use his or her devices in an ethical manner at all times and adhere to the Township's acceptable use policy as outlined above.
- E. The employee assumes full liability for risks including, but not limited to, the partial or complete loss of Township and personal data due to an operating system crash, errors, bugs, viruses, [malware](#), and/or other software or hardware failures, or programming errors that render the device unusable.
- F. The Township reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.
- G. Employees and officials should have no expectation of privacy with any electronic message created or received on Township technology. Electronic messages concerning Township business that employees and officials create, receive, or store on personally owned technology are public records and are subject to the Township Public Records Policy. Therefore, employees and officials should have no expectation of privacy with any Township business related electronic message created or received on personal technology.
- H. By receiving access to the Township Network with a Personal Device, the employee agrees to be subject to and comply with all applicable Township rules, regulations, and policies; including the security and other usage guidelines set forth herein. Township reserves the right to modify all such rules, regulations and policies from time to time in its sole discretion.

6.0 Telephone and Facsimile Machine Usage Policy

6.1 Purpose and Scope

This policy establishes guidelines for the appropriate usage of telephone equipment owned by Beaver Creek Township (the *Township*), and outlines the expected recourse for documented misuse of such property and services. It applies to anyone using Township equipment,

regardless of the user's location. Equipment covered by this policy includes traditional wire line telephones and facsimile machines.

6.2 Phone Use

The *Township's* telephone systems are available for the conducting of official *Township* business, in the direct support of assigned duties and responsibilities of users, and the delivery of *Township* services. Desk telephones are provided to enable staff members to perform their duties and to conduct the business of the *Township*.

The *Township* recognizes that, from time to time, *Employees* may need to contact family during the work day. It is expected that these calls will be brief and *Employees* should use their discretion.

Employees shall exercise common sense and good judgment in the personal use of telephone equipment. Such personal use shall be reasonably brief and infrequent in nature, shall not adversely affect the work performance of the *Employee* or those of the *Employee's* co-workers, and shall not create the appearance of impropriety. Personal calls should be made during an *Employee's* break or lunch hour.

FORMS: N/A

Move to accept the Amounts and Rates, as determined by the Greene County Budget Commission and that we authorize the necessary tax levies and certify them to the Greene County Auditor.

SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount Approved by Budget Commission Inside 10 M. Limitation	Amount to Be Derived from Levies Outside 10 M. Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M Limit	Outside 10 M Limit
	Column I	Column II	III	IV
1. General Fund	\$810,000.00		0.50	
4. Road and Bridge Fund	\$387,000.00	\$612,000.00	1.40	2.40
5. Cemetery Fund				
7. Lighting Fund				
8. Garbage and Waste Disposal District Fund				
9. Police District Fund		\$319,000.00		4.90
10. Fire District Fund		\$7,425,000.00		5.75
11. Road District Fund				
12. Park Levy Fund				
13. Zoning Fund				
14. Miscellaneous Funds				
15. General (Note) Bond Retirement Fund				
16. Special Assessment Bond Fund				
17. Trust Fund				
18. Bond Fund				
19. Federal Revenue Fund				
20. Special Levy Fund				
21. Capital Equipment Fund				
22. Drug Law Enforcement Fund				
23. Twp. Motor Vehicle License Tax Fund				
24. Permanent Sales Tax Fund				
25. Federal Law Enforcement Fund				
26. Permanent Improvement Fund				
27. Agency Fund				
28. Amb. and Emergency Medical Services Fund				
29. Sinking Fund				
30. Public Works Commissions Project Fund				
31. Nonexpendable, Trust Fund				
32. Law. Enforcement Trust Fund				
33. Enforcement and Education Fund				
TOTAL	\$1,197,000.00	\$8,356,000.00	1.90	13.00

COPY

OFFICIAL CERTIFICATE OF ESTIMATED RESOURCE

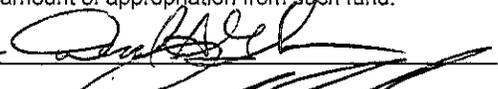
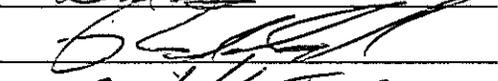
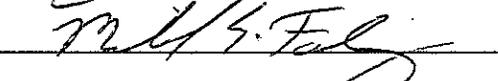
The Budget Commission of Greene County, Ohio, hereby makes the following
 Official Certificate of Estimated Resources for the Beaver Creek Township
 for the FISCAL YEAR beginning January 1, 2016

Fund	Estimated Unencumbered Balance January 1, 2016	Real Estate Property Tax	Personal Property Tax	Local Government Money	Rollback, Homestead, Personal Property Tax Exemption	Other Sources	Total
Governmental Fund Type							
General Fund	664,878	708,750	0	72,267	101,250	146,500	1,693,646
Special Revenue Funds	5,155,379	7,650,125	0	0	1,092,875	1,272,065	15,170,444
Debt Service Funds	0	0	0	0	0	0	0
Capital Project Funds	2,300,734	0	0	0	0	0	2,300,734
Proprietary Fund Type							
Enterprise Funds	0	0	0	0	0	0	0
Internal Service Funds	0	0	0	0	0	0	0
Fiduciary Fund Type							
Trust and Agency Funds	9,157	0	0	0	0	0	9,157
Total All Funds	8,130,148	8,358,875	0	72,267	1,194,125	1,418,565	19,173,981

Beavercreek Township, Greene County, Ohio - Calendar Year 2016

The Budget Commission further certifies that its action on the foregoing budget and the County Auditor's estimate of the rate of each tax necessary to be levied within and outside the 10 mill limitation is set forth in the proper columns of the preceding pages, and the total amount approved for each fund must govern the amount of appropriation from such fund.

DATE 9/21, 2015


Budget
 Commission

OFFICIAL CERTIFICATE OF ESTIMATED RESOURCE - continued

Fund (List all fund individually)	Estimated Unencumbered Balance January 1, 2016	Real Estate Property Tax	Personal Property Tax	Local Government Money	Rollback, Homestead, Personal Property Tax Exemption	Other Sources	Total
Proprietary Fund Type							
Enterprise Funds							0
							0
							0
							0
							0
Total	0	0	0	0	0	0	0
Internal Service Funds							
							0
							0
							0
Total	0	0	0	0	0	0	0
Fiduciary Fund Type							
Expendable Trust Funds							0
							0
							0
Total	0	0	0	0	0	0	0
Non-Expendable Trust Funds							
Private Purpose Trust	5,897	0	0	0	0	0	5,897
							0
							0
Total	5,897	0	0	0	0	0	5,897
Agency Funds:							
LGIF-Marcs	3,260						3,260
							0
							0
							0
Total	3,260	0	0	0	0	0	3,260
Total for Memorandum Only	8,130,148	8,358,875	0	72,267	1,194,125	1,418,565	19,173,981