

**BEAVERCREEK TOWNSHIP
AGENDA PACKET
REGULAR TRUSTEES' MEETING
MONDAY DECEMBER 7, 2015
1:00 P.M.**



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Agenda
Regular Trustees' Meeting
Monday, December 7, 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 December 7, 2015, Meeting
- Approve the December 9, 2015, Payroll in the amount of \$
- Approval of Bills in the amount of \$105,133.23 +
- Approval of Minutes:
 - Regular Meeting held November 9, 2015
 - Regular Meeting held November 20, 2015

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

Old Business:

- Flexible Spending Accounts
- Employee Recognition Program

New Business:

Administrator:

- Non-Union Employee Compensation
- Budget-Purchasing Policy
- Greene County Sheriff's Office Report

Finance:

- Biweekly Report

Human Resources:

- Biweekly Report

Zoning:

- Biweekly Report

Information Technology:

- Biweekly Report

Road:

- Hiring Resolutions
- Purchase Request
- Biweekly Report

Fire:

- Request Approval to Purchase Firehouse Annual Support
- Request Approval to Purchase Office Multi-Function Printer
- Biweekly Report

Legal Advisor:

Trustees:

Fiscal Officer:

- 2016 Temporary Appropriations

Executive Sessions:

- Ohio Revised Code Section 121.22(G)(1) To consider compensation of a public employee.
- Ohio Revised Code Section 121.22(G)(5) Matters required to be kept confidential by federal law or regulations or state statutes.

Adjourn

“I make a motion to approve the Pay Rate for all Township employees, not covered by a Labor Management Agreement, to receive a 3.0 percent increase in wages and to adjust the employee health care contribution from fifteen (15) percent to seventeen (17) percent for 2016; for all employees hired prior to July 22, 2013.”



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

Policy Title:	Budget and Purchasing	Approved:	XXXX
Section:	X	Revised:	XXXX
Number:	XXX	Reviewed:	XXXX

PURPOSE: Beaver Creek Township implemented this Policy to promote and maintain a system for budgeting and purchasing that is efficient, consistent, effective, equitable, and assures quality and integrity in the Township. The Township complies with all applicable federal and state laws concerning public purchasing.

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

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

RELATED POLICY(S): N/A

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

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

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

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

POLICY:

1. Budget Process

- 1.1. The Township operates on a fiscal year that coincides with the calendar year. The Township budget preparation process begins six months before the fiscal year begins, when succeeding year resources (fund balances plus revenues) and expenditures (capital, operating, contingency, and reserve) are first estimated.
- 1.2. Each Department will work with the Township Administrator and Finance Director before July of each year to prepare and submit the Township's tax budget information, which leads to an evaluation by the Greene County Budget Commission. In November of each year the Township's Departments will prepare a detailed Appropriations Budget.
- 1.3. The Township Administrator shall oversee the preparation and submission of the departmental budgets for consideration. The General Fund was able to indirectly subsidize township departments by fully paying for services utilized by the departments. These shared services include personnel costs for: a mechanic, human resources (HR), finance, and information technology (IT). The Township Administrator and Finance Director shall establish a method of allocation for shared services for indirect cost and direct cost. The shared services allocation shall be established in preparation for the next tax budget in 2016. The Appropriations Budget shall include a shared services allocation and reflect the expenses in the appropriate line items that include a rolling 36 month average plus an increase based on the southwest Ohio consumer price index. The Appropriations Budget shall include:
 - 1.3.1. Program Name: This will include the Fund Number or Cost Center
 - 1.3.2. Manager: This could be the Department Head or designee.
 - 1.3.3. Description: Provide a basic description of the department or program that it applies to. This description should have enough detail to provide explanation for non-Township employees to understand it.
 - 1.3.4. Program Areas: Shall describe if the department or program has separate program areas or projects.
 - 1.3.5. Prior Year Accomplishments: Provide a list of all department or program area accomplishments. If the prior year goals listed measures, include a summary of the measured results as well.
 - 1.3.6. Budget Year Goals: List any budget year goals that are related to this department or program area. If possible, include measures to help assess the successfulness of this department or program in meeting its goals. These goals shall be identified by an Object Code. If the Object Code is greater than the rolling 36 month average plus an increase based on the southwest Ohio consumer price index it must have a detailed explanation.
- 1.4. The Township Administrator shall present the Appropriations Budget to the Board. The Board will establish dates to conduct public meetings to review the budget.

- 1.5. The Board of Trustees shall adopt a temporary appropriations resolution by December 31 for the succeeding fiscal year, and adopt a permanent appropriations resolution by March 31 for the current fiscal year, and supplements appropriations throughout the fiscal year as needed.

2. Purchasing

- 2.1. The Township shall attempt to purchase quality goods and/or services at the lowest price available, serving as an equal opportunity purchaser. It is the intent of the Township to purchase goods and/or services through joint or cooperative purchasing programs wherever possible and to use such programs to benchmark as many purchases as possible. All expenditures for goods and/or services must be within appropriations previously approved by the Beavercreek Township Board of Trustees. The Board, as permitted by law and within the sole discretion of the Board, shall authorize all purchases of goods and/or services, except the Board may delegate management of the purchasing function, as well as authority to make certain purchases, to the Township Administrator.
- 2.2. Except as otherwise required or permitted by law, purchases shall be made from the vendor that has submitted the lowest and best offer/bid, with consideration given to quality of goods and/or services, conformance to specifications, suitability to Township needs, delivery capability, and past performance.
- 2.3. All Township officials, officers, Board members, employees, or agents of the Township shall comply with all applicable ethics laws including, but not limited to, R.C. Chapter 102 and R.C. §§ 2921.42, 2921.421, and 2921.43.
- 2.4. No Township official, officer, Board member, employee, or agent of the Township shall participate in any purchase or the selection, award, or administration of a contract by the Township and/or supported by Township or public funds where there is or may be a conflict of interest, real or apparent, involved. A conflict of interest arises when the official, officer, Board member, employee, or agent of the Township or his or her spouse, significant other, any member of his or her immediate family, his or her business associate or partner, or any entity or organization in which any such party has a financial, business, or other interest or which employs or is about to employ any such parties has any business, financial, or other interest in any vendor from whom a purchase is being considered, is to be made, has entered a bid, and/or selected for an award and/or contract.
- 2.5. No Township official, officer, Board member, employee, or agent of the Township shall solicit or accept any bribe, gratuity, favor or anything of monetary value from any person or entity with whom the Township is considering making a purchase, or any vendor, bidder, contractor, and/or party to a purchase contract. As used in this section, “bribe, gratuity, favor, or anything of monetary value” does not include gifts that are de minimus, not substantial in nature, or are unsolicited items of nominal value.

- 2.6. In addition to any penalties required or provided by law, any Township official, officer, Board member, employee, or agent of the Township who violates a provision of this section shall be subject to disciplinary action up and including termination from employment.
- 2.7. All purchases and procurements shall be made and/or conducted consistent with all applicable law including, but not limited to, any applicable competitive selection procedures, and in a manner that provides for open and free competition. To eliminate any unfair competitive advantage, vendors that, in whole or in part, assist with, consult on, prepare, develop, and/or draft specifications, requirements, statements of work, or invitations or requests for bids or proposals shall be excluded from competing for such purchases and/or procurements and any bids or proposals received from or submitted by such vendors shall not be considered.
- 2.8. Solicitations for bids or proposals shall set forth all requirements that a bidder/proposer shall fulfill in submitting a bid or proposal in order for the bid or proposal to be considered and evaluated by the Township. Bidders/proposers shall comply with all such requirements.
- 2.9. Awards shall be made to the bidder or proposer whose bid or proposal is most responsive to the solicitation and is deemed the lowest and best, unless a different standard is required by law or has been adopted by the Board as permitted by law. The Board reserves the right to select the bidder or proposer deemed to meet such applicable standard, as determined solely by the Board, to reject any and/or all bids or proposals, or any portion of any and/or all bids or proposals, to waive informalities or irregularities that do not affect the substance of the specifications and contents of the solicitation, and to award the bid in the manner deemed to be in the best interest of the Township.

3. Purchases of \$2,500.00 or less

- 3.1.1. Except as otherwise required by applicable law including, but not limited to, any applicable competitive selection procedures, the Township Administrator and Department Heads are authorized by the Board to make purchases of \$2,500.00 or less. If applicable law requires the purchase to be made using a competitive selection procedure or other specific procedure, such legally required procedure shall be followed and used to make the purchase. Procedures contained in this Policy shall supplement such legally required procedures to the extent compatible and not in conflict.

4. Purchases of more than \$2,500.00, but less than \$50,000.00

- 4.1.1. Except as otherwise required by applicable law, including, but not limited to, any applicable competitive selection procedures, purchases of more than \$2,500.00, but less than \$50,000.00, shall only be made by approval of the Board.
- 4.1.2. With the exception of purchases proposed by the Board, all requests for purchases shall be made to the Board through the Township Administrator. Absent an

Administrator, requests may be made directly to the Board. Before beginning the purchasing process, proposed purchases shall be presented to the Board. The presentation shall include:

- 4.1.2.1. Summary description of the purchase
 - 4.1.2.2. Project Necessity: Immediate Need, (Near) Future Need, Want
 - 4.1.2.3. Project Requirement: Legal or standard justification for project (if applicable)
 - 4.1.2.4. Department budget goal number (and project number if applicable).
 - 4.1.2.5. Additional explanation, history, rationale, etc....
 - 4.1.2.6. Quotes
 - 4.1.2.6.1. Copy of the quote(s).
 - 4.1.2.6.2. If vendor is sole-source, explanation of why. If not, three quotes (or rationale for less).
 - 4.1.2.6.3. If the item is State Term or GSA, provide the specific info. If not, please explain any preferred pricing.
 - 4.1.2.7. Specifications
 - 4.1.2.7.1. Copy of manufacturer's specification sheet.
 - 4.1.2.7.2. If the item requires prosecutor approval, a copy of said approval. If approval was previously acquired for the exact same make/model item that can be substituted.
 - 4.1.2.8. Other Cost Considerations
 - 4.1.2.8.1. If the item is not disposable, an estimated working life span of the item.
 - 4.1.2.8.2. If the purchase provides the ability to conduct a service that could also be contracted out, provide an estimate for a contractor to provide that service
 - 4.1.2.8.3. If the item will incur a recurring cost (e.g. service or support contract), an estimate of that cost, annually.
 - 4.1.2.9. If the item is replacing an existing item, please provide the appropriate disposition or disposal info for the existing item (e.g. resolution disposing of inventory).
 - 4.1.2.10. Completed purchase request
- 4.1.3. A purchase shall be approved by the Board before any commitment or payment to a vendor.

5. Purchases of \$50,000.00 or greater

5.1. Except as otherwise required by applicable law, including, but not limited to, any applicable competitive selection procedures, purchases of \$50,000.00 or greater shall only be made by approval of the Board.

5.1.1. With the exception of purchases proposed by the Board, all requests for purchases shall be made to the Board through the Administrator. Absent an Administrator, requests may be made directly to the Board. Before beginning the purchasing

process, proposed purchases shall be presented to the Board. The presentation shall include the justifications as identified in section 4.1.2.1 through 4.1.2.9.

5.1.2. The Board may approve proceeding with the purchasing process and, if required by applicable law, with any applicable competitive selection procedure. Any such approval shall be by resolution. Such resolution shall be obtained before proceeding with the purchasing process or the preparation and letting of a Request for Bid (RFB) or Request for Proposal (RFP).

5.1.3. If the purchase is to be made by a competitive selection procedure, such procedure shall follow and comply with any procedure required and specified by law for such purchase or, where the law fails to provide a procedure, in whole or in part, the competitive selection procedure contained in R.C. § 307.86 et seq. The following shall supplement the competitive selection procedure to the extent compatible and not in conflict:

5.1.3.1. As applicable, the RFB or RFP shall include, but not be limited to including, a detailed description of the good(s) and/or service(s) to be purchased, specifications, technical requirements, minimum and maximum acceptable standards, and preferences. The RFB or RFP shall also include timelines, deadlines, a description of the process for submitting a bid, description of the evaluation and award processes, material contractual terms and conditions, bonding requirements, a bid blank, and forms required to submit with a bid or proposal and/or required to be submitted with an awarded contract.

5.1.3.2. Notice shall be as required by applicable law or R.C. § 307.87.

5.1.3.3. Bids/Proposals shall be publicly opened at the time and place designated in the RFB or RFP.

5.1.3.4. Bids/Proposals will be evaluated based upon criteria detailed in the RFB or RFP.

5.1.3.5. Award will be made as set forth in the RFB or RFP. The Board, by resolution, shall approve the award of the contract.

5.2. A purchase shall be approved by the Board before any commitment or payment to a vendor.

6. Alternative Purchasing Procedures

6.1. Nothing in this Policy shall prohibit or limit or be construed to prohibit or limit the Board or the Township from utilizing the following alternatives to the purchasing procedures set forth in this Policy.

6.1.1. If not otherwise required by law and if the Board so decides, the Board may make any procurement or purchase through a competitive selection process.

6.1.2. The Board may make procurements or purchases using the Ohio Department of Administrative Services (DAS) Ohio Cooperative Purchasing Program, the Ohio Department of Transportation (ODOT) Cooperative Purchasing Program, or other

cooperative purchasing programs in which the Township may be authorized to participate. To make procurements or purchases through such programs, the Township shall be an active member of the applicable program, if membership is required, and all procurements or purchases made using any such programs shall be made in accordance with applicable law and the rules of the program.

7. Project Management Model for Purchases of \$50,000.00 or greater

7.1. Project Management Model governs the execution of projects as defined within this policy. Projects governed by this policy will be managed and overseen using a methodology appropriate to their scope, timeline, visibility, budget and risk. The objective of this program management is to enable the Township to deliver successful projects on time, on budget and in compliance with policies and directives as defined in by the Township. This section of the policy applies to **ALL** approved Purchases of \$50,000.00 or greater. The Project Management Model shall include:

7.1.1. A project team with a listed project manager.

7.1.2. A detailed outline:

7.1.2.1. That provides a clear statement of the project

7.1.2.2. Identifies deliverables and deadlines

7.1.2.3. Establishes the project requirements including a budget

7.1.2.4. Provides project boundaries and how change orders will be approved and denied.

7.1.3. A Gantt chart shall be used to illustrate activities, which include tasks or events, with displayed deliverables and deadlines.

FORMS: N/A

Greene County Sheriff's Office

Incident Analysis - Beavercreek Twp

<u>Incident Type</u>	<u>Incident Date And Time</u>	<u>Incident Address Venue</u>	<u>Incident Address</u>	<u>Incident Number</u>
911 Hang Up	11/18/2015 12:37:50	BEAVERCREEK TWP	2408 PASSAGE KEY TRL	2015-00035163
911 Hang Up	11/24/2015 04:09:46	BEAVERCREEK TWP	2572 ROLLING MEADOWS DR	2015-00035838
911 Hang Up	11/24/2015 12:36:42	BEAVERCREEK TWP	2220 HELLER DR	2015-00035873
				Type Totals: 3
Alarm - Business/Bank	11/18/2015 04:10:00	BEAVERCREEK TWP	1786 DAYTON XENIA RD	2015-00035123
Alarm - Business/Bank	11/24/2015 06:59:59	BEAVERCREEK TWP	1126 BEAVER VALLEY RD	2015-00035841
Alarm - Business/Bank	11/27/2015 14:58:53	BEAVERCREEK TWP	2152 HELLER DR	2015-00036215
				Type Totals: 3
Alarm - Holdup/Panic	11/28/2015 12:24:08	BEAVERCREEK TWP	1148 LUDLOW RD	2015-00036325
				Type Totals: 1
Alarm - Residential	11/18/2015 12:38:08	BEAVERCREEK TWP	211 SIGNATURE DR S	2015-00035164
Alarm - Residential	11/22/2015 20:02:26	BEAVERCREEK TWP	2662 BRITANNIA CT	2015-00035664
Alarm - Residential	11/26/2015 17:48:32	BEAVERCREEK TWP	1525 STRETCH DR	2015-00036140
Alarm - Residential	11/26/2015 20:14:05	BEAVERCREEK TWP	435 DANBURY PL	2015-00036148
Alarm - Residential	11/26/2015 20:40:14	BEAVERCREEK TWP	2249 BANDIT TRL	2015-00036151
Alarm - Residential	12/01/2015 10:52:15	BEAVERCREEK TWP	986 TREBEIN RD	2015-00036567
				Type Totals: 6
Animal Complaint	11/24/2015 19:30:30	BEAVERCREEK TWP	NEW GERMANY TREBEIN RD / TREBEIN RD	2015-00035901
Animal Complaint	11/30/2015 08:12:00	BEAVERCREEK TWP	LINEBAUGH RD / LUDLOW RD	2015-00036459
				Type Totals: 2
Assist	11/21/2015 18:54:20	BEAVERCREEK TWP	600 ORCHARD LN	2015-00035532
Assist	11/24/2015 08:04:04	BEAVERCREEK TWP	1129 DORCHESTER RD	2015-00035845
				Type Totals: 2
Business Check	11/18/2015 13:06:30	BEAVERCREEK TWP	766 SPACE DR	2015-00035167
Business Check	11/18/2015 18:55:52	BEAVERCREEK TWP	245 N VALLEY RD	2015-00035195
Business Check	11/18/2015 22:06:35	BEAVERCREEK TWP	2292 YELLOW BRICK RD	2015-00035209
Business Check	11/18/2015 22:21:35	BEAVERCREEK	2300 HELLER DR	2015-

		TWP		00035210
Business Check	11/18/2015 22:23:44	BEAVERCREEK TWP	2356 HELLER DR	2015- 00035211
Business Check	11/18/2015 22:33:38	BEAVERCREEK TWP	2356 HELLER DR	2015- 00035214
Business Check	11/18/2015 22:33:53	BEAVERCREEK TWP	610 ORCHARD LN	2015- 00035215
Business Check	11/18/2015 22:59:54	BEAVERCREEK TWP	631 ORCHARD LN	2015- 00035218
Business Check	11/19/2015 00:12:39	BEAVERCREEK TWP	1 CLUB NORTH DR	2015- 00035228
Business Check	11/19/2015 03:26:38	BEAVERCREEK TWP	2446 TREBEIN RD	2015- 00035242
Business Check	11/19/2015 19:04:28	BEAVERCREEK TWP	630 ORCHARD LN	2015- 00035309
Business Check	11/19/2015 19:29:59	BEAVERCREEK TWP	245 N VALLEY RD	2015- 00035311
Business Check	11/19/2015 23:08:37	BEAVERCREEK TWP	1 CLUB NORTH DR	2015- 00035323
Business Check	11/19/2015 23:15:13	BEAVERCREEK TWP	2292 YELLOW BRICK RD	2015- 00035324
Business Check	11/19/2015 23:39:24	BEAVERCREEK TWP	610 ORCHARD LN	2015- 00035328
Business Check	11/20/2015 00:45:10	BEAVERCREEK TWP	3789 PENTAGON BLVD	2015- 00035337
Business Check	11/20/2015 00:48:45	BEAVERCREEK TWP	3799 GERMANY LN	2015- 00035338
Business Check	11/20/2015 03:22:33	BEAVERCREEK TWP	2446 TREBEIN RD	2015- 00035347
Business Check	11/21/2015 10:01:11	BEAVERCREEK TWP	280 WALDEN WAY	2015- 00035484
Business Check	11/21/2015 10:37:17	BEAVERCREEK TWP	2800 INDIAN RIPPLE RD	2015- 00035494
Business Check	11/22/2015 08:50:19	BEAVERCREEK TWP	1 CLUB NORTH DR	2015- 00035617
Business Check	11/22/2015 09:13:03	BEAVERCREEK TWP	620 PHILLIPS DR	2015- 00035622
Business Check	11/22/2015 09:31:33	BEAVERCREEK TWP	816 SPACE DR	2015- 00035625
Business Check	11/22/2015 10:40:57	BEAVERCREEK TWP	3789 PENTAGON BLVD	2015- 00035630
Business Check	11/22/2015 10:55:02	BEAVERCREEK TWP	3799 GERMANY LN	2015- 00035631
Business Check	11/23/2015 08:00:48	BEAVERCREEK TWP	580 ORCHARD LN	2015- 00035706
Business Check	11/23/2015 08:20:56	BEAVERCREEK TWP	630 ORCHARD LN	2015- 00035710
Business Check	11/23/2015 08:37:40	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00035712
Business Check	11/23/2015 08:47:23	BEAVERCREEK TWP	2089 DAYTON XENIA RD	2015- 00035714
		BEAVERCREEK		2015-

Business Check	11/23/2015 08:57:47	TWP	766 SPACE DR	00035716
Business Check	11/23/2015 18:43:45	BEAVERCREEK TWP	245 N VALLEY RD	2015- 00035777
Business Check	11/23/2015 21:04:49	BEAVERCREEK TWP	2300 HELLER DR	2015- 00035784
Business Check	11/23/2015 21:06:33	BEAVERCREEK TWP	2356 HELLER DR	2015- 00035786
Business Check	11/23/2015 22:26:38	BEAVERCREEK TWP	2292 YELLOW BRICK RD	2015- 00035794
Business Check	11/23/2015 22:35:38	BEAVERCREEK TWP	1 CLUB NORTH DR	2015- 00035796
Business Check	11/23/2015 23:23:14	BEAVERCREEK TWP	610 ORCHARD LN	2015- 00035804
Business Check	11/24/2015 04:35:33	BEAVERCREEK TWP	2220 HELLER DR	2015- 00035839
Business Check	11/24/2015 21:16:09	BEAVERCREEK TWP	1124 UPPER BELLBROOK RD	2015- 00035904
Business Check	11/24/2015 22:31:12	BEAVERCREEK TWP	1 CLUB NORTH DR	2015- 00035909
Business Check	11/24/2015 23:07:15	BEAVERCREEK TWP	610 ORCHARD LN	2015- 00035910
Business Check	11/25/2015 00:34:51	BEAVERCREEK TWP	2220 HELLER DR	2015- 00035930
Business Check	11/25/2015 01:14:38	BEAVERCREEK TWP	2292 YELLOW BRICK RD	2015- 00035939
Business Check	11/25/2015 04:14:13	BEAVERCREEK TWP	2446 TREBEIN RD	2015- 00035948
Business Check	11/25/2015 10:51:51	BEAVERCREEK TWP	3789 PENTAGON BLVD	2015- 00035992
Business Check	11/27/2015 07:29:57	BEAVERCREEK TWP	1786 DAYTON XENIA RD	2015- 00036167
Business Check	11/27/2015 07:36:39	BEAVERCREEK TWP	766 SPACE DR	2015- 00036168
Business Check	11/27/2015 07:39:59	BEAVERCREEK TWP	731 ORCHARD LN	2015- 00036169
Business Check	11/27/2015 07:46:38	BEAVERCREEK TWP	636 PHILLIPS DR	2015- 00036171
Business Check	11/27/2015 08:10:19	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00036173
Business Check	11/27/2015 08:32:15	BEAVERCREEK TWP	30 HAINES RD	2015- 00036177
Business Check	11/27/2015 08:38:14	BEAVERCREEK TWP	170 N VALLEY RD	2015- 00036180
Business Check	11/27/2015 21:07:03	BEAVERCREEK TWP	1410 DAYTON XENIA RD	2015- 00036236
Business Check	11/27/2015 21:12:52	BEAVERCREEK TWP	245 N VALLEY RD	2015- 00036237
Business Check	11/27/2015 21:23:38	BEAVERCREEK TWP	630 ORCHARD LN	2015- 00036238
Business Check	11/27/2015 22:04:32	BEAVERCREEK TWP	US 35 / ORCHARD LN	2015- 00036243
		BEAVERCREEK		2015-

Business Check	11/27/2015 22:40:34	TWP	2356 HELLER DR	00036252
Business Check	11/27/2015 22:42:13	BEAVERCREEK TWP	2300 HELLER DR	2015- 00036253
Business Check	11/28/2015 01:19:10	BEAVERCREEK TWP	2220 HELLER DR	2015- 00036271
Business Check	11/28/2015 01:22:34	BEAVERCREEK TWP	2110 HELLER DR	2015- 00036274
Business Check	11/28/2015 01:45:53	BEAVERCREEK TWP	610 ORCHARD LN	2015- 00036279
Business Check	11/28/2015 02:55:41	BEAVERCREEK TWP	2446 TREBEIN RD	2015- 00036286
Business Check	11/28/2015 07:43:41	BEAVERCREEK TWP	2292 YELLOW BRICK RD	2015- 00036296
Business Check	11/28/2015 08:04:50	BEAVERCREEK TWP	1786 DAYTON XENIA RD	2015- 00036301
Business Check	11/28/2015 09:48:39	BEAVERCREEK TWP	630 ORCHARD LN	2015- 00036313
Business Check	11/28/2015 10:06:13	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00036314
Business Check	11/29/2015 10:22:18	BEAVERCREEK TWP	170 N VALLEY RD	2015- 00036387
Business Check	11/29/2015 14:55:28	BEAVERCREEK TWP	1786 DAYTON XENIA RD	2015- 00036399
Business Check	11/29/2015 21:51:31	BEAVERCREEK TWP	635 ORCHARD LN	2015- 00036422
Business Check	11/29/2015 22:14:55	BEAVERCREEK TWP	631 ORCHARD LN	2015- 00036424
Business Check	11/29/2015 22:37:24	BEAVERCREEK TWP	610 ORCHARD LN	2015- 00036425
Business Check	11/30/2015 01:03:17	BEAVERCREEK TWP	2220 HELLER DR	2015- 00036434
Business Check	11/30/2015 13:58:55	BEAVERCREEK TWP	1 CLUB NORTH DR	2015- 00036496
Business Check	12/01/2015 10:18:40	BEAVERCREEK TWP	3789 PENTAGON BLVD	2015- 00036565
Business Check	12/01/2015 10:35:41	BEAVERCREEK TWP	3799 GERMANY LN	2015- 00036566
Business Check	12/01/2015 14:14:00	BEAVERCREEK TWP	2700 INDIAN RIPPLE RD	2015- 00036586
Business Check	12/02/2015 09:14:24	BEAVERCREEK TWP	766 SPACE DR	2015- 00036658
				Type Totals: 76
Civil Other	11/28/2015 15:16:57	BEAVERCREEK TWP	2040 INDIAN RIPPLE RD	2015- 00036344
Civil Other	12/01/2015 14:14:26	BEAVERCREEK TWP	1309 SHORTHILL DR	2015- 00036587
				Type Totals: 2
Crash - Assist Only	11/24/2015 14:20:19	BEAVERCREEK TWP	39.7008408860000000, - 83.9982605570000000	2015- 00035885
Crash - Assist Only	11/28/2015 20:39:23	BEAVERCREEK TWP	2074 BEAVER VALLEY RD	2015- 00036354

Crash - Assist Only	11/30/2015 04:28:46	BEAVERCREEK TWP	39.7008408860000000, - 83.9982605570000000	2015- 00036451
				Type Totals: 3
Criminal Damaging	11/19/2015 12:56:03	BEAVERCREEK TWP	2416 PASSAGE KEY TRL	2015- 00035285
				Type Totals: 1
Detail - School	11/18/2015 07:28:31	BEAVERCREEK TWP	1728 DAYTON XENIA RD	2015- 00035132
Detail - School	11/23/2015 14:04:07	BEAVERCREEK TWP	1728 DAYTON XENIA RD	2015- 00035752
Detail - School	12/02/2015 07:38:53	BEAVERCREEK TWP	1728 DAYTON XENIA RD	2015- 00036644
				Type Totals: 3
Disabled Vehicle	11/19/2015 10:51:13	BEAVERCREEK TWP	DAYTON XENIA RD / TREBEIN RD	2015- 00035267
Disabled Vehicle	11/19/2015 15:01:49	BEAVERCREEK TWP	SPRING MEADOWS DR / AMBROSIA LN E	2015- 00035295
Disabled Vehicle	11/21/2015 23:52:18	BEAVERCREEK TWP	39.7064265250000000, - 84.0196749519999000	2015- 00035583
Disabled Vehicle	11/29/2015 11:36:14	BEAVERCREEK TWP	39.7008408860000000, - 83.9982605570000000	2015- 00036393
				Type Totals: 4
Disturbance	11/24/2015 19:58:34	BEAVERCREEK TWP	880 HARLOW LN	2015- 00035902
				Type Totals: 1
Extra Patrol	11/18/2015 21:49:03	BEAVERCREEK TWP	WALDEN WAY / BRIDGEPORT DR	2015- 00035207
Extra Patrol	11/19/2015 02:29:09	BEAVERCREEK TWP	APRIL LN / RED ROBIN DR S	2015- 00035237
Extra Patrol	11/20/2015 16:58:33	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00035414
Extra Patrol	11/21/2015 02:27:08	BEAVERCREEK TWP	BANDIT TRL / BLACKSMITH LN	2015- 00035451
Extra Patrol	11/21/2015 02:41:19	BEAVERCREEK TWP	39.7064265250000000, - 84.0196749519999000	2015- 00035454
Extra Patrol	11/21/2015 10:52:35	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00035498
Extra Patrol	11/21/2015 16:23:49	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00035528
Extra Patrol	11/22/2015 13:03:39	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00035638
Extra Patrol	11/25/2015 14:52:34	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00036024
Extra Patrol	11/29/2015 10:37:50	BEAVERCREEK TWP	39.7064265250000000, - 84.0196749519999000	2015- 00036390
Extra Patrol	11/30/2015 13:09:09	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00036486
Extra Patrol	12/01/2015 13:37:07	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00036582
Extra Patrol	12/01/2015 16:51:14	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00036604

Extra Patrol	12/02/2015 02:51:18	BEAVERCREEK TWP	YELLOW BRICK RD / ORCHARD LN	2015- 00036630
				Type Totals: 14
Follow Up	11/18/2015 12:34:49	BEAVERCREEK TWP	1159 DORCHESTER RD	2015- 00035162
Follow Up	11/18/2015 15:25:04	BEAVERCREEK TWP	303 AMHERST BND	2015- 00035179
Follow Up	11/19/2015 09:16:44	BEAVERCREEK TWP	382 WALDEN WAY	2015- 00035260
Follow Up	12/01/2015 07:40:43	BEAVERCREEK TWP	1448 CLAIBORNE CT	2015- 00036556
				Type Totals: 4
Fraud/Forgery	11/22/2015 18:13:33	BEAVERCREEK TWP	1540 HILLTOP RD	2015- 00035649
Fraud/Forgery	11/26/2015 10:34:48	BEAVERCREEK TWP	1980 PACER TRL	2015- 00036121
Fraud/Forgery	11/30/2015 15:06:44	BEAVERCREEK TWP	39 GEORGE WYTHE WAY	2015- 00036501
				Type Totals: 3
House Check	11/18/2015 09:48:41	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00035144
House Check	11/18/2015 21:21:34	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00035203
House Check	11/19/2015 00:09:24	BEAVERCREEK TWP	2380 SHERWOOD CT	2015- 00035227
House Check	11/19/2015 22:41:27	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00035319
House Check	11/19/2015 23:05:33	BEAVERCREEK TWP	2380 SHERWOOD CT	2015- 00035322
House Check	11/20/2015 11:04:14	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00035375
House Check	11/21/2015 08:51:11	BEAVERCREEK TWP	2380 SHERWOOD CT	2015- 00035471
House Check	11/21/2015 13:13:00	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00035509
House Check	11/22/2015 08:46:48	BEAVERCREEK TWP	2380 SHERWOOD CT	2015- 00035616
House Check	11/23/2015 09:46:46	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00035721
House Check	11/23/2015 22:32:26	BEAVERCREEK TWP	2380 SHERWOOD CT	2015- 00035795
House Check	11/24/2015 02:22:46	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00035833
House Check	11/24/2015 22:28:38	BEAVERCREEK TWP	2380 SHERWOOD CT	2015- 00035908
House Check	11/24/2015 23:51:50	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00035916
House Check	11/25/2015 13:58:03	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00036012
House Check	11/25/2015 14:42:39	BEAVERCREEK TWP	2380 SHERWOOD CT	2015- 00036022

House Check	11/27/2015 11:08:22	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00036202
House Check	11/27/2015 21:46:46	BEAVERCREEK TWP	2380 SHERWOOD CT	2015- 00036240
House Check	11/27/2015 22:10:55	BEAVERCREEK TWP	1463 RED BARN WAY	2015- 00036245
House Check	11/28/2015 00:31:22	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00036265
House Check	11/28/2015 08:50:55	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00036305
House Check	11/28/2015 09:15:25	BEAVERCREEK TWP	1463 RED BARN WAY	2015- 00036309
House Check	11/29/2015 20:31:35	BEAVERCREEK TWP	1406 HILLTOP RD	2015- 00036410
House Check	11/30/2015 00:53:27	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00036432
House Check	11/30/2015 01:11:09	BEAVERCREEK TWP	2380 SHERWOOD CT	2015- 00036437
House Check	11/30/2015 09:56:59	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00036472
House Check	11/30/2015 10:41:35	BEAVERCREEK TWP	1406 HILLTOP RD	2015- 00036479
House Check	11/30/2015 13:54:02	BEAVERCREEK TWP	2380 SHERWOOD CT	2015- 00036494
House Check	12/01/2015 11:12:06	BEAVERCREEK TWP	1406 HILLTOP RD	2015- 00036571
House Check	12/01/2015 13:00:13	BEAVERCREEK TWP	1862 FAIRGROUND RD	2015- 00036579
House Check	12/01/2015 14:45:32	BEAVERCREEK TWP	2380 SHERWOOD CT	2015- 00036591
				Type Totals: 31
Hunting Complaint	11/29/2015 14:50:37	BEAVERCREEK TWP	531 SHEPHERD RD	2015- 00036400
				Type Totals: 1
Miscellaneous	11/27/2015 15:11:19	BEAVERCREEK TWP	945 RIVERVIEW CT	2015- 00036217
				Type Totals: 1
Open Door/Window	11/27/2015 21:47:18	BEAVERCREEK TWP	US 35 / ORCHARD LN	2015- 00036241
				Type Totals: 1
Radar/Lidar Post	11/19/2015 14:52:02	BEAVERCREEK TWP	1472 LUDLOW RD	2015- 00035292
Radar/Lidar Post	11/24/2015 14:16:30	BEAVERCREEK TWP	1472 LUDLOW RD	2015- 00035884
				Type Totals: 2
Suspicious Vehicle	11/18/2015 10:16:26	BEAVERCREEK TWP	1159 DORCHESTER RD	2015- 00035148
Suspicious Vehicle	11/18/2015 22:29:07	BEAVERCREEK TWP	2230 US 35	2015- 00035213
Suspicious Vehicle	11/19/2015 23:17:54	BEAVERCREEK	2292 YELLOW BRICK RD	2015-

		TWP		00035325
Suspicious Vehicle	11/25/2015 03:41:16	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00035946
Suspicious Vehicle	11/29/2015 21:02:23	BEAVERCREEK TWP	2706 BEAVER VALLEY RD	2015- 00036414
				Type Totals: 5
Theft	11/18/2015 09:57:53	BEAVERCREEK TWP	303 AMHERST BND	2015- 00035145
Theft	11/24/2015 16:07:41	BEAVERCREEK TWP	2153 INDIAN RIPPLE RD	2015- 00035889
Theft	11/24/2015 18:29:11	BEAVERCREEK TWP	1418 CLAIBORNE CT	2015- 00035895
Theft	11/25/2015 08:14:39	BEAVERCREEK TWP	2110 HELLER DR	2015- 00035963
				Type Totals: 4
Traffic Complaint	11/21/2015 12:37:05	BEAVERCREEK TWP	2910 TREBEIN RD	2015- 00035506
Traffic Complaint	11/23/2015 11:12:45	BEAVERCREEK TWP	BEAVER VALLEY RD / KEMP RD	2015- 00035731
Traffic Complaint	11/28/2015 17:41:25	BEAVERCREEK TWP	DAYTON XENIA RD / TREBEIN RD	2015- 00036349
				Type Totals: 3
Traffic Stop	11/19/2015 01:13:30	BEAVERCREEK TWP	US 35 / ORCHARD LN	2015- 00035232
Traffic Stop	11/19/2015 13:16:33	BEAVERCREEK TWP	600 ORCHARD LN	2015- 00035286
Traffic Stop	11/20/2015 00:20:22	BEAVERCREEK TWP	39.7008408860000000, - 83.9982605570000000	2015- 00035334
Traffic Stop	11/20/2015 11:16:22	BEAVERCREEK TWP	BANDIT TRL / BEAVER VALLEY RD	2015- 00035377
Traffic Stop	11/20/2015 11:40:27	BEAVERCREEK TWP	39.7064265250000000, - 84.0196749519999000	2015- 00035382
Traffic Stop	11/20/2015 13:06:23	BEAVERCREEK TWP	39.7064265250000000, - 84.0196749519999000	2015- 00035392
Traffic Stop	11/21/2015 23:42:18	BEAVERCREEK TWP	39.7008408860000000, - 83.9982605570000000	2015- 00035573
Traffic Stop	11/23/2015 12:21:59	BEAVERCREEK TWP	39.7006028950000000, - 83.9985390060000000	2015- 00035743
Traffic Stop	11/23/2015 14:14:41	BEAVERCREEK TWP	DAYTON XENIA RD/TREBEIN RD	2015- 00035755
Traffic Stop	11/23/2015 18:47:53	BEAVERCREEK TWP	39.7008408860000000, - 83.9982605570000000	2015- 00035778
Traffic Stop	11/23/2015 21:28:35	BEAVERCREEK TWP	1464 FAIRGROUND RD	2015- 00035790
Traffic Stop	11/23/2015 22:16:45	BEAVERCREEK TWP	39.7064265250000000, - 84.0196749519999000	2015- 00035793
Traffic Stop	11/23/2015 22:49:41	BEAVERCREEK TWP	39.7008408860000000, - 83.9982605570000000	2015- 00035799
Traffic Stop	11/26/2015 00:33:06	BEAVERCREEK TWP	TREBEIN RD / DAYTON XENIA RD	2015- 00036066
Traffic Stop	11/26/2015 01:33:55	BEAVERCREEK	39.7064265250000000, -	2015-

		TWP	84.0196749519999000	00036076
Traffic Stop	11/26/2015 20:52:39	BEAVERCREEK TWP	DAYTON XENIA RD / ORCHARD LN	2015- 00036153
Traffic Stop	11/27/2015 08:44:26	BEAVERCREEK TWP	39.7064265250000000, - 84.0196749519999000	2015- 00036183
Traffic Stop	11/27/2015 22:32:50	BEAVERCREEK TWP	US 35 / ORCHARD LN	2015- 00036247
Traffic Stop	11/28/2015 01:34:00	BEAVERCREEK TWP	TREBEIN RD / US 35	2015- 00036277
Traffic Stop	11/28/2015 15:14:27	BEAVERCREEK TWP	NEW GERMANY TREBEIN RD / VARNER RD	2015- 00036343
Traffic Stop	11/29/2015 10:52:29	BEAVERCREEK TWP	2260 HELLER DR	2015- 00036391
Traffic Stop	11/29/2015 20:40:20	BEAVERCREEK TWP	FAIRGROUND RD / DORCHESTER RD	2015- 00036412
Traffic Stop	11/29/2015 21:21:36	BEAVERCREEK TWP	39.7008408860000000, - 83.9982605570000000	2015- 00036417
Traffic Stop	11/30/2015 04:13:14	BEAVERCREEK TWP	ORCHARD LN / US 35	2015- 00036450
				Type Totals: 24
Trespassing	11/21/2015 14:45:10	BEAVERCREEK TWP	54 INNISBROOK CLOSE	2015- 00035521
				Type Totals: 1
Unwanted Subject	11/25/2015 22:59:01	BEAVERCREEK TWP	3535 SWIGART RD	2015- 00036058
Unwanted Subject	12/01/2015 22:10:18	BEAVERCREEK TWP	280 WALDEN WAY	2015- 00036617
				Type Totals: 2
Vehicle Maintenance	11/20/2015 13:08:53	BEAVERCREEK TWP	1981 DAYTON XENIA RD	2015- 00035395
				Type Totals: 1
Warrant	11/18/2015 13:16:30	BEAVERCREEK TWP	2260 HELLER DR	2015- 00035169
				Type Totals: 1
Weapons / Shots Fired	11/30/2015 17:43:41	BEAVERCREEK TWP	1238 HOMESTEAD DR	2015- 00036510
				Type Totals: 1

12/2/2015 12:50:37 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 December 7, 2015
Activity from November 19, 2015 – December 2, 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 December 7, 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:

- The Thanksgiving Holiday was November 26 & 27 and the office was closed for those two days in observance of the Holiday.
- The Accounts Payable/Payroll Clerk was off 1 day of vacation during this period
- Mailed 71 checks paying 97 invoices approved at the November 20, 2015 Trustee Meeting.
- Processed 87 invoices for payment on December 7, 2015.
- Entered all data for the invoices into the UAN and processed checks
- Started the process/research of 6 additional invoices not yet ready for payment.
- Audited the UAN batch reports for the 87 invoices to be paid on December 7, 2015
- Prepared 1 sales tax exempt form for vendors
- Phone conversations with vendors regarding payments, credits and terms.
- Sent follow up e-mails to employees for missing or incomplete billing data.
- Processed and distributed the November 25, 2015 payroll
- Reviewed the November 25, 2015 payroll reports prepared by Paycor
- Processed 10 payroll changes for the December 9, 2015 payroll.
- Reconciled, prepared and mailed:
 - Ohio Deferred Compensation Statement and Payment.
 - AFLAC group policies monthly statement and payment
 - OPERS monthly report and payment
 - OP&F monthly report and payment
- Continued to work through the taxable fringe benefit issue
- Met with a family regarding their order forms for a monument footer and military marker and discussion on reselling an unused grave.
- Phone calls regarding various cemetery questions
- Finalized Agenda for the November 20, 2015 Trustee Meeting.
- E-Mailed request for Agenda Items for the December 7, 2015 Trustee Meeting.



BEAVERCREEK TOWNSHIP

FINANCE DEPARTMENT

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

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- Notification to vendors Re: Finance Office Relocation via payables inserts, phone calls, and e-mails.
 - Processed and balanced leave for all employees.
 - Processed and balanced time sheets for all employees.
 - Processed 21 Receipts and made 7 trips to PNC Bank.
 - Processed 4 Purchase Orders
 - Processed 1 Blanket Certificates
 - Prepared and distributed all Financial Reports to Elected Officials, Administrator/Public Safety Director, Road Superintendent and Fire Management.
 - Reviewed 2016 Appropriation Budget
 - Processed, prepared and balanced the November Bank Reconciliations for all accounts within Beavercreek Township. This includes 2 checking accounts, 4 investment accounts and one cemetery CD.
 - Processed 2016 Temporary Appropriations and Prepared Resolution.
 - Prepared resolutions to hire seasonal on call maintenance employees
 - Prepared minutes from the November 20, 2015 Trustee Meeting.
 - Updated website with current financial data as well as minutes.
 - Trouble shot many issues with the December 9, 2015 payroll with Jeff Schubert from OSL.
 - Created new earnings code in Paycor to handle December 9, 2015 payroll process.
 - Prepared and processed Cafeteria reimbursements.
 - Prepared and processed electronic funds deposits from Med3000 for ambulance billing.
 - Prepared and processed electronic funds withdrawal from Paycor for payroll.
 - Continued preparing and submitted the necessary paperwork for the OTARMA renewal for 2016

Meetings:

- Met with Tim Davis from Paycor on 4th quarter rollout of new services and FLSA overtime exemptions.
- Attended Regular Trustee Meeting held on November 20, 2015
- Attended Staff Meeting with Township Administrator/Public Safety Director held on Wednesday December 2, 2015



**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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

**BI-WEEKLY ACTIVITY REPORT
December 7, 2015**

JOB TASKS:

1. 7 Workers' Compensation claims for 2015
3 claims filed in 2014
2. Prepare bi-weekly report
3. Review bills
4. Work on BWC claims
5. Work on schedule for biometric screenings
6. Work on errors within UHC bill
7. Work on insurance billing issues for two employees
8. Draft management proposals for Xenia Twp; update index
9. Work on hiring; draft interview questions
10. Work on compensation plan
11. Work on FSA
12. Work with intern
13. Work on lateral transfer issue
14. Work on VSSR question

**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 collective bargaining sessions at Xenia Township
- Meet with AFLAC representative
- Meet with Lietenant on issue pertaining to discipline

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, DECEMBER 7, 2015

ACTIVITY FROM THU. NOVEMBER 19 THROUGH WED. DECEMBER 2, 2015

PERMITS: Two permits for single-family dwellings were issued in this period. Other Zoning Actions included one residential accessory structure permit and one deck permit. To date, single-family dwelling permits are up 62%, and total permits (**now including Park Permits**) are up 42% compared to 2014.

The following chart compares numbers of Zoning Permits issued for the last five years. Numbers through 2014 are totals for each year. 2015 numbers are year-to-date, through December 2. 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	86	
Driveways	32	22	32	27	57	84	
Additions	4	9	1	3	10	5	
Fences	16	19	14	20	22	13	
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	14	
Accessory Structures	13	13	14	14	13	13	
Commercial Structures	1	0	7	2	0	0	
Commercial Addition	2	0	2	1	1	2	
Commercial Accessory Structures	1	0	1	2	5	2	
Temporary Tents Permits	13	13	13	13	14	12	
Exemption Certificate	0	1	2	3	2	6	
Use Compliance Certificates	1	2	1	1	1	3	
Cell Tower Co-location	0	0	0	0	2	0	
Temporary Use Permits (Real Estate Sales)	0	0	0	0	2	0	
Political Signs	1	5	2	19	4	7	
Parks Permits	0	0	0	0	0	18	
	Total						
		171	148	184	162	218	282
	Revenue						
		\$14,274.80	\$24,094.65	\$15,843.80	\$11,735.00	\$15,910.00	\$25,940.00

PENDING: One set of subdivision construction plans (Bexley 3B) is under review. New Stonehill Village Master Plan proposal is under review. One new home permit application has been received.

**BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT**

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

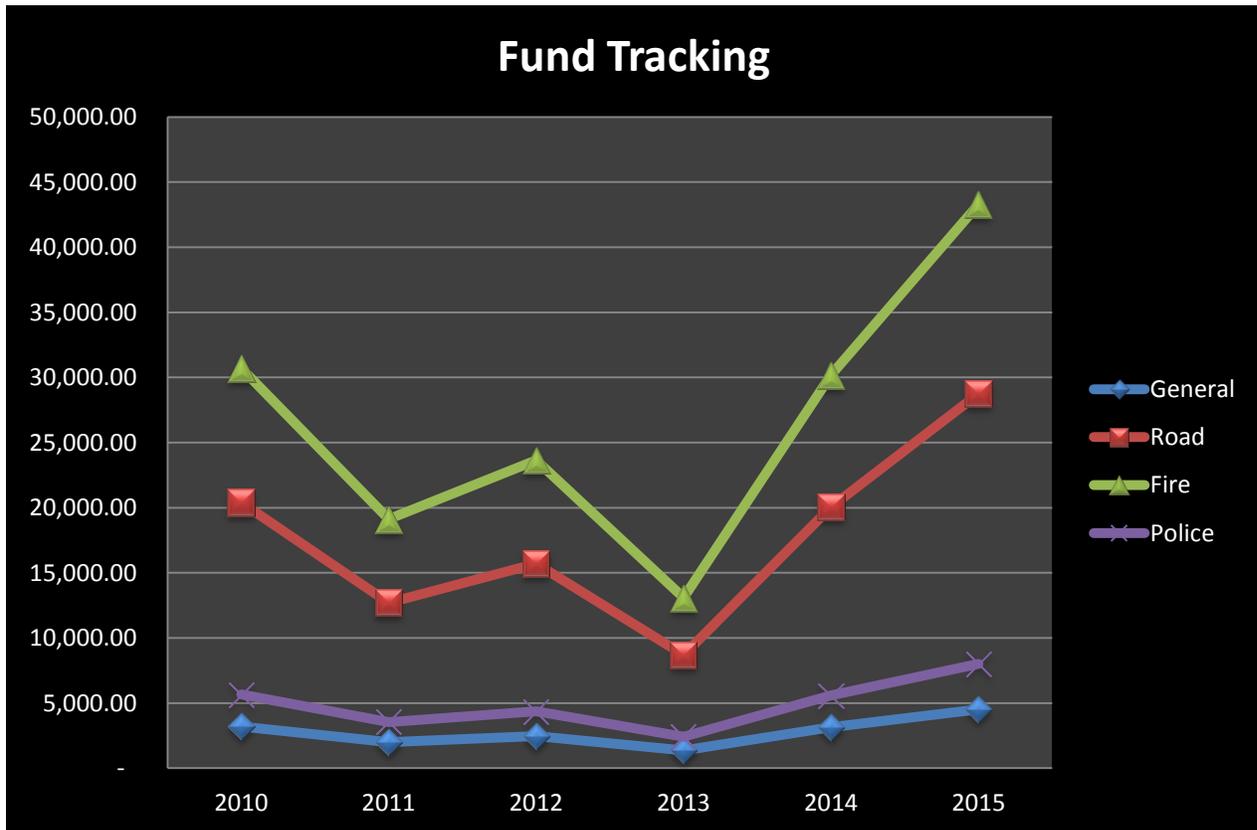


REVENUE PROJECTIONS

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 year-to-date based on permits issued through 12-02-15, 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	4,515.00
Road	20,391.48	12,702.89	15,711.47	8,691.45	20,057.20	28,748.65
Fire	30,701.78	19,125.70	23,655.47	13,086.01	30,198.48	43,284.48
Police	5,676.65	3,536.27	4,373.81	2,419.56	5,583.59	8,003.14
Total	59,972.42	37,359.87	46,208.26	25,562.01	58,989.26	84,551.28

The following graph is simply an illustration of the revenue data in the chart above.



BEAVERCREEK TOWNSHIP

ZONING DEPARTMENT

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



MEETINGS/OTHER ACTIVITIES:

1. Continued work on Highway Business District Overlay; several discussions with Township Administrator, RPCC Executive Director; prep for Zoning Commission work session on 11-05-15 & Trustee work session on 11-14-15.
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 acquisition of adjacent property with OU consultant.
3. Wrote Trustee Resolution for Employee of the Year nomination.
4. Consulted with RPCC staff re: OU/Russ Research Center proposal.
5. Consulted with engineer for Stonehill Village to discuss revision to Master Development Plan.
6. Continued formal and informal training of Zoning Assistant for assumption of new duties (Novak recommendation).
7. Attended Trustees' Regular Meeting 11-23-15.
8. Attended RPCC full Commission meeting 11-24-15.
9. Thanksgiving Holiday 11-26 & 27-2015.
10. Attended all-day series of meetings re: Ohio University/Russ Research Center plans. Reviewed programmatic and site plan concept; reviewed path to final zoning approval; reviewed Career Center plans for local STEM-based aeronautics academy 11-30-15.
11. Attended TA staff meeting 12-02-15.

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

- Issued 6 Zoning Permits.
- Attended Safe Routes to Schools planning meeting.
- Responded to two zoning inquiries, advising residents of regulations.
- Assisted in preparation of bi-weekly Departmental Activity Report.

BEAVERCREEK TOWNSHIP ZONING DEPARTMENT

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



BUILD-OUT DATA

The following chart shows build-out percentages and remaining shovel-ready home sites, by subdivision. This chart is a work-in-progress – we will continually update it according to available data, and will perform field checks as time allows.

PUD	# Homes Approved	Completed	% Completed	Shovel Ready Site
Spring Meadows	109	77	71%	32
Spring Ridge	111	85	77%	26
The Conservancy	62	59	95%	3
Rolling Meadows	24	23	96%	1
Dorset Downs	37	32	86%	5
Nathaniel's Grove	492	0	0%	0
Wolf Ridge	14	13	93%	1
Stonehill Village				
Spindletop	156	142	91%	14
Liberty Hill	162	133	82%	29
Claiborne Greens	147	48	33%	38
The Narrows	26	25	96%	1
River West				
Scarborough	75	13	17%	25
Bexley Hills	77	42	55%	23
River Reserve	244	0	0%	0
Stone Farm Est.	26	25	96%	1
Country Club of the North	311	213	68%	98
Hunters' Pointe	344	344	100%	0
Hickory Hollow Est.	44	44	100%	0
Wood Ridge Est.	44	1	2%	43
Arlington/The Colony	154	138	90%	16
Woodland Hills Estates	45	44	98%	1
Beaver Hills Estates	53	53	100%	0
Windemere	77	77	100%	0
Totals	2834	1631	58%	357

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

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



Bi-Weekly Report
December 7, 2015
(Report period 21 Nov – 7 Dec 15)

Trustees,

The following is a brief synopsis of the past two weeks in the IT department. Troubleshooting continues on the intermittent latency issues with virtual environment. Being the last opportunity for a major purchase this year, I am submitting a purchase request to replace our current tape backup solution. I will be out of town on 7 and 8 Dec but Mr. Ericson will be available should you have any technical questions that Mr. Zaharieff is unable to answer.

Purchase Request:

Board, our current tape backup equipment is no longer able to keep up with the amount of data backed up for archiving purposes. The current system (Quantum SuperLoader3) contains one tape drive and 16 tape slots. Full monthly/archival backups take several days to a week to complete. While these backups are running it is restricting bandwidth used for daily operations. The new system (Quantum i40 Scalar) incorporates 2 tape drives with 40 tape slots—25 are licensed for use—running in parallel reducing backup times significantly. Another advantage is with the media itself. The SuperLoader3 uses LTO 4 tapes and it takes approximately 3 or 4 tapes to archive data; whereas the i40 utilizes LTO 6 tapes, requiring 1 tape for complete backup. LTO tapes are approximately \$25 ea. LTO 6 tapes are \$33.

The SuperLoader3 would need to be kept in order to restore older data should a request come in. We can also repurpose the device to backup fire departments Interop domain.

This item was not budgeted for but funds are available since the cost of the Citrix NetScaler (Secure gateway) was much less than anticipated. This was due to the fact that we didn't need to purchase the full appliance, just the secure gateway portion. Three quotes have been solicited with the least expensive attached. I have solicited 3 quotes and have attached the lowest. I've also attached a copy of the Purchase Request, both at the end of my bi-weekly report. See motion below:

MOTION

I make a motion to approve purchase request # 07741 to CDWG for the purchase of a Quantum i40 Scalar, associated hardware and 2 year service contract, in the amount of \$8761.00; and authorize the Township Administrator to sign for the Board.

BEAVERCREEK TOWNSHIP

INFORMATION TECHNOLOGY DEPARTMENT

851 Orchard Lane, Beaver Creek, Ohio 45434
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IT Projects/Management:

- Upgrade Citrix environment (in-work)
 - Working with Citrix Lead Engineers and EMC on latency issues
 - Increased storage capacity to help backup performance
 - Installed new monitoring software (trial)
- Research and deploy video conferencing between all Fire Stations (on hold for Citrix Migration)
 - Citrix claims that web cams are not supported with thin clients, but they have a hotfix that works with newer Xen environments
 - Researching more robust zero client or fat client options
 - Also looking into other technologies as Citrix has decided to sell Go To Meeting.
- Equipment Inventory, Surplus (Gov Deals) and Repurpose IT equipment (hold)
- Hot/Warm site planning, station 64(hold)
 - Move equipment (old SAN and Citrix Host Servers)

Network Administration:

- VNX5300—Installed and configured additional storage for township cloud
- Server Monitoring—Replaced rack mounted KVM monitor freeing up space in server rack and easier access to server remote logins
- Citrix Virtual Environment
 - Latency Issues—still working with Citrix lead engineers. Next step is to remove one host server from pool (will not affect connectivity) and rebuild apply one hotfix at a time to isolate problem
 - Downloading Goliath technologies monitoring software to help isolate and troubleshoot problem as well
- Patched /Rebooted servers
- Social Media—Website, Facebook, Twitter, YouTube
 - Website
 - Installed New Version Drupal to TWP and Fire websites.
 - Configured google maps on website.
 - All events on Township calendar now have google maps associated with link
 - YouTube—Posted 20 Nov Trustees Meeting
 - Facebook/Twitter—Links posted
- Unlocked/Reset network accounts



BEAVERCREEK TOWNSHIP INFORMATION TECHNOLOGY DEPARTMENT

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

- Reset Mr. Schubert's account thru 1 Mar 2016
- Verified Backups are current and running.
- Reviewed Span/Web filters
 - Blocked/Whitelisted domains as appropriate for access/denial

Meetings:

- Department heads meeting.

Training:

- Goliath Technologies—Attended webinar on virtual environment monitoring from Goliath Technologies. This will be replacing the current EdgeSite monitoring suite from Citrix.
 - Software looks very useful and will provide valuable insight to the inner workings of a virtual environment.
 - Company offering a 30 day trial which I will be downloading and running for the next 30 days. More to follow...

Miscellaneous / Outages:

- Worked on 2016 Budget

Awareness Items:

- Finance Departments Fax line. (still in work)
 - Fax line is also tied to building alarm system.
 - Plan is to have Windstream or AT&T move T1 and TCG to move phone switch from 1981 to Communications room in Fire Admin.
 - Alarm system in the old Admin building and road department will have to be brought down when T-1 line is moved from 1981 D/X to 851 Orchard.

Purchases:

- VNX 5300 DAE –Increased storage for township cloud
- KVM Monitor for Stal server room (replaced non-working device)

I will not be attending the 7 Dec meeting but will be available by email or cell prior to meeting should you have any questions or concerns on my bi-weekly report or purchase request.

Jeff Terry | Information Technology
Beaver Creek Township
W: 937.306.5049
C: 937.212.1379



CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
YQLF752	6493951	11/23/2015

BILL TO:
 BEAVERCREEK TOWNSHIP
 851 ORCHARD LN STE C

SHIP TO:
 BEAVERCREEK FIRE ADMINISTRATION
 Attention To: JEFF TERRY
 851 ORCHARD LN

Accounts Payable
 BEAVERCREEK , OH 45434-7220

BEAVERCREEK , OH 45434-7228
 Contact: JEFF TERRY 937.306.5049

Customer Phone #

Customer P.O. # SCALER I40 LTO6
 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JAY HUSSEIN 866.875.7587		UPS Ground (1- 2 day)	NET 30-VERBAL	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	3456935	QUANTUM SCALAR I40 TWO LTO-6 DRIVES Mfg#: LSC14-CB6N-219G Contract: MARKET	6,899.00	6,899.00
1	3032546	QUANTUN 2M SAS INTERFACE Y-CABLE Mfg#: 9-02462-01 Contract: MARKET	89.00	89.00
1	1976354	QUANTUM 2YR NBD SVC EXT F/ I80/I40 Mfg#: SSC1S-ES00-CF21 Contract: MARKET	689.00	689.00
1	2939042	Electronic distribution - NO MEDIA QUANTUM SAS LSI 9207 HOST BUS ADAPT Mfg#: DNADS-UHBN-001A Contract: MARKET	199.00	199.00
20	2889753	QUANTUM LTO6 CUSTOM LBL DATA CART Mfg#: MR-L6MQN-BC Contract: MARKET	33.00	660.00
5	1189386	QUANTUM LTO UNIVERSAL CLEAN PRELBL Mfg#: MR-LUCQN-BC Contract: MARKET	45.00	225.00
SUBTOTAL				8,761.00
FREIGHT				0.00
TAX				0.00

US Currency
TOTAL 8,761.00

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.705.7651

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager.



BEAVERCREEK TOWNSHIP PURCHASE REQUEST

Nº 07741
Budget Line Item

1 0 0 0 - 7 1 0 - 7 4 0 - 3 0 0 0

Purchase Order/Blanket Certificate

Transfer Funds

PO

PO -

PURCHASE DETAILS

Purchaser: JEFF TERRY

Date: 3 DEC 15

Item(s) Requested: QUANTUM

Item(s) Cost: \$8,761.00

New Vendor Vendor: CDWG

Vendor Address: - ON FILE -

APPROPRIATION INFORMATION

Split Approp

Starting Balance: \$8,761.00

Current Balance: 8,761.00

Requested Amount: 8,761.00

New Balance: \$ 0

PURCHASE APPROVALS

Department Approval: [Signature]

Trustee Required Trustee:

Trustee:

Fiscal Officer:

PAYMENT INFORMATION

Adjustments:

Check Date:

Check Number:

Check Amount:

Goldenrod: Originator Pink: Department Head Yellow: Township A/P White: Township File

To: Alex Zaharieff
From: Tim Parks
Date: December 3, 2015
Reference: December 7 Trustees Meeting

Alex:

On Monday December 7, I will be bringing the following:

- I will be recommending hiring two part-time on call drivers to assist with snow removal. These positions were included in the 2015 & 2016 budgets for up to 720 hours total for the season. We received two applications for the position; one applicant has a class A CDL and can be used as a regular route driver, the other applicant does not have a CDL and will be utilized in the one ton truck to do parking lots, cul-de-sacs and estate style roads. The addition of these two part-time drivers will allow the department continue to provide a quality service level even though the Township has added additional mileage and provide that service without adding fulltime staff at this time. I will be recommending the applicant with the CDL start at a rate of \$12.00 an hour and the non-CDL driver start at \$10.00. Both of these positions are pending successful completion of our Pre-Employment Process. Resolutions are attached.

Resolutions attached

- I will be requesting the approval of a purchase request to K-tech Specialty Coatings for Beet-Heat the wetting solution used with rock salt. The Township has been using this process for the past 8 years and seen the benefits of less salt usage, less salt scatter on the roadway, and the residual effect of the two products have reduced cost to the Township. This product is on ODOT pricing.

I make a motion to approve purchase request (00360) to K-Tech Specialty Coatings for 4600 gallons of Beet-Heat, in the amount of \$6,300; and to authorize the Township Administrator to sign for the Board.

- **Bi-weekly activity report**



BEAVERCREEK TOWNSHIP

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

Trustees - Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER: _____
ADOPTION DATE: DECEMBER 7, 2015

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved to approve the hiring of Timothy B. Dempsey as a Seasonal On Call Maintenance Worker to work on an as needed basis in the Beavercreek Township Road Department at a starting rate of \$12.00 per hour pending the successful completion of Beavercreek Township's Pre-Employment Process.

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

THE VOTE WAS AS FOLLOWS:

Tom Kretz _____
Daniel K. Paxson _____
Carol Graff _____

APPROVED BY:

BEAVERCREEK TOWNSHIP TRUSTEES

Tom Kretz, Chair

Daniel K. Paxson, Vice Chair

Carol Graff, Trustee

ATTESTED BY:

Christy L. Ahrens
Fiscal Officer



BEAVERCREEK TOWNSHIP

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

Trustees - Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER: _____
ADOPTION DATE: DECEMBER 7, 2015

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved to approve the hiring of Gregory E. Smith as a Seasonal On Call Maintenance Worker to work on an as needed basis in the Beavercreek Township Road Department at a starting rate of \$10.00 per hour pending the successful completion of Beavercreek Township's Pre-Employment Process.

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

THE VOTE WAS AS FOLLOWS:

Tom Kretz _____
Daniel K. Paxson _____
Carol Graff _____

APPROVED BY:

BEAVERCREEK TOWNSHIP TRUSTEES

Tom Kretz, Chair

Daniel K. Paxson, Vice Chair

Carol Graff, Trustee

ATTESTED BY:

Christy L. Ahrens
Fiscal Officer

BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT**December 3, 2015****Calls for Service:****Training:****Accomplishment/Information:**

- Attended Staff meeting
- Finished draft 2016 Budget
- Attended meeting with developer, contractor, and Green County Engineers office issues within Woodridge subdivision
- Reviewed several driveway permits
- Began reviewing and submitted comments replat of lots 3&4 of Scarborough of River West phase one
- Began reviewing plans for Spring Ridge 3B and Nathaniel's Grove section 1
- Checking on developments-
 - Bexley Hills 3A- checking on erosion control issues erosion control issues
 - Bexley Hill 3B- clearing and grubbing continuing
 - Spring Ridge 3A- checking on erosion control, houses under construction
 - Wood Ridge section 1- proof roll, gravel base and 301 asphalt. A large amount of time has been spent in the last two weeks on this job site
 - Clairborne Greens 2A- checking on erosion control
 - Clairborne Greens 2B- on hold
 - Liberty Hill section 2- inspected final paving, awaiting completion of punch list
- Continued working on budget estimates for LED upgrades- as recommended by energy audit
- Continued working of budget estimates for window film- as recommended by energy audit
- Continued working of roof repair estimate for Library
- Obtaining estimates to relocate electric for well for the new Dayton-Xenia road property
- Completed last round of road mowing for the season
- Received salt delivery
- Landscaping work at Station 64
- Continued cleaning up Dayton-Xenia road property

Awareness Items:

To: **Alex Zaharieff, Township Administrator**
 From: **David VandenBos**
 Date: **2015-12-03**
 Re: **Agenda Items for 07 December 2015 Trustees' Meeting**

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

- 1) [Request Approval to Purchase Firehouse Annual Support](#)
 - 2) [Request Approval to Purchase Office Multi-Function Document Device and Request Approval to Surplus Obsolete Office Multi-Function Document Device](#)
 - 3) [Acceptance of Donation of Framed Plaque](#)
 - 4) [Bi-weekly department activity report](#)
-

1) Request Approval to Purchase Firehouse Annual Support

- 1.1) This request is to renew annual support for Firehouse Software, the fire department's records management software, in the amount of \$5,225.00
- 1.2) This purchase is an immediate need, to maintain uninterrupted support of this fire department critical infrastructure.
- 1.3) This software is used daily by all members and programs in the department to keep an accurate record of fire department activity, as required by State Law, Township Policies, and Fire Department Policies.
- 1.4) Cost Center/Program Area: **Technology** (5310)
Object Code: **Contracted Services** (360)
- 1.5) This software is the primary records management software for fire department activity, including incident reporting, EMS patient care reporting and billing, staff training and activities, community occupancy and inspection information and daily staff activities, including payroll. It is the primary source of information for the biweekly and annual reports to the Board and the general public. It is considered part of the department's critical infrastructure and necessary 24/7, requiring a current support agreement.
- 1.6) Quotes:
 - 1.6.1. See attached quote [[Attachment 01.061](#)]
 - 1.6.2. The vendor is a sole source provider of this service.
 - 1.6.3. State Term Schedule: n/a
- 1.7) [Specifications: n/a](#)
- 1.8) This software has been in constant service, with one major upgrade (to the current Enterprise platform), since 1999. There is no current end-of-life designated by the vendor, however a second major upgrade (to the new .Net platform) will probably be required, by the Vendor, in the next 1-3 years.
- 1.9) Disposition: n/a
- 1.10) I make a motion to approve the following:
Purchase Request 08109 to Xerox Business Services for Firehouse Support for 2016 in the amount of \$5,225.00
and to authorize the Township Administrator to sign for the Board.

2) Request Approval to Purchase Office Multi-Function Printer

- 2.1)** This request is to purchase a replacement Multi-Function Document Device (MFD) to replace the 8-year old Savin MFD currently in service in fire administration and enter into a service agreement for the device in the amount of \$9,224.00.
- 2.2)** This request is to fill a future need.
- 2.3)** This device is used on a daily basis by all Township Departments (except Finance) for printing, scanning, and faxing business documents.
- 2.4)** Cost Center/Program Area: **Administration** (5400)
Object Code: **Capital Equipment** (740)
2015 Budget Goal #1
- 2.5)** The current multifunction document device (copier) will reach its end of support in February 2016. At that time, repair parts and the toner needed to print and duplicate documents will no longer be guaranteed to be available and service of the machine will not be guaranteed with a contract.
- The current copier has been in service since February 2007 and was then placed in service as a Lease-purchase agreement. The copier has been on a service agreement that includes toner and service through Donnellon McCarthy Enterprises, Inc. The fire department received written notice from Donnellon McCarthy Enterprises stating in February 2016, they would no longer be able to continue the service agreement on the current machine since the manufacturer will no longer produce replacement parts and subsequently the current monthly service agreement would be terminated at that time. The end of life was verified through Ricoh Inc.
- The current copier has printed 421,293 pages in black and white and 288,779 pages in color since its delivery in 2007 as of November 24, 2015.
- The research was completed and several brands and several models of devices were reviewed. Quotations were requested for comparable models to replace the existing device and two companies responded. I am requesting to purchase a replacement copier and engage a new service agreement from Donnellon McCarthy Enterprises for a Savin 4503 by Ricoh Inc. The service agreement is an annual agreement that is automatically renewed until terminated as outlined in the agreement, but paid on a monthly basis. The service agreement at \$204.00 per month is inclusive of repair costs including parts and labor as well as toner supplies for 3000 color pages and 5000 black & white pages per month. The proposed terms of the service agreement are similar to the terms of the agreement soon to be terminated with Donnellon McCarthy.
- 2.6) Quotes**
- 2.6.1. Quotes:**
- | | | | |
|-----------------|---------------------------------|------------|--------------------------------------|
| 2.6.1.1. | Donnellon McCarthy Enterprises: | \$9,224.00 | [Attachment 02.0611] |
| 2.6.1.2. | ComDoc: | \$8,525.00 | [Attachment 02.0612] |
- 2.6.2. Sole Source:** n/a
- 2.6.3. State Term Schedule:**
- | | | |
|-----------------|---------------------------------|----------------------------------|
| 2.6.3.1. | Donnellon McCarthy Enterprises: | Ohio STS #800310 |
| 2.6.3.2. | ComDoc: | n/a |
- 2.7)** See attached specifications [\[Attachment 02.07\]](#)
- 2.8) Other Cost Considerations**
- 2.8.1.** This device has an expected lifespan of 7-10 years.
- 2.8.2.** Office Depot offers copy and printing service for \$0.59 per page for color and \$0.10 per black and white page. Clint's Printing offers printing services which are based on the number of pages needed and if it is black and white or in color.

2.8.3. This purchase has a request to enter into a service agreement which includes all parts and labor for repairs as well as toner supplies. Although the initial device cost for the recommended unit is higher, for an 8-year period the cost of the device and service agreement is 32% less expensive than the quoted alternative for a total lifetime cost savings of approximately \$8,500.

The Donnellon McCarthy maintenance agreement is quoted at \$203.70/month [[Attachment 02.083](#)] and the ComDoc service agreement is quoted at \$300.00/month [[Attachment 02.0612](#)].

2.9) The current Savin MFD will be surplus and disposed of on govdeals. [[Attachment 02.09](#)]

2.10) I make a motion to approve the following:

Purchase Request 07932 to Ricoh USA for replacement Fire Administration MFD in the amount of \$9,224.00, and

Purchase Request 07983 to Donnellon McCarthy Enterprises for annual maintenance in the amount of \$2,444.40, and

to authorize the Township Administrator to sign for the Board.

3) Acceptance of Donation of Framed Plaque

3.1) The fire department is requesting the Board accept the donation of one framed portrait of a firefighter. The framed portrait has an estimated value of \$50.00. It was donated by the Mad Packer. [[Attachment 03.01](#)]

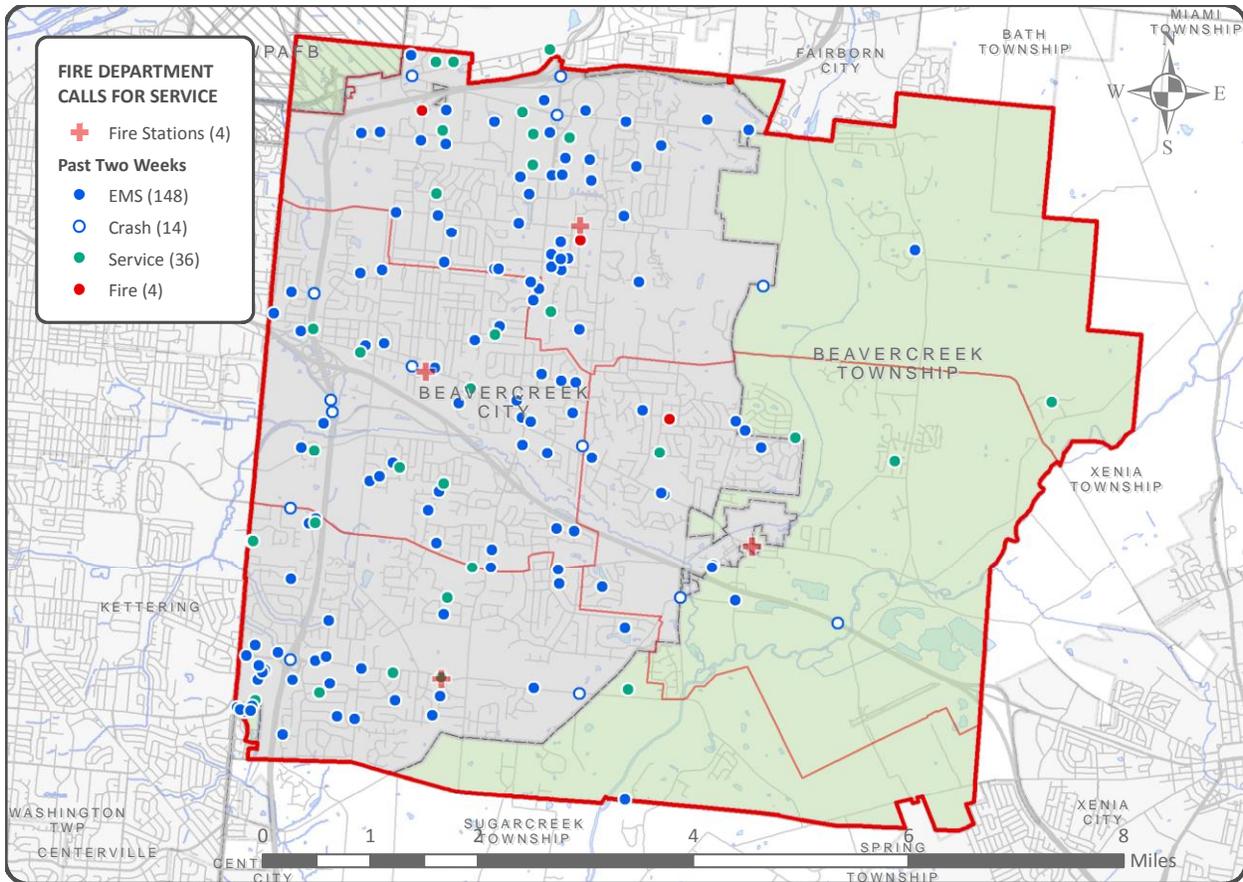
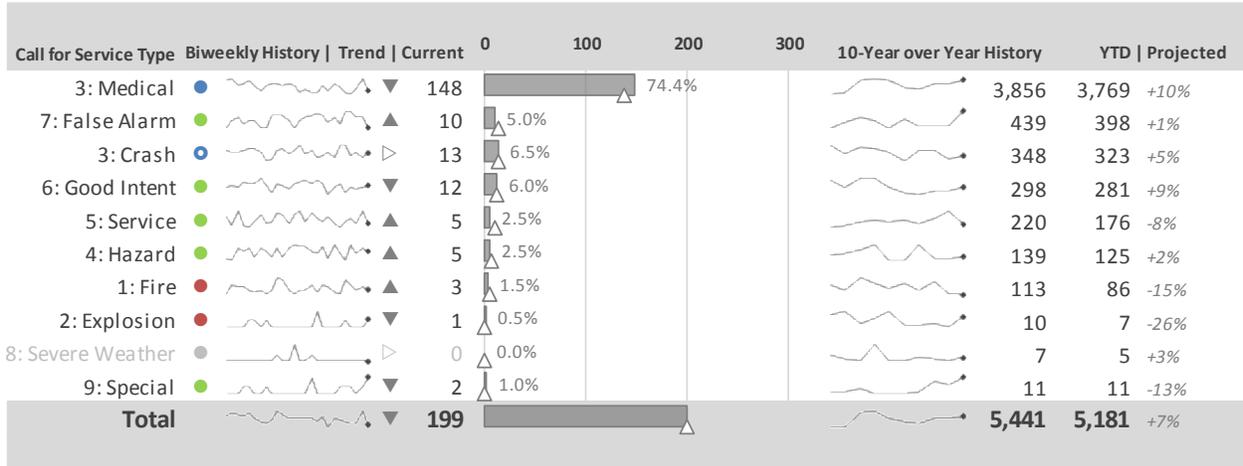
4) Bi-weekly department activity report

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

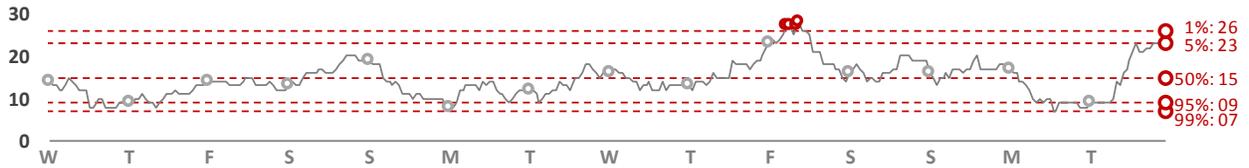
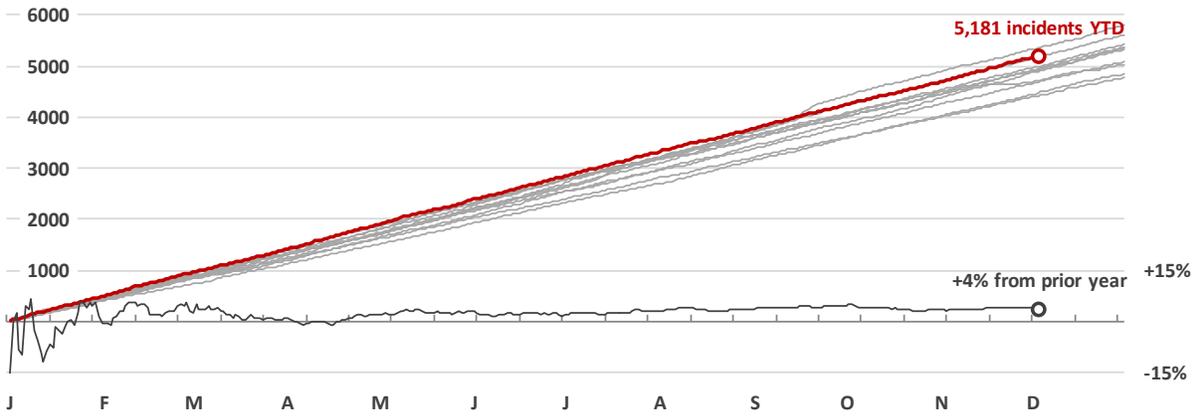
- 4.1) Budget Meetings:** Fire Administration had a second meeting with program managers to provide additional supplemental information for requests.
- 4.2) Auxiliary Monthly Meeting:** The fire department auxiliary held its monthly meeting to discuss issues of interest and concern, including call out methods, CERT integration, Blue Card training, and Annual Holiday Party.
- 4.3) Suppression Committee:** The suppression committee met to discuss Blue Card training and the 2015 and 2016 training calendars.
- 4.4) Safety Committee:** The safety committee met to review accidents and injuries from the prior month and discuss the integration of Blue Card “recycles” into the existing rehab policy.
- 4.5) Major Training:** Crews completed Advanced Cardia Life Support (ACLS) training, while on-duty.
- 4.6) Ride Alongs:** The fire department hosted 12 ride-alongs.
- 4.7) Public Outreach:** Over the past two weeks, the crews have participated in the following activities:
 - Department: Thanksgiving Dinner hosted by Ms. Rigano
 - CPR/First Aid: Unison, HeartSaver
 - Station 61: Cub Scouts, public education

4.8) Activity Summary (previous 2 weeks)

Biweekly Incident Activity Report



5,181 incidents this year is +4% from this time last year



Biweekly Mutual Aid Report

Aid Type	Biweekly History Trend Current	YTD No Aid Provided Requested	10-Year over Year History	YTD Projected
Provided	▲ 1	94%		1,339 111 +34%
Requested	▼ -4	4%		-1,289 -214 +131%
Difference	▼ -3			50 -103

Biweekly Training Activity Report

Training Type	Biweekly History Trend Current	0	250	500	750	1,000	10-Year over Year History	YTD Projected
Firefighting	▲ 10		4.2%					2,670 1,310 -38%
EMS	▼ 96		42.3%					3,247 2,274 -14%
Driver/Operator	▼ 78		34.3%					2,225 650 -70%
Rescue	▲ 1		0.4%					2,822 1,485 -39%
Officers	▼ 18		7.9%					1,338 895 -23%
Daily Drills	▲ 11		4.6%					1,706 649 -55%
Haz-Mat	▲ 6		2.6%					735 175 -71%
Fire Prevention	▶ 0		0.0%					209 135 -22%
Instructors	▶ 0		0.0%					160 153 +33%
NIMS	▲ 0		0.0%					1 879 #####
Dispatch	▼ 8		3.5%					103 49 -55%
Total	▼ 227		100.0%					15,214 8,653 -34%

ATTACHMENT 01.61



Xerox Government Systems, LLC
2909 100th Street, STE 309
Urbandale IA 50322

INVOICE

Invoice 1205222
Page Number: 1
Date: 11/3/2015
Customer: 329856
Please Remit Payments To:
Xerox Business Services LLC
P.O. Box 201322
Dallas TX 75320-1322

SOLD

TO: BEAVERCREEK TOWNSHIP
ATTN: ACCOUNTS PAYABLE
851 ORCHARD LANE, SUITE B
BEAVERCREEK OH 45404

SHIP

TO: BEAVERCREEK FIRE DEPT
ATTN: DAVID VANDENBOS
851 ORCHARD LANE, SUITE B
BEAVERCREEK OH 45404

CUSTOMER TO		ORDER#		TERMS		DUE DATE	
1/01/2016 - 1/01/2017		1378294		NET 15		11/18/2015	
ITEM NUMBER	DESCRIPTION	UOM	QUANTITY	UNIT PRICE	AMOUNT		
372505	FH Enterprise - Complete System Support	EA	1	970.000000	970.00		
372501	FH Enterprise Additional User Support	EA	9	185.000000	1,665.00		
372503	CAD Monitor Support Renewal	EA	1	475.000000	475.00		
372502	CAD Monitor Additional User Support	EA	9	125.000000	1,125.00		
375501	FH Mobile EMS annual support cost renewal	EA	4	295.000000	1,180.00		
375510	FH Bar Coding Support Renewal	EA	9	110.000000	990.00		
					Subtotal	\$ 6,405.00	
					Tax		
					Total	\$ 6,405.00	

Please contact us at:
FH Support, Sales & Billing 800-921-5300

Form 3000

RECEIVED NOV 09 2015

ATTACHMENT 02.611

DONNELLO M'CARTHY ENTERPRISES, INC.
Your Office Technology Specialist

Beavercreek Fire Department

Model	State of OH Purchase Price	State of OH 60 mo Lease	Maintenance Pricing
SAVIN 4503	\$6,568.00		\$204.00 includes 3000 color pages and 5000 black pages. Additional color @ \$.0519. Additional black @ \$.0096
Staple finisher & bridge	\$980.00		
Paper Bank 3160 Adds 2 x 550 sheet trays	\$546.00	OTE: May change to 2 x 500 sheet	
Fax	\$844.00		
OCR kit (searchable PDF)	\$147.00		
Power Protector	\$139.00		
	\$9,224.00	\$201.79	
Optional			
Booklet Finisher	\$1,815.00		\$219.58
(remove Fin & bridge above)		(lease if you select booklet Finisher)	

ATTACHMENT 02.612



<u>Xerox WorkCentre 7845</u>	
<p style="text-align: center;"><u>Quick Facts</u></p> <ul style="list-style-type: none"> • 45 pages per minute Black • 45 pages per Minute Color ☑ 1,200 x 2,400 DPI • Automatic Duplexing • Auto Document Feeder • Scan Speed 160 ipm • 4 Paper Trays • 100 Sheet Bypass Tray • Network Printing • Network, LAN and Hard Copy Faxing • Xerox Standard Accounting • Text Searchable PDF with Xerox ConnectKey • Optional Envelope Tray 	<p>*appearance varies based on options included</p> <div style="text-align: center;">  </div>
<p><u>Device Purchase Options:</u></p> <ul style="list-style-type: none"> • Xerox 7845 Certified Pre-Owned: = \$7,180 <ul style="list-style-type: none"> ○ Plus \$300 per month for allowance and service ☑ Xerox 7845 New = \$8,525 <ul style="list-style-type: none"> ○ Plus \$300 per month for allowance and service <p><u>Price Includes:</u></p> <ul style="list-style-type: none"> • Maintenance & Service Base • Parts, Supplies, & Toner (excludes paper and staples) • Delivery, Implementation & Training • Help Desk & 360 App • Allowance of 5,000 B/W copies per month • Allowance of 3,000 Color copies per month <p><u>Overage Click Rates</u></p> <ul style="list-style-type: none"> ☑ B/W: \$0.0075 ☑ Color: \$0.05 	

ATTACHMENT 02.70

Comprehensive features in a compact design



Savin MP C3503 shown with optional SR3150 Booklet Finisher, 1 Bin Tray (BN3110), Tandem Large Capacity Tray (PB3170) and Side LCT (RT3030)

- 1** 1,000-Sheet Booklet Finisher (Optional): Provides three destinations for output, including the ability to produce paginated, saddle-stitched, punched and folded booklets, greatly expanding your in-house capabilities.
- 2** 100-Sheet Automatic Reversing Document Feeder (ARDF): The standard ARDF for the MP C3003/MP C3503 handles multi-page, multi-sized originals with ease.
- 3** Full-Color 9" Control Panel with SD/USB Slot: Navigate from job to job easily with the tiltable touch screen featuring a user-friendly slot for SD/USB cards, a customizable home screen to link to commonly performed jobs and more.
- 4** Automatic Duplexing: Save paper and filing space with standard automatic duplexing that runs at the same speed as one-sided output.
- 5** 125-Sheet One Bin Tray: Separate output and simplify document retrieval for prints up to 12.6" x 17.7".
- 6** Paper Trays (Standard): Standard paper sources include two 550-Sheet Paper Trays and a 100-Sheet Bypass Tray for a total capacity of 1,200 sheets. Tray 2 accommodates envelopes for in-house printing and a wide variety of mailing applications.
- 7** Large Capacity Tray (Optional): For extended print and copy runs, choose the 2,000-Sheet LCT to handle 8.5" x 11"/A4 paper sizes. A One-Tray PFU (550 sheets), Two-Tray PFU (2 x 550 sheets) and Cabinet (Type F) are also available as options.
- 8** 1,500-Sheet Side Large Capacity Tray (Optional): Minimize reloading of 8.5" x 11"/A4 paper sizes and expand the system's total paper capacity with the Side Large Capacity Tray.

MAINTENANCE AGREEMENT

Terms and Conditions

I. TERMS OF AGREEMENT

A. This Agreement shall commence in the start date and shall remain in effect for twelve (12) months or when allocated copy usage occurs. Additional charges for meter averages may be applicable (subject to plan change) and shall be payable upon receipt of invoice. This agreement shall automatically renew for an additional twelve months on the end date unless terminated by either party upon not less than (30) days prior written notice.

B. The customer represents and warrants that the equipment covered by this agreement is in good working order as of the effective date of this agreement and DMEI reserves the right to inspect the equipment prior to acceptance of this agreement.

II. CUSTOMER RESPONSIBILITIES

A. Customer will provide DMEI a meter reading when requested for the purpose of maintenance and billing. In the event monthly meter readings are required but not received, the next month billing shall be an average of the past three (3) months of charges.

B. Customer agrees to pay invoices from DMEI promptly. Should customer be delinquent for more than forty-five (45) days DMEI at its option may cancel this agreement without notice.

C. Customer agrees to notify DMEI prior to preventive service intervals as indicated on front side hereof.

D. Customer agrees to promptly notify DMEI of any problems or malfunctions of the system and cease usage of the system until correction of such problems are made. Customer agrees to use all furnished supplies only for copy making purposes in the system indicated on the front side hereof.

E. Customer agrees that all supplies furnished hereunder including consumable parts such as drums, remain the property of DMEI until said supplies are consumed to the extent that they may not be further utilized in the copy making process.

F. Customer shall provide an equipment key operator for each shift of operation and shall at DMEI's request, present operators for instruction in use and care of the equipment.

G. In the event DMEI fails to meet its emergency response guarantee and the customer wishes to avail itself of the 5% purchase credit, the customer must notify an DMEI service manager within 48 hours of DMEI failure to respond. The service manager shall issue a credit for a 5% discount on future purchases. Emergency response pertains to inoperative equipment only.

III. LIMITATIONS

A. The changes under this contract shall specifically exclude coverages for the following:

1) Repairs resulting from causes other than normal use, such as abuse, or misuse by the operators including without limitation, damage to copier drums and use of unauthorized supplies. It shall also exclude accidents, damage due to transportation, unsuitable or failure of electrical power, and failure to provide the space requirements recommended by manufacturer or suitable office environment.

2) Repairs made necessary by service performed other than by DMEI or its authorized representatives.

3) Reconditioning, rebuilding,

4) All optional equipment unless otherwise specified on page 1 of this agreement.

5) Cosmetic repairs, including but not limited, to panels, doors, mats, cassettes or refinishing to improve appearance.

B. During the coverage period if, in the opinion of DMEI and with customer's concurrence an overage is necessary, labor and parts required to perform such service will be charged at DMEI's regular rates.

C. In the event that it is necessary to remove the equipment to DMEI's facility for repair, DMEI will provide transportation to and from the service point and will provide a similar machine as a loaner, if available, and when or as possible. Customer agrees to pay standard monthly charge and overage when loaner is in use by the customer.

D. DMEI will not be liable for any failure or delay in performance due in whole or in part to any cause beyond DMEI's control including but not limited to work stoppages, fires, civil disobedience, riots, rebellions, acts of God and similar occurrences.

E. There are not express or implied warranties, including the implied warranties of merchantability and fitness for a particular purpose, not specified herein respecting this agreement for the equipment and service provided.

F. This agreement extends only to the original customer and is nontransferable. This agreement cannot be honored if the equipment is moved out of DMEI's normal service area. If the equipment is moved beyond DMEI service zones, buy or agrees this contract shall be deemed terminated by buyer.

G. The transfer of equipment to a different zone within the service area subjects the contract to the applicable rate for the new zone.

H. All service under this agreement shall be rendered on the customer's premises during normal working hours (Monday through Friday (8:00 am-5:00 pm)). After hours or overtime service requested by customer will be provided on an available basis at the then applicable after hour service rate.

I. DMEI reserves the right to discontinue this agreement on any machine for the following reasons:

1) the machine is not being used in accordance with intended purposes

2) lack of proper operator maintenance between scheduled inspections

3) abuse of equipment by the operators

4) equipment requires in-shop repair or overhaul but approval to proceed has been denied

5) in the event parts are no longer available to DMEI from the manufacturer of the equipment

J. Customer's exclusive remedy and DMEI's entire liability in contract, tort, or otherwise, will be to make all necessary adjustments and repairs, (or at DMEI's option replace or substitute equipment) to keep the equipment in good operating condition in accordance with the manufacturer's policies then in effect.

K. In no event will DMEI be liable for any indirect special or consequential damages arising out of this agreement or the use of any equipment and services provided under this agreement.

L. The amount of this agreement shall be increased by an amount equal to any applicable tax now or hereafter assessed, levied or imposed by a federal, state or local authority.

M. DMEI has the right to increase the maintenance rate at the beginning of each renewal term without notice. We reserve the right to bill for excess toner usage. DMEI reserves the right to review the cost to service and adjust the price to service after 6 months.

IV. CANCELLATION AND DEFAULT

A. If customer under optional monthly billing cycle defaults, or upon his election and the subsequent cancellation of this agreement, customer promises to pay DMEI a sum equal to five times the monthly rate as liquidated damages (and not as penalty).

B. Should customer fail to pay monthly billing or other charges as may be called for under this contract within forty-five (45) days of the submission of the invoice DMEI may, at its option:

1) refuse to continue service of the equipment or

2) furnish service only on a C.O.D. "per call" basis.

V. ACCEPTANCE

A. Customer acknowledges that he/she has read this agreement, understands it and agrees to be bound by its terms and conditions. Further, customer acknowledges that this agreement is the complete and exclusive statement of the agreement between the parties, which supercedes all proposals or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this agreement.

Initials: _____

ATTACHMENT 02.09

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

WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beavercreek Township may deem property to be obsolete, or unfit for the use for which it was acquired, and

WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio finds Savin 3030 Color, Black and White Multifunction Copier/Printer, (BTFD Inventory ID 005136) as not needed for public use, and declares the equipment obsolete, or unfit for use for which it was acquired,

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

ATTACHMENT 03.01

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

WHEREAS, The Mad Packer located at 3348 Dayton-Xenia Road, Beavercreek, Ohio 45432 wishes to make a donation of one Framed Portrait of a Firefighter to the Beavercreek Township Fire Department, and

WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beavercreek Township may accept a donation of any real or personal property for any township use, and

WHEREAS, the Trustees of Beavercreek Township do graciously accept said donation.

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



BEAVERCREEK TOWNSHIP

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

Trustees - Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

COPY

BEAVERCREEK TOWNSHIP ANNUAL TEMPORARY APPROPRIATION RESOLUTION FOR 2016

RESOLUTION NUMBER: _____
ADOPTION DATE: December 7, 2015

WHEREAS, the Board of Trustees of Beavercreek Township in Greene County, Ohio, met in regular session on the 7th day of December, 2015, in the Community Room located in the lower level of Fire Station #61 at 2195 Dayton-Xenia Road, in Beavercreek, Ohio with the following present:

Tom Kretz
Daniel K. Paxson
Carol Graff

_____ made a motion to adopt the following Resolution:

BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township, Greene County, Ohio that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2016, the following sums be and the same are hereby set aside and temporarily appropriated for several purposes for which expenditures are to be made for and during said fiscal year, as follows: See reverse.

_____ seconded the Resolution and the roll being called upon its adoption the vote was as follows:

Tom Kretz _____
Daniel K. Paxson _____
Carol Graff _____

APPROVED BY:

BEAVERCREEK TOWNSHIP TRUSTEES

Tom Kretz, Chair

Daniel K. Paxson, Vice-Chair

Carol Graff, Trustee

ATTESTED BY:

Christy L. Ahrens, Fiscal Officer

General Fund	1,693,646.00
Motor Vehicle License Tax	38,484.00
Gasoline Tax	145,053.00
Road and Bridge	1,400,338.00
Cemetery	70,005.00
Police	690,298.00
Fire	9,448,732.00
Permissive Motor Vehicle	44,364.00
EMS Medic Services	3,003,169.00
Accumulated Leave Balances	330,000.00
Land Acquisition/Improvement	263,838.00
New Ambulance	277,708.00
Advanced Life Support Fire Engine	1,625,000.00
Land Mobile Radios	134,188.00
Private Purpose Trust	5,897.00
Total	19,170,720.00

COPY